

MAHATMA GANDHI UNIVERSITY

17.



EXAMINATION MANUAL

**PRIYADARSHINI HILLS P. O.
KOTTAYAM - 686 560
KERALA, INDIA**



Dr. JANCY JAMES
VICE - CHANCELLOR

Mahatma Gandhi University

Priyadarshini Hills
Kottayam - 686 560
Kerala State, S. India

20th January, 2007

VICE-CHANCELLOR'S MESSAGE

Mahatma Gandhi University, founded in 1983, has now the largest number of affiliated Colleges in the State. Its jurisdiction stretches across the five districts of Ernakulam, Kottayam, Pathanamthitta, Idukki and Alleppey. It carries out the significant mission of reaching Higher Education to the people of Central Travancore. It promotes expansion of higher education balanced by continuous updating of educational programmes and policies in tune with the times and needs of society.

The hugeness of this task is reflected most heavily on the University Examinations. Mahatma Gandhi University conducts more than 8000 examinations every year. This is indeed a big challenge. Promptness and credibility in the conduct of examinations, valuation of answer scripts and publication of results are the indicators of quality and efficiency of any University. In spite of many constraints and inadequacies, the examination system in Mahatma Gandhi University is committed to the goal of improving its functioning day by day. Yet, we have miles to go before we sleep, miles to go before we secure the confidence and whole hearted appreciation of the public in this matter.

The Examination Manual is a great stimulus and tool in the task of stabilizing and streamlining Examination system. As we advance into a knowledge society, a ready reference for the smooth conduct of examinations is inevitable. This Examination Manual will go a long way in enabling the University to complete the examination work with perfection and satisfaction to the student community. This is a document of the procedures relating to conduct of examinations, serving as a guide to all those who are involved in Examination duties - a ready reference for efficient functioning of the Examination Branch of the University.

I congratulate all those who took the initiative to prepare this document and complete it in time. I am sure they will be remembered as path makers of the University as it marches towards the Silver Jubilee in 2008. I whole heartedly wish that the reputation of Mahatma Gandhi University will be enhanced by the deft use of this crucial document.



JANCY JAMES



Dr. K.K. UNUSKUTTY
PRO-VICE-CHANCELLOR

Mahatma Gandhi University

Priyadarshini Hills
Kottayam - 686 560
Kerala State, S. India

25th January 2007

Foreward

Mahatma Gandhi University came into existence on 2nd October 1983, carved out of Kerala University to cater the higher education needs of Central Kerala districts of Ernakulam, Kottayam, Idukki, Pathanamthitta and Alappuzha. The University carries out the significant role in reaching Higher Education to the people through its 224 affiliated colleges, 21 academic departments, 9 regional centres of School of Medical Education and 12 Colleges of Teacher Education Centres. The off-campus programme of the University under the School of Distance Education spread over the country and abroad has marked its impact in the field of distance learning as well.

Mahatma Gandhi University conducts over 8,000 examinations every year. The efficiency of a University is measured on the basis of its promptness and credibility in conducting examinations and publication of the results. We have attained this goal by conducting large number of examinations and publishing its results on time. We have already started computerisation in the examination branch for the speedy and prompt publication of results and in the last year we have started to issue the computerised mark lists of the degree examinations.

It is long time to have a ready reference on examination related matters, especially when large numbers of examinations are conducted by the University in a year. This Manual is prepared in such a way that the modes and modalities of various activities of the Examination procedures are carried out, can easily be sorted out. I am sure that this ready reference will enable all the members of the staff to perform their duties more effectively and efficiently.

I whole-heartedly express my gratitude to all those who were involved in the preparation of this Manual and their sincere efforts to accomplish this task will find a place in the hearts of their successors.

I hope with the help of the Mahatma Gandhi University Examination Manual, we have put a step forward to complete the examination work more efficiently and to the satisfaction of the students and thereby to attain the ultimate goal, our mission of imparting knowledge, and thereby enhance the credibility and reputation of our University.


Dr. K.K. UNUS KUTTY
PRO-VICE-CHANCELLOR &
CONVENOR,
MANUAL PREPARATION COMMITTEE

(Abstract)

Mahatma Gandhi University - Examination Manual Approved - Orders Issued

EXAMINATION A II SECTION

U.O.No.213/EA II/07/Exam.

Dated, P.D.Hills, 20th August, 2007.

- Read: 1. Minutes of the Meeting of Syndicate Standing Committee on Examinations held on 7.6.2005.
2. Minutes of the Meeting of the Syndicate held on 8.8.2006/18.8.2006 (Item No. OA. 09/610).
3. Item No. OA.17/6.18 of the Minutes of the Meeting of the Syndicate held on 29.5.2007 & 6.6.2007 (6.18th).

ORDER

The Standing Committee of the Syndicate on Examinations in its meeting read as (1) above considered the necessity for preparing an Examination Manual for the Mahatma Gandhi University containing the detailed procedures for the conduct of University Examinations and constituted a Sub-Committee of the Statutory Officers to prepare a draft of the Examination Manual for consideration and implementation by the Syndicate.

The Committee under the Chairmanship of Dr.K.K.Unuskutty, Pro-Vice-Chancellor had prepared the draft of the Manual after detailed discussions with the officers in the Examination branch and with reference to the provisions in the University Act, the Statutes, the Ordinances, the Regulations and the University Orders issued from time to time relating to various aspects in the conduct of Examinations.

The Syndicate at its meeting read as (2) above resolved to approve the draft Examination Manual in principal and entrusted a Sub-Committee of the Syndicate to study and suggest modifications, if any. The final version of the Examination Manual has been considered again by the Syndicate in its meeting referred as (3) above and resolved to approve the same.

Orders are issued accordingly.



DR.M.THOMAS JOHN
CONTROLLER OF EXAMINATIONS

To

1. P.S. to V.C./P.V.C.
2. PA to Registrar/F.O./C.E
3. Ac.C. Su.
4. JRs./DRs./ARs. in the Examn. Branch
5. SF/FC

ORGANISATION OF THE UNIVERSITY

1.1 The University

As per Section 3 of the Mahatma Gandhi University Act 1985 (Act 12 of 1985) the Chancellor, the Vice-Chancellor, the Pro-Vice-Chancellor, if any, and the members of the Senate, the Syndicate and Academic Council for the time being shall constitute a body corporate by the name of the Mahatma Gandhi University

Important Provisions in the University Laws relating to Examinations

1.2 Powers of the University

Section 5 of the Act prescribes that the University shall have the following powers in respect of Examinations and related Matters.

- 5(i)** : to provide for instruction and training in such branches of learning as the University may deem fit and to make provision for research and for the advancement and dissemination of knowledge;
- 5(ii)** : to institute degrees, titles, diplomas and other academic distinctions.
- 5(iii)** : to hold examinations and to confer degrees and other academic distinctions on persons who -
 - (a) shall have pursued a prescribed course of study in a college under the University, unless exempted there from in the manner prescribed, and shall have passed the prescribed examination; or
 - (b) shall have carried on research under prescribed conditions and which has been duly evaluated;
- 5(iv)** : to confer honorary degrees or other distinctions on distinguished persons in accordance with the conditions to be prescribed in the Statutes;
- 5(v)** : to grant diplomas, certificates or other distinctions to persons who shall have pursued a prescribed course of study under prescribed conditions.
- 5(vi)** : to withdraw or cancel degrees, titles, diplomas, certificates or other distinctions under conditions that may be prescribed by statutes, after giving the person affected a reasonable opportunity to present his case;
- 5(xi)** : to fix the fees payable to the University and to demand and receive such fees;
- 5(xvii)** : to do all such other acts and things, whether incidental to the powers aforesaid or not, as may be requisite in order to further the objects of the University as a teaching and examining body, and to cultivate and promote arts, science and other branches of learning.

- 1.3 The Syndicate :** The Syndicate shall be the chief executive body of the University (Act:Sec 21)

Powers of the Syndicate

- 1.3.1** The following powers in respect of examinations are vested in the Syndicate by virtue of provisions in Sec. 23 of the Act.

23(xv) : to conduct University examinations and approve and publish the results thereof:

23(xvii) : to approve panel of examiners and to fix their remuneration;

23(xxi) : to withhold or cancel the result of any candidate at any University examinations;

23(xxiv) : to determine what degrees, diplomas and other academic distinctions shall be granted by the university;

23(xxx) : to cancel any degree, diploma, title or any other distinction granted to any person, in accordance with the provisions of the Statutes:

- 1.3.2.** In addition to the above, the Syndicate shall have the following powers and functions as per Statute 3, Chapter 6 of Mahatma Gandhi University Statutes 1997.

3(xviii) : to exempt, by special order and on such conditions as the Syndicate may think fit, a candidate for a University examination from undergoing instructions in a college:

3(xix) : to make arrangements for examinations being conducted in accordance with the laws of the University and for the Supervision of such examinations and to fix the remuneration of all persons engaged for work in connection with the conduct of examinations.

3(xx) : to withdraw permission for a student to appear at a University examination for conduct which in the opinion of the Syndicate justifies the candidate's exclusion. In the examination centre, the candidate shall be under the disciplinary control of the Superintendent of the Centre and they shall obey his instructions. Any candidate who disobeys the instructions of the Superintendent or any of the invigilators or behaves insolently towards them may be excluded from the day's examination. If he persists in such misbehavior, he may be excluded from the rest of the examination by the Superintendent of the Centre.

Provided that a full report of each such case shall be sent to the University on the same day and the Syndicate may according to the gravity of the offence, further punish a candidate by cancelling his/her examination and/or debarbing him/her from appearing at the examination of the University for one or more years;

3(xxi) : if a candidate is found guilty of using or attempting to use unfair means at an examination or a report is made as to any candidate having copies either from some book or notes or from the answers of another candidate or in any other manner or of helping or receiving help from another candidate in an examination, the Syndicate may cancel his/her examination and also debar him/her from appearing at the examination of the University for one or more years according to the nature of the offence committed by the candidates;

Provided that when the Syndicate intends to award any of the penalties mentioned in this clause, it shall give an opportunity to the candidate concerned to show cause in writing within a week from the date on which the letter is served on him as to why the proposed penalty may not be imposed on him and shall consider the explanation, if any, filed within the specified time before awarding the penalty:

- 3 (xxii) the Syndicate may cancel the examination of a candidate and or debar him/her from appearing at an examination of the University for one or more years, if it is found afterwards that the candidate was in any manner guilty of misconduct in connection with his/her examination and/or was instrumental in the tampering of University records including the answer books, mark sheets, result sheets, diplomas and the like;
- 3 (xxiii) : the Syndicate may cancel examination of a candidate and or debar him/her from appearing at an examination of the University for one or more years, if it is discovered afterwards that the candidate had obtained admission to the examination by misrepresentation of facts or by submitting false certificates or by forging documents;
- 3 (xxiv) : the syndicate shall be competent to take cognizance of any grave misconduct or persistent idleness or breach of discipline by a student within or outside the precincts of the University or College or Institution or University Centre or in a hostel or at a University examination Centre or by any student who seeks admission to a University course of study brought to the notice of the Syndicate by the head of the institution or by a member of any authority of the Syndicate or by the Registrar of the University or by a Chairman of a Board of Examiners or by a Chief Superintendent at any centre of examination or by the Controller of Examinations and to Punish the Student for such misconduct by exclusion from any University examination or from any University course in a college or in the University or from any convocation for the purpose of conferring degree either permanently or for a specific period, or by the cancellation of the university examination for which he appeared or by the deprivation of any University Scholarships held by him or by cancellation of any University prize or medal awarded to him or by such other penalty as deems fit:
- Provided that any penalty referred to above shall be awarded only after giving a show cause notice to the person concerned and conducting an enquiry in the matter.
- 3 (xxv) to refer any matter to a Faculty, a Board of Studies, a Board or Examiners, or the Academic Council or the Students Council or any Committee or any person and to call for a report or opinion thereon;
- 3 (xxvii) : subject to the provisions of the laws of the University, to dispense with the compliance of the laws of the University with reference to the time, place and manner of examinations, hours of transactions of business in the office of the Registrar, the dates for submission of application for attendance certificates, recognition of examinations, grant of exemption from the production of attendance certificates, submission of thesis for Research Degrees, applications

for affiliation of colleges in subjects or course in which no college already affiliated, or applications for starting new colleges:

Provided that any resolution of the Syndicate passed relating to such departure from prescribed procedure, shall be reported to the Senate at its next meeting.

1.4 As per Sec. 99 (2) of MGU Act, Kerala University First Ordinances 1978 was made applicable to the Mahatma Gandhi University.

1.5 The Academic Council : The Academic Council is responsible for the maintenance of standards of instruction education and examination within the University (Act Sec.24 (a)). The following provisions in Sec. 25 of the Act enumerates the powers and duties of the Academic Council relating to examinations.

25(ii) : to make Regulations and to amend or repeal the same;

25(iii) : to prescribe the courses of studies in the institutions maintained by or affiliated to the University;

25 (v) : to prescribe the qualifications for admission of students to the various courses of studies and to the examinations and the conditions under which exemptions may be granted;

25(xii): to decide what examinations of other Universities may be accepted as equivalent to those of the University and to negotiate with other Universities for the recognition of the examinations of the University.

1.6. The Vice -Chancellor

The Vice-Chancellor shall be the principal academic and executive officer of the University and all the officers of the University shall be under his/her administrative control. [Act: Sec. 10(12)]

1.7. The Pro-Vice-Chancellor

The powers and functions of the Pro-Vice-Chancellor shall be determined by the Vice-Chancellor [Act Sec.11(6)]

1.8. The Registrar

Subject to the general direction and control of the Vice-Chancellor, the Registrar shall be in charge of the administration of the University office and shall have the power to fix and define the functions and duties of the officers and employees of the University.

1.9. The Finance Officer

Subject to the general direction and control of the Vice-Chancellor, the Finance Officer shall be in charge of the Finance, Accounts and Audit Sections of the University.

1.10. The Controller of Examinations

The Controller of Examinations shall, in the execution of his office, be subject to the immediate directions and control of the Vice-Chancellor and shall carry out his orders and render such assistance as may be required by the Vice-Chancellor in the performance of his/her duties. Powers and duties of the Controller of Examinations as enumerated in Statutes 38, Chapter 2, Mahatma Gandhi University Statutes 1997 are given below:

- a) He shall be responsible for the conduct of all University Examinations and it shall be his duty to arrange for the preparation, scheduling, marking and reporting of all University Examinations and for the payment of remuneration to question paper setters and examiners and all other incidental matters connected with University Examinations:
- b) He shall be responsible for the safe custody of all papers, documents, certificates and other confidential files connected with the conduct of all University Examinations.
- c) He shall keep the Minutes of the Board of Examiners and all Committees appointed by the said Board.
- d) He shall convene meetings and issue notices to the Boards of Examiners and Committees appointed by them and conduct the official correspondence thereof.
- e) He shall have the power to countersign the Traveling Allowance bills of examiners, paper setters and University employees deputed on Examination purpose and all other bills relating to University Examinations:
- f) He shall have power
 - i) to invite quotations for work connected with examination and sanction lowest when the expenditure does not exceed Rs. 1,000/- (Rupees One Thousand only);
 - ii) to sanction contingent expenditure for examination purposes upto a maximum of Rs. 5,000/- (Rupees Five Thousand only);
 - iii) to sanction expenditure for printing where sanction of competent authority has been received for the work subject to the condition that such sanction shall not exceed Rs.2,000/- (Rupees Two Thousand only);
 - iv) to engage coolies for examination work for a period not exceeding two months;
 - v) to sanction purchase of stationery for examination purposes by inviting quotations and accepting the lowest up to a maximum of Rs. 5,000/- (Rupees Five Thousand only);
- g) He shall perform such other duties as may be prescribed by the Vice-Chancellor or conferred upon him by the Senate, the Syndicate or the Academic Council, from time to time.

The Controller of Examinations shall ensure that University Examinations are conducted in conformity with the provisions in the Regulations framed as per Section 39 and 40 of the Act.

1.11. Duties of Teachers and Non-Teaching staff in connection with conduct of University Examinations and punishment for irregularities by teachers at Examinations contained in Section 88 and 89 of the Act are detailed below:

1.11. I. Duty of teachers etc; in connection with University examinations :

- 1) It shall be the duty of a teacher or a member of the non-teaching staff of an affiliated college or an officer, teacher or other employees of the University to do any work in connection with an examination conducted by the University, which he is required by the competent officer or authority of the University to do.

- 2) If any teacher or member of the non-teaching staff of an affiliated college or any officer, teacher or other employee of the University refuses, without sufficient cause to the satisfaction of -
 - a) in the case of a teacher or a member of the non-teaching staff of an affiliated college, an officer not below the rank of Deputy Director of Collegiate Education authorized by the Government in this behalf; and
 - b) in the case of an officer, teacher or other employee of the University, the Vice-Chancellor

to do any work in connection with an examination conducted by the University when required to do so by the competent Officer or authority of the University, he shall, without prejudice to any other action that may be taken against him, forfeit his pay and allowances for a period of two months, commencing on the date of the commencement of examination.

Explanation : Failure to comply with the requisition of the competent officer or authority of the University shall be deemed to be refusal for the purposes of this sub-section.

- 3) An order of forfeiture under sub-section (2) shall be made -
 - a) in the case of a teacher or a member of the non-teaching staff of an affiliated college, by the officer authorized under clause (a) of the said sub-section : and
 - b) in the case of an officer, teacher or other employee of the University, by the Vice-Chancellor
- 4) No order of forfeiture shall be made under sub-section (3) without giving the person who may be affected thereby an opportunity of being heard.
- 5) Any person aggrieved by an order referred to in sub-section (4) may, within sixty days from the date on which a copy of such order is served on him, appeal to the Appellate Tribunal, and the Appellate Tribunal may after giving the parties an opportunity of being heard and after such further inquiry as may be necessary, pass such order thereon as it deems fit.

1.11.2. Punishment for irregularities by teachers at examinations

Any teacher of an affiliated college or a teacher of the University who-

- a) connives with, or assists, any candidate at an examination conducted by the University to do any malpractice at such examination; or
- b) delays the valuation and return of answer books of candidates at any such examination which have been given to him for valuation:
shall without prejudice to any other action that may be taken against him be liable for disciplinary action.

DUTIES AND FUNCTIONS OF OFFICERS IN THE EXAMINATION BRANCH

2.1 Joint Registrar (Examinations)

The Joint Registrars in the Examination Branch shall devote their whole time in the performance of their duties and discharge such work as may from time to time be allotted to them by the Vice-Chancellor. They shall attend to their duties subject to the general direction and control of the Controller of Examinations.

The Joint Registrars shall be responsible for the conduct of work allotted to the sections under their control as per the time schedule fixed by the University. They shall also supervise the work of the Deputy Registrars and Assistant Registrars under their control. It shall be their duty to report to the Controller of Examinations the lapses in the performance of duty, if any, on the part of the officers. The Joint Registrars shall conduct surprise/periodical inspections to the sections and report to the Controller of Examinations any situation prevailing in the sections which may adversely affect the progress of work in the sections.

They shall strive to present themselves as models of punctuality and efficiency for their subordinates to emulate.

2.2 Deputy Registrar (Examinations)

The Deputy Registrars shall devote their whole time in the performance of their duties and discharge such work as may from time to time be assigned to them by the Vice-Chancellor and shall also render such assistance as may be required by the Controller of Examinations from time to time in the performance of their official duties.

The Deputy Registrars shall perform the following duties:-

Timely notification for inviting of applications for various University Examinations, processing of applications, issue of hall tickets, grant of provisional admission, conduct of examination, receipt of answer books, making arrangements for valuation, tabulation, convening of Pass Boards, publication of results, modification of results and mark lists, correction of names, issue of mark lists, issue of provisional certificates, verification of Genuineness of Certificates and Mark lists, dealing with malpractice cases, payment of transmission charges, etc. generally form part of the work of the Deputy Registrars (Examinations). The Deputy Registrar shall inspect the Examination Store/Records periodically and submit report to Controller of Examinations/Pro-Vice-Chancellor.

In addition to the above duties the Deputy Registrars shall perform such duties allotted to them for the proper management of the special nature of work in the sections under their control. It is the duty of the Deputy Registrars to ensure that the Assistant Registrars are performing their duties efficiently. They shall periodically inspect the sections to ensure uninterrupted progress of work there.

2.3. Assistant Registrar (Examinations)

- 1) The Assistant Registrars shall devote their whole time in the performance of duties and shall discharge all duties assigned by the Vice-Chancellor. They shall render all assistance to their Controlling Officers under whom they work and shall be subject to the control of the Controller of Examinations. They are the main channels of communication and link between the Section and the Officers. They shall:

1. exercise control over the Sections placed in their charge and watch the progress of work
2. ensure that the Assistants promptly maintain Personal Register/Work Diary.
3. have the responsibility to avoid delay in work by giving timely and periodical instructions to the Section Officers and the Assistants;
4. report promptly to the Controlling Officer any dereliction of duty, delay or any irregularity in work on the part of employees attached to the Sections under their control;
5. approve drafts, reminders and routine orders and replies to enquires for which standing orders exist;
6. examine at frequent intervals Fair Copy and Despatch Registers and see that the registers are regularly and properly written up and there is no delay.
7. watch the incoming reminders and enquire into the cause of delay, if any;
8. advise and render all help to the employees in the Sections under their control whenever it is sought for;
9. make annual assessment of the work of the Section Officers and Assistants and report on the suitability or otherwise of all members of the staff working under them.
10. see that office orders and rules are strictly obeyed;
11. satisfy themselves that the Section Officers under them also inspect the Personal Registers/ Work Diaries of the Assistants; and
12. write notes on the files explaining briefly various points, previous orders, if any, on the points raised, which will guide the supervisory officers to pass orders.

2.3.2. Special duties of the Assistant Registrars in the Examination Branch

1. Assistant Registrars in the Examination Branch shall ensure progress of the following kinds of work in the Sections under their control.
 - i) Processing of Applications for registration to Examinations.
 - ii) Preparation of Nominal Rolls.
 - iii) Timely preparation and despatch of Hall Tickets
 - iv) Timely preparation of question paper covers and question paper statements.
 - v) Timely despatch of answer scripts for valuation, prompt follow up of valuation by the teachers, reporting delay in valuation to the superior officers.
 - vi) Tabulation of marks.
 - vii) Arrangements of Board Meetings of Examiners as and when required and safe custody of the minutes books of such meetings.
 - viii) Arrangement of preparation of schemes of valuation
 - ix) Arrangement for the supply of the schemes of valuation for revaluation purposes.
 - x) Publication of results of examinations
 - xi) Preparation of Register of candidates, DCB Statement etc.
 - xii) Arrangement for the prompt supply of revaluation statements to the sections concerned.
2. Attestation of Marklists, Original and Duplicate Degree Certificates, Provisional Certificates, Official extracts, etc. after thorough verification.
3. Attestation of Applications for Migration Certificates after verification of necessary details.

4. Approval of Memos regarding the release of results already withheld for various reasons such as want of recognition of qualifying examinations, want of orders regarding condonation of shortage of attendance, etc.
5. Processing suspected malpractice cases.
6. Rendering all assistance to the Controlling Officers under whom they work.
7. Directly dealing with the public and redressing their grievances.

It shall be the duty of the Assistant Registrars working in non-tabulation sections, to effectively supervise the work allotted to the various sections under them.

The Assistant Registrars shall be thoroughly conversant with the rules and regulations regarding the courses and examinations dealt with in the sections.

It shall also be the duty of Assistant Registrars to ensure that proper registers are maintained in the sections to monitor the progress of work in the sections. They shall also perform such duties for the maintenance of office discipline as envisaged in the Mahatma Gandhi University Office Manual and other office orders issued from time to time.

2.4. Pool Officer

The Pool Officer shall exercise such powers and perform such duties as may be decided by the Vice-Chancellor subject to the general direction and control of the Controller of Examinations/Joint Registrars/Deputy Registrars as the case may be.

2.5. Section Officer

The Section Officer shall be assisted by a certain number of Assistants. He/She shall be directly responsible to the Officers under whom he/she works for the prompt, effective and expeditious despatch of business at all stages. In addition to supervisory work, the Section Officer shall himself if need be initiate action on urgent and important papers and complicated cases. The duties and functions of the Section Officer shall be as follows:-

- i) He/She shall be responsible for the accuracy of the notes and drafts put up from the Section.
- ii) He/She shall see that the Assistants working under him give priority to urgent items of work and that they do not waste time and paper on needless noting or correspondence.
- iii) He/She shall ensure that Tappals received are distributed without delay:
- iv) He/She shall peruse the papers received and mark those requiring immediate attention and initiate action for their disposal.
- v) He/She shall see that the Assistants enter all the papers in the Personal Registers/Work Diaries and take prompt action on them.
- vi) He/She shall examine the cases pending with the Assistants and insist on putting up the papers immediately.
- vii) He/She shall give necessary guidance to the Assistants to make them fit for the job.
- viii) He/She shall examine the notes prepared in the Section and ensure that they are brief, lucid and complete in all respects.

The Section Officer, is not ordinarily expected to express his/her views or suggest the nature of orders to be passed except in the following circumstances-

- a) When there is a clear precedent
- b) When the case is of a routine nature

- c) When there are specific Standing Orders
- d) When the required orders necessarily follow from the provisions of the Act, Statutes, Ordinances, Regulations, Rules, Bye-Laws and orders in the University, and / or any other law in force.
- ix) He/She shall sign the fair copies of communications and sanctions except those intended for Governments and Quasi-Government institutions.
- x) He/She shall thoroughly examine the Personal Registers/Work Diaries of the Assistants once in a fortnight on a specified day and submit notes of inspection to the concerned Supervisory Officers through the Assistant Registrars.
- xi) He/She shall check periodically the Registers of Periodicals and Call Books.
- xii) He/She shall check the entries in the registers and instruct the Assistants to put up papers lying unattended to in the Section.
- xiii) He/She shall report immediately to the supervisory officers cases of deliberate delay and irregularities committed.
- xiv) He/She shall normally submit papers to his supervisory officer within five days of their receipt in the Section. However, papers marked 'Special' or 'Urgent' by the Controlling Officers, Deputy Registrars, and Assistant Registrars shall be attended to immediately.
- xv) He/She shall be responsible for any paper found pending in the section for more than five days without sufficient grounds.
- xvi) He/She shall on the first working day of every week, bring to the notices of the Assistant Registrar, any case which is pending with the Superior Officer for more than a fortnight.
- xvii) He/She shall see that all papers necessary for disposal are put up, that all pages in the files are properly numbered and that flags are tagged on wherever necessary.
- xviii) He/She shall maintain a Stock File in the Section; and
- xix) The Section Officer shall also maintain the following:-
 - a) Reminder Diary
 - b) Copies of important Circulars, Orders, Standing instructions, and precedent cases.
 - c) Register of important work to be attended to.
 - d) Office order book showing the distribution of work among the Assistants.

2.6. Section Officers in the Fair Copy, Tappal and Despatch Sections

Section Officers in charge of Fair copy, Tappal and Despatch Sections shall see to the proper receipt and distribution of the work among the Office Superintendents/Assistants/ Clerical Assistants under their control.

2.7. Assistants

It shall be the duty of Assistants in a Section to carry out all the work allotted to them by the Section Officer and to offer all assistance to the Section Officer to efficiently discharge the duties allotted to the Section. They shall also strive to be conversant with the rules and regulations necessary for carrying out their duties efficiently. The Assistants shall also maintain

such registers to monitor the work assigned to them as prescribed by rules. The rules framed by the University for maintaining office discipline, shall be strictly followed by the Assistants.

2.8. Clerical Assistants

Clerical Assistants posted in a Section shall render such assistance as required by the officers under whom they are posted to carry out their work efficiently. They are usually posted to Tappal, Despatch, Matriculation, Migration, Store, Records and DD Sections.

2.9. Peons

The Peons shall assist the Section Officer/Assistants in the transit of files, communications and stationery. They shall be responsible for keeping the rooms and furniture clean and ensure that all rooms are neatly swept every day. The Peons posted in each Section shall keep the rooms open at 9.45 a.m. and arrange for the locking of the rooms after office hours. They shall wear uniform during duty time.

The Peons in the examination Branch shall also ensure that unauthorized persons do not enter into confidential sections or have accessibility to the confidential records there.

2.10. Casual Labourers

Casual Labourers are posted to various sections to assist the staff in the Section in work involving physical exertion such as packing and unpacking of answer script bundles, transferring packets and other articles to various sections and to the post office, etc. In sections without regular class IV employees such as peons, Sweepers, etc. Casual Labours shall also attend to the duties of the Peons/Sweepers according to the directions of the Section Officer.

The Casual Labourers shall always wear the badge of identity, issued to them, during duty time.

The services of Casual Labourers shall not be used for transferring articles and files of confidential nature if such documents are not in sealed envelopes/packets.

2.11. Leave of officers in the Examination Branch

The Officers in the Examination branch who are authorized to sign various documents relating to examinations shall at all times report their intention to avail of any kind of leave well in advance, in order to make alternate arrangements for discharge of duties during their absence.

Sudden and unexpected contingencies which prevent an officer from attending to duty shall be reported by the officer to his/her controlling officer at the earliest opportunity for enabling the latter to make alternate arrangements for discharging the duties assigned to the officer, concerned.

The Joint Registrar shall make arrangements for allotting the duties of the Deputy Registrars and Assistant Registrars who are on leave.

It shall be the duty of the immediate subordinate officer/officers to bring to the notice of the higher officers the absence of their immediate superior officer.

If the Section Officer of a Section is absent, the senior most Assistant in the Section shall perform the duties of the Section Officer if alternate arrangement has not been made.

In the case of absence of Assistants, the Section Officer shall assign urgent items of the work attended by the absentees to any other Assistant or Assistants in the Section. The guiding force in such situations shall be devotion to duty, rather than rules.

Chapter 3

OFFICE DISCIPLINE

3.1. Hours of Attendance

The Office hours are from 10.15 a.m. to 4.45 p.m. on all working days with an interval of 30 minutes for lunch from 1.15 p.m. to 1.45 p.m. All employees shall report for duty at 10.15 a.m. on all working days. Peons shall attend office from 9.45 a.m. on every working day. The supervisory officers shall set an example by attending office sufficiently early.

3.2. Identity Cards

The entry of the officers and employees to the University buildings will be permitted from such date as may be fixed by the Vice-Chancellor only on production of proper identity cards at the entrance. Each card will contain the following particulars in respect of each incumbent, besides the University Emblem:-

Name and Designation

Date of Birth

Stamp size photograph, attested and affixed with the office seal

Signature of the incumbent

Signature of the issuing Authority

Date of issue

Where any identity card is lost or not brought, a temporary pass may be produced to permit the entry. When the card is lost, the matter may be reported immediately to the Registrar and the incumbent concerned shall bear the cost for a fresh issue.

3.3. Marking of Attendance

All the employees shall mark their attendance in the Attendance Register maintained in the office. Attendance shall be marked twice a day, at 10.15 in the forenoon and at 4.45 in the afternoon.

3.4. Custody of the Attendance Register

A new Attendance Register shall be maintained in each Section for each calendar year. It shall be kept in the custody of the Section Officer or in his/her absence, the Assistant Registrar concerned. Every person whose name has been included in the register shall mark his/her attendance on arrival at the office. At 10.15 a.m. on each working day, the Section Officer, after signing the register shall submit it to the Assistant Registrar in charge of the Section or in his/her absence to the Deputy Registrar after noting cases of leave or absence of the staff, if any, in the respective columns. The Assistant Registrar shall draw a line in red ink and put the word 'late' against the names of those employees other than those who are on leave or have availed of permission for late arrival. The Assistant Registrar shall, invariably, submit the Attendance Register/Registers to the Deputy Registrar-in-charge after putting his/her initials. He/She shall not detain the register(s) with him for more than 10 minutes. Where a member of the staff working in the Section does not attend the Office for some unforeseen circumstances within the grace period allowed, he/she may meet the Deputy Registrar, obtain his/her permission after convincing him of the reason and mark the attendance above the line in red ink and record the time of marking the attendance below the line. The Deputy Registrar after putting his/her initials shall submit the registers to the higher officials as may be instructed from time to time. It is the duty of the Deputy Registrars to bring to the notice of the concerned Officers and to rectify any lapse or negligence in the maintenance of the Attendance Register. The same procedure shall be followed for the afternoon session also, giving the employees the usual 10 minutes grace time.

3.5. Late Arrival

1. Employees of the establishment who do not mark the attendance punctually will be marked late and three late attendances will lead to forfeiture of one day's casual leave. Supervisory staff at their discretion can grant one-hour permission for employees to arrive late or leave early, on a written request from the employees after recording the fact in a register maintained for the purpose. Such permission shall be granted only for valid reasons, subject to a maximum of 3 late arrivals/early departures in a month. Section Officers/ Office Superintendents and Assistants/Typists have to apply to the Assistant Registrar and the Assistant Registrar shall apply to the Deputy Registrar for such permission. Employees who arrive late by an hour shall be permitted to sign the Attendance Register marking the actual time of arrival. Those who arrive late exceeding this time shall apply for casual leave for that session.
2. All the employees shall strictly adhere to these rules of attendance and no employee coming late shall sign the Attendance Register without the permission of the Deputy Registrar concerned.
3. Attendance Registers along with Late-Arrival Register shall be submitted to the Joint Registrar with the list of absentees every day in the FN.

3.6. Absence during Office hours - Maintenance of Movement Register

No member of the staff shall leave the Section during office hours without the prior permission of Assistant Registrar/Superior Officer. Supervisory Officers are expected to see that no person working under them is absent from seat without specific permission. A movement Register in the prescribed form shall be maintained in the Assistant Registrar's office in the case of University Office for recording movement of staff. Those employees who have to leave the section shall record the time of departure, purpose and expected time of return in the columns concerned. On return the staff shall record the actual time of return in the Register and put his/her initial in the Register. Assistant Registrars shall verify and put his/her initial in the Register. Supervisory officers shall see to it that unnecessary movement of staff are curtailed in the interest of work. The Movement Register shall be inspected by the Deputy Registrar and other Supervisory Officers at regular intervals.

3.7 Casual Leave

1. Casual leave cannot be claimed as a matter of right. Application for Casual leave, including extension of leave shall be made in the prescribed form and ordinarily, leave shall be availed of only after acquiring sanction from competent authorities.
2. Casual leave will be sanctioned by the Officers authorized to sanction them according to the provisions of the Statutes, and after making appropriate entries in the connected registers. Where any officer who is competent to grant casual leave is absent on leave or otherwise, the next higher officer in the line may sanction the leave applied for. In the exigencies of the University Service, the competent authority may refuse to grant casual leave in any case if he/she is convinced that there is no possibility of alternative arrangement, to carrying on important and time bound work.

3.8. Casual Leave Register

Every Section shall maintain Casual Leave Register in the prescribed form. Relevant details of all casual leave applications shall be entered therein and signature of the sanctioning authority obtained. Casual Leave Registers shall be kept in the custody of Section Officers. In making entries in the Casual Leave Register care shall be taken to see that Casual Leave in excess of the maximum number of days permitted is not taken and that maximum days of

the absence together with holidays availed of along with casual leave does not exceed the prescribed maximum number of days. The total number of days of casual leave shall be reckoned taking into account the number of days of leave applied for and the forfeiture of casual leave due to late arrival. The Section Officers have to append a certificate in the Attendance Register every month that late arrivals, if any, have been taken into account in calculating the total number of days of casual leave. This shall be checked by the Assistant Registrar and he/she shall initial the certificate to this effect.

3.9. Absence from duty

No member of staff shall absent himself from duty without previous permission except under extraordinary circumstances. No employee shall anticipate automatic sanction of leave. Leave shall be sanctioned to an Officer only after verifying the grounds for leave and the eligibility for the same. All officers and employees are expected to apply for leave sufficiently early so that necessary action can be taken on such applications and substitute arrangements, if necessary, be made so that work in the Sections will not suffer.

3.10. Handing over charge by employees

Every employee proceeding on long leave shall properly hand over the registers kept by him and also a statement, in triplicate, showing all pending files, and all important matters requiring urgent action. Handing over charge and taking charge shall be under proper attestation. Officers proceeding on leave shall like-wise hand over charge to the substitute or to the person authorized to receive charge. He/She shall hand over the custody of all registers, papers and a list of important cases to be attended to and the decisions taken by the Officers in all cases so that conflicting and mutually inconsistent decisions are not taken on similar cases.

Whenever there is a transfer in the cadre of Section Officer, Assistant Registrar and Deputy Registrar, the outgoing Officers shall prepare, in triplicate a list of registers, documents, files etc., and pending items and cases which require immediate attention of the relieving Officer. One copy of this list duly signed by the relieved Officer shall be given to the relieving Officer and his/her signature obtained on another copy which is to be retained by the relieved Officer. The third copy shall be given to the immediate superior Officer of the relieved Officer/relieving Officer for his/her information. With regard to the transfer of an Assistant, the Section Officers shall be held responsible for all the items of work/files, papers, etc. in respect of the Assistant relieved.

3.11. Maintenance of Secrecy in the Office

Subject to the Provisions in the Right to Information Act 2005, all the members of staff shall maintain strict secrecy about the working of the Office. They are precluded from divulging to outsiders or to other members of the establishment any information, confidential or non-confidential which they come to possess in their official capacity. Every one shall always bear in mind that whatever information he/she gets to know in the office is confidential and is not to be disclosed to strangers. Employees shall communicate only with the persons with whom they have to communicate in their official discharge of duties observing strictly the approved channels of communication.

3.12. Information to the Press

Employees are strictly prohibited from meeting the press, or from giving any information to the reporters or correspondents. All information required for the press shall be released only through the Public Relations Officer.

3.13. Visit of outsiders

Visitors will be allowed to enter the Office only during prescribed hours. Such visits will be regulated by passes.

3.14. Taking Papers home

Office files or other documents shall not be taken out of Office. Only the Branch Officers/ Heads of Branches or Officers authorized by them, in writing may take files out of Office, in special circumstances.

3.15. Office Decorum

All employees shall maintain office decorum. They shall not engage themselves in gossip or talk in a loud tone while communicating with others in the Office. Reading of newspapers, magazines or other books during office hours is strictly prohibited. The Section Officer shall see that all the Assistants are engaged in sufficient work and if the Assistants are idling without work he/she shall investigate into the matter, report it to the higher officers and ensure that the work is equitably distributed.

3.16. Behaviour in the Office

All members of the staff are expected to be dressed, neat and tidy. Offensive and unsanitary habits, loitering and gossiping in the verandah and premises are not permitted. Smoking and chewing in the Sections are strictly prohibited. The staff shall be of sober habits, decorous and well behaved at all times. They shall do nothing inconsistent with the dignity of the Office or their position.

The Deputy Registrars and the Assistant Registrars shall occasionally go round the Sections to satisfy themselves that the behaviour of all employees under their surveillance is strictly in accordance with these instructions.

3.17. Tidiness in office room

The following instructions shall be carefully observed :-

1. Furniture, papers, registers and other articles in the Sections shall be kept neat and in an orderly manner.
2. Waste paper and other torn papers should be placed in the receptacles provided for the purpose.
3. Assistants should keep their tables and side racks clean. Only urgent and important papers should be kept on the table and others kept neatly arranged in the side racks and on the close of the day all unattended currents shall be kept in a file pad.
4. The Class IV Employees shall be responsible for keeping the rooms clean. All the rooms should be neatly swept every day and the tables, racks, cupboards and other items of furniture dusted everyday.
5. The Section Officer who is the supervisory staff for the Section shall strictly enforce these instructions.
6. The Security Officer/Estate Officer shall be responsible for providing adequate employees to sweep the rooms and to remove all the dust.
7. The Peons posted in each Section shall keep the rooms open at 9.45 a.m. and arrange for the locking of the rooms after office hours. The lights and fans shall be switched on only when necessary and shall be switched off after use. Every one shall ensure that electricity is not wasted.
8. It shall be the responsibility of all the employees in keeping the rooms neat and clean.

3.18. Holiday duty

Employees shall not refuse to work on holidays when urgent works are pending. Branch

Officers can post Peons, Typists, Assistants or other Officers by turn duty and persons so posted on holidays shall be eligible for compensatory leave as per rules in force.

A Holiday Duty Register shall be maintained for the purpose.

3.19. Meetings and Demonstrations inside the office campus during office hours

No demonstration/procession shall be held inside the University Office Campus or in the Office buildings. No leaflet, pamphlet or notice other than on office matters should be distributed during office hours. The employees violating these directions shall be subject to disciplinary action.

3.20. Telephone

Telephones are installed in the various sections, Office rooms and residence of Officers and in the residence of employees of University warranted by exigencies of Service. Office telephones are used to transact Office work and the residential phones installed by the University are to be used only for official purposes. STD facilities are provided only to senior Officers.

The use of Office telephone is strictly restricted to official use and no outsider should be allowed to use the Office telephone. STD calls are made only for urgent matters and for office purposes. Employees using the Office telephone for private calls (local and STD) have to enter the details in the Telephone Register maintained in the Office giving the following details:- 1) The name of the person, 2) The telephone number called. It shall be the responsibility of the Officers to collect the telephone charges (for private calls-Local and STD) and remit them to the University Fund according to the directions issued by the University from time to time. The internal telephone system is installed for easy communication between Sections and Officers.

Use of Mobile phone in confidential sections shall not be permitted. As far as possible, use of mobile phone shall be discouraged during office hours.

3.21. Behaviour towards the Public, Students, Teachers, Officials and Non-Officials

Every member of the public who approaches any Official in the University will have some official business to be transacted by his/her personal appearance. A patient hearing should be given to such person. What is permissible under the rules shall be done promptly to redress their grievances, if any. Otherwise, they may be told politely that their case would be looked into within the permissible limits and the officials concerned will do the utmost to help them. The Officials of the University shall not give room for any complaint whatsoever about arrogant behaviour/attitude towards the public. Even if an awkward situation is created by any person, the Officials shall see to it that they do not lose their temper and that they tackle the situation tactfully. Arrogant behaviour should be avoided.

3.22. Adoption of Helpful Attitude

Towards the students and their representatives the Officials shall adopt a helpful attitude with a view to understanding their problems and helping them in whatever manner they can, in accordance with the rules applicable to the particular issue raised for consideration.

3.23. Visiting Time

Visiting time in the Examination Branch shall be from 3 p.m. to 4.30 p.m. everyday. Visitors will be allowed to meet the concerned Assistant Registrar only, in the first instance. If the Assistance Registrar concerned decides that the enquiry should be referred to the higher officials, he/she may refer the visitor to the appropriate higher official. All other inquiries should be disposed off by the Assistant Registrar. Only in exceptional cases should the visitors be directed to the concerned sections.

In no case shall the services of students, other visitors or unauthorized persons be utilized for transferring files/papers from one Section/officer to other sections/officers.

Chapter 4

APPOINTMENT OF QUESTION PAPER SETTERS AND EXAMINERS AND THEIR DUTIES

4.1. Appointment of Question Paper Setters and Examiners

- i) Appointment of Question Paper Setters and Examiners shall be made by the Controller of Examinations, with the approval of the Vice-Chancellor, from panels approved by the Syndicate after considering the recommendations of the Boards of Studies and Faculties.
- ii) The panels for each Examination shall consist of names of not less than 1/5 in excess of the probable numbers required for each subject.

4.2. Cancellation of Appointments

It shall be competent for the Controller of Examinations with approval of the Vice-Chancellor to cancel the appointment of any Question Paper Setter or Examiner without assigning any reason there for and the matter may be reported to the Syndicate.

4.3. Disqualification

The Syndicate shall have the power to disqualify for a specified period or permanently any person from question paper setting or examinership for inefficiency, misconduct, malpractice or negligence or for disobeying the instructions issued by the University or to withdraw recognition as a teacher.

4.4. Categories of Examiners and their Duties

The categories of Examiners and their duties shall be decided by the Syndicate, from time to time.

4.5. Question Paper Setters

- i. No person engaged in teaching work in any College maintained by or affiliated to the University shall ordinarily be appointed to set question papers.
- ii. No Person shall be appointed as a Question Paper Setter unless he/she has/had seven years teaching experience in a College or University in the subject concerned.
- iii. Question Paper Setters shall be appointed for one year and shall be eligible for reappointment for successive years following the year of first appointment.
- iv. The Vice-Chancellor shall be competent to approve appointments as Question Paper Setters waiving the above requirements in exceptional cases and his/her action shall be reported to the Syndicate.

4.6. Compilation of a list of Teachers

A list of teachers employed in the affiliating Colleges and Departments of the University arranged in the order of subjects shall be compiled from the Register of Recognized Teachers or from the returns submitted by the Colleges and Departments of the University and kept up-to-date containing the following :

- a) Name of Teacher
- b) College in which he/she is working

- c) Age
- d) Qualification, with class/grade and date of acquiring qualification
- e) Present grade and date of appointment to it
- f) Class and subject in which he/she teaches
- g) Number of years of teaching experience in the College
- h) Previous appointments as examiner, etc.
- i) Experience at Bar, if any

4.7. Term of Appointment of Examiners

- i) Examiners shall be appointed for one year and shall be eligible for reappointment in two successive years following the year of first appointment.
- ii) Persons who have held office for three successive years whether for the same or different Examinations shall not ordinarily be reappointed until after the lapse of two years.

Provided that the number of new Examiners appointed in any year who have not previously been Examiners shall not exceed one half of the total number appointed to a Board.

Provided further that this rule may be relaxed by the Syndicate in the case of Examinations in subject in which sufficient number of competent examiners are not available.

4.8. General Conditions for Appointments of Examiners

- i. Ordinarily persons with a minimum teaching experience of three years in a College or University Department are eligible for first appointment as Examiners.

Explanation :- Seven years' standing at the Bar may be considered as equivalent to three years teaching experience for Examinations in Law.

- ii. Examiners appointed under one Board shall not ordinarily be appointed to any other Board in the same year, except for reasons to be recorded.
- iii. For selecting new Examiners, the first preference shall be given to those who had five years or more of teaching experience and who had not been appointed so far. The second preference shall be given to those who had finished one term of examinership which is ordinarily three years and who had a break of three years or more. The third preference shall be given to those who had examinership for two terms and had breaks of three years or more. The next preference shall be given to those who had breaks of two years or less:

Provided that for the appointment of Chairman, Board of Examiners, the rule of preference may be waived for reasons to be recorded.

- iv. Members of the Syndicate shall not be offered Examinerships.
- v. No person above the age of 65 shall be appointed or allowed to continue as an Examiner.
- vi. No person who has ceased to be a teacher for three years or more shall be appointed or allowed to continue as an Examiner.

4.9. Board of Question Paper Setters

The Controller of Examinations shall, with the approval of the Vice-Chancellor, constitute every year a Board of Question Paper Setters for each subject or group of subjects for which Examinations are likely to be held:

Provided that no person shall ordinarily be appointed to more than one Board.

4.10. Duties of the Board of Question Paper Setters

The duties of the Board of Question Paper Setters shall be :-

- i) to consider and scrutinize the question papers set in the subject and to see whether the prescribed standards have been kept and whether the scope of the questions are within the prescribed syllabus; and
- ii) to do such other duties as may be prescribed by the Syndicate from time to time.

4.11. Constitution of Boards of Examiners

- i) The Controller of Examinations shall with the approval of the Vice-Chancellor constitute a Board of Examiners for each subject or group of subjects for which examinations are likely to be held: provided that no person shall ordinarily be appointed to more than one Board.
- ii) Each Board shall have a Chairman, who shall be appointed by the Controller of Examinations with the approval of the Vice-Chancellor.

4.12. Duties of the Board of Examiners

The duties of the Board of Examiners shall be

- i) to pass the results of the Examinations and forward them to the Controller of Examinations for submission to the Syndicate ; and
- ii) to do such other work as may be assigned to the Board by the Controller of Examinations or the Vice-Chancellor or the Syndicate from time to time.

4.13. Committee of Boards of Examiners

The Controller of Examinations is competent to constitute Committees of Boards consisting of the Chairman or Chief Examiners in the same or different subjects, which form part of the Examination for the purpose of consolidating the marks, obtained by candidates in different parts of the Examination.

4.14. Procedure for Appointment of Question Paper Setters

Appointments of Question Paper Setters are considered as the most important responsibility of the University. So also its confidentiality. The work relating to the appointment of question paper setters for the various subjects usually starts about 4 to 5 months before the commencement of examinations.

The first step in this process is the consolidation of the list of various subjects offered as examination papers for all the courses conducted by the University. Very often the list of subjects prepared for the previous year serve as a source document for starting the work. The minutes of the meetings of the Boards of Studies held during the previous year, copies of the University Orders and notes and clarifications issued by the Academic Branch of the University regarding conduct of courses and examinations are to be referred to for updating the list of subjects.

After correctly ascertaining the names of papers/subjects for which question papers are to be set for the ensuing examinations, the process of finalizing the list of question paper setters is started. The existing panel of question paper setters for all the subjects has to be updated by including or deleting names in the panel according to the recommendations of the Boards of Studies or according to the directions of the Controller of Examinations. The

existing panel available with the Controller of Examinations is forwarded to the Chairman of the Board of Studies for consideration and approval by the Board. The panel approved by the Board shall be treated as highly confidential and shall not be included in the minutes of the meeting of the Board of Studies or the Faculty. The panel approved by the Board shall be handed over to the Controller of Examinations either personally or by registered post in a sealed envelope in the personal name and address of the Controller and marked 'CONFIDENTIAL'. In the case of newly introduced courses/subjects, the Chairman of the Board of studies shall be contacted to obtain the panel as recommended by the Board immediately after the meeting. The Section officers shall maintain registers for monitoring the schedule of the meetings of the various Boards of Studies, receipt of copies of minutes of meetings and other communications from the academic branch, which have relevance in the conduct of examinations. The panel received from the Chairman, Board of Studies has to be approved by the Syndicate.

The Panel is then submitted to the Controller of Examinations, who shall select the required number of persons from the panel for consideration for appointment as question paper setters. Communications are sent to all such persons to obtain their consent to serve as question paper setters according to the terms and conditions of the University. If any person declines the nomination, another person selected by the Controller of Examinations from the panel is addressed and his/her consent is obtained. When adequate number of persons is available for a subject, a formal order constituting the Board of question paper setters for the subject is issued with the approval of the Vice-Chancellor. A senior person in the Board is appointed as the Chairman of the Board.

Communication issued to the Chairman of the Board regarding constitution of the Board shall contain the names and residential addresses of the members of the Board. Similarly the members shall also be informed the name and address of the Chairman of the Board. Members are also given a list of papers on which questions are to be set with the request to intimate the Chairman the preference of their papers for setting questions.

4.15. Allotment of work

A list of papers on which questions are to be set and a list of question paper setters appointed for the subject are sent to the Chairman for allotting the work among the setters according to their preference already communicated to him. The Chairman shall distribute the work among the setters according to their preference and shall prepare a statement of allotment of paper setting work among the setters according to their preference and forward it to the Controller of Examinations.

On receipt of the distribution statement from the Chairman, communications are sent to the setters requesting them to undertake the question paper setting work. The paper setters are required to set 2 or 3 sets of questions for each paper, one for use in the ensuing examination and one for the next session (if applicable) and the other as reserve. The following materials are sent to them along with the request.

1. A copy of the guidelines for question paper setters.
2. Syllabus of the concerned paper/papers
3. Model question papers
4. Text Books prescribed if language papers are set
5. Facing sheet and additional sheets for writing questions

6. Bill forms for remuneration and TA/DA as applicable
7. Covers required for sending question papers
8. Other items according to particular requirements, if necessary

The paper setters shall send the question papers to the Chairman before the last date intimated. The questions shall be sent to the Controller of Examinations only if specific direction is issued to do so under special circumstances.

4.16. Scrutiny of Question Papers

The Controller of Examinations shall constitute a scrutiny board for each subject to scrutinise the question papers set by question paper setters. The Chairman of the Board of Question Paper setters and two or three members of the Board who are residing in nearby places of the office of the Chairman shall constitute the Scrutiny Board.

The question papers received from the setters shall be scrutinized by the Board. The objectives of the scrutiny shall be to ensure that the questions are

- a. in conformity with the prescribed syllabus and scheme of examination
- b. maintaining the required standard
- c. free of typographical and grammatical errors
- d. allotted marks according to the direction issued in the scheme or in accordance with the model question paper supplied.

The scrutiny board shall make necessary modifications, if required, in the question papers to achieve the objectives mentioned above.

After scrutiny the Chairman shall forward all the question papers in a subject, to the Controller of Examinations to his/her personal address in the envelope supplied by the University for this purpose. The papers shall be either personally delivered to the Controller of Examinations or sent by Registered post with acknowledgment due.

The details of the question papers received by the Controller of Examinations shall be entered in a Register and will be sent for printing. The Bills for remuneration and T.A./D.A. received from the setters will be transferred to the Section dealing with the appointment of paper setters for arranging payment.

4.17. Instructions to Question Paper Setters

Question Paper Setters are expected to comply with the following instructions.

1. All Paper Setters are requested to keep their appointments strictly confidential. The proceedings of the Boards of Question Paper Setters shall also be treated as strictly confidential.
2. The Chairman of the Board of Question Paper Setters shall arrange, in consultation with the members, for the distribution of the work of setting question papers. No member shall ordinarily be assigned more than five question papers.
3. It shall be the duty of Chairmen of the Boards of Question Paper Setters to give such information, assistance and advice to Question Paper Setters as may be necessary for determining the precise character of question papers required in each subject and examination as also to arrange for the modification of such question papers which do not strictly conform to the directions issued thereon. They shall also see that the standards laid down or the models of the papers are strictly adhered to, as any departure may

handicap the candidates, who will expect their question papers to be set according to the model question papers.

- All questions shall be legibly written in the Paper Setters' own handwriting or typed and shall contain as few alterations, additions, or erasures as possible. (In writing questions, care shall be taken to see that words or phrases peculiar to India, and Technical terms and proper names are clearly written in Block letters to prevent the possibility of mistakes. Abbreviations of any kind shall be avoided). Special care must be taken in the delineation of mathematical signs and index figures.

In the case of Sanskrit papers, only the Devanagiri script shall be used.

- Each question paper must contain the name of the examination, the name of the subject, the total marks assigned, the duration of the paper and special directions, if any.

In the case of question papers, which are common to two or three examinations, mention shall be made of the fact in the heading itself.

The marks assigned to each question shall be noted against the concerned question on the question papers except when it is stated that all questions carry equal marks. The maximum marks for the whole paper shall also be noted at the top of each question paper. Marks for Sub-divisions of questions shall also be indicated.

- All the question papers shall be complete in respect of headings and directions to candidates, if any, and in form ready for transmission to the press.
- All the pages shall be numbered. While numbering the pages the total number of pages shall also be indicated e.g. 1/3, 2/3, 3/3 where 1,2 etc. are the numbers of pages and 3 is the total number of pages.
- The questions shall be written on blank sheets supplied for the purpose by the University and on one side of the paper only. The paper setter shall not sign his/her name or put his/her initials on any part of the sheets on which the questions are written.
- Any "special direction to candidates" and instructions regarding the answering of different sections in different answer books, the number of questions to be answered or the choice amongst them shall be specific, precise and free from ambiguity.
- No question shall be set calling for a declaration of religious or political belief on the part of the candidate.
- Questions must be set with relation to the prescribed course of study and the books recommended by the University and must conform to the standard and syllabi laid down by the University.

Question Paper Setters shall preserve the strictest secrecy with regard to copies of text-books or notes or extracts used in setting question papers, and drafts or copies of question papers shall be kept with the same care and secrecy as question papers themselves. These papers shall be destroyed as soon as the question papers finally prepared are sent to the Chairman.

- Every question shall be clear and definite in language as also in regard to the form and nature of the answer expected.

The question shall not be vague, or farfetched, or beyond the standard prescribed and shall be evenly distributed over the whole course of study and the books prescribed.

- The papers shall be such that a candidate of decided ability well prepared in the subject

can reasonably be expected to answer the paper completely within the allotted time and secure full marks.

14. The special attention of Question Paper Setters is drawn to the instruction that question papers shall be so set as to allow optional questions to be selected by the candidates. More questions shall be set than the candidates are required to answer so as to permit choice of questions.
15. Information regarding drawing sheets, squared paper, tables and charts if any to be supplied to the candidates may be given in the question paper itself to avoid wastage and delay. These details may also be furnished to the Controller of Examinations separately.
16. The question papers of the previous year (in the case of examinations conducted during the previous year) will be supplied to the question Paper Setters. Comments, if any made on such papers will also be sent with the papers for information and guidance.
17. Questions shall not be a mere reproduction from standard text-books or other question papers set for earlier examinations in this or in other Universities.
18. No Paper Setter shall undertake or shall have undertaken private tuition in the subject of his/her paper for any candidate who appears for the examination in the subject concerned during the academic year immediately preceding the examination for which he/she accepts appointment.
19. Question Paper Setters shall, unless otherwise instructed by the Chairman, forward their question papers to the Chairman so as to reach him on the date prescribed by the Chairman or by the University.
20. There shall be a meeting of the Board of Question Paper Setters to consider and pass the question papers set by the members or by the other Paper Setters attached to the Board. The Chairman of the Board shall forward to the Controller of Examinations, all the question papers allotted to the Board in one lot.
21. Meeting of Passing Boards of Question Paper Setters shall be held at a convenient place preferably at University Pareeksha Bhavan, fixed by the Chairman. The Chairman of the Boards shall fix the places of meetings in consultation with the Controller of Examinations, so that the travelling allowance is kept to the minimum. Travelling and halting allowances will be paid to members of the Boards of Paper Setters for attending meetings of Boards convened for passing question papers as per University T.A. Rules. No Allowances will be paid for more than one such meeting.
22. Chairman of Boards of Question Paper Setters shall be responsible for the safe transmission of the papers set to the Controller of Examinations. The Controller of Examinations will, if required, request Question Paper Setters or the Chairman to correct proofs of Papers set by the Boards in which case they shall return the corrected proofs and the original manuscripts promptly in sealed covers in accordance with the instructions issued in this regard.
23. Question Paper Setters shall soon after they finish the work of setting question papers, sent to the Controller of Examinations the memorandum showing the work done by them and their remuneration bills.
24. The remuneration will be paid only after the main examinations have commenced.

4.18. Appointment of Examiners

Appointment of Examiners is governed by the rules and regulations framed for the purpose. The panel of examiners shall be approved by the Syndicate and appointment of Examiners from the list is made by the Controller of Examinations subject to the approval of the Vice-Chancellor. The panel can be prepared from the list of qualified teachers in the colleges and institutions affiliated to the University and from list of persons recommended by the Board of Studies and Faculty of various subjects.

In the beginning of each academic year copies of a proforma are circulated among the teachers of all institutions and colleges maintained by or affiliated to the University calling forth the details of the teachers. These proforma are to be collected back from the institutions before the end of October every year. The proforma are then sorted subject wise and seniority wise and panels are prepared for each subject and placed before the Syndicate by the end of December, every year.

From the panel of examiners approved by the Syndicate, the Controller of Examinations shall constitute Board of Examiners for each subject or group of subjects with the approval of the Vice-Chancellor. Each Board will also have a Chairman selected from among the Board of Examiners. The appointment of Chairman need not always be based on seniority alone. Senior teachers may be selected as Chief Examiners. The number of examiners appointed for each subject shall be based on the probable number of candidates expected to register for each subject, the workload being roughly calculated as 500 answer books for each additional examiner. Separate Boards may be constituted for undergraduate and post graduate examinations. The Board of examiners for Post graduate examinations shall be teachers experienced in teaching the subject at post graduate level. For post graduate examinations, a Board for conduct of viva-voce examinations shall also be constituted from among the members of the Board with the approval of the Vice-Chancellor. Whenever possible, a certain percentage of external examiners shall also be included in the Board of post graduate examinations. The selection of the Chairman and members of the Board shall be completed by the end of February every year.

The appointment of the Chairman and members of the Board of Examiners shall be communicated to them in their residential address. The envelope for sending communications to the examiners shall be marked 'CONFIDENTIAL'. Similarly all communications from the examiners shall be addressed to the Controller of Examinations in his/her personal name in covers marked 'Examination Confidential'. The appointment of Chairman shall be communicated first to obtain his/her consent to act as Chairman of the Board so that the name of the Chairman can be communicated to all examiners.

The examiners shall be directed to contact the Chairman and inform their preference of subject for valuation of answer papers and conduct of practical examinations. A copy of the Instructions to the Examiners shall be sent to all examiners and their acceptance obtained in the prescribed form. The examinership offered to a teacher shall not be declined under any circumstances unless exempted by the Syndicate on valid grounds. Teachers who decline to serve as examiners shall be asked to furnish their explanation for doing so and the matter may be reported to the Syndicate for appropriate action.

4.19. Allotment of work

The Chairman of the Board of Examiners shall be provided with the probable number of candidates in the subject concerned for distribution of the valuation work according to the

norms fixed by the University. The statement of distribution of work received from the Chairman shall be handed over to the Assistant Registrar concerned for necessary action.

Communication regarding the details of answer scripts allotted for valuation shall be sent to all examiners. The name of Chief Examiner shall be mentioned in covering letter sent to Additional Examiners.

Examination for which centralized valuation camps are conducted, camp wise list of examiners and distribution of work are prepared and handed over to the Section dealing with the conduct of centralized valuation.

Arrangements shall also be made to appoint substitutes in the place of examiners who decline the valuation work without notice.

A copy of the list of examiners shall also be forwarded to the Section dealing with payment of remuneration to examiners immediately after publication of the results of the examinations.

4.20. Memorandum of Instructions to Examiners - The Examiners shall observe the following instructions

1. All routine correspondence relating to examinations shall be addressed to the Controller of Examinations, Mahatma Gandhi University, Kottayam by designation and not by name. In all correspondence, by letter or by telegram, full details of the examinership shall be given below the examiner's name to enable easy identification of the examiner and also for prompt action being taken. Urgent matters, if any, may be communicated over the telephone as shown in the communication.
2. (a) Examiners are appointed by the University for valuing answer books and/or for conducting viva-voce and/or practical examinations at University Examinations held during any session. Examiners appointed for any session of examinations shall hold office for that particular session only.
(b) Examiners who having accepted the appointment decline the work later without assigning reasons acceptable to the University and thus cause inconvenience to the University and dislocation of the time schedule are liable to be debarred for a period of two years.
- 3) All examiners are required to keep their appointments and the marks awarded by them strictly confidential.
- 4) (a) The appointment of examiners is offered on the distinct understanding that such persons have not had connection with any tutorial college or coaching institution during the two years previous to their appointment and that they will not acquire any such connection or undertake any private tutorial or coaching work during the period of their examinership in the University.
(b) *In case any member of the examiner's family or any near relative is appearing for the examination for which he/she is an examiner, the fact shall be promptly reported to the Controller of Examinations giving the name and register number of the candidate and the centre at which the candidate is appearing.*
(c) All examiners shall be required, as a condition of their appointment, to attend meetings, if any, convened for instructions being issued. Failure to do so may result in reporting the matter to the Government.
5. (a) Every examiner engaged in the valuation of answer books will furnish in the prescribed form sent to him/her together with the answer books the correct number

- of answer books received for valuation and return it to the Controller of Examinations after all the answer books allotted for valuation have been received by the examiner. One copy of this shall be sent also to the Chairman. The actual register number of the answer books received need not be indicated in the statement.
- (b) Every examiner is responsible for the answer books sent to him/her. He/she should count them on receipt and verify them with the entries in the accompanying statement. Any discrepancy observed must be reported to the Controller of Examinations at once.
6. (a) All examiners in a subject should do their best to secure uniformity of marking. Answers to questions and sub divisions of questions should be separately marked against them and the marks awarded to each question shall be shown on the cover page of the answer book. All markings in the answer books should be only in the margin against the answers in blue or black (Use pen or dot pen or colour pencil but not lead pencil or copying pencil). In the case of the answer books having double valuation, if any, marking shall be done on the facing sheets provided. If the answer books are revalued by the Chief Examiner, the revalued marks, whether there is any difference from the original marks or not shall be shown in red ink and initialed.
- (b) Answers must be checked a second time to verify that no answer to a question or a sub division has been left out in the marking.
- (c) If there are grave defects in the valuation, totaling of marks or entering of the marks, or inefficiency in the discharge of duties entrusted to them, without prejudice to any other action that may be taken against him/her, the examiners who default by entering wrong marks, by giving wrong totals and by not valuing answers to questions will not be eligible for full remuneration due to them for that examination and they will also be debarred for a period to be decided by the University.
- (d) All valued answer books shall be sent by the examiners to the Chief Examiner/Chairman concerned in such manner as directed. The answer books should be kept in the safe custody of the Chief Examiner/Chairman for a period of one year after the publication of the results, after which they may be sent to the University under acknowledgments.
- (e) After the publication of result photocopy of the answer books shall be supplied to the candidate on request with stipulated fee fixed by the University from time to time.
7. Candidates in Science subjects are able to secure almost the maximum marks obtainable for accurate and well-presented answer, whereas very high marks are seldom awarded to candidates in Arts subjects, however good his/her answers may be. To eliminate the possible disparity in the marking of answers as between Arts and Science subjects, examiners in Arts subjects are requested to pay special attention to be unreservedly liberal in awarding marks for answers which have high standard of excellence. They are also requested to be particularly careful to see that successful candidates in Arts subjects are not clustered round the pass marks and the lower ranges of marks. The method of valuation should be such that the successful candidates are spread throughout all the classes awarded, based upon the merit of the answers.
8. (a) Practical Examinations will be held at the centres fixed from time to time. The work at practical examinations will be prescribed by the Chairman of the Board of

Examiners. Every examiner is liable to be posted to any college within the jurisdiction of the University for the conduct of practical examinations and failure of an examiner to accept an assignment will be treated as dereliction of duty and will be reported to the Government.

- (b) Assignment of work for the examiners in practical examinations will be made in such a way as to minimize the expenses of the University towards T.A. and D.A. consistent with efficiency of work.
 - (c) The answer books and also the mark books of the practical examinations shall be sent to the Chairman of the Board for scrutiny immediately after all the practical examinations are over.
 - (d) For answer books of practical, there is no revaluation still there is scrutiny.
9. (a) Marks should be carefully entered in the mark books supplied by the University in the serial order of the register numbers of the candidates as given in the answer books. Fractions of marks in the total of each paper should be brought to the next integer, which alone should be entered in the mark books. Even if the special minimum for a pass in a subject happens to be a fraction, the marks obtained by the candidate should be raised to the next integer. In no case, should a candidate be given more marks than the maximum.
- (b) Examiners should take special care to see that there is no erasure, correction or overwriting of marking in the mark books as far as possible. If correction becomes necessary, it must be attested with full signature.
 - (c) Marks should be written in words also. The word 'only' should be added in the case of marks awarded in round numbers as 10,20,30 etc. and also in the case of single digit marks.
 - (d) Every examiner should prepare two copies of the mark books and send one copy marked 'original' to the Chief Examiner/Chairman and the other copy marked duplicate to the Controller of Examinations by registered post in the covers specially supplied for the purpose. Every Examiner should sign on the mark books he/she has prepared not only on the cover page, but also on each page of the mark book where there are entries made. The word 'Original' or 'Duplicate', as the case may be, should be noted on the mark book. This rule applies to all Examiners including Chiefs and Chairmen. Violation of this rule will result in the remuneration being withheld fully or partially.
 - (e) Every examiner shall furnish as fully as possible the information required on the facing sheet of each mark book. The name of the examination and the name of the subject should be noted in such a way as to avoid all ambiguity. Chairmen are requested to see that all the columns on the facing sheet of each mark book are filled in, before it is despatched to the Controller of Examinations, The names of the Examiners and Chairmen should be written below the signature.
10. Mark books must be forwarded to the Chairman or Chief Examiner as the case may be, without fail by the date fixed. The dates for submission of mark books by examiners to their Chairmen or Chief Examiners shall be determined by the Chairmen of the Boards in consultation with the Controller of Examinations with reference to the dates of their submission to the Controller of Examinations. Delay in the despatch of mark books by

the examiners will entail as penalty a deduction in the remuneration due to them, calculated at the rate fixed by the Syndicate from time to time.

11. It shall be the duty of the Chairman to scrutinize and pass the marks awarded by the examiners to each candidate in each paper or portion of a paper valued by them and to forward the mark books to the Controller of Examinations on or before the date fixed, together with a statement containing any remarks or suggestions, which he/she may consider deserving of attention.
12. (a) A Board of Examiners may award additional or grace marks/moderation marks, but only for one of the following reasons (1) because of unusual difficulties in the Question Papers or (2) because of a departure by the question paper setter from the prescribed course, syllabus or standard or (3) because a reconsideration of the standard adopted by the examiner is judged necessary.
(b) The arbitrary award of additional or grace marks/moderation marks is strictly forbidden. Such marks must not be given for purpose of benefiting a particular candidate or class of candidates or merely with a view to raising the percentage of passes in any subject or subjects.
13. (a) Travelling allowance at the rates prescribed for examiners in the University Travelling Allowance Rules will be allowed for attendance at examinations and meetings of Boards of Examiners.
(b) Travelling and halting Allowance will be paid only after receiving the T.A. bills and admitting claims. No advance of T.A. will be paid. Examiners are requested to submit their T.A. bills in time to enable the University to settle the claim expeditiously.
14. Chairman of Boards of Examiners will collect remuneration and T.A. bills of the examiners as soon as the examinations are over and forward them to the University in lots. T.A. and remuneration bills should be received not more than one month after the publication of the results of the concerned examinations. Bills received later are liable to be rejected.
15. Examiners who have reason to suspect malpractice on the part of any candidate or candidates should forthwith make all possible preliminary investigation and communicate with the Controller of Examinations immediately through the Chairman forwarding all material evidence available. The nature and possibly the punishments inflicted for malpractice will depend largely upon the evidence furnished.
16. Attempts made by candidates or other interested persons to influence the Examiners with regard to the valuation of any of the answer books shall forthwith be reported to the Controller of Examinations.

4.21. Instructions to Chief Examiners and Chairmen

1. Subject to such directions as may be issued from time to time, by the Controller of Examinations, the Chairman and the Members of the Board of Examiners in any subject or group of subjects shall be responsible for the proper valuation of the answer-books of candidates. For this, it shall be the duty of the Board of Examiners subject to the rules contained in these instructions, to make such arrangements as may appear necessary for the efficient conduct of the examination for which it is responsible, e.g. to devise methods calculated to secure uniformity of standard in the valuation of answer-books; to provide for the issue of instructions to Additional Examiners and for the supervision and control of their work, for the distribution of marks between different parts or subjects treated in

a paper, to fix dates for the submission of mark-books by examiners to the Chairman and by Additional Examiners to the Chief Examiner as per schedule fixed by the University. It shall be competent to a Board of Examiners to delegate to the Chairman or a Committee or an individual member of the Board, any part of the work of the Board which may be more conveniently and efficiently performed by such agency than by the Board as a whole.

2. It shall be the duty of the Chairmen of Boards of Examiners to arrange for the division among the Examiners of the work of valuing answer books of candidates and also of conducting the oral and practical examinations. The detailed statements including the names of all additional Examiners for each paper should be submitted by the Chairmen as soon as the distribution has been made. Such distribution of work among the Chief Examiners and Additional Examiners shall be made with a view to allotting as far as possible equal number of papers and remuneration among them, and so as to avoid the payment of unnecessary travelling allowance and with due regard to efficiency.
3. The statement of probable number of candidate for each examination will be furnished to the Chairman as soon as possible after the receipt of their acceptance of appointment. A statement in the form supplied showing the allocation of work among examiners shall be forwarded to the Controller of Examinations, to his/her personal address immediately on receipt of the probable number of candidates for the examinations from the University.
4. The dates for receipt of mark lists or tabulated results sheets from the Chairmen of Boards, will be fixed by the University and intimated to them. The Chairmen, in their turn, will fix suitable dates for receipt of mark lists from Chief/Additional examiners with due regard to the dates fixed by the University and inform the examiners under them, of these dates. Chief Examiners and Additional Examiners will keep to the schedule of dates fixed by the Chairmen and co-operate with the University in publishing the results of the examinations in time on the dates fixed by the University.

In examinations where Chief Examiners are not separately appointed, the Chairman of the concerned examination will attend to all the items of work enumerated above to be done by the Chief Examiner.

5. (a) Ordinarily meetings of all Examiners will not be held to discuss question papers and to issue instructions regarding valuation of answer-books. Additional examiners should get written instructions from the Chairman or Chief Examiners regarding valuation of answer-books. Chief Examiners shall give definite instructions to the Additional Examiners regarding the type of answers that might be expected from a well prepared student. It may kindly be noted that even in Arts subjects unless detailed schemes of valuation are given in writing, it will be difficult, if not impossible, to arrange for revaluation being done on a rational basis.

However, Additional examiners shall be required as a condition of their appointment to attend the meetings, if any, convened for issuing instructions to them. Failure by an Additional Examiner, to attend such meetings may result in the substitution in his/her place, by another Additional Examiner.

- (b) Chairman of Board of Examiners shall maintain minutes of the meeting held by the Boards recording the names of the members present and the resolutions passed and forward the same to the Controller of Examinations when the duties of the Board have been completed.

- (c) Travelling allowance at the rates prescribed in the University Travelling Allowance rules will be allowed for attendance at meetings of Board of Examiners. If concessions are available for railway journeys, travelling allowance will be allowed only at the concession rates.
6. (a) Each Chief Examiner is responsible for the maintenance of the standard in his/her subject. Each Chief Examiner shall issue written instructions to his/her. additional Examiners regarding valuation of answer papers immediately after the meeting of the Board of Examiners/Chief Examiners convened to prepare the scheme of valuation of answer papers. The Chief Examiner shall direct each Additional Examiner to value forth with a special number of answer-books and on conclusion of such preliminary valuation give such further instructions to them as he/she may find necessary. He/She shall direct each Additional Examiner to forward to him for scrutiny not less than fifty valued answer books at the earliest possible date and shall with utmost despatch examine the valuation performed by them and communicate to them his/her opinion thereon.

In the case of unsatisfactory valuation by any Additional Examiner, Chief Examiner may direct the immediate submission of a further number of valued answer books, valued or revalued in accordance with the instructions given. It is the duty of each Chief Examiner to give special attention to the initial checking of the valuation of his/her Additional Examiners, so as to prevent the valuation of large numbers of answer-books by incompetent or unsatisfactory Examiners. It is a further duty of each Chief Examiner to select and revalue not fewer than 20% of answer books valued by each of his/her Additional Examiners selected at random and to satisfy himself that proper standard of valuation has been maintained throughout before submitting the result of the whole valuation to the Chairman of the Board. In case of continued unsatisfactory valuation by an Additional Examiner, the Chief Examiner shall bring the facts immediately to the notice of the Chairman of the Board and after getting his/her previous approval may recall the answer-books and arrange for their revaluation. The name of the examiner shall be reported to the University.

Each Chief Examiner shall issue to his/her Additional Examiners such directions for periodical submission of marks and answer books as he/she may think necessary and shall be responsible for the submission to the Chairman of his/her Board the results of the whole revaluation of answer-books done by him and his/her Additional Examiners not later than the date specified by the Chairman.

The University will be competent to withhold in part or in full the remuneration in cases of unsatisfactory valuation of answer books by examiners.

- (b) Chief Examiners for all examinations must collect all the mark-books of their assistants and send them to the Chairman. In the case of subjects for which there is no Chief Examiner, the Chairmen of Boards concerned will collect the mark-books. Each mark-book should bear the name and countersignature of the Chief Examiner and of the Chairman concerned.
- (c) For the examinations where the tabulation work is to be done in the office of the Controller of Examinations, Chairmen of the Boards of Examiners will collect the mark-books from Chiefs and forward them in lots to the Controller of Examinations to his/her personal address. In the case of subjects for which there are no Chiefs, the

Chairmen will collect the mark-books from the Examiners and forward them to the Controller of Examinations to his/her personal address.

Chief Examiners (members of the Boards or others) shall forward to the Chairman of the Board the mark books by the date fixed. It is important that the time schedule is strictly adhered to:

The Chairmen of Boards of Examiners shall report on the delay, if any, in the submission of mark-books by the members of the Board or Additional Examiners.

7. The Chief Examiner's duties include scrutiny of all valued answer books under his/her charge, in particular, he/she should personally verify in the case of each answer book valued whether;
 - (a) all questions and sub-divisions of questions have been marked without omission by the Additional Examiner;
 - (b) the totalling of the marks is correct and no arithmetical error has crept in;
 - (c) the total marks carried over to the mark book with reference to each register number on the answer book are correct;
 - (d) the additional examiner has written his/her name and put his/her full signature on the cover of the mark book and on each sheet of the mark book on which there are entries.

The Chief Examiner is authorized to carry out whatever correction is found necessary in any answer book or mark book in respect of items (a) to (d) of para (7) above.

If the additional examiner has failed to put his/her signature on the sheets of the mark book on which there are entries, the Chief Examiner, after scrutiny of the entries, shall affix his/her own signature on these sheets.

8. Each Chief Examiner should forward to the Chairman of the Board alongwith the mark books collected from his/her Additional, a certificate of checking in the prescribed form, and the Chairman, in turn, will transmit the certificates of all the Chief Examiners under his/her Board when he/she forwards the original mark lists to the University Office.
9. At the meeting of the passing Board held to pass the results of a post-graduate examination, the Chairman may bring such of the answer books which he/she considers as demanding revaluation at the Board meeting, or which have given rise to points of doubts to be cleared at such a meeting, especially when the Chairman observes great disparity in the marks for the different papers of a candidate. For other examinations, for which tabulation is done in the office a meeting of the Chairman and members of the passing board will be held to pass the results.

Chapter 5

CONDUCT OF EXAMINATIONS

5.1. Date, Place, etc. of Examination

All Examinations shall be conducted at such places, at such times and on such dates as the Syndicate may decide, from time to time. A list of the Centres at which Examinations will be held shall ordinarily be published in the first week of January for the March-April Examinations and in the second week of July for the August - September Examinations.

All examinations shall ordinarily be held twice in the academic year, unless otherwise decided by the Academic Council from time to time.

5.2. Registration of Examination

No candidate shall be eligible to register the University examination unless he/she possesses the minimum qualification prescribed in the regulations for each course. It shall be the duty of the Principal of the College to forward to the Registrar and Controller of Examinations a list of candidates admitted in the College with their qualifying certificates for verification, within one month from the date of closing of admission. The list shall contain the following details :

1. Name of the College
2. Name of the Candidates
3. Percentage of marks
4. Percentage of marks calculated for admission as per admission rules/norms
5. Name of the qualifying Examination/University
6. Details of reservation class in which the candidate belongs

5.3. Notification of Dates

The Controller of Examinations shall notify the last date of receipt of applications for Examinations together with the prescribed fees, the last date of receipt of Term Certificates, the dates of Conduct of Examinations and the dates of Publication of Results.

5.4. Methods of Examinations

- i) Unless otherwise provided for, Examinations shall be conducted by one or more of the following methods :-
 - a) Written
 - b) Practical
 - c) Oral
- ii) Where there is more than one centre for written examinations in one paper of the same examination, the question papers shall be given out to candidates on the same day and at the same hour in every centre.
- iii) Candidates must answer question papers, except in the case of languages other than English, in English, unless otherwise stated therein.

5.5. Standard of Question Papers

The papers set in any subject shall be such as, a candidate of decided ability, well prepared in the subject, can reasonably be expected to answer, within the time allotted.

5.6. Prohibition of Religious belief or profession or political views

No question shall be put at any University Examination calling for a declaration of religious belief or profession or political views on the part of the candidates and no answer given by any candidate shall be objected to on the ground of its giving expression to any particular form of religious belief, profession or political views.

5.7. Arrangements

Subject to the laws of the University, the Controller of Examinations shall, under the direction of the Vice-Chancellor, make all arrangements for the Conduct of the Examination at the various Centres of Examination.

5.8. Appointment of Chief Superintendent, Assistant Superintendent etc.

It shall be competent for the Controller of Examinations to appoint a Chief Superintendent, Assistant Superintendents and such other staff as required for the conduct of the examinations at each centre of examinations, subject to guidelines. Such persons be paid such remuneration, as may be fixed by the Syndicate, from time to time.

5.9. Appointment and Duties of Chief/Assistant Superintendents

The guidelines relating to the appointment and duties of the Chief Superintendent and Assistant Superintendent shall be made by the Syndicate.

5.10. Issuance of Hall Tickets

Every candidate who has been registered for an Examination shall be given a Hall Ticket issued by the Controller of Examinations in the prescribed form. The Hall Tickets shall be issued to each private candidate through the Chief Superintendent of the centre at which the candidate proposes to take the Examination and to the candidate presented by Colleges through the Principals. The Hall Ticket of a candidate issued by the University shall not be cancelled or withheld except as provided for in the University Laws. If there are candidate with the same name for the same examination, they should be identified with reference to their date of birth/place of birth.

No hall ticket shall be issued to a candidate who register for I Semester/ I year examination of the course concerned unless his name and such other details with qualifying certificates are not forwarded by the Principal as provided in Clause 5.1 (A)

Hall Ticket should be distributed to the candidates three days before the commencement of the examination. All precautions against fraudulent impersonation should be taken and if any case is detected it should immediately be brought to the notice of the Controller of Examinations. The Chief Superintendent should check the names of candidates and the numbers on their hall tickets with the list of candidates sent to him by the Controller of Examinations and shall be issued to candidates having required attendance. The name of doubtful candidates should be reported immediately to the Controller of Examinations.

5.11. A candidate shall be eligible to appear for the examination subject to the provisions of the Regulations governing the course and the Syndicate may cancel his/her examination if it is found that he/she was as ineligible to appear for the examination. Before taking final decision the candidate shall be given an opportunity to present his/her case.

5.12. Photographs where necessary

All candidates except candidates presented by the affiliated Colleges, shall submit two copies of their photographs together with their applications for registration as candidates for

Examinations. The photographs shall be of passport size and taken not earlier than six months prior to the date of application.

5.13. Centre not to be changed for first time

Except with the special permission of the Vice-Chancellor, no candidate for an Examination who has undergone the prescribed course of study in a College and who is presented by the College for an Examination for the first time shall be allowed to take the Examination from any centre, other than the centre allotted to the students of the College in which he/she has undergone the course.

5.14. Production of Hall Tickets

No candidates shall be admitted to the Examination Hall unless he/she presents the hall ticket issued to him or otherwise satisfies the Chief Superintendent as to his/her eligibility and identity.

Candidates shall bring with them their Hall Tickets, on each day of the Examination and shall produce the same when demanded for inspection by the Chief Superintendent or Assistant Superintendent or any other person authorized by the University for the purpose.

5.15. Cancellation of Hall Tickets

It shall be competent for the Vice-Chancellor to cancel the Hall Ticket issued in the name of any candidate for misconduct or if it is found out that he/she is ineligible to take the examination, after affording an opportunity to the candidate to present his/her case.

5.16. Exclusion of candidates for disease

It shall be competent for the Chief Superintendent to exclude any candidate from an Examination, on being satisfied that he/she is suffering from any infectious or contagious disease. Such cases shall immediately be reported to the Controller of Examinations.

5.17. Provisional admission

No candidate shall be admitted to an examination hall without his/her Hall Ticket, provided, however, that the Chief Superintendent shall have power to admit a candidate provisionally who has lost his/her Hall Ticket or a candidate whose Hall Ticket has not been found among those issued by the University due to some mistake in transmission or in the registration of the candidate. Such candidates shall give a declaration in writing that their applications have not been rejected by the University. The answer papers of such candidates shall be forwarded separately on receipt of information regarding Register Number allotted to them. Such cases shall be reported to the Controller of Examinations forthwith whose office shall regularise it with sufficient proof subject to the eligibility of the candidate to appear for the examination.

5.18. Exclusion of candidates for misbehavior

Candidates taking an Examination shall be under the disciplinary control of the Chief Superintendent, and shall obey his/her instructions. In the event of a candidate disobeying instructions of the Chief Superintendent or Assistant Superintendents or behaving insolently towards the Chief Superintendent or any Assistant Superintendent, without prejudice to any other action that may be taken against him/her, the candidate may be excluded from the day's examination and if he/she persists in misbehaviour, he/she may be excluded from the rest of the examinations by the Chief Superintendent of the Centre. In all such cases, a full report of each case shall be sent to the Controller of Examinations and the Syndicate, after affording an opportunity to present his/her case may according to the gravity of the offence,

ratify the action taken by the Chief Superintendent or further punish a candidate by cancelling the Examination taken by him either in whole or in part or debarring him from appearing for any University Examination for a specified period or permanently.

5.19. Report of Results

The Board of Examiners shall report to the Controller of Examinations provisionally the results of the Examination conducted by them or supervised by them.

5.20. Publication of Results

- i) The Controller of Examinations shall submit the results to the Syndicate. The Syndicate shall have power to approve the results and publish the same.
- ii) In all Examinations, the number of successful candidates shall be published class-wise (I Class, II Class, III Class etc.) or grade-wise under otherwise specified by the regulations.

5.21. Diplomas and Certificates

A Diploma under the seal of the University and signed by the Vice-Chancellor shall be issued to each successful candidate at an examination for a Degree. The Diploma shall set forth the date of the Examination, the subject in which the candidate was examined, the Class in which he/she was placed and the subjects in which he/she gained distinction, if any. A Certificate signed by the Controller of Examinations, shall be given to each successful candidate at an examination, other than for a Degree. The Certificate shall set forth the date of Examination, the subjects in which the candidate was examined, the Class/grade in which he/she was placed and the subjects in which he/she gained distinction, if any.

Candidates whose original Degrees/Diplomas have been irrecoverably lost or destroyed may be given a Degree/Diploma Certificate in the original format affixing duplicate at the top of the Certificate. ~~ITEM DELETED~~

Provided that it shall be competent for the University to issue a Provisional Degree Certificate to a candidate on payment of the prescribed fee during the period after publication of the results in the University Office and before the issue of the Original Degree Certificates. Detailed procedure for issuing Degree Certificates and other Certificates have been provided in Clause 9.2 to 9.6 of Chapter 9.

5.22. Change of results for malpractice

In any case where it is found that the result of an Examination has been ascertained and published, and it is found that such result has been affected by malpractice, fraud, or any other improper conduct whereby an examinee has benefited, and that such examinee, has, in the opinion of the Syndicate, been party or privy to, or connived at such malpractice, fraud, or improper conduct, the Syndicate shall have power at any time, notwithstanding the issue of a Certificate or the award of a Prize or Scholarship, to amend or cancel the result of such examinee and to make such declaration as the syndicate may consider necessary in that behalf. The candidate shall be given an opportunity to present his/her case, before taking final decision.

5.23. Debarring candidates and quashing results

If at any time after the publication of results, it is found that a candidate was not eligible for taking the Examination, as per the regulation/norms/orders issued by the University relating to the course concerned or that he/she has secured admission to the course or the Examination, on production of false information in the application form or that he/she has used unfair

means at an Examination, the Syndicate shall have power to quash the results of the Examination, taken by the candidate, and cancel the registration and / or debar him from appearing for any Examination of the University permanently or for a specified period considering the gravity of the offence committed by the candidate.

Provided however that it shall be competent for the Syndicate to suspend the results already published of a candidate suspected of having resorted to unfair means at an Examination taken by him, pending an enquiry into the same.

On the basis of the enquiry report, the Syndicate shall also have the power to quash or cancel the results of the candidate in the examination taken by him and duly published while the enquiry proceedings, for the use of unfair means at that Examination, were pending. In all such cases, before taking final decision by the Syndicate the candidate shall be given an opportunity to present his/her case.

5.24. Punishment for Malpractice

If the Syndicate is satisfied after an enquiry that as a consequence of the conduct of any person connected with the conduct of the examination at any Centre, there have been malpractices in the conduct of Examinations in the Centre, the Syndicate, after affording an opportunity to present his/her case, may punish such person in such manner as it may deem fit and may also abolish the Centre for Conduct of Examinations for such period as it may deem fit.

5.25. Power to frame Guidelines, etc.

The Syndicate shall have power to frame guidelines or issue directions or instructions for the efficient conduct of the examination and to ~~keep up the integrity~~ ^{maintain the integrity} of the Examinations.

5.26. Arrangements for Conduct of University Examinations

(1) Issue of Notification

All examinations of the University shall be conducted at such places, at such times and on such dates as the Syndicate may decide from time to time.

The Controller of Examinations issues a notification regarding the conduct of various examinations every year during the first week of October of the preceding year in the case of March/April sessions of the examinations. For August/September sessions of the examinations, the notification is issued during the month of July.

A list of colleges/institutions selected as examination centres with the centre number and code number allotted to each centre shall also be published in the notification. All institutions maintained by or affiliated to the University shall be centres of examination for the various examinations as notified by the University, in the normal course. But the University has the right to exclude any institution/institutions from the list of examination centres for valid reason(s).

Copies of the notification shall be sent to all the tabulation sections, question paper room, to the Joint Registrars, Deputy Registrars, Assistant Registrars, to the offices of the Vice-Chancellor, Pro-Vice-Chancellor, Registrar, Finance Officer, PA to the Controller of Examinations, Monitoring Cell, sections dealing with appointment of examiners,

payment of remuneration to examiners, sections dealing with selection of examination centres, the collection and delivery unit in the examination stores. the Public Relations Officer and to the District/Taluk Information centres of the University.

(2) Communication to Centres

The Principals/Heads of institutions selected as examination centres are issued copies of the notification and copies of the four (4) Proforma as shown in the appendix for collecting the required information from the centres, for the conduct of examinations.

(3) Selection of Schools as Examination Centres

The facilities available in the colleges and institutions are often inadequate for providing seating arrangements to candidates appearing for examinations after obtaining private registration and for those undergoing studies through distance education programmes. Therefore without waiting for collecting information regarding seating capacity available in the institutions, steps may be taken to select a few well maintained schools in important localities within the area under the jurisdiction of the University as sub centres for conducting the examinations. Previous year's data on student strength in each centre of examination may be referred to as a rough guide for selecting adequate number of sub centres.

Principals/Headmasters of schools suitable for selection as sub centres may be formally addressed to inform them the intension of the University to avail of the facilities available at their schools for the conduct of University examinations and to obtain their consent and cooperation for the conduct of examinations. Copies of the required Proforma may also be sent to them for collecting information on the facilities available in the schools.

(4) Appointment of Chief Superintendents

The University shall appoint Chief Superintendents for each centre of examination. The Chief Superintendents shall be responsible for the proper conduct of the University examinations in the centres.

The Controller of Examinations shall be competent to appoint a Chief Superintendent, Assistant Superintendents and such other staff as required for the conduct of examinations at each centre of examination subject to the guidelines issued by the Syndicate.

The Principals of colleges (Headmasters/Principals of schools) are usually appointed as Chief Superintendents. However, the Principal can nominate a senior teacher as Chief Superintendent in case he/she is not willing to take up the appointment.

The appointments of Chief Superintendents are made after scrutinizing the Proforma received from the centres selected. Posting orders of Chief Superintendents are communicated to the colleges by the middle of February. If schools are selected as sub centres the posting of Chief Superintendents in schools are communicated during the last week of February.

(5) Allotment of candidates to sub centres

The exact number of candidates applied for the examinations from each centre is obtained from the tabulation sections within three weeks from the last date fixed for receipt of examination applications. If the strength of applicants for a particular centre exceeds the seating capacity of the centre, a nearby school with the required facility is selected as sub centre of the centre. More than one school may be selected as sub centres of a

centre, if needed. Usually private registration students, Students of the School of Distance Education and failed/reappearance candidates are allotted to the sub centres.

The number of candidates to be transferred to the sub centre is intimated to the concerned tabulation Section for making necessary arrangements accordingly. The details of allotment of candidates to sub centres shall be communicated well in advance of the date of commencement of examinations to the main centres and published in the newspapers to avoid inconvenience to the students.

The details of all candidates who have been registered in centres other than the centres selected by the candidates shall be included in the notification. Copies of the notification shall be issued to the PRO for arranging publication of the same in the web site of the University and to the District/Taluk Information Centres of the University.

(6) Requirement of Stationery

The Proforma received from the main centres containing the data of balance stock of stationery available in the centres and the additional requirement for the ensuing examination are verified and the additional requirement of stationery is calculated and intimated to the Examination Stores for arranging supply. The Question Papers and stationery materials required for the sub centres under a main centre shall also be delivered only to the main centre.

(7) Documents to be supplied to the Chief Superintendents

The Chief Superintendents of each centre shall be supplied with the following documents at least one week before the commencement of the examinations:

1. Memorandum of instructions to Chief Superintendents.
2. Memorandum of instructions to Assistant Superintendents/Senior Assistant Superintendents
3. Combined instructions to the Chief Superintendents of Main (College) centres and sub centres (schools)
4. Instructions to invigilators
5. Instructions for packing and despatch of answer scripts
6. Flap and consolidated absentee statements

8) Payment of Advances

The probable amount of expenses required for conduct of examinations in each centre and sub centre is calculated on the basis of the strength of candidates allotted and advances are sanctioned to the centres. Usually, 75% of the total amount required is sanctioned as advance. Additional amount, if any, may be sanctioned to Chief Superintendents to meet special contingencies.

In the case of colleges, advance is to be paid to the Principal of the college. Before payment of advances to colleges, every possible step should be taken to regularize previous advances, if any, paid to the colleges for examinations conducted during the previous years.

Financial transactions with colleges and sub centres shall be closely monitored to ensure settlement of accounts within two weeks from the last day of examination of a session. In the case of sub centres, the advance shall be paid only after commencement of the examinations.

5.27. Instructions for Packing and Despatch of Answer Scripts

In view of keeping the security of answer scripts and facilitating proper sorting of answer scripts bundles, the following instructions may strictly be followed by the Chief Superintendent without fail.

1. Arrange the scripts separately according to the question paper codes.
2. The scripts are to be arranged according to the subjects/languages, separately for each Scheme such as Old/Revised/Re-organised/Restructured/Vocational etc.
3. Arrange the scripts in numerical order of the Register Numbers properly and provide cardboards on top and bottom sides and tie them tightly.
4. The Scripts of B.A./B.Sc./B.Com. Degree Examinations should be arranged serially and packed separately even though there are common papers for Part I English and Part II Languages. This is necessary because different examinations are dealt with by separate sections in the University Office.
5. The number of scripts in one bundle should not exceed 250.
6. Answer scripts should be packed immediately after the Examinations.
7. The entries on the C.V. covers should be filled up properly to facilitate centralized valuation.
8. After following the Instruction 3 above, the bundles have to be wrapped with brown paper and tied with country twine (two strings) length wise and breadth wise and to be sealed on both sides.
9. The Bundles are then to be covered with Cambric Cloth and properly stitched. Careless handling and packing of answer scripts causes much hindrance to the smooth publication of results. Packing of scripts in Cambric Cloth is highly essential for avoiding malpractices subsequently. For avoiding damage while in transit through University vehicles, cloth covering is essential.

Bundles not covered with Cambric cloth will not be collected

10. Thereafter these should be sealed with sealing wax. The metal seal of the Chief Superintendent/College/School should be affixed on each bundle in addition to the metal seal of the Additional Chief Superintendent, if any, posted by the University at the Centre.
11. The following details should be written legibly on the bundles.
 - a. Centre number and Name of the centre.
 - b. Question Paper Code
 - c. Date of Examination
12. On the other side of the sealed bundles, the following certificate should be furnished by the Chief Superintendent "Certified that the bundle contains scripts and that the bundle is packed in my presence, Signature of the Chief Superintendent
(Typed/Stenciled form can be used for the Certificate)
13. Address written on the bundle should be legible. Packing and sealing is to be done in the presence of Chief Superintendent and the Additional Chief Superintendent
14. The University would be collecting the answer script bundles from college centre on

the day of examination or on the subsequent day. Answer script bundles from the sub centres should reach the main centre on the same day of examinations. The Chief Superintendents of colleges shall ensure that all the answer script bundles are handed over to the messengers deputed by the University on the same day of examinations or on the subsequent day of examinations. **Retaining of Answer script bundles at the centres would be viewed seriously.**

15. The answer script bundles of the University examinations held in the Centres shall be addressed to The Controller of Examinations, Pareeksha Bhavan, Priyadarsini Hills P.O., Kottayam - 686 560.
 16. The Chief Superintendent or his/her nominee should be available at the college centre so as to enable collection of script bundles by the Messenger/Collection Assistant in time. Even though Saturdays are not chosen for examinations, script bundles are to be collected on Saturdays also.
 17. Delay in the collection of script bundles should be brought to the notice of the Controller of Examinations either by telegrams or telephone.
 18. The B.A./B.Sc./B.Com. Degree Examinations are being dealt with by different sections. The bundles of scripts of these examinations are to be handed over to the concerned Section taken in not packing the script of these examinations together in one bundle.
- Care should also be taken to see that answer scripts belonging to different schemes, are packed separately.

The opened question paper covers are to be returned to the University alongwith answer paper packets.

5.28. Instructions to the Chief Superintendents of Examinations

1) Appointment of Chief Superintendent

Chief Superintendent shall be appointed by the University at each centre. He/She will be responsible for the proper conduct of the examination at that centre.

Chief Superintendents shall be on duty 3 days before the commencement of examination and two days more after the last day of examination.

2) Appointment of Assistant Superintendent (Invigilator)

(a) Assistant Superintendents may be appointed by the Chief Superintendent at the rate of one for every 30 candidates on an average in Colleges and University Departments. Assistant Superintendents will be under the orders of and responsible to the Chief Superintendents.

(b) In schools, Assistant Superintendents may be appointed at the rate of one for every 20 candidates according to the size of the rooms available

(c) Assistant Superintendents shall report for duty at least 30 minutes before the actual time fixed for the commencement of examination on each day.

3) Allowing candidates to write the examinations with the help of Scribes

* The blind candidate/candidates and a small category among disabled candidates (i.e. physical disability that incapacitates a student from writing) who write the examination with the help of scribes shall be seated in a separate room.

- * The maximum number of candidates belonging to the above categories allowable in to an examination hall shall not exceed five.
- * An invigilator (Assistant Superintendent) shall be allotted to supervise them (Ratio 1:5) Even if there is one candidate a separate room and invigilator shall be provided.
- * For prisoner/prisoners a separate room and invigilator be given.

4) Appointment of Senior Assistant Superintendent

If at any examination centre there are 500 or more candidates during any one session of a day, all examinations being put together, a Senior Assistant Superintendent may be nominated by the Chief Superintendent. The Senior Assistant Superintendent is expected to assist the Chief Superintendent in all matters relating to the conduct of the examinations at the centre. The Senior Assistant Superintendent so posted and whose appointment has been approved by the University may continue on days of examination at the discretion of the Chief Superintendent where the number of candidates is 500 or more. If the Chief Superintendent is on leave, or otherwise engaged on a day and is unable to act as Chief Superintendent, the Senior Assistant Superintendent will ordinarily be deputed for the duty of the Chief Superintendent. A third person can be appointed as Senior Assistant Superintendent in such circumstances for that day only if the number of candidates exceeds 500. This rule on that particular day would be or regarding the substitute appointment is applicable also in case the Senior Assistant Superintendent is on leave. No substitute posting may be made unless the number of candidates on that particular day exceeds 500.

5) Additional Chief Superintendents

- a) Additional Chief Superintendents shall be appointed by the University at centres if deemed necessary. He/She shall render all help to the Chief Superintendent in his/her duties.
- b) Senior Assistant Superintendent/Additional Chief Superintendent shall be present at the centre 30 minutes before the commencement of examination and till the answer scripts are properly packed and sealed, with the signature affixed over the label.

6) Appointment of Invigilators

The Chief Superintendents should take special care in posting required number of suitable persons for invigilation work. Posting outsiders for invigilation work must be avoided as far as possible. In schools teaching staff of L.P. Schools and U.P. Schools can also be appointed as Invigilators, if necessary. In no circumstances members of the Non-teaching staff be appointed as Assistant Superintendents. Qualified Librarians can also be appointed as Assistant Superintendents.

7) Supply of Memorandum of Instructions

One copy each of the Memorandum of Instructions to Assistant Superintendents may be distributed to the Assistant Superintendents. Chief Superintendents will do well to make themselves familiar with the instructions contained in this memorandum and shall ensure that these instructions are carried out in full by all Assistant Superintendents.

8) Inspection

- a) Where the examination is conducted in a number of rooms or in separate buildings, the Chief Superintendents/Additional Chief Superintendents should visit each room

or building as frequently as possible: he/she should also consider it a part of his/her duty to see that his/her assistants keep moving among the candidates, and do not engage themselves in any occupation likely to diminish the efficiency of the supervision they are exercising. Supervision must be very strict.

- b) The Chief Superintendent, Additional Chief Superintendent and Senior Assistant Superintendent are responsible for seeing that no irregularity is committed or connived at by the Assistant Superintendents.

9) Closure of examination/Duration of Examination

Candidates are not allowed to exceed the prescribed time assigned to each paper. To secure the strict observance of this rule, it would be well ten minutes before the close of each examination, to announce the fact to the candidates. If for any cause, the question papers in any subject cannot be given out exactly at the time fixed, the candidates should be allowed the full period prescribed for waiting their answers.

10) Postponement of Examination

Any unexpected holiday declared by the Government or by any Local Authority after the publication of the programme of examination by the University, will not affect the programme of examination already announced unless otherwise specially notified by the University. Announcements regarding postponement of Examinations due to unexpected events will be made through T.V./Radio/News Papers.

11) Prohibition of Unauthorized Persons

No unauthorized person should be permitted to enter the examination buildings and their vicinity. The Chief Superintendent should closely watch the conduct of all peons and menials to see that they do not communicate with any candidate verbally or by signs or by conveying written messages or communicate either verbally or otherwise with persons outside the examination building. During the hours of examination care should be taken to see that no person loiters on the verandahs or anywhere near the examination room. Instances have been reported of candidates trying to maintain contact with persons outside the examination hall and attempting to insert papers written outside the hall. Particular care should be taken to prevent such possibilities. Outsiders and peons not detailed for examination duty should not be allowed to wander about on the verandah while the examinations are going on.

12) Blank Answer books

The blank answer books and additional books received from the University and kept in safe custody by the principal of College/Headmaster of the School should be issued to the Chief Superintendent for use on each day of the examination according to needs. Every care should be taken by the Chief Superintendent to prevent possible substitution of books from outside containing prepared answers. It shall be the personal responsibility of each Chief Superintendent to see to the strict observance of this rule. A statement of unused answer books and additional books shall be forwarded to the Controller of Examinations. Balance of unused answer books and additional sheets are to be tallied with the receipt and distribution and be returned to the University on the last day of examination.

13) Absentee Statement

During the time of answering each paper and immediately after the first half hour, the

Chief Superintendent should note the absentees giving their Name and Register Number in the consolidated forms supplied (to be returned at the close of the Examination to the Controller of Examinations) keeping a copy for future reference, marking the letter (A) against the names in the appropriate column. "List showing the names of absentees, their Register Numbers and the days of Examination and Subject from which they were absent" is the form to be used for this purpose. The Chief Superintendents should personally see that the statement is carefully and truthfully filled up each day and returned to the Controller of Examinations without fail, immediately after the close of the Examination at their Centres.

14) Despatch of filled up forms

On the conclusion of the examination or examinations, the different statements asked for should be sent in duplicate to the Controller of Examinations (in the forms furnished to the Chief Superintendent).

15) Purchase of Stationery

Chief Superintendents are expected to purchase locally all items of stationery (such as country twine, English twine, brown casing paper, sealing wax, cut cardboards, gum Arabic, cambric cloth, etc.) required for the conduct of examination, packing and despatch of answer books to the University for which payment will be made to them at the rate of Re.1/- per candidate based on the total number of candidates for each examination, the minimum expenditure that can be incurred in a centre for an examination being Rs. 50/-.

While purchasing articles, special care shall be exercised to see that the stationery articles purchased are of good quality suitable for use at University Examinations. The expenditure for the above purposes is to be met from the advance paid to the Chief Superintendents, by the University, for the conduct of University Examinations and adjusted in the final bill of charges.

16) Avoid Colour Threads

Under no circumstances colour threads should be used for tying up the answer book and additional sheet. Violation of this rule may lead to the cancellation of the script.

17) Advance

Applications for advance towards examination charges and remuneration to Assistant Superintendents and menials should be made to the Controller of Examinations early enough, who will arrange for the payment of the amount. All unexpended balances should be remitted into State Bank of Travancore to the credit of the Mahatma Gandhi University Fund (MGUF) within 7 days from the last date of examination and the fact reported to the Controller of Examinations.

If an advance received is insufficient, the Chief Superintendent shall make a request to the Controller of Examinations for sanction of a second/subsequent advance mentioning the amount required, giving details.

In the case of any emergency not provided for in these instructions, the Chief Superintendent shall act according to his/her discretion for the proper conduct of examinations and report the matter to the Controller of Examinations forthwith.

18) Cancellation of Entries in the Answer Book-Facing Sheet

Under no circumstances, register numbers on the facing sheet must be left scored without the full signature of the Chief Superintendent and in all such cases a statement leading to such action must be sent to the Controller of Examinations.

Additional sheets of the same series of the main answer book must be given to the candidates on each day of examination, if available. Daily, the series of additional books is to be changed; these facts should be recorded and reported to the University while sending the scripts.

19) Duties of Invigilator

- a. The attention of the candidates should be called to the directions printed on the outer cover or inner page of each answer book and also to the instruction issued to them with their hall tickets. They should be warned that failure to write the register numbers or to write them correctly might involve the rejection of their answer books. No loose sheet of paper should be allowed in the examination room. Candidates should have their attention drawn to the instruction regarding rough work printed on the answer books. No separate books for rough work will be supplied to the candidates. Rough working, if any, must be done at the bottom of the page reserving sufficient space exclusively for the purpose. Paper must not be detached from the answer books. If the ordinary answer books are found insufficient, additional books may be allowed. In case, where additional answer books are provided, the Invigilator shall ensure that the candidate has written the total number of additional books used in the box, column provided in the facing sheet of the main answer book. All books supplied to the candidates must be handed over by them at the close of the examination securely fastened together.
- b. The register number assigned to candidates should be written by them on the answer books in words as well as in figures. Necessary columns have been provided on the facing sheet of the answer books. Candidates must be told to strictly comply with this instruction. If the register number of a candidate is 27389, the candidate should write the letter two, seven, three, eight, nine. Instead of writing twenty-seven thousand three hundred and eighty nine. If the register number is 4009, the candidate should write four, zero, zero, nine. Thus all figures should be written in letters. This instruction may clearly be given to all the candidates before the commencement of examination everyday. It is the duty of the Invigilator to verify whether the main answer books contain all the additional book issued to the candidate. An account of additional sheets issued shall be prepared and forwarded to the Controller of Examinations.
- c. Candidates are forbidden to ask questions of any kind during the examination. Superintendents are instructed to refuse to answer any inquiries what so ever, relating the question papers whether in explanation of the meaning or in correction of typographical errors. Candidates are not allowed to write any thing except the register numbers and names on the question papers supplied to them.
- d. Candidates shall take their places in the examination hall at least five minutes before the time fixed for giving out the question papers. Candidates presenting themselves more than half an hour after the commencement of examination should not be admitted for the examination of that day.

20) Leaving the Examination Hall

The rule that candidates should not be allowed to leave the hall before the expiry of half an hour from the commencement of the examination may be strictly enforced.

21) Leaving Examination Hall early/Surrender of Question Paper

No candidates shall be allowed to leave the examination hall till the expiry of half an hour after a question paper has been given out and no candidate who leaves the room during the period allotted for the paper shall be allowed to return within that period. Candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination should surrender their question papers with their name and register number written on them to the Assistant Superintendent and the candidate(s) may collect them back after the examination, if they so desire.

Candidates who leave the hall refusing to surrender the question papers, as stated above shall not be allowed to take the examination on subsequent days and the matter may be reported to the Controller of Examinations.

Candidates shall be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator on duty in the hall. They should not be permitted to leave the hall after keeping their answer books in their seats.

22) Question Paper Parcels

- a. A parcel or parcels containing question papers will be despatched/delivered to the personal address of the Chief Superintendent and the memorandum of the contents of each sealed cover contained in the parcel will take personal delivery of parcel/ parcels and sign all necessary receipts.
- b. The Chief Superintendent of the sub-centre, if any, should take delivery of the question papers and other materials of the examinations from the Chief Superintendent of the respective main centres.
- c. If the question paper is received by post, the Chief Superintendent should immediately acknowledge its receipt telegraphically, giving the number of the parcel and name of the centre only as the text of the telegram.

Eg: Eight K.E. College and addressing it "Controller, M.G. University 686 560" where Eight is Centre number allotted.

23) Verification of Question Paper Parcels/Shortage of Question Paper

1. Soon thereafter the Chief Superintendent should see that the seal and cover of the parcel/parcels are intact and the description and particulars on the outside of each sealed cover agree with those in the memorandum mentioned in Clause 27 infra. The Chief Superintendent should further verify these sealed covers with the timetable and the nominal rolls of the candidates and satisfy himself that the covers containing adequate number of question papers in all the concerned subjects for the examinations have arrived in time. In the event of there being any material defect or discrepancy, he/she should report the matter to the Controller of Examinations.
2. In the event of any shortage of question papers, the fact shall be reported to the Controller of examinations.

24) Safe custody of Question Papers

- a. The safe custody of the question paper packets and also of the answer books is the

personal responsibility of the Chief Superintendent and he/she will attend to it personally every day.

- b. The safe/almirah containing the question papers should be kept in a strong room whose windows if any, should have iron bars.
- c. Question papers should invariably be kept under personal custody of Chief Superintendent in steel almirahs which have duplicate keys and in which nothing else is kept.

25) Keeping of the Question Papers

- a) Question papers should be kept under lock and key in the safe custody of the Chief Superintendent in steel almirahs which have duplicate keys, until they are distributed to the candidates at the examination hall in the manner provided for in Clause 27 infra. The covers enclosing them should not, in any circumstances, be opened except as provided for in Clause 27 infra.
- b) Question paper packets may be sorted out date-wise and session-wise (FN/AN) and kept separately so as to avoid improper distribution at the time of examination.

26) Inspection of Question Papers

The duplicate keys should be kept in a sealed cover under the personal custody of the Chief Superintendents and it should be open for inspection by the Controller of Examinations or any other University officials competent to conduct the inspection at any time during the period of conduct of the examinations.

27) Chief Superintendent shall observe the following instructions

1. Before opening the outer packet of question covers, verify and assure yourself that it is the right one for the day/session.
2. Cut open the top part of the inner cover, pull out the question paper a little (don't pull it out completely) and verify the code number and title of the paper.
3. If they do not agree, put back and seal the cover.

28) Opening the Question Paper Cover

The covers containing question papers should be examined in the presence of the Additional Superintendent/ Senior Asst. Superintendent, not earlier than twenty minutes before the time for commencement of the examination and two assistant Superintendents. The Additional Chief Superintendent and Senior - Assistant Superintendent and the Chief Superintendent and two Assistant Superintendents must sign the covers after satisfying themselves that the covers are in good condition. The Chief Superintendent will then cut the cover with scissors along the line indicated, without damaging the seal. The cut part should not be completely detached from the rest of the cover but allowed to hang loosely from it, giving sufficient opening for taking out the question papers. This has to be made available to the visiting University Officials for checking. The question papers must be scrutinized by the Chief Superintendent or Additional Chief Superintendent or the Asst. Superintendent so as to verify that the heading of the paper agrees with its description in the timetable. The question papers will be handed over to the Asst. Superintendent only in sealed packets for distribution to candidates who are seated in the examination hall. The Asst. Superintendent will check once again the heading of the question papers before distribution. Papers wrongly inserted in covers should be returned at once to the chief superintendent and the chief superintendent should

immediately report the fact to the Controller of Examinations. Greatest care must be exercised in the distribution of question papers to see that papers of the right subject according to the timetable only are distributed and that no question paper relating to any other subjects is inadvertently distributed.

29) Distribution of Question Papers

Where the examination is conducted in a number of rooms or buildings, the Chief Superintendent should fix a central place for opening the question paper covers. Copies of question paper required for distribution in each room should be put in separate packets and sealed before being handed over to the Assistant Superintendent concerned. No loose question papers should be made available to any Assistant Superintendent. Additional Chief Superintendent/Senior Asst. Superintendent shall help the Chief Superintendent in this regard.

30) Opened Question Paper Covers

The Chief Superintendent will forward the opened covers to the Controller of Examinations by registered post or messenger without folding the covers.

In addition, the Chief Superintendents shall send to the personal address of the Controller of Examinations a declaration, in the prescribed form supplied, that the seals on the question paper covers were intact at the time of opening them. The declaration should have on it the signature of the Chief Superintendent, to Asst. Superintendents and Additional Chief Superintendent.

31) Unopened Question Paper Covers

In cases where the only candidate registered for the examination in a centre absents himself, the Chief Superintendent should make a report thereof to the Controller of Examinations and return the unopened cover containing the question papers.

32) Exhibition of Time Table

The Chief Superintendent shall paste a copy of the timetable and instructions to the candidates at a prominent place in the college/school and invite the attention of the candidates thereto.

33) Admittance of Candidate not included in the Roll

If a candidate whose name does not appear in the list furnished to the Chief Superintendent presents himself, he/she may not be admitted to the examination unless the Chief Superintendent is satisfied that he/she has the eligibility to take the examination.

Such a candidate may be asked to produce two passport size photographs and certificate of remittance of examination fee made on or before the last date of receipt of application. The Chief Superintendent may affix his/her seal and signature on the photographs and hand over one of them to the candidate for producing at the time of examination. Further the form in this regard may be got filled up by the candidate and forwarded to the University.

But in such case the Chief Superintendent should report the fact at once to the Controller of Examinations stating the circumstances of the case. The answer books of the candidate, should be retained by the Chief Superintendent until receipt of information as to his/her register number from the office of the Controller of Examinations.

If there are more than one candidate, the details regarding the name and address of the candidate, the subject, date and time of examination may be entered in a sheet of paper and kept along with the answer papers in sealed packets signed by the Chief Superintendent and the Additional Chief Superintendent

34) Candidates having Infectious Diseases

Candidates who are undoubtedly suffering from infectious diseases of any kind should not be admitted to the examination hall.

35) Use of Mathematical Instruments/Tables/Calculators

Candidates shall be allowed to enter the examination hall only with Hall Ticket. Candidates are not allowed the use of books of any kind. The use of mathematical instruments while answering the papers in Mathematics and Physical Science, is however, allowed. Such instruments will not be supplied by the University. Chief Superintendents are requested to warn the candidates at the commencement of examination in each paper that persons found introducing into the examination hall or found in possession of, or copying from any book or portion of a book, manuscript or paper of any description, or communicating with any persons outside the examination room will be treated as guilty of malpractice.

Mobile Phones, even if they are switched off, will not be allowed in the Examination Hall.

In the case of University Examinations, requiring the use of mathematical and other calculation tables, candidates are permitted to bring their own tables without any scribbling on any pages of the book. Special Instructions should be given to the invigilators to verify strictly and carefully the tables brought by the candidates and to satisfy themselves that there is no scribbling or any addition in them, which may directly or indirectly facilitate any kind of malpractice at the examination. In the case of Logarithm tables, the students are permitted to bring only Clarks Tables.

Non-Programmable Ordinary Calculators are permitted to be used in the University Examinations in such subjects as may be decided by the University.

36) Malpractice

- a) Any candidate detected of malpractice in the University Examination hall should not be permitted to sit for the remaining papers/examinations. If the Chief Superintendent is prima facie satisfied about the guilt of the candidate. All such cases should be reported to the Controller of Examinations, as soon as they are detected. Statements may be got recorded from such candidates and the Assistant Superintendents concerned and arrangements for conducting enquiry according to rules should be made expeditiously.

All books, notebooks, manuscripts etc. brought by the candidates should be placed outside the Examination Hall. This instruction shall be strictly enforced.

- b) General Instructions regarding malpractices committed in University Examinations. With a view to avoid the undue delay in processing and finalizing the malpractice cases detected and reported from the Affiliated Colleges and School Centres, it has been decided that enquiry shall be conducted by the College Authorities/Chief Superintendent immediately by an enquiry officer appointed by the Chief

Superintendent. The Principals/Chief Superintendents of the malpractice cases detected from the College and School Centres are directed.

1. to report the malpractice cases detected from their Centres to the University on the very next day so that the case could be noted in the tabulation sheet.
2. The candidates who are found to be guilty of malpractice in the examination hall shall not be permitted to write the remaining part of the examination for which registration has been granted.
3. The Chief Superintendent/ Principal shall forward the cases to the Controller of Examinations, furnishing the enquiry report together with all documents such as answer script, hall ticket, evidences, report of the Invigilator etc.
4. Answer books of candidates who are detected of malpractice should not be sent along with the answer books of other candidates. Such answer books together with the necessary documents such as report of the Assistant Superintendent invigilating in the examination hall, report of the Chief Superintendent, manuscripts and such other relevant material recovered from the candidates, should be handed over to the Principal of the college, who will arrange for conducting an enquiry.

Proforma to be filled in by the invigilator while reporting the malpractice cases to the University

Name and house address of the candidate	Name of Examination taken by the candidate	Reg. No. and year	Centre of Examination (Sub Centre & Main Centre to be specified clearly)	Name & Designation of the invigilator	Remarks (Gist of the case)

Signature of the Invigilator
with date

Signature of the Chief Supt./Principal
with date

37) Silence to be maintained in the Examination Hall

Strict silence shall be maintained in the examination hall. This rule applies to Superintendents as well as to candidates. Candidates and Superintendents are strictly prohibited from smoking within the examination hall.

38) Selection of Answer Books/Stock Accounts

- a) The Chief Superintendents are to decide which series of answer books should be issued on a particular session/day, which decision he/she would take one hour prior to the commencement of the Examination.
- b) The Chief Superintendents are responsible for keeping proper accounts for the stock and use of the main answer books and additional sheets.
- c) Additional sheets must not be used for any purpose other than answering questions including doing calculations by the candidates in the examination hall.
- d) In no case blank main and additional book shall be kept by any person other than the Chief. Chief Superintendents shall be held responsible for the misuse of the same.

e) The invigilators shall be provided with Proforma of paper accounts alongwith the blank main and additional books and shall return it to the Chief Superintendent duly filled, at the end of the session together with the scripts and unused answer books.

f) The blank main or additional book shall not be used for any other purpose.

39) Consolidated Absentee Statement

The consolidated list of absence should be prepared and forwarded as per the direction contained in the printed instructions. They should be forwarded at the end of each category of examinations without fail. For example, the consolidated list of absentees relating to I B.A. examination, should be forwarded at the close of the I B.A. examination, that relating to Second Year B.A. degree examination when the second year B.A. degree examination is over and so on. The Chief Superintendents sometimes omit to send this absentee statement in proper time, causing considerable difficulty in the University Office.

40) Report Regarding Invigilation Works

After the completion of the examination, the Chief Superintendent must give a Schedule of work done by each invigilator stating the date and session and hall number he/she has invigilated. This statement is very much required in the malpractice cases reported during valuation time.

41) Police Security

The Director General of Police will be requested to issue instructions to the Police Officers in the various centres to keep in touch with the Chief Superintendents and to render them such help as may be needed and sought by them. If any trouble, is apprehended, the Chief Superintendents may take suitable and necessary precautions to prevent untoward happenings.

5.29. Instructions to Invigilators

It is the duty of the invigilators to see that candidates do not resort to malpractice in the examination hall. The candidates who are found to be guilty of malpractice in the examination hall should not be permitted to write the remaining part of the examination for which registration has been granted.

The attention of the candidates should be called to the directions printed on the outer cover or inner page of each answer book and also to the instructions issued to them with their hall tickets. They should be warned that failure to write their register number or write them correctly may involve the rejection of their answer books. No loose sheets of paper should be allowed into the examination room. Candidates should have their attention drawn to the instructions regarding rough work, printed in the answer books. No separate books for rough work will be supplied to the candidates. Rough working, if any, must be done at the bottom of the page of the answer book reserving sufficient space exclusively for the purpose. Paper must not be detached from the answer books. If the ordinary answer books are found insufficient, additional books may be allowed. All books supplied to the candidate must be handed over by him at the close of the examination, securely fastened together.

The Register Number assigned to candidates should be written by them on the answer books in words as well as in figures. Necessary columns have been provided on the facing sheet of the answer books. Candidates must be told to strictly comply with this instruction. If the Register Number of a particular candidate is 4009, the candidate should write four, zero,

zero, nine. Thus all figures should be written in letters, instead of writing 'four thousand and nine'. This instruction may clearly be given to all the candidates before the commencement of the examination everyday.

Candidates are forbidden to ask questions of any kind during the time of examination. Invigilators are instructed to refuse to answer any enquires whatsoever, relating to the question papers, whether in explanation of the meaning or in correction of typographical errors. Candidates are not allowed to write anything except the Register Numbers and names on the question papers supplied to them.

Candidates shall take their places in the Examination hall atleast five minutes before the time fixed for distributing the question papers. Candidates presenting themselves more than half an hour after the commencement of examination shall not be admitted to the examination of that day.

The rule that candidates should not be allowed to leave the hall before expiry of half an hour from the commencement of the examination, may be strictly enforced.

No candidate shall be allowed to leave the examination room till the expiry of half an hour after a question paper has been given out, and no candidates who leave the room during the period allotted for a paper, shall be allowed to return within the period. Candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination should surrender their question paper with their names and Reg. Nos. written thereon to the Assistant Superintendents and collect them back after the examination, if they so desire.

Candidates, who leave the hall refusing to surrender the question paper, as stated above, should not be allowed to take the examination on subsequent days and the matter may be reported to the Controller of Examinations.

Candidates shall be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator on duty in the hall. They should not be permitted to leave the hall after keeping their answer books in their seats.

5.30. Combined Instructions to the Chief Superintendents of the Main Centres and the Sub Centres

1. Details regarding the Main Centres and their sub centres are given in the Notification.
2. Question paper bundles will be delivered by the University directly at the Main Centres along with blank answer books and stationery forms. Chief Superintendents of the Main Centre shall issue to the sub centres (to the Chief Superintendent or an authorized person) necessary question paper packets, blank answer books and stationery forms. A ratio of 1:3 is fixed for the distribution of main books and additional books. Chief Superintendents of sub centres have to calculate the actual number of blank main books required on the basis of the nominal roll. A statement is to be obtained from the sub centres at the time of issuing blank answer books from the Main centres.
3. The Hall Tickets and time tables to the candidates will be distributed by the Chief Superintendents of the Main Centres.
4. The copy of the nominal roll may be exhibited on the notice board of the Main centre to facilitate the candidates to find out their Register Numbers.
5. Chief Superintendents of the sub centres shall receive from the main centres question paper packets, blank answer books and stationery forms, either directly or through a

responsible authorized person. A statement is to be given to the main centre showing the actual number of main books required, prepared on the basis of the nominal roll. For the receipt of blank books, the ratio 1:3 is to be kept between the main books and additional sheets.

6. The answer script bundles packed as per instructions and brought from the sub centres have to be received by the Chief Superintendents of the Main Centres.
7. The Chief Superintendents of the Sub centres have to hand over the answer script bundles, packed as per packing instructions, to the Main Centre on the same day of the examination (Please refer instructions).
8. Taxi can be engaged for the transportation of examination materials to and from the main centre, if other means of transport are not available. Hire charges at the rate of Rs.6/- km can be claimed for meeting the expenses from the advance given. Only one trip will be allowed on each day of examination at the centre.
9. Answer script bundles will be directly collected by the University from Main Centres unless otherwise arranged (during the March/April session).
10. For convenience, question paper packets for 2-3 days can be collected from the Main centre, if they can be safely stored at the sub centre.
11. Chief Superintendents have to keep proper stock registers for the blank answer books received, issued and daily balance is to be shown therein, separate accounts are necessary for Main books and Additional Sheets. The Registers must be kept up-to-date. The Registers shall be open for verification, by the University Officers/Members of the Syndicate or any other authorized persons.
12. All blank answer books available in the sub centre on the last day of examination shall be handed over to the Main Centre the same day along with the answer script bundles. A statement shall be given to the University showing the total number of Main books and additional sheets received-issued-balance available.
13. Packing Instructions are to be followed scrupulously for safety of the scripts. CAMBRIC CLOTH PACKING IS COMPULSORY.
14. Instructions regarding the use of blank answer books, given in the Memorandum of Instructions to the Chief Superintendents at University Examinations should be strictly adhered to.

Chapter 6

A BRIEF OUTLINE OF IMPORTANT ITEMS OF WORK IN THE TABULATION SECTIONS

6.1. Receipt of applications for registration to examinations

The work in the tabulation sections begins with the receipt of applications for registration to the various examinations in response to the Notification regarding conduct of examinations issued by the Controller of Examinations. The applications will be received by the Tappal Section and distributed among the various sections.

6.2. Allotment of applications to various sections

Each tabulation Section is allotted the tabulation work of one or more examinations depending on the number of students registering for examinations. The tabulation sections shall ensure that they receive copies of the Notification regarding the conduct of examination showing details of the last date of receipt of applications without fine and with fine, the approved centres of examinations and the dates of commencement of examinations, dealt with in sections.

All the applications received in a Section from the tappal Section will be counted and distributed to the Assistants by the Section Officer in an equitable manner. If the tabulation of a particular examination is done in more than one Section, the Assistant Registrar in charge of the Sections should supervise the equitable distribution of work to the various sections. This procedure is applicable only in the case of registration for examination of the first year/first semester of a course. The applications to the Second Year/Semester and to the subsequent years/semesters examinations of a course shall be allotted to the Section/Sections which dealt with the tabulation of the previous years/semesters' examination.

The applications for examination can be classified into four main categories, viz., College Study, Private Study, Distance Education Scheme and Failed/Reappearance. All applications forwarded by the Head of an Institution under the University in respect of students who have undergone a prescribed course of study in that institution come under the category of College Study. The applications of students who obtain private registration for examinations without undergoing regular course come under the category of Private Study. The applications forwarded by the Director, School of Distance Education may be treated as a separate category as Distance Education Scheme. Candidates appearing for failed subjects after completion of the course and first appearance or the University examinations or part of a course are classified under Failed/Reappearance category.

Applications received in a Section shall be first verified to ensure that only applications in respect of the examinations dealt with in the Section alone are received in the Section. If any applications for examinations other than those dealt with in the Section are received, such applications shall be forwarded immediately to the concerned sections, under acknowledgement.

Applications for the same examination conducted under schemes which are no longer offered for courses under different categories designated either with year of admission or with titles

such as reorganized/revised/restructured/vocational/etc., should be sorted out separately.

6.3. Verification of applications

The following procedure shall be followed in the verification of the applications.

a) Centre of Examination

The Centre of Examination selected should be an approved centre included in the Notification for the conduct of the examinations issued by the Controller of Examinations. Regular candidates are not allowed to change the centres of their first appearance for subsequent years'/semesters examinations. If a candidate cannot be registered in the centre of his/her choice, his/her application may be registered in a nearby centre or in any other appropriate centre permissible, under intimation to the candidate.

b) Forwarding of applications

Applications of candidates who have undergone the various courses of studies in institutions maintained by the University or affiliated to the University shall be countersigned and forwarded by the head of the institution when they are presented to an examination for the first time. In the application for registration of examination in respect of a candidate who register the examination at I Semester/Year, the Principal shall make certificate that the candidate was admitted to the course as per regulation relating to the course/admission rules and norms issued by the University.

Application of students presented from the Institute of Distance Education of the University shall be countersigned and forwarded by the Director of the Institute.

Candidates who have obtained private registration need not obtain countersignature in their applications. But they have to enclose the original Private Registration Memo issued to them along with their applications while submitting the applications for registration for the University Examinations for the first time. In the application of registration of examination in respect of the candidate who register the examination at the I Sem./Year (first time), the Principal shall make a certificate, that the candidate was admitted to the course as per the regulation relating to the course/admission rules and norms of the University.

c) Verification of sanctioned strength of students in colleges

Sanctioned strength of students for each course in a college should be ascertained from the Academic Section to ensure that excess numbers of candidates above the sanctioned strength are not presented for the examinations.

d) Correctness of the Application Form used

The application form used shall be the one prescribed for the examination concerned. Photocopies of applications and applications downloaded from the website of the University will be accepted provided they are accompanied by the receipt for fee towards the prescribed cost of the application form.

e) Fee

The fee remitted by the student shall be verified to ensure that it is the prescribed amount of fee for the examination. Applications not accompanied by the documents to prove remittance of fee need not be entertained. In cases of short remittances where the deficiencies are negligible, the question whether such applications need be considered

for provisional admission may be decided in consultation with the supervisory officers. In the case of candidates eligible for fee concession, the head of the institution forwarding the application should sign the appropriate certificate given in the application form.

f) Mode of Remittance

The mode of remittance shall be any one of the modes such as pay-in-slips, Demand Drafts, Challans as may be decided by the University from time to time.

g) Qualifying examination passed and verification of certificates

No candidate shall be given registration of examination unless he/she possesses the qualification prescribed by the regulation relating to the course and admission rules. Application of the candidate who is not qualified as mentioned above shall be rejected and the matter may be communicated to the Principal and candidate. In the case of candidates who apply for registration for the first year/semester of a University Examination, the certificates of the qualifying examination passed by the candidates should be verified to ensure that

- i) The qualifying examinations passed by the candidates are included in the category of minimum qualification prescribed by the University for admission to the course of study undergone by the students.
- ii) The qualifying examinations passed by the candidates from Universities other than the Mahatma Gandhi University have to be recognized by the Mahatma Gandhi University as equivalent to the corresponding examinations of this University. (University order granting recognition of qualifying examination should be enclosed alongwith the application). Recognition of qualifying examination is to be obtained by each candidate in respect of the qualifying examination passed by the candidate.
- iii) The name entered by the candidate in the application is the same as the name entered in the qualifying certificate.
- iv) In cases where minimum marks are prescribed for admission to a particular course, the mark list of the qualifying examination shall be verified to ascertain eligibility of the candidates for admission to the course of study.

Important

Before admitting candidates who have passed their qualifying examination from Universities other than the Universities in Kerala, it shall be ascertained that orders granting recognition of the qualifying examinations passed by them are verified. In cases where applications for recognition of qualifying examinations submitted to the University are kept pending, the eligibility of each student shall be verified with the Section concerned in the University before granting provisional registration to the examination.

h) Filling up of all columns

All columns in the application form are to be filled in by the candidates. Incomplete applications are to be rejected.

i) Details regarding previous appearances

All candidates applying for registration to the Second year/Semester as well as students applying for improvement and failed candidates shall invariably furnish the correct

number of their previous registration for the examination.

j) Verification of the records of previous registration

The records of the previous registration of the students shall be verified to ensure that the results of the previous appearance as furnished by the students are correct, and that they have completed the formalities of matriculation, recognition and eligibility requirements, that the prescribed fee have been paid in full, that their results are not withheld for irregularities such as resorting to malpractices in the examinations and that the examination taken by the candidates have not been cancelled for other specified reasons.

k) Verification of Signature

Check whether the candidate has signed in the specified places in the application and Hall Ticket.

l) Photograph

Recent passport size photographs of the candidate are required to be affixed on the application form and Hall Ticket in the case of private & college and private candidates. Verification of photographs is intended to ensure that photograph of the same person is affixed on the application and Hall Ticket, that the photographs have been attested by persons who are authorized to attest the photographs.

m) Private Registration Memo

In the case of applicants who are registering for examination after obtaining private registration, the memos issued by the University granting private registration for the examination have to be attached to the applications for examination. These memos have to be checked for genuineness and validity.

6.4. Rejection of Applications

Before processing the applications, the Deputy Registrar and Assistant Registrars of the Branches concerned should decide, with the concurrence of the Controller of Examinations, as to which categories of defective applications can be summarily rejected and which types of defective applications can be admitted provisionally for the examination pending rectification of curable defects pointed out. In either case the candidates concerned shall be informed of the defects and provisionally registered students shall be directed to rectify the defects before the commencement of the Examinations.

6.5. Preparation of Nominal Rolls

The scrutinized applications are sorted centre wise, subject wise, language wise, sex wise, and in alphabetical order, etc., as may be applicable. A nominal roll showing the Name of the Examination month and year of examination, Name and Number of the examination Centre, Names of students and the Register Numbers allotted to them have to be prepared for each centre of examination. The Names and Register Numbers allotted to the students shall be given under separate categories such as Regular Study/Private Study/Distance Education/Failed Candidates/Old Scheme/Recognized Scheme/Restructured/Vocational/etc. Under each category the applications shall be arranged on the basis of subjects/optionals selected and the language chosen. The names of male students and female students shall be separately grouped under each sub category. The details of reappearance/improvement by candidates shall also be mentioned in the nominal roll. In the case of candidates belonging

to Scheduled Castes/Scheduled Tribes, the abbreviations SC/ST as applicable may be noted on the margin against the names of such candidates. Similarly in the case of students whose examination fee are to be realized from the Harijan Welfare Department, appropriate entries such as HWD may be noted against the names of such students. On the last page of the Nominal Roll such details as total number of students registered, number of Regular students, number of Private Students, number of Distance Education students, number of failed/reappearance students, number of males, number of females, number of SC/ST students, number of students eligible for fee concession from Harijan Welfare Department may be given for easy reference whenever required. The name of the Assistant who prepared the Nominal Roll and who verified the entries shall also be given at the end of the Nominal Roll. Sufficient number of copies of Nominal Rolls may be taken according to the requirement.

Advance copy of the nominal rolls shall be sent to the centres/sub centres of examinations at least ten days before the commencement of the examinations.

6.6. Defect Memos

The candidates who have submitted defective applications may be given a chance to rectify minor defects before finalizing the list of candidates. The defects noted, while checking the applications have to be communicated to the students. The draft of the Nominal Roll is prepared including the names of such candidates, the defects noted in respect of whose applications are of the type which can be remedied and can be provisionally admitted to the examination. A general form for the Defect Memo can be printed in sufficient numbers and made available to the sections.

Immediately after preparation of the nominal roll, the total number of students registered in each centre shall be correctly ascertained and communicated to the Section dealing with the conduct of examinations.

6.7. Reporting probable number of candidates and question papers

- The number of students appearing for each subject of the examination from each centre may be correctly found out from the nominal rolls and reported to the Question Paper Packing Section dealing with the appointment of examiners.

6.8. Preparation of Time Table for the Examination

The Assistant Registrar of an examination shall arrange for the preparation of the timetable for the examination conducted by the sections under his charge. As far as possible the timetable published in the Examination Calendar for the year shall be followed. Care should be taken to prepare timetables for all the examinations under different schemes announced in the notification. Advance copy of the timetable shall be sent to the centres concerned at least seven days before the commencement of examination.

6.9. Preparation of Hall Tickets

The Register Number allotted to a candidate as noted on the application form in the column prescribed for it is written in the column for Register Number in the Hall Ticket and the Hall Ticket is detached from the application. Before detaching the hall tickets, it shall be verified that all columns in the hall ticket have been correctly filled in by the candidates. In order to prevent the chance for any manipulation, no column in the hall ticket should be left blank. The seal of the University shall be affixed on each Hall Ticket in such a way that the impression of half of the seal is on the photograph without obliterating the identity of the candidate from

the photograph. The seal 'PROVISIONALLY ADMITTED' shall be affixed on the hall tickets of all students who are admitted provisionally to the examination pending rectification of defects.

If candidates are admitted according to the directions of the Court/Lok Ayuktha, the fact shall be specified in the Hall Ticket.

Duplicate of Hall Tickets may be issued in cases of irrecoverable loss of hall tickets after levying the prescribed fee and obtaining a declaration from the candidate duly recommended by the Principal of the College/HOD in the case of regular student and attested by a Gazette officer in the case of other students OR an affidavit from the candidate attested by a notary public.

6.10. Dissertation/Project/Thesis

The tabulation sections should ensure that, in the case of courses which require submission of thesis/dissertation/project report as a prerequisite for completing the course, 2 copies each of the thesis/dissertation /project work are received from the institutions before issue of hall tickets to the centres.

6.11. Preparation of Question Paper Covers

Outer covers for sending sealed question paper packets to the examination centres are prepared by the tabulation sections. The printed covers for the purpose are to be obtained from the Examination Stores. The details regarding the name of the Examination, the month and year of examination, Centre Number and Name of Centre, Name of subject, Day, Date and time of examination and the number of copies of question paper enclosed are to be entered carefully on the covers. The entries on the question paper covers are to be attested by the Assistant who prepared the covers and the Assistant who verified the entries and by the Section Officer. The maximum number of question papers that can be packed inside a cover is usually 250. Depending on the number of candidates appearing for a particular subject adequate number of covers shall be prepared by the Sections. A Question Paper Statement in the prescribed format shall be prepared showing the details of subjects/papers, number of question papers required and the number of question paper packets prepared. The statement and the entries on the question paper covers shall be compared and ensured that the entries are correct. The directions issued by the Section dealing with packing of question papers, shall be scrupulously followed in this regard.

6.12. Despatch of Hall Tickets, Times Tables, Nominal Rolls and Instruction to Candidates

The Hall tickets along with copies of Nominal Rolls, adequate number of copies of time tables and Instructions to the Candidates are packed in bundles for despatch to each centre of examination at least one week before the date of commencement of examination. The packets containing the above items shall be entrusted with the Section engaged if any for the delivery of examination materials to the centres.

6.13. Preparation of Tabulation Registers

Tabulation sheets are prepared according to the regulations of each course. Each Assistant shall maintain one Tabulation Register for all the centres of examination allotted to him/her. Adequate number of sheets required may be bound into volumes for use. The practice of maintaining Tabulation Registers on loose sheets shall not be resorted to. Immediately after despatching Hall Tickets and Nominal Rolls to the examination centres, the preparation of

Tabulation Registers can be undertaken. All details except marks can be entered in the registers and all the entries can be compared and checked and the sheets made ready for entering marks as soon as marks are received from the Examiners/Centralised Valuation (CV) Camps.

In the case of newly introduced courses, the Assistant Registrar in charge of the tabulation of the examination of such courses shall initiate action to design and print the tabulation registers according to the scheme of examination prescribed for the course, in consultation with the Academic Branch. The tabulation register is a permanent record. It shall contain the seal of the University, the details of examinations taken by the candidate, the marks awarded to the candidate and name of the section on each page. It shall also contain the signature of the Assistant who maintains the register and Section Officer concerned.

A few blank pages should be left after the entries relating to each centre of Examination for writing the details of additional candidates and candidates who obtain national registration.

6.14. Important guidelines for preparing and maintaining Tabulation Registers

The pages of the Tabulation Registers shall be numbered serially and a certificate regarding the number of pages of the Register shall be given on the first page of the Register and the certificate shall be attested by the assistant who prepared the register and by the Section Officer.

If loose sheets are used for preparing the skeleton of the Register, i.e. entering the name and other details of the candidates except marks, the loose sheets shall be bound together into a register before entering the marks.

All the entries in the Registers shall be in legible handwriting using indelible blue or black ink.

Care shall be taken to avoid mistakes in making the entries, particularly marks.

If any correction is needed, the original entry shall be struck off with a single line and the correct entry shall be given on the top of correction legibly with attestation of the Assistant who makes the entries and the Assistant who verifies the corrections, near the corrected entry. Overwriting shall not be resorted to in any case.

Use of correction fluids to mask the entries and entering the correct entry on top of such correcting medium is not permissible.

Scraping/Rubbing off of marks shall not be allowed.

The number of corrections in the entries of marks, if any, on each page of the register shall be certified at the end of each page.

The number of corrections necessitated as a result of scrutiny and or revaluation shall also be mentioned on each page.

When the benefit of moderation is given to one or more paper or papers, the moderation marks given to each paper or papers shall be written legibly near the top of the original mark preceded by a + sign and both the entries shall be enclosed in a circle drawn with red ink.

The details of moderation marks given to each subject shall be noted on the facing page under attestation of the Section Officer.

The Section Officer shall verify all the entries; corrections and moderations effected and shall sign on all pages of the Tabulation Register. All corrections made shall be attested by the Section Officer.

The Assistant Registrar in charge of the tabulation Section shall sign on the last page of each Tabulation Register in token of verification and approval of the entries.

The Tabulation Registers shall never be taken out of a Section unless ordered by the Controller of Examinations or other higher officials of the University under extraordinary circumstances.

The Tabulation Registers shall not be produced at the meetings of Pass Boards.

Access to Tabulation Registers shall be restricted to the persons authorized to maintain the registers and their controlling officers.

6.15. Methods of valuation of answer scripts

Valuation of answer scripts shall be arranged either in the Centralized Valuation Camps or through Home Valuation.

6.16. Receipt and Accounting of Answer Scripts for Home Valuation

The staff deputed for collecting the answer scripts from the examination centres shall collect the answer bundles from the centres on the same day of the examination and deliver the bundles to the sections dealing with the examination. The staff in the sections shall first of all inspect the packets to ensure that the packing was done according to the instructions issued in this regard and that the seals are intact. If any tampering of the seals or other abnormality is noted, it may be brought to the notice of the higher officials. The details of all the bundles received in a Section shall be noted in a register with the following details:

- a) Serial Number
- b) No. and Name of the centre of examination
- c) Title of the Paper/Subject/Scheme/Year of admission/etc.
- d) Date of examination
- e) Date of receipt of answer scripts
- f) Number of candidates registered for the subject
- g) Number of answer scripts in the bundle
- h) Initials of the Section Officer

6.17. Conduct of pre-valuation Board meetings

The Assistant Registrar, who is supplied with the list of Chairmen and members of the Boards of Examiners, shall arrange to conduct Pre-valuation meetings of Boards of Examiners of each subject immediately after the examination. The Board shall be supplied with copies of question papers and nominal rolls of students registered at the various centres. The Board shall discuss the question papers and formulate a scheme of valuation of the answer books. The copies of the scheme of valuation shall be arranged to be sent to all examiners and also to the revaluation Section. The Chairman shall also prepare a time table for conducting practical examinations in all the centres. Copies of the timetable shall be taken and sent to the examination centres by the sections concerned.

Complaints, if any, regarding out of syllabus questions and questions beyond the scope of the syllabus in question papers, received by the Controller of Examinations, shall be collected by the Assistant Registrar and presented at the meeting of the board to take appropriate compensatory measures while preparing the scheme of valuation.

6.18. False Numbering

- a) False numbering is the process of allotting the answer scripts numbers other than the original register numbers of the candidates. This is done with the intention of preventing the identity of the examinees being known to the examiners who value the answer scripts. The false number given to an answer script is not to be revealed to anyone, including the higher officials and authorities of the University till the process of valuation is over and marks are awarded to the answer scripts. The process of false numbering shall be done with utmost secrecy. The false number allotted to a Section shall not be allotted to any other Section for a particular session of the examination. Similarly the false number given to one paper in a Section shall not be given to any other paper of any other subject. The Assistant Registrar shall allot sufficient number of false numbers to the Section considering the total number of answer books received in the Section providing for some excess numbers for ensuring a safe margin.
- b) The answer Script bundles of a paper received in a Section shall be collected together and verified to see whether all answer books from all the centres have been received in the Section. If all answer script packets are received, the bundles shall be opened and the contents verified with the statements enclosed with the answer scripts. If the total number of answer scripts and the total number of absentees do not agree with the total number of candidates registered in a Centre, the Chief Superintendent of the Centre shall be contacted immediately to identify the cause of disparity. The Chief Superintendent shall inform the disparity/defect to the Controller of Examinations. After ascertaining the correct number of answer scripts, the answer scripts of two or three centres shall be divided into small lots and the lots are shuffled to ensure that the answer scripts received from one centre are not allotted false number in one continuous series. This shuffling is essential for maintaining secrecy of the false numbers.
- c) A Key Book shall be maintained in each Section showing the details of the title of the paper, the total number of answer scripts, the name of the Assistant/Assistants who affixed the false number, the beginning and ending number issued and the name of the Casual Labourer/Peons who assisted the false numbering. A numbering machine that can be set to print one number consecutively for two times before changing over to the next number shall be used for false numbering. The beginning number allotted is set on the machine and one impression of the number is affixed on the answer script on the top portion of the facing sheet and the other number on the portion where the register number of the candidate is written. The numbering process shall be done quickly and with great care. The Assistant doing the numbering shall take care to see that the same number is printed on the two portions of one answer script and that the numbering machine is working properly (without jerking). After numbering a whole lot assigned to one Assistant, it shall be verified that the total number of false numbers allotted tally with the total number of answer books. If there is any disparity in the number, the whole lot of answer scripts shall be carefully checked to find out the missing/excess paper, if any.
- d) The bottom portion of the answer script where the register number is written by the candidate and where one of the false numbers assigned to the script is affixed is called the counterfoil of the answer script. The counterfoils of all the answer scripts affixed with false numbers are torn off immediately after affixing the false numbers.

- e) Care should be taken to see that the size of the counterfoils is uniform. All counterfoils shall be separated from the answer scripts and arranged serially. This can be ensured by checking the continuity of the false numbers on the counterfoils. All the counterfoils of one paper are bundled together with cardboards on either side and tied with twine and the knots are sealed using sealing wax. The beginning false number and ending false number alone are written on the bundle and the bundles are kept in the safe custody by the Section Officer concerned. These bundles shall be opened only when the mark lists relating to the answer scripts bearing the false numbers in the bundles are received. False numbering and detaching of counterfoils shall be done at a stretch without leaving any time interval between these two processes. The Section officer shall plan the work of false numbering in such a way as to ensure this.

6.19. Packing and Distribution of Answer Scripts for valuation

Before starting false numbering of the answer scripts of a subject, the Section shall ensure that it has received the statement showing the distribution of answer scripts for valuation among the Chairman, Chief Examiners and Additional Examiners. This statement is prepared by the Section dealing with the appointment of examiners, in consultation with the Chairman of the Board of Examiners on the basis of the probable number of candidates appearing for each subject/paper. The Section shall verify the distribution statement and make necessary adjustments in the number of answer scripts to be sent to the examiners on the basis of the actual number of answer scripts available for valuation. The Section shall maintain a register showing the details such as the Name of the Chairman, Chief Examiners and Additional Examiners, the number of papers allotted to each examiner and the total number of answer scripts for each subject/paper. For examinations having provision for second valuation, the name and address of the second valuers shall be shown in the register. The names of additional examiners shall be entered under the name of Chief Examiner with whom they are attached. Any subsequent changes in the allotment of papers necessitated due to circumstances should be made only with the concurrence of the Chairman.

The following materials shall also be sent along with the answer scripts for valuation.

- a. A letter containing the details regarding the name of the paper, scheme/year of admission number of answer books and the name and address of the Chief Examiners to whom the answer scripts and mark books and the date of completion of valuation is to be sent. One copy of the letter may be sent to the Chairman and another may be kept as file copy.
- b. Sufficient number of mark books for preparing the original and the duplicate mark books.
- c. Covers for original and duplicate mark books.
- d. Scheme of valuation
- e. Copy of question paper
- f. Form for claiming remuneration and TA/DA as applicable
- g. Acknowledgments form

The answer scripts to one examiner may be bundled in one or more bundles depending on the number of papers with cardboards on both sides and covered with brown paper. The name of Examiner shall be written on the Brown Paper Cover in bold letters so that it may be visible through a cambric cloth covering. The brown paper packets shall be covered with

cambric cloth and sealed along the stitches. The name and address of the examiner shall be written legibly on the packet using indelible ink. If there are more than one packet addressed to one examiner the number of packets may be noted on the packet as 1/2, 2/2 etc. The sealed bundles shall be entrusted with the Section engaged for distribution work/special messenger/Post office as directed from time to time and the acknowledgement from the agency dealing with delivery may be obtained and filed.

6.20. Internal Assessment Marks

If there is provision for awarding internal marks for a course, the statement of internal marks awarded to the students may be called for from the institution where they studied before starting the tabulation of marks for theory papers. The internal marks awarded to the students may be entered in the tabulation registers and the entries verified before entering marks for theory papers.

6.21. Marks for practical examination and viva-voce

Marks for practical examinations and for viva-voce wherever applicable when received from the Chairman of the Board of Examiners shall be recorded in the appropriate columns in the Tabulation Register and the entries checked. It shall be ensured that the mark lists are not retained by the Chairman/Examiners for more than a day after the last day of the practical examinations.

6.22. Tabulation of Marks

In the mark books, marks given in words and figures shall be the same and total mark book shall carry the name of the examiners with full signature(s). When mark book are received from the Chairman of a subject, the receipt is noted in the register against the name of the Additional Examiners to whom the answer scripts were allotted for valuation. The mark books are checked to verify that

1. The Additional Examiner, Chief Examiner and Chairman have signed on the mark book.
2. The list contains marks for all answer scripts sent to the examiner.
3. The marks are written both in figures and words.
4. Corrections, if any, are attested by the examiner and the Chief Examiner.

If any corrections are not attested or there are disparities in the marks written in figures and words, the disparities may be rectified only under attestation by the Chairman of the Board.

6.23. Entry of marks on the Counterfoils

The bundles of counterfoils of answer scripts in respect of which the marks have been received are opened and distributed among the assistants for entering the marks on the counterfoils. The Mark shall be entered using ink of a colour other than those used by the candidates for writing the Register Number and by the Examiner for entering the marks. The entries shall be bold and free of ambiguity. Correction, if any, have to be attested and such corrected marks shall be given in words also. After entering the marks on the counterfoils the entries are compared by another assistant. The assistant who enters the marks on the counterfoil and who verifies the marks so entered shall sign on the last page of the mark book. After entering all the marks on the counterfoils and verifying the entries, the mark books shall be bundled and labelled and preserved in the Section for the period specified.

The counterfoils with marks entered on them are then decoded and arranged in the order of

the register number of candidates in the counterfoils. The decoded counterfoils are then bundled centre wise and distributed among the assistants dealing with the tabulation work of the centres concerned.

6.24. Centralized Valuation

In the case of centralized valuation, the decoded counterfoils with marks entered on them and arranged centre wise shall be received in the sections. The bundles of counterfoils shall be examined for any irregularity or ambiguity in the entry of marks. If any discrepancy is noted the bundle may be returned to the Centralized Valuation Camp for rectification of the discrepancies noted.

6.25. Entry of Marks in Tabulation Registers

The marks on the counterfoils are entered in the appropriate columns in the tabulation register. The entries are verified by another assistant. Marks for practical examinations, viva-voce and internal assessment as applicable are also entered in the register. If any carry over of marks from the previous year/semester is necessary, this shall also be done before calculating the total marks scored by the candidates.

Totals for each part and Grand Total of marks as required are calculated and entered in the register. Another assistant shall again verify the totals.

6.26. Award of Grace Marks

The list of candidates eligible for award of grace marks as approved by the University may be checked and if any candidate is eligible for the award of grace marks, the marks may be added to the marks secured by the candidate according to the norms fixed by the University and as detailed in Chapter 10 A.

6.27. Finalizing the results

If a candidate secures the minimum marks prescribed for each part of the examination and the total minimum marks required for a pass, his/her result is marked as 'Passed' in the result column or Remarks column of the register using indelible ink. The class secured by the candidate based on the total marks secured by the student is also noted in the register.

The Section Officer shall check all the entries, grace marks awarded and classification of results and put his/her initials on all pages of the tabulation registers.

6.28. Statistics of Results

Each Section dealing with an examination shall prepare a statistics of the results with the details as given below:

- a) The name of the examination with month and year.
- b) Number of candidates registered for the examination
- c) Number of candidates who appeared for the examination
- d) Number of First Class
- e) Number of Second Class
- f) Number of Third Class
- g) Total number of pass

h) Compartmental pass, if any

i) Percentage of pass

Increase in the percentage of pass by condoning marks from 1 mark up to the required marks to balance the results equal to the level of pass percentage of the previous year may be taken and statement may be prepared showing the increase in the percentage of pass for every additional mark condoned. This statistics is to be furnished to the Board of Examiners for finalizing the results. Care shall be taken to present accurate figures in the statistics prepared by the sections. The Assistant Registrar shall consolidate the statistics received from all the sections and prepare a consolidated statistics of the results for consideration by the Board.

6.29. Meeting of the Board of Examiners

When the tabulation of an examination is completed as above, the Controller of Examinations shall convene a meeting of the Board of Examiners (Pass Board) constituted by the Controller of Examinations for each examination. The statistics of the results shall be presented to the Board for consideration. The Board may pass the results as such or the Board may pass the results with such modification as it may decide. The minutes of the Board shall be put up for approval by the Controller of Examinations. The Controller shall submit the results to the Syndicate for approval or shall issue orders to publish the results subject to approval by the Syndicate. The latter course of action is resorted to, when it is found that waiting for a routine meeting of the Syndicate may cause undue delay in the publication of the results. The results are announced only after circulating a note to the Syndicate with the details of the results and requesting approval of the Syndicate for publishing the results.

The minutes of the meetings of the Pass Boards shall contain the following details:

1. Time, day, date, venue and place of the meeting
2. Names and signatures of the members present
3. A brief statement regarding consideration and approval of the results
4. The percentage or marks of moderation, if any, recommended by the Board
5. Special conditions, if any, for the award of moderation, such as class moderation, moderation to attain a specified percentage of marks, in cases of marginal deficiencies, etc. should be unambiguously recorded
6. Any other remarks relevant to the conduct and results of the examination
7. The concluding time of the meeting
8. Signature of the Chairman

The minutes shall be recorded and signed by members present and the Chairman of the Board at the end of minutes in the minutes book available with the Assistant Registrar and shall be handed over to the Assistant Registrar immediately after the meeting. The Assistant Registrar shall submit the minutes to the Controller of Examinations for approval. The minutes book shall be kept under safe custody by the Controller of Examinations.

6.30. Publication of Results and Ranks

The modifications, if any, recommended by the Board and approved by the Syndicate shall be effected in the marks tabulated. The Section Officer shall thoroughly check the moderation

effected in the marks of candidates eligible for the same. Final checking of totals of the revised marks is done and the list of register numbers of successful candidates grouped into different classes/grades is prepared for publication. Register Numbers of successful candidates who have passed a part/parts of an Examination should also be included in the results under appropriate headings. Copies of the results are issued to the press and sent to the examination centres. A copy of the results shall also be displayed on the Notice Board in the University Office.

Register Numbers of candidates whose results are withheld for various reasons should also be published specifying the reasons for withholding the results.

Copies of results may also be sent to the Public Relations Officer for arranging the publication of the results in the website of the University. Copies of the results shall also be sent to the District/Taluk Information Centres of the University on the next day of the publication of results.

A list of candidates who have secured the first rank in each Branch of the examinations with total marks secured by each shall also be published along with the results.

6.31. Issue of marklists

All candidates who have appeared for an examination conducted by the University shall be issued a statement of marks irrespective of the result of the examination taken by the candidate. The fee for the mark list is collected along with the examination fee.

The marklist shall be issued by the Controller of Examinations under the seal of the University. The marklist shall set forth the name of the examination, the year and month of the examination, name and register number of the candidate, the name of the subject, including optional/electives taken by the candidate.

Marklist forms with the required details according to the regulations and scheme of each course may be prepared with the approval of the academic branch and printed with counterfoils. The printed mark sheets are bound into book forms and machine numbered serially and made available in the examination store. The books indented by the sections shall be entered in the Stock Book in the Section.

Immediately after publication of results of an examination, marklists of all candidates who appeared for the examination shall be prepared and sent to the centre of examination where the candidates appeared for the examination. Care shall be taken not to prepare the mark lists of candidates whose results are withheld for various reasons. The Chief Superintendent of the examination centre shall enter the detail of the marks in a register maintained for the purpose and issue the mark lists to the candidates on production of their Hall Tickets for the examination, issued by the University. The mark lists thus prepared shall in no case be issued to the candidates directly from the University Office except with the permission of the Controller of Examinations or an officer authorized by the Controller of examinations.

6.32. General guidelines for preparation of marklists

- i) Mark lists shall be prepared in legible handwriting
- ii) The name of the candidate shall be written exactly as given in the qualifying certificate and the tabulation sheet.
- iii) The register number, month and year of examination shall be written legibly

- iv) The date of the Mark list of an Examination shall be the date of publication of the results of the Examination. The dates of Mark list issued to candidates whose results have been withheld at the time of publication of results and which were released subsequently shall be the date of release of the results. Additional Mark list shall be dated with the date of issue of the Marklist.
- v) There shall be no corrections or over writings in a mark list
- vi) If any error occurs in the preparation of a mark list, the sheet may be cancelled and retained in the marklist book without detaching it from the counterfoil and a fresh sheet may be used.
- vii) The assistant who is allotted the tabulation work of the candidates concerned shall prepare their marklists in the normal course. But under special circumstances the Section Officer may entrust the work to other assistants in the Section. The assistant who prepares the marklist shall sign (full signature) in the appropriate place in the marklist.
- viii) The mark list prepared by one assistant shall be compared by another assistant with the marks allotted to the student as recorded in the tabulation sheet. The assistant who compares the entries in the mark list shall also sign (full signature) in the mark list.
- ix) The mark lists shall be put up for verification and attestation by the Section Officer without detaching them from the counterfoils.
- x) The marklists approved by the Section Officer shall be put up for the signature of the Assistant Registrar. The Assistant Registrar shall attest the mark list after such verification as he/she may deem fit. The Assistant Registrar shall also arrange to affix the rubber stamp of the signature of the Controller of Examinations and the seal of the University on all mark sheet approved by him.
- xi) The mark lists returned to the sections shall be carefully detached from the counterfoils checking each sheet simultaneously to ensure that all the officers have signed in the appropriate places and all the seals mentioned above have been properly affixed on them.
- xii) All mark lists for one centre shall be bundled together and arranged for despatch to the centres of Examination
- xiii) Mark lists shall not be prepared in respect of candidates who were absent for all parts of an Examination.

6.33. Additional mark lists

Additional mark lists can be issued to candidates after issue of the original mark lists to a candidate in bonafide cases as ordered by the Controller of Examinations. Application for additional mark lists shall be submitted in the prescribed form remitting the prescribed fee in force at the time of application. The guidelines given for preparation of mark lists shall be followed for issuing additional mark lists also. The superscript '**Additional Marklist**' shall be written in red ink on all additional mark lists.

6.34. Detailed marklists

If a candidate wishes to have detailed statement of marks for a particular part/semester of an examination, and applies for the same in the prescribed format with the required fee, the same shall be issued to the candidate in the approved format observing all the formalities as in the case of issue of mark lists after issuing the original mark list.

6.35. Register of Candidates

Each Section dealing with examinations shall prepare and maintain a Register of Candidates in respect of all examination centres. In practice, each assistant shall maintain a register in respect of the centres allotted to him. The register shall contain the following details:

- a) serial number
- b) name of the candidate
- c) date of birth
- d) religion/community
- e) register number
- f) fee remitted
- g) particulars of examination taken
- h) results
- i) remarks

The names of the centres of examinations, the name, month and year of examination shall be shown on the cover of the register. A page certificate and the name of the Assistant who maintains the register shall be given on the first page of the register. The details of the total number of students registered, the total amount of fee collected and the total amount due from the centre towards fee may be recorded at the end of the entries relating to each centre. Adequate space may be left after entries relating to one centre for recording details of arrears collected subsequently. Each page of the register shall be initiated by the assistant who prepares the register and the assistant who verifies the entries. The Section officer shall randomly verify the entries and sign on the last page of entries relating to each centre.

6.36. Fee Fund Register and DCB Statements

Each Section shall maintain Fee Fund Registers in the prescribed format showing all the details of fee remitted by the candidates registered for the examinations. Each assistant shall maintain one register in respect of the candidates allotted to him. In the case of candidates presented from a college or institution, the amount of fee to be realized from the Harijan Welfare Department shall be shown as due in the remarks column of the register. Short remittances of fee in respect of other students should also be calculated and shown as dues. A Demand Collection and Balance Statement (DCB Statement) shall be prepared after each session of the Examinations and the details shall be furnished to the Finance Officer immediately after the examinations. Further steps to realize the amount due shall be taken as directed by the Finance Branch.

6.37. Register of Arrears

Each tabulation Section shall maintain a register of arrears for recording the details of arrears of fee due from the colleges. The details of arrears from the colleges at the close of the financial year in which the examination was conducted may be entered in the register. Reminders may be sent to the Principals of the colleges in default and the amount received subsequently may be noted in the register. Pages in the register may be allotted for each financial year and the unrealized amount of arrears from a particular college during any year shall be carried over to the pages allotted to the subsequent financial year.

Chapter 7

CENTRALIZED VALUATION CAMPS

7.1. Objectives

The Centralized Valuation Scheme envisages uniformity of Valuation of answer scripts, maintenance of secrecy, nullification of external influence, adherence to a time schedule and early publication of results.

7.2. Administration of the Camp

There will be a Camp Director, a Camp-Co-ordinator and a Camp Officer with four or five Assistant Camp Officers and a Camp Assistant in the camp. The strength of Assistant Camp Officers will vary depending on the number of papers to be evaluated.

7.3. The Camp Director

The Camp Director shall be a Professor/Senior Grade Lecturer with at least 20 years of service who shall be in overall charge of the valuation. He/She shall be responsible for the disciplined conduct of the camp and achievement of the objectives of the centralised valuation schemes. He/She shall have supervision and control over all the members of the camp like Chairman and the other examiners. He/She shall not have any control over the scheme of false numbering. The Camp Officer, Asst. Camp Officers and Camp Assistants shall be under the control of the Controller of Examinations or an officer not below the rank of Deputy Registrar authorised by the Controller of Examinations.

The mark sheets-original and duplicate shall be handed over by the Chief Examiner to the Chairman who shall entrust it to the Camp Director. The Camp Director shall be on duty at the valuation camp from the very first day of the valuation till the closure of the camp.

7.4. The Camp Co-ordinator

Shall be the Head of the Institution where the camp is conducted or his/her nominee from the institution. He/She shall work in close liaison with the Camp Director, Chairman as well as the other Administrative Staff of the camp. All helps and assistance needed for the smooth conduct of the camp shall be provided by the Camp Co-ordinator.

7.5. Pre-Valuation Camp

A Pre-valuation Board is constituted for every subject with all Chairmen and three or four senior Chief examiners for the preparation of scheme of valuation. The Board shall meet in the University office or such other places as directed by the Controller of Examinations immediately after the examination. A Camp officer and one or two Assistant Camp Officers shall be posted to the Camp. Sufficient number of copies of Scheme of Valuation, typed and stenciled shall be made available to examiners and Controller of Examination by the Camp Officer.

7.6. The Chairman

The Chairman of each subject shall ensure that proper discipline and secrecy is maintained throughout the valuation and the work is completed in time. The Chairman may appoint examiners, in case of emergency, with the concurrence of the Controller of Examinations, subject to approval by the Vice-Chancellor. The Chairman shall see that the attendance registers of Examiners allotted to him, statement of distribution of answer scripts, etc are maintained up to date. The TA/DA bills of the examiners shall be presented through the Chairman. The attendance Registers of the examiners shall be verified and signed everyday by the Camp Director.

7.7. The Camp Officer

The Camp Officer shall be a Section Officer/senior Assistant of the University. He/She shall be on duty at the Centre along with the Camp Director. He/She shall be responsible for the receipt, safe custody, false numbering, distribution of answer papers, collection and despatch of mark book to the University. He/She shall maintain perfect secrecy regarding the distribution of answer papers. The Chief examiners shall receive the answer scripts from the Camp Officer and return the valued answer scripts to him. The Camp Officer shall select a strong room for the safe custody of the answer books. No unauthorized person shall have access to the strong room.

7.8. Process of Valuation in the C.V. Camps

Answer scripts on receipt from the University Office/Examination centres are entered in the Stock Register and false numbered in the C.V. Camps, if they are not already affixed with false numbers by the Examination Branch. Then the counterfoils are detached and the Chief Examiner receives the answer scripts from the Camp Officer and returns the valued answer scripts alongwith the mark sheets countersigned by the Chairman to the Camp Officer. The original and duplicate mark sheets countersigned by the Chairman are handed over to the C.O. of the C.V. Camp by the Chief Examiner after valuation. The marks shall be entered on the counterfoils. After decoding, the Camp Officer forwards the detached counterfoils along with the original mark sheets to the Assistant Registrar concerned, who shall issue them to the Section officers concerned. The duplicate mark sheets may be forwarded to the Monitoring Cell. It shall be made available on demand by the Monitoring Cell/Controller of Examinations.

7.9. Duties of Camp Officer

1. A Stock Register of answer papers received from the Exam Centres/University shall be maintained stating clearly the name of centre, Reg. Nos. from ----- to -----, total number of answer books received and Reg. Nos. of absentees. The answer books shall then be false numbered, using the numbers allotted by the Monitoring Cell.
2. The Camp Officer shall receive the mark sheets, both original and duplicate, everyday from the Camp Director/Chairman and deliver the original to the Assistant Registrar concerned, along with counterfoils. The exact number of original mark sheets thus forwarded (decoded or not, as the case may be) shall be superscribed on the envelopes/covers along with the subject and code number.
3. Separate Account Registers towards payment of TA/DA., remuneration and C.V. Camp Contingencies shall be maintained. On no account shall the amount sanctioned for a specific purpose be diverted for any other purpose. As far as possible, the expenditure towards contingencies shall be limited to the amount sanctioned for the purpose.
4. The Camp Officer shall maintain the Attendance Register, Stock Register, Issue Register, Daily Valuation Record and Account Register in the format provided.
5. The Camp Officer shall also maintain the Attendance Register of the Administrative Staff and the Examiners. He/She shall make sure that all the Administrative Staff posted in the camp are present in time in the C.V. Camp or at the parent Section, if not, the matter shall be reported to the Deputy Registrar, Monitoring Cell.
6. The Revaluation Sections usually find it difficult to collect question papers and scheme of valuation in time and this causes inordinate delay in the process of revaluation. Hence Camp Officers of the Revaluation Camps shall forward to the A.R. (Revaluation) at least

5 copies of the question papers of each paper alongwith two copies of the scheme of valuation, properly arranged, subject wise and code wise as soon as the valuation is over.

7. The Camp Officer of the camp shall maintain a Daily Valuation Register (Attendance Register may be used) showing the number of papers valued by each examiner according to the distribution statement, which should tally with the entries in the Issue Register of answer scripts.
8. All the absentee statements shall be forwarded to the tabulation sections concerned properly arranged as and when the answer scripts are unpacked for false numbering and distribution to the examiners if the false numbering is done in the Camps.
9. The balance amount allotted for any purpose shall be remitted back to MGUF immediately and the pay-in-slip shall be submitted along with TA/DA Bills/Vouchers/Attendance Register/Acquaintance, Audit Statements, etc. for regularization.
10. The valued answer scripts shall be bundled up, containing 150 (maximum) scripts each. The bundle shall contain a slip (bundle slip) pasted on it, wherein the following details shall be entered in black ink.
 1. The number and address of C.V. Camp (2) subject and Code No. (3) Answer paper false Numbers from -----to----- (4) Bundle No. (5) Name of Examination with year and month. (6) Name of the C.O.
 2. The C.O. shall prepare a detailed list of Bundles showing subject and false numbers from ----- to ----- and it shall be handed over to Officer incharge of the answer scripts. The answer books after valuation shall be shifted to the cellar in the University Buildings and arranged properly in the presence of the officer incharge of the answer scripts.
11. The Camp Officer shall ensure that payments are made to the examiners on the last day of the valuation of each paper/subject. Accordingly, the C.O. shall arrange for auditing the bills sufficiently early.
12. The Camp Officer shall forward a daily report in the prescribed proforma showing the number of answer books false numbered/valued/number of teachers present/name of the teachers who do not turn up, etc. to the D.R., Monitoring Cell.
13. The C.O. after closure of the camp, shall forward to the D.R., Monitoring Cell a list of teachers who had not turned up for valuation, along with the duplicate copies of the daily report.

7.10. The Assistant Camp Officer

The Assistant Camp Officer shall be an Assistant deputed from the University. He/She shall assist the Camp Officer in discharging his/her duties. His/Her duties shall be assigned by the Camp Officer.

7.11. Working Hours

There shall be six working days in a week. The camp shall be closed on Sundays and public holidays. Valuation shall be done in two sessions of three hours duration each. Regular work

in the Camp shall commence at 9.30 a.m. and shall be over at 4.30 p.m. with an interval of one hour from 12.30 to 1.30 p.m. All public holidays shall be holidays for the camp. Attendance shall be marked twice a day, i.e., in the morning and in the afternoon. The attendance Register shall be withdrawn half an hour after the commencement of valuation in the forenoon and returned only half an hour before the closing of the afternoon session. Examiners who report for duty half an hour after the commencement of the work shall not be given work for that session.

7.12. Formation of Team for valuation

The Chairman/Deputy Chairman shall constitute teams for valuation consisting of four or five additional examiners under a Chief. The Deputy Chairman shall carry out valuation duty as Chief Examiner, in circumstances where there is three or less examiners are constituted they may be act as an hour under the Chairman/Deputy Chairman who shall discharge the duties of Chief Examiner, The Board members shall value some papers to ensure uniformity in valuation.

7.13. Valuation of Answer Scripts & Projects

The serial numbers of the paper for valuation need not be consecutive; there may be stray numbers, and the examiners may make sure that they have entered the correct number in the mark sheets.

Marks given in words and figures shall be the same, Mark sheets shall carry the name of the examiners as well as his/her signature.

In the case of subjects for which there is false numbering, scripts, if any, with counterfoils undetached, shall immediately be surrendered to the C.O. of the C.V. Camp through the Chairman. The Chief examiners are expected to revalue not less than 16% of the total number of answer scripts valued by an additional examiner and the rest shall be scrutinized by them.

7.14. Chief Examiner's Remuneration

Remuneration at the rate fixed by the Syndicate from time to time shall be given.

1. For original valuation if any, by the Chief Examiners except obligatory valuation/blind candidates.
2. 16% of the total scripts shall be revalued by the Chief. In addition to this, the Chief Examiner shall scrutinize all answer books not revalued. For this, he/she shall be paid remuneration at such rate fixed by the Syndicate from time to time. Total amount of remuneration payable to the Chief Examiner shall be at least the maximum remuneration paid to an Additional Examiner under him. For this, total of remuneration for original valuation, revaluation and scrutiny shall be taken into account and which ever is higher shall be paid.

7.15. Remuneration to the Chairman, Co-ordinator, Camp Director, Camp Officer etc.

The Chairman, Camp Director, Camp Officer and such other staff may be paid remuneration as per norms fixed by the University.

7.16. C.V. Camp Contingencies

The Camp Officer shall be given a provisional advance for meeting contingent expenditure such as payments to casual labourer purchase of stationery, postage phone charges, etc.

The colleges where the CV Camps are organized will be paid a consolidated amount at such rate as may be fixed by the University towards rent, water charges and electricity charges.

7.17. Additional Instructions

The C.V. Camp shall start functioning three days before the commencement of the valuation and shall remain functioning two more days after the completion of valuation for packing and despatch of valued scripts, settling of accounts, etc. as directed in the standing orders issued by the University.

In extraordinary situations, taking into consideration the exigency of the situation, the Controller of Examinations may permit the examiners to take the answer scripts for home valuation with a view to getting the answer scripts valued and revalued within a stipulated time to facilitate timely publication of results. In this case, the examiners need not mark their attendance in the C.V. Camps and they shall be paid their proportionate C.V. Camp D.A. as mentioned below:

- Additional Examiners - One C.V. Camp D.A. for every 20 or 25 or maximum papers to be valued per day, as per schedule, by an additional examiner for the particular subject.
- Chief Examiner - One C.V. Camp D.A. for every 100 or 125 or five times of the maximum papers valued per day, as per schedule, by an additional examiner for the particular subject.

It is mandatory that all the examiners deputed for duty in the C.V. Camp attend the valuation, failing which the matter shall be reported to the Higher authorities/Government for appropriate action.

7.18. Special Guidelines for C.V. Camp Valuation of B.Tech/B.A. Arch. Degree Examinations

1. One Chief Examiner may be appointed for every subject, irrespective of the number of answer scripts for that subject, except in cases of elective subjects where a single examiner may be appointed to value the papers. In such cases, Chairman/Deputy Chairman is expected to revalue 16% to 20% of the total number of papers valued by the single examiner.
2. Where the number of papers exceeds 500, 3 to 5 additional examiners may be posted under a chief examiner.
3. Where the number of answer scripts is in between 100 and 500, two additional examiners may be posted.
4. Where the number of papers falls below 100, one sole examiner may be posted.

7.19. Guideline for Mini C.V. Camps for Home Valuation of Answer scripts with on the Spot Payment of Remuneration for Degree Examination

1. The answer books duly false numbered and bundled shall be delivered at the residence of the examiner alongwith scheme of valuation, question paper, marksheets, receipt forms, etc from the tabulation sections.
2. The additional examiners may be intimated that the evaluated answer books along with the marksheets shall be forwarded to his/her Chief examiner or to the Mini C.V.Camp concerned, on or before the prescribed date. The additional examiners shall be paid remuneration at such rate as may be fixed by the University per paper along with conveyance charge fixed by the University. The additional examiners who hand over the evaluated answer books to the Chief Examiner personally shall receive their remuneration and conveyance charge from the C.O. of the Camp on production of a receipt from the chief examiner of having received the answer papers.

3. The Chief Examiner shall revalue and scrutinize the answer papers valued by the Additional Examiners and shall bring forth mark sheets to the Mini C.V. Camp on or before a prescribed date.
4. The Chief Examiner shall be paid remuneration only on the spot by the C.O. The remuneration may be calculated as follows -
Remuneration at the same rate for original valuation, if any, and for 16% of the total scripts revalued by the Chief plus the amount of remuneration for scrutiny at the rate fixed by the Syndicate per paper or the amount for valuation of maximum number of papers to be valued by an additional examiner per day, or as the case may be and part thereof.
5. The Chairman/Deputy Chairman shall be paid Remuneration equal to that of the highest amount paid to a Chief Examiner/Additional Examiner under him in addition to the Chairman fee/Deputy Chairman fee.
6. The Chief examiners shall retain all the answer scripts with them until further instructions from the University.

7.20. Mini C.V. Camp for Home Valuation with on the Spot Payment of Remuneration to P.G. Examinations (Annual Scheme)

1. The answer scripts duly false numbered shall be delivered at the residence of the examiner along with scheme of valuation, question paper & mark sheets etc. from the tabulation sections.
2. The answer scripts after first valuation along with the mark sheets shall be delivered to the collection camp and the examiner shall be paid conveyance charges of Rs. 100/- alongwith their remuneration at such rate as may be fixed by the University from time to time on the spot.
3. The C.O. shall take necessary steps to deliver the answer scripts to the examiner for second valuation. Mark books after second valuation along with the answer scripts shall be brought forth to the collection camp by the examiner and he/she shall also be paid Remuneration@Rs. 7.50/- per paper and conveyance charge of Rs. 100/-.
4. The mark sheets of first and second valuation shall be forwarded to the tabulation Section. The mark sheets of the first and second valuation shall be tabulated by the tabulation Section and if there is a difference of more than 15% for Arts/Commerce subjects and 10% for science subjects, those papers shall be subjected to a third valuation. The tabulation Section shall forward the list of papers for third valuation, and the A.O. of the Mini C.V. Camp shall arrange for the third valuation. The average of the nearest two marks obtained for first, second and third valuation shall be awarded to the candidate. The examiners attending third valuation shall also be paid Remuneration as well as conveyance charges on production of mark sheets and answer books.

7.21. Rates of Remuneration to Examiners

The examiners appointed by the University for valuation of answer scripts, shall be paid remuneration at such rate as may be fixed by the Syndicate from time to time.

7.22. Guidelines to be followed in Camp Audit

1. The C.O. of the C.V. Camp shall request for the services of the Audit party at least two days earlier to the ER Section through Monitoring Cell.
2. The C.O. of each camp shall maintain a register showing the number of papers valued by each examiner on both sessions of the day according to the daily statement which shall tally with the issue Register of answer books.

3. While preparing the Register the actual number of papers valued by each additional examiner shall be posted against their names on each day, even if the valuation is done under another chief examiner.
4. The Chairman of each subject shall collect the TA/DA and remuneration bills of examiners under him and shall hand over the same to the C.O. before 10.30 a.m. on the day of closure of the subject. The valuation on the A.N. session shall also be calculated according to the number of examiners present in the F.N. session.
5. Examiners who fail to attend the camp after a few days are not eligible for TA for the return journey.
6. No TA shall be allowed to examiners who fail to attend the camp for less than 50% of the total working days of the camp for the particular subject.
7. If an examiner fails to value the full quota of the answer papers on a day proportionate deduction of DA shall be effected.
8. No DA is allowed for days of absence - DA for the full holidays shall be allowed only if the examiner is present full session of the last working day and the full session of the first working day after holidays.
9. The attendance register shall be maintained team wise. Holidays, duty leave/strike, etc shall be noted in red ink. The Chairman shall see that the attendance register of examiners is maintained properly.
10. In the case of absence of Chief/Chairman, the benefit of the Additional/Chief shall be limited to the number of days of actual duty. If a Chief Examiner is eligible for remuneration less than that of any of his/her Additional, and if he/she is absent for a day or a few days his/her remuneration shall be fixed at the amount eligible to the maximum of his/her Additional less the amount eligible to the Additional on the day or days, on which the Chief is absent.
11. If an Additional acts as Chief or Chief acts as Chairman for a day or few days, proportionate benefit shall be given to that examiner for having acted as Chief/Chairman, and proportionate deductions shall be effected on the benefit given to the original Chief/Chairman for the days of absence.
12. If a Chief of a team is absent on any day, the senior most Additional Examiner of that team shall act as Chief on that day.
13. The papers that are valued in the camp alone shall be considered as camp valuation for the calculation of remuneration of C.V. Camps. However, if the examiners are permitted to take home answer scripts for valuation in C.V. Camps, proportionate DA on the basis of one DA for every 20/25 papers (as scheduled) valued by the additional examiner shall be granted. In this case there shall be no benefit of first day or second day valuation or DA on holidays. Examiners in this case need not mark attendance in the camps.
14. Under a Chief examiner there shall be five additional. If there is a balance of less than three Additional they may be attached to the chairman/Deputy Chairman.
15. First valuation of any paper may be started as far as possible only from the first working day of a week. Commencement of valuation of a subject prefixing holidays and closure of the camp by suffixing holidays shall be avoided. Total number of papers to be valued may be kept confidential

All advances received by the Camp Officer shall be settled within one month after the closure of the camp.

Chapter 8

SCRUTINY / REVALUATION OF ANSWER SCRIPTS

8.1. Scrutiny of marks

The University has made a provision for scrutiny of answer scripts of candidates who have appeared for the examinations and who wish to avail of this facility subject to the following conditions :

1. Applications for scrutiny shall be submitted to the controller of Examinations in the prescribed format.
2. Candidates can submit applications for scrutiny of any one paper or more than one paper of an examination.
3. Prescribed fee for scrutiny shall be remitted for considering the applications.
4. Applications for scrutiny shall be submitted on or before the last date prescribed by the University.
5. Last date for receipt of applications for scrutiny of answer scripts of an examination shall be notified by the University at the time of publication of the results of the examination.
6. The University may extend the last date for receipt of applications from students for valid reasons.
7. The University shall strive to publish the results of scrutiny within 30 days from the last date fixed for receipt of applications. Even though a time limit is set, the University shall take every effort to publish the result of scrutiny at the earliest in case where the candidate has applied for both scrutiny and revaluation.

- 8.1.(A) i) A candidate who has appeared at an Examination may apply to the Controller of Examinations for scrutiny of his/her marks i.e. for checking whether any answers had not been given marks and whether there are mistakes in totaling. Such applications if any, shall be made within the stipulated time at the University Office and shall be accompanied by chalan receipts for the prescribed fee. This fee is only for scrutiny and not for revaluation of the paper. Every such application shall be submitted within 15 days from the date of publication of result or 10 days from the date of receipt of marklist at the College/Centre concerned.
- ii) A candidate shall not be entitled to a refund of the fee, remitted by him.
- iii) The result of the scrutiny and the marks obtained for the paper/subject shall be communicated to the candidate and in case the result is affected by such scrutiny, the corrected results shall be published in the University Office and in such other manner as the Syndicate, may decide.

8.2. Scope of Scrutiny

- a) To give an opportunity to the candidates to identify their valued answer scripts of examinations.
- b) To arrange a checking of the correctness of the addition of marks awarded to the

various answers in the answer scripts.

- c) To check whether marks have been awarded to all the answers or parts of the answers in the answer scripts.

No dispute regarding marks already awarded for answers shall be entertained at the scrutiny.

8.3. Procedure for Scrutiny of Answer Scripts

8.3.1. For Examinations with provision for double valuation

Applications for scrutiny of answer scripts in respect of examinations with provision for double valuation shall be processed in the concerned tabulation sections. The details of all applications for scrutiny received in a Section shall be posted in a Process Register. The Revaluation Process Register prescribed for use in the revaluation sections can be used for this purpose.

Action for the processing of applications shall be started immediately on receipt of the applications without waiting for the last date fixed for receipt of applications so that request for answer scripts from the examiners can be sent immediately after the last date fixed for receipt of applications.

The details of marks awarded for each paper, by the first, second and third evaluators (as applicable) are entered in a register from the mark lists available in the Section. The addition of marks by the different evaluators shall be checked and mistakes noted may be recorded.

On completion of the scrutiny of answer scripts, the applicant shall be summoned and allowed to identify the answer scripts and to check the award of marks for the different answers and to verify the correctness of the addition of marks in the last page of the answer script the candidate shall make an endorsement to the effect that he/she has seen the answer script.

IN NO CASE SHALL THE ORIGINAL STATEMENT(S) OF MARKS RECEIVED FROM THE EXAMINER(S) BE SHOWN TO THE APPLICANT(S), WHICH MAY RESULT IN REVEALING THE IDENTITY OF THE EXAMINERS.

Action for communicating the results of scrutiny may be taken as stated 2 in Clause 8.3.

8.3.2. Examinations for which single valuation is done

Applications for scrutiny shall be processed in the tabulation sections. The procedure for processing shall be the same as that prescribed for examinations with double valuation as detailed above. The answer scripts of those candidates who have also applied for revaluation shall be retained in the Section after communicating the results of scrutiny.

8.4. Results of Scrutiny

If the answer script presented at the time of scrutiny happens to be not the answer script of the applicant, immediate steps shall be taken to identify the answer script by the applicant by summoning from the examiner concerned all the answer scripts of students for the subject from the centre where the applicant had appeared for the examination and to rectify the mistake.

If any mistake in the addition of marks is found, necessary correction in the addition of marks shall be effected as directed by the Controller of Examinations.

If any answer, answers or part/parts of answer/answers was/were not evaluated and not given marks by the examiner, the examiner shall be summoned and he/she shall be directed to evaluate the answer/answers. If any candidate secures more marks after such valuation, necessary alteration in the records and results already announced may be effected after obtaining necessary orders from the Controller of Examinations. The mark lists/certificate issued to the candidate may be called back and cancelled before issuing fresh mark lists/certificate incorporating the benefit gained in the scrutiny.

If an applicant is unable to detect any of the defects mentioned above he/she shall be informed in writing that there is no change in the marks awarded to the paper/papers concerned or in the results of the examination taken by him.

8.5. Revaluation of Answer Books at University Examinations

- 1) Unless otherwise expressly provided, a candidate who has taken an examination (other than for the Practical Examinations and Examinations for which there is provision for double valuation) conducted by the University may, if he/she thinks fit, apply to the Controller of Examinations for revaluation of his/her answer book.
- 2) The Controller of Examinations shall announce the last date for receipt of application for scrutiny and revaluation along with notification publishing the results of the examination concerned.
- 3) Every application for revaluation shall be submitted to the Controller of Examinations within 21 days from the date of publication of results of the Examinations concerned or within ten days from the date of receipt of marklist at the respective Centre of Examination with examination fee rates in such manner and subject to such conditions as the University may, from time to time, specify.

8.6. Guidelines for Revaluation of Answer Books of University Examinations

1. Applications for revaluation of answer scripts shall be considered only for Examinations other than Practical examinations and Examinations for which there is provision for double valuation.
2. There shall be no provision for revaluation of answer scripts of Diploma and Certificate Examinations.
3. Application for revaluation shall be made in the prescribed form available from the University.
4. A candidate shall remit prescribed fee for revaluation of answer scripts. If different sections of questions in a Question paper are answered in different answer books all such answer books shall be treated together as a single unit/paper.
5. Application for revaluation shall reach the Office of the Controller of Examinations within 15 days from the date of publication of results or within 10 days from the date of receipt of mark list at the respective Centre of Examination unless otherwise specified by the University.

6. Applications received after the last date prescribed shall not be considered under any circumstances.

Original Chalan showing the remittance at the University Cash Counter or Demand Draft at SBT Campus Branch shall accompany with application for revaluation. Fee once remitted for revaluation of answer scripts shall not be refunded.

Procedure for Processing the Revaluation Applications in the Office

8. The Central Tappal shall forward the applications for revaluation to the respective revaluation sections on the date of receipt as far as possible, or latest on the next working day.
9. The revaluation sections shall not take more than 10 days in any case for forwarding statements to the tabulation sections for furnishing details of examiners and for counterfoils.
10. The tabulation sections shall give top priority to applications for revaluation and send the filled in revaluation statements and counterfoils to the revaluation sections at the earliest. This shall not take more than 7 days in any case.
11. The call letters/indent for answer scripts shall be sent to the officer in-charge of the answer scripts or to the examiners as early as possible. The revaluation sections shall not take more than 7 days (from the date of receipt of counterfoils) for this, in any case.
12. The University may engage messengers to collect answer books from the examiners for revaluation purposes. Communications shall be sent to the examiners well in advance informing them of the date on which the messengers reach their residences and requesting them to hand over the answer books to the messengers on proper acknowledgement. The examiners shall also be informed that in case they fail to hand over the answer books to the messengers they shall return the answer books to the University within 5 days thereafter. If an examiner does not return the answer book within the stipulated time, the matter shall be reported to the authorities such as Secretary to Government, Principal/Manager of the College, Director of collegiate Education, Director of Technical Education Director of Medical Education, etc. for initiating action so as to ensure the return of the answer book to the University. If the answer book is not received within 10 days thereafter the answer book may be deemed to be irretrievable and the matter shall be reported to the Standing Committee on Examinations at its next meeting for (a) taking action against the Examiner for his/her lapse and (b) for redressing the grievance of the candidate.

In the event of the examiners's failure to return the answer book to the University, a fine of Rs. 5,000/- per missing/damaged paper shall be imposed on him/her. In the case of consequent litigation, the liability to pay compensation, if any, to the candidate as ordered by the court/competent authority shall be fixed on the concerned examiner.

The punishment may include

1. Debarring the teacher from examination work and notifying this through the media.

2. The University may order withholding the placement/promotion of teachers and in the case of Government College teachers, the University may recommend to the Government the withholding of their placements/promotions.
3. Withdrawing the approval of appointment in extreme cases and requesting the Government to take similar action in the case of Govt. College teachers.
4. The Government may be requested to bring forward legislation to provide for deserving punishment to teachers at fault.
5. In case, the answer book is found to be irretrievable, the candidate may be given another opportunity to write the examination in the missing paper, in accordance with the same scheme and syllabus, without charging the Examination fee.
13. In the case of answer books valued in the Centralised Valuation Camps, such answer books shall be transferred to the Officer in charge of Answer Scripts for safe custody, as soon as the camps are closed. These answer books shall be serially bundled and sealed subject/paper wise by the Administrative Officer and other employees in the C.V. Camp. Each bundle shall be serially numbered. A label giving the name of the examination, name of the subject/paper, number of answer books, Reg.Nos. of the answer books in the bundle, etc. shall be attached to each bundle both inside and outside. The answer books in the bundle shall be retrieved for revaluation only in the presence of one of the staff members who was employed in the respective CV Camp. If an answer book is missing, all the staff members employed in the respective camp shall be jointly and severally liable for the lapse. A fine of Rs.5,000/- per paper shall be imposed on them. The punishment may also include imposing censure/suspension. In the case of consequent litigation, the liability to pay compensation if any, to the candidate as ordered by the court/competent authority shall be fixed on the officers/employees concerned.
14. The revaluation camp shall commence immediately after receipt of 50% of the total number of answer books of a particular subject/paper. The centralised Valuation Camp for revaluation shall be arranged in such a manner that it shall not exceed seven days where the number of total answer scripts are below 500. Revaluation of answer scripts of a particular examination shall be done in one lot. Piece meal revaluation shall not be resorted to, in any case.
15. The marks originally awarded by the examiner who valued the answer script shall be blotted out before the script is given to the examiner for revaluation. The re-examiner shall be provided with the scheme of valuation (including value points) and the instructions supplied to the original/Chief Examiner.
16. Unless otherwise expressly provided in any of the rules or guidelines or orders, after the revaluation, results shall be finalized as follows:-
 - a) The original marks secured by the candidate shall not be changed in the following cases.
 - i. If the revalued marks are less than the marks secured in the original valuation
 - ii. If the marks exceed the marks secured in the original valuation by less than 5% of the maximum marks of the paper.

- b) If the revalued marks exceed the marks secured in the original valuation by 5% or above up to 9% of the maximum marks, the revalued marks shall be taken as the final marks, and the marks secured by the candidates in the original valuation shall be changed accordingly.
 - c) If the revalued marks are higher than the original marks by 10% or above of the maximum marks, a second revaluation is to be done and the average of the two revalued marks is to be awarded to the candidate.
 - d) If either of the two/both revalued marks vary from the original marks by 25% or above, the fact shall be reported to the standing Committee on Examinations.
 - e) If there is a difference of 20% marks or more between the first revaluation and Second revaluation, a third revaluation shall be arranged. Average of the original and nearest to it shall be awarded to the candidate and the matter shall be reported to the Standing Committee on Examinations.
 - f) The examiner who is found guilty of improper valuation/revaluation, without prejudice to any other action taken against him/her shall be debarred from examinership for University Examinations for a minimum period of three years. A fine of Rs. 500/- shall also be imposed on him/her.
 - g) The Controller of Examinations shall maintain a list of teachers against whom action has been taken under these guidelines. Such blacklisted teachers shall not be considered for appointments in connection with examination work in future.
17. The revaluation result shall be released as soon as it is ready; the maximum time permitted for release of results is 20 days from the deadline for receipt of answer books from the examiner/Officer in charge of Answer Scripts i.e. 30 days from the date of the original Call letter for answer book.
18. In cases where the candidate has applied for revaluation of more than one paper, the result of individual papers may be intimated as and when they are ready, if there is inordinate delay in retrieving any other answer book from the concerned examiner/Officer in charge of Answer Scripts.
19. Although the time limits fixed in these guidelines would account for 60 days time from the last date for receipt of applications, every effort shall be made by all concerned to bringout the revaluation result at the earliest.
20. The candidates who are not eligible for a change in marks as a result of revaluation shall be permitted to identify their answer scripts after the revaluation results are finalized and communicated to them. Only the candidate shall be given the chance to identify the papers. No Complaints shall be entertained thereafter.
21. Fresh mark lists incorporating the change, if any, shall be issued to the candidate who gets the benefit of the higher marks on revaluation. Revised mark list shall be issued only on surrendering the original mark list issued to the candidate earlier alongwith the memo communicating the results of revaluation.
22. All work relating to revaluation shall be treated, as extremely confidential and therefore interim enquiries shall not be entertained. There shall be restriction for entry to the revaluation sections for all including University employees.

23. Lapses in adhering to the time Schedule in these guidelines shall be viewed seriously and suitable action taken against those responsible for delay.

Time Schedule for 60 days

Processing of Applications, forwarding the statements to tabulation sections for furnishing details of Examiners and counterfoils	10 days
Forwarding of Statement and Counterfoils to the revaluation Section (from tabulation Section)	7 days
Preparing call letters to Examiners for answer books	7 days
Time to be given to the examiners/Officer in charge of Answer Scripts for forwarding the answer books to the Section/Uty.	16 days
Processing of answer books, blotting, defacing, revaluation preparing memos etc.	20 days

8.7. Special Instruction for processing applications for revaluation

1. All applications for revaluation received in the revaluation Section shall be entered in a Revaluation Process Register to be maintained by each Assistant. The format of the Revaluation Process Register is given as Appendix 5.
2. The Revaluation Process Register is meant to be an authentic record of the flow chart of events from the date of receipt of applications at the Examination Tappal Section to the actual communication of the result to the applicants.
3. The Revaluation Process Register facilitates easy monitoring of the time schedule prescribed for the various intermediary processes involved in revaluation.
4. The time limit prescribed for the intermediary processes are the maximum permissible and the officers concerned shall take every effort to execute the specified tasks within a minimum period. Of the 60 days time schedule currently prescribed by the University for concluding the revaluation process, every effort shall be made to limit the preliminaries to a maximum of 30 days leaving the remaining period for the actual revaluation work by the Examiner and for the process thereafter.
5. All applications received in a Section shall immediately be distributed among the assistants without waiting for the receipt of all applications after last date prescribed.
6. Equitable distribution of applications among the assistants can be effected by distributing the lots of applications on subsequent dates.
7. The Tappal Section shall be instructed to hand over the applications received for revaluation to the sections as and when they are received in the Tappal.
8. No application for revaluation shall be directly received in the revaluation sections from the students or their representatives.
9. Students shall not be allowed entry into the revaluation sections under any circumstances.
10. All enquiries regarding revaluation shall be handled by the Assistant Registrar only.

11. All the intermediary stages of revaluation process shall be treated as strictly confidential and the partial results of revaluation shall not be communicated to any one except according to the provisions for the same in the rules for revaluation.
12. A Register of Revaluation in the prescribed format shall also be maintained by all Assistant showing the results of revaluation in addition to the Revaluation Process Register mentioned in paragraph I, above.
13. While requesting answer scripts from the examiners, care shall be taken not to make piecemeal requests to avoid inconvenience to them.
14. The details of false numbers collected from the sections till the last date prescribed for the same may be consolidated and wherever possible the number of requests for answer scripts shall be limited to one.

8.8. Guidelines for Moderation of Marks

Moderation of mark is not a matter of right. The Board of Examiners appointed for the conduct of University Examinations may recommend award of moderation of marks, if found necessary, to candidates for any one or more of the reasons given below:

1. Scope of Moderation

- 1.1. To condone deficiency in marks for securing a pass in a part/parts, semester/semesters of an Examination
- 1.2. To increase the number of higher classes in cases where the successful candidates cluster near the lower classes/grades.
- 1.3. To increase the number of candidates who secure the minimum percentage of marks to secure eligibility for higher studies (e.g. 55% marks at Post-graduate Examinations)
- 1.4. To compensate for out of syllabus questions in the examinations for which proper weightage could not be given at the time of valuation.

2. Method of Awarding Moderation

2.1. Annual Examination Scheme - U.G. Courses

In Annual Examination scheme, if the papers of a subject are spread over more than one year of the course without provision for separate minimum marks for each paper, as in the case of Part I and Part II of B.A./B.Sc./B.Com. Examinations, moderation may be granted considering all the papers of the part as one unit.

To become eligible for moderation a candidate shall have appeared for all the papers of the part/parts.

The benefit of moderation shall not be given to enhance the marks of paper/papers of a part held in a previous year and already communicated to the candidates.

2.2. Vocational/Restructured/Semester Courses

In the case of Vocational/Restructured/Semester courses, which consist of English and Additional Language papers in the different semesters along with Core/Auxiliary/Vocational papers, moderation for English and Additional Languages can be awarded even if it does not make a candidate eligible for completion of the semester.

2.3. LLB (Annual Scheme)

Moderation shall be awarded only for securing a whole pass for a year and not for securing pass for individual parts consisting of one or more papers for which minimum marks are prescribed for a pass.

2.4. LLB (Semester Scheme)

Moderation shall be awarded only to secure a pass for the whole of a semester/ semesters.

2.5. B.Tech Examinations

Moderation shall not be given to enable a candidate to secure a pass only in one or more subjects of the semester if it does not enable him to pass the whole semester. Subject moderation under special cases may be granted without prejudice to this rule.

3. In the case of Examinations of professional courses that are conducted according to the regulations of the statutory bodies constituted for the maintenance of standards of teaching and examination of these courses, moderation recommended, if any, shall be in conformity with the rules prescribed by the AICTU/MCI/PCI etc.
4. Tabulation Register shall not be presented to the Boards of Examiners at its meetings for finalisation of results. A detailed statistics of results with all relevant information shall be given to enable the Boards to make appropriate recommendations.
 - 4.1. The moderation recommended by the Boards shall be effected only with the approval of the Controller of Examinations.
 - 4.2. The Boards of Examination shall recommend moderation only in appropriate case and subject to these guidelines. The University shall have the right to accept or reject the moderation recommend by the Boards.
 - 4.3. The moderation of marks effected in the Tabulation Register by Assistants shall be meticulously verified by the Section Officers concerned and each moderation of marks shall be initialled by the Section Officer in the 'Total' column. The Assistant Registrars shall check the moderation effected, at random, to ensure proper implementation of moderation norms and affix signature.
 - 4.4. The Assistant Registrar of each wing shall consolidate the details of moderation granted at each session of the examination and put up a report for review by the Controller of Examinations.
5. Moderation cannot be claimed as a matter of right by the candidates.
 - 5.1. The details of moderation awarded shall be treated as strictly confidential.
6. A copy of these guidelines shall be made available at the meeting of the Boards of Examiners, for compliance.

Chapter 9

CERTIFICATES

9.1. Provisional Certificate

A provisional certificate is issued to a candidate during the period after the publication of the result of the examination taken by the candidate and before the issue of the Original Degree/Diploma Certificate.

Application for provisional certificate has to be submitted in the prescribed form and it shall be accompanied by the document proving remittance of the prescribed fee. All applications for provisional certificates shall be addressed to the Assistant Registrar dealing with the examination concerned.

All applications for provisional certificate shall be processed and the certificates issued, as far as possible, on the date of receipt of applications itself. Those who want to get their certificates by post shall enclose adequately stamped self-addressed envelope along with the application.

Provisional Certificates shall be prepared in the approved printed format available in book forms with counterfoils, with the pages machine numbered serially. The details entered on the certificates shall be carefully noted on the counterfoils also. The Assistant who attended the tabulation work of a candidate shall ordinarily prepare his/her provisional certificate. But in urgent cases, the Section Officer can direct any other assistant to prepare the certificates.

The Assistant Registrar concerned shall sign the provisional certificates. The Assistant who prepares the certificate, the Assistant who verifies the entries on the certificates, and the Section Officer shall attest them before they are put up for signature by the Assistant Registrar. The Verification Report on the application shall be signed by all the Officers mentioned above and the verified application shall also be placed along with the Provisional Certificate when it is put up to the Assistant Registrar. The seal of the University shall be affixed on the certificates in such a way that half of the impression of the seal is on the counterfoil of the certificate.

The number and date of issue of the Provisional Certificate issued shall be noted in the remark column of the Tabulation Register.

There shall be no provision for issue of duplicate provisional certificates. However, additional provisional certificates can be issued in deserving cases as decided by the Controller of Examinations after levying the prescribed fee.

A Stock Register of Provisional Certificates shall be maintained in the Section and the details of the books received from the store and the number issued for use and balance available in the Section shall be noted in the Stock Register. The counterfoils of used books shall be kept under safe custody for the prescribed period. The details of fee remitted by the candidate shall be entered in a fee fund register maintained in the Section.

9.2. Diplomas and Degree Certificates

The Syndicate is the authority to grant degrees, diplomas, titles, certificates and other academic distinctions to persons who shall have passed a prescribed course of study in a college or institution maintained and shall have passed the prescribed examination or examinations or who shall have carried on research under prescribed conditions.

Candidates who have passed the various examinations conducted by the University become eligible to receive the degrees, diplomas, titles and certificates only after the Syndicate at a formal meeting held after the date of publication of the results, resolves to award the degrees, diplomas, titles and certificates to candidates who have passed the examinations during the period mentioned in the resolution.

In the case of courses, which prescribe a specified period of internship or training as a pre-requisite for the completion of the course, degrees shall be awarded only at a meeting of the Syndicate held subsequent to the date of completion of such internship/training.

9.3. Diplomas for Degree Examinations

A Diploma under the seal of the University and signed by the Vice-Chancellor shall be issued to each successful candidate at an examination for a Degree. The Diploma shall set forth the date of the Examination, the subject in which he/she was placed and the subjects in which he/she gained distinction, if any. A certificate signed by the Controller of Examinations shall be given to each successful candidate at an Examination, other than for a Degree. The Certificate shall set forth the date of the examination, the subject in which the candidate was examined, the Class in which he/she was placed and the subjects in which the gained distinction, if any.

All applications for Degree/Diploma shall be made in the prescribed form available in the University Office. The filled in applications shall be sent to the Deputy Registrar in the University in charge of the examinations concerned, as mentioned in the instructions given in the application form. The prescribed amount of fee shall be remitted and the Pay-in-slip/Chalan/Demand Draft shall also be attached to the application.

The applications for Degree/Diploma shall be received only in the Tappal Section (Exams) and from there the applications shall be sent to the Section dealing with the issue of degree/diplomas (D.D. Section). The dealing Section shall not receive applications directly from the applicants. In the D.D. Section the amount of fee remitted by the candidate and the mode of remittance are verified. The details of the name of the applicant, examination passed, register number/numbers, year/years and month of examination are noted in the registers maintained in the Section. The applications registered in the Section are sent to the concerned tabulation Section/Section dealing with preparation of the Certificates. Defective applications are recorded in another register and memos are sent to such applicants to rectify the defects pointed out. When the applicants rectify the defects pointed out, their applications are also sent to the tabulation sections/P.D. sections as mentioned above.

The tabulation section shall prepare a Register of candidates for each examination. The Register shall contain, 1) Serial number 2) Name of the candidate 3) Register No. 4) Date of birth 5) Religion/Community 6) Fee particulars 7) Examination particulars 8) Result and 9) Remarks. The Register shall be page numbered and a certificate as to the total number of pages shall be recorded in the facing sheet. The total fee due, fee collected, balance due shall be recorded at the end of each centre. The details of balance due shall be carried over to the arrear register and the action taken to realize the amount be noted. Each page shall carry initials of Assistant who prepared and compared, the Section Officer and the Assistant Registrar. The completed register shall be submitted to the Controller of Examinations for signature in the last page. In the case of examinations for which separate Degree preparation Sections (P.D. Section) exist, the tabulation section shall forward the Register of candidates to the concerned P.D. Section.

Application for Degree/Diploma shall be checked with reference to the Register of Candidates/Tabulation Register of concerned examination and a verification report shall be prepared in the application, compared and attested. The letters DCP (Degree Certificate Prepared) shall be noted in red ink in the remarks column of the Register of Candidates/Tabulation Register against the name of the candidate with date. Diplomas shall be written neatly and legibly using Indian ink without any correction or erasure. If any corrections become necessary a fresh form shall be used and the old one cancelled and kept in the file. The written diplomas shall be compared. The name of the Section, the names of Assistants who prepared and compared the Diplomas. The name of the Section Officer and Assistant Registrar shall be recorded on the reverse side of the diploma in the space provided for the same and duly signed against their names. A statement showing the name of the Faculty, Examination, Total No. of Degrees, Total No. and Serial No. of formats cancelled, Name of student, Register No. and Year of passing, D.D. No., Degree serial No. and Remarks is prepared in duplicate. The Section Officer shall verify the diplomas and signs the verification certificate and statement. A stock register of Diplomas shall be maintained in the P.D. Sections/Tabulation Sections and total No. of certificates issued/cancelled and the balance available shall tally with the total number of printed forms received in the section. Cancelled diplomas shall be entered in the register and the number of cancelled diplomas shall be reckoned as issued for balancing the entries in the Stock Register. The diplomas along with the Stock Register, applications and statement in convenient lots are put up to the Assistant Registrar who shall verify the diplomas with reference to the verification report in the application and statement and sign on the verification certificate on the reverse of the diplomas. The Assistant Registrar may return the applications for diplomas to the sections concerned after proper authentication. The Assistant Registrar shall also arrange to submit the diplomas along with the statement and Stock Register to the Joint Registrar through the Deputy Registrar concerned. The Joint Registrar shall also sign the Stock Register and return the same to the concerned section before submitting the diplomas for favour of signature by the Vice-Chancellor, through the Controller of Examinations. The Vice-Chancellor's Office will retain one copy of the Statement and return the duly signed diplomas to the section concerned.

The Degree Certificates received back in the section with the signature of the Vice Chancellor are returned to the D.D. Section along with the applications and necessary statements. The D.D. Section shall note down the details of the Degree Certificates and send them to the students under registered post through the Despatch Section.

Fast Track System : Degree/Diploma will be issued within 10 days if applied alongwith the additional fee prescribed by the University from time to time for the purpose. Only the Degrees that have been awarded by the Syndicate will be issued. All the procedures prescribed above shall also be followed while preparing the Degrees under the Fast Track System.

Important : Extreme care shall be taken while preparing the verification reports. The names of the candidates shall be written in capital letters exactly as given in their qualifying certificates. The Register numbers and year of examinations shall be neatly and legibly written without any corrections. The names of subjects shall also be so written that the individual letters can be identified by persons not familiar with the names of the subjects or the spelling of those names. Titles of Ph.D. thesis, especially these with Greek and Latin words shall be written in the same way as they shall appear in the certificates. Section Officers shall meticulously check the entries made by the Assistants in the verification reports to ensure that correct and unambiguous reports are prepared.

If any certificate has to be cancelled due to any error occurred at the time of preparation or for errors detected subsequently, it shall be cancelled only after obtaining the orders of the Controller of Examinations. A degree certificate once signed by the Vice-Chancellor shall be cancelled only after obtaining the orders of the Vice-Chancellor irrespective of whether the certificates was issued to the candidate or not.

A mistake Register of Degrees shall be maintained in each section for entering the details of degrees cancelled and the reason for cancellation and shall be put up along with the note requesting sanction for cancellation.

All officers involved in the preparation of degree certificates shall be held responsible if cancellations of degrees are caused due to their carelessness, resulting in loss of valuable stationery and wastage of human resources.

9.4. Diplomas for Examinations other than for a Degree

A Certificate signed by the Controller of Examinations shall be given to each successful candidate at an examination, other than for a Degree. The Certificate shall set forth the date of examination, the subjects in which the candidate was examined, the class in which he/she was placed and the subjects in which he/she gained distinction.

The procedure for processing applications shall be the same as that for degree diplomas. In such cases a stock register of certificates shall be maintained in the sections and the total number of certificates issued/cancelled and balance available shall tally with the total number of printed certificate forms received in the Section. Cancelled Certificates shall be entered in the register and the number of cancelled certificates shall be reckoned as issued for balancing the entries in the stock register.

9.5. Issue of duplicate certificates

If the Degree/Diploma certificate issued to candidate has been irrecoverably lost, a duplicate of the certificate shall be issued subject to the following conditions.

1. Application for issue of duplicate certificate shall be submitted in the prescribed format remitting the required fee as applicable at the time of application.
2. An affidavit signed by the candidate and attested by a Notary Public, explaining the circumstances which led to the loss of the certificate shall be enclosed with the application.
3. In the case of a Regular Candidate, Course and Conduct Certificate from the Principal/ Head of the Institution where he/she had studied shall be enclosed with the application. Private Candidate shall enclose a Conduct Certificate from a Gazetted Officer in lieu of this.
4. An undertaking from the candidate to return the duplicate certificate to the University for cancellation if the original certificate happens to be recovered subsequent to the issue of the duplicate, shall also be obtained from the applicant.
5. Applications for issue of duplicate certificates shall be posted in a separate register and the procedure followed for the issue of original certificate shall be followed for the issue of duplicate certificates also.
6. The P.D. Sections/Tabulation Sections shall also record the details of issue of duplicate certificate in the Tabulation Registers and Register of Candidates.
7. If an occasion arises for considering a request for issuing a Triplicate of a certificate to a candidate, the case may be disposed of after examining the special circumstances of the case and obtaining the orders of the Vice-Chancellor.

8. Duplicate certificates of degree/diploma examinations shall be prepared in separate format made available for the purpose and shall be signed by the Controller of Examinations.

9.6. Duplicates of Pre-Degree Pass Certificate and other Certificates

The procedure mentioned above shall be followed for the issue of duplicate of Pre-Degree Pass Certificate and the Certificates of other Examinations conducted by the University. The Duplicates of these Certificates shall be signed by the Controller of Examinations.

9.7. Rank Certificates

The University publishes a Rank list for each examination conducted every year, Candidates shall be ranked in the order of merit based on the total marks scored by them. Ranks shall be awarded subject to the provisions in the regulation if any, and norms fixed by the University from time to time.

Ranking of an examination shall be done only after the revaluation process in respect of all the applications for the particular Examination have been completed.

9.8. Position Certificates

Candidates who secure positions from fourth to tenth in the rank list shall be issued Position Certificates indicating their position in the rank list.

Applications for Rank Certificates and Position Certificates shall be submitted in the prescribed format remitting the prescribed fee. The rates of fee shall be the same for both Rank Certificate and Position Certificate.

Rank Certificates and Position Certificates shall be signed by the Controller of Examinations. The Section dealing with the concerned examinations shall prepare the certificates. Rank Certificates and Positions Certificates shall be prepared in the prescribed printed format and shall be put up for signature of the Controller of Examinations along with the approved Rank list of the examinations.

9.9. Migration Certificate

Candidates who have undergone a course of study in this University and secure admission to courses of studies in other Universities shall be issued Migration Certificates if they apply for the same in the prescribed format with the prescribed fee, provided they have completed the formality of registering as matriculates of this University irrespective of whether they have registered for any examination of this University or not.

In the case of students who have undergone a course of study in an institution under the University, their applications shall be countersigned and forwarded by the Head of the Institution where they have undergone the course of study.

Candidates who have obtained Private Registration for an examination shall submit their applications for Migration Certificate direct to the University without countersignature.

In the case of candidates who have appeared for any examination, an attested true copy of the mark list of the examination last taken shall also be forwarded alongwith the application.

Those who have completed S.S.L.C. from schools under the jurisdiction of the University will be issued Migration Certificate for joining higher studies out side the State. Such candidates shall apply for matriculation also while applying for migration Certificate remitting the prescribed fee for matriculation as well as migration.

The applications for Migration Certificate shall be processed in the section maintaining the Register of Matriculates. On receipt of the applications the details of the applications are posted in registers maintained for each examination. The applications are then checked for any obvious defects such as shortage of fee, production of necessary documents and correctness of the entries in the relevant columns. Defective applications are returned to the students along with Defect Memos for rectifying the defects. Applications, which are in order, are sent to the concerned tabulation sections for verifications of the details of the examination last attended by the candidate. The tabulation section shall verify the details furnished by the candidates and attest the verification report on the applications. The entry 'Migrated' shall be made in the Remarks column of the Tabulation Register and the Register of Candidates maintained in the Section. The word 'MIGRATED' shall be noted in the Matriculation Register against the name of the candidate.

When the verified applications are received back in the Section, a certificate in the prescribed format shall be prepared and signed by the Deputy Registrar in charge of the Section.

The number and date of each Migration Certificate and the details of institution to which it was issued shall be noted in the register maintained in the Section.

9.10. Confidential reporting of marks

The University has made a provision for confidentially reporting the marks secured by a candidate at the final year examination of a course to other Universities or Institutions for purposes of applying for admission to other courses or employment purposes, before the official publication of results. Candidates who wish to avail the benefit of this provision shall apply to the Controller of Examinations in the prescribed application form remitting the prescribed fee. The applicant shall state the purpose and the details of the Institution to which the marks are to be reported. The application shall be countersigned by the Head of the Institution where the candidate studied. A stamped envelope with the address of the Person/Institution to whom the marks are to be reported shall also be enclosed with the application. The marks shall be communicated to the Person/Institution concerned with a request to keep the marks confidential till the official publication of results by the University.

9.11. Corrections in Certificates and Mark lists

Corrections in the entries in the certificates and mark lists issued by the University are not permissible except in the case of corrections necessitated as a result of any disparity with the name entered in the qualifying certificate of the previous examination passed by the candidate, allowed by the University subsequent to the issue of the certificate/mark list. The candidate shall submit an application alongwith the certificates, which need correction.

In the case of change of name in the University records and documents, the candidate shall notify the name change in the Kerala Gazette and apply to the University in the prescribed form with a copy of Gazette notification. The candidate shall remit prescribed fee.

Method

An asterisk may be marked boldly on the top of the first letter of the name of the candidate written in the mark list. On the bottom margin of the mark list an entry *Name since corrected as (correct name)....." Shall be made and signed by the Assistant Registrar with date and official seal. The Section concerned shall also prepare a brief note signed by the Assistant and Section Officer showing the reason for correction along with the mark list so corrected, when submitting it for attestation by the Assistant Registrar.

In the case of change of name sanctioned by the University, the entry on the bottom margin of the marklist shall be *Name since changed as.....(changed name) sanctioned vide U.O. No.....dated.....”

In the case of certificates the corrections shall be attested by the Controller of Examinations under his/her hand and seal.

The corrections so effected shall also be made in all the records in the Section pertaining to the candidate and attested by the Section Officer.

9.12. Cancellation of Mark lists

If the mark list issued to a candidate is later found out/reported to be defective either in the entries of marks or in the details of subjects recorded in the mark list, the defective mark list shall be cancelled and a fresh mark list shall be issued to the candidate.

If the mistake is detected by the staff in the Section, the candidate may be directed to surrender the marklist for correction. If the defect is reported by the candidate or by the Head of the institution where the student had studied, the records in the Section may be checked and if any correction in the records becomes necessary to rectify the defects, immediate action may be taken to rectify the defects and to issue a fresh mark list to the candidate.

A brief note shall be put up explaining the reason for the defect and requesting sanction of the Assistant Registrar for effecting the correction in the records, for cancelling the mark list issued already and for issuing a revised mark list. The Assistant Registrar shall issue orders or cancellation of mark lists. If the Assistant Registrar considers that the nature of the defect is serious, and if the number of cancellations is abnormally high, the matter may be reported to the Controller of Examinations before issuing orders for the disposal of the case. If correction of entries in the Tabulation Register is necessary, it shall also be attested by the Section Officer and the Assistant Registrar concerned. In no case cancellation of mark lists once issued, shall be made without the orders of the higher officers as mentioned above.

The revised mark list shall be returned to the Head of the institution where the student had studied for effecting the necessary corrections in the records maintained in the institution. In the case of private/reappearance candidates, revised mark lists shall be issued directly to the candidates.

9.13. Attestation of Certificates and Mark lists

The Registrar is the authority to attest the documents issued by the University. Candidates have to pay the prescribed fee and apply in the prescribed format for attestation of documents. In the case of certificates and mark lists, verification has to be done by the concerned Tabulation Section in the examination branch. The document received in a Section for attestation shall be thoroughly scrutinized by the concerned Assistant to ensure that all the entries in the documents are exactly the same as those in the records maintained in the Section. If the entries are the same as those in the records, the Assistant shall write in his/her own handwriting the word "Attested", near the lower left hand corner of the documents, without obliterating the entries in the document and put his/her initials below it. The Section Officer shall verify the documents with reference to the original records and put his/her initials in token of his/her verification. The documents and the note shall thereafter be sent to the Registrar through the Deputy Registrar and Joint Registrar of the concerned branch, who are also to initial the documents after such verification as they deem fit. The documents after attestation by the Registrar shall be returned to the concerned Section for transmission to the applicant.

9.14. Verification of genuineness of certificates and mark lists

The Controller of Examinations is the authorized officer to issue certificates of genuineness of certificates and mark lists issued by the University. If the request for verification is from other universities, foreign embassies, educational agencies or other professional agencies, no fee shall be levied for issuing certificates of genuineness. The documents received shall be verified as in the case of verification for attestation, by the Assistant, Section Officer and the Assistant Registrar. A verification report in the prescribed format shall also be prepared by the Assistant. The Deputy Registrar of the concerned branch is authorized to sign the verification report on behalf of the Controller of Examinations.

If the application for genuineness certificate is submitted by the candidate or by his/her representative, the prescribed fee shall be levied for issuing the certificate.

In processing the applications received for attestation of documents or verification of genuineness, care shall be taken to ensure that they are disposed off within a week from the date of receipt of the applications. If the documents produced are found to be fake or with manipulations, the fact shall also be communicated to the concerned immediately. The officers concerned shall ensure that communications with foreign Universities and embassies are carefully drafted without mistakes and printed/typed on good quality paper.

PRIVATE REGISTRATION

- 10.1** Procedure to be followed in the sections- Subject to the Regulation, Rules, or Guidelines the following Procedure shall be followed:

The University allows candidates to register, for University Examinations in subjects not involving practical examinations, without undergoing regular instruction under an institution maintained by or affiliated to the University. Such candidates have to apply for granting private registration for the examination of their choice and eligibility, for a particular session of the examination. The applications are to be submitted in the prescribed format along with necessary documents, remitting the prescribed fee.

Every year the University issues notification inviting applications for private registration during the month of August. The notification specifies the examinations for which registration shall be granted, the last date of receipt of applications without fine, with fine and other relevant information. The application for the 1 year examination along with the prescribed fee has to be submitted along with the application for private registration. Candidates have to appear for the examination in one of the affiliated colleges. Only the subjects offered in the college can be opted by the Post Graduate candidates.

Applications received in the sections, allotted with the work of processing the applications, are first sorted examination wise, subject wise and year wise. The total number of applications received after a week from the last date fixed for receipt of applications with fine is ascertained. The applications are then divided among the sections/assistants in an equitable manner, under the supervision of the Assistant Registrar in charge of the sections.

The applications are scrutinized in the sections for the following requirements:

(a) Eligibility regarding minimum qualification

The qualifying certificate produced by each candidate has to be verified to ensure the following:

- (i) The Candidate has acquired the minimum qualification prescribed by the University for registration to the examination concerned
- (ii) If the qualifying certificate is issued by a University/Board situated outside the State of Kerala, whether the qualifying examination passed has been recognized by the University as equivalent to the corresponding examination of this University.
- (iii) The Name and Date of Birth of the Candidate given in the application and the qualifying certificate are the same in all respects.
- (iv) The private registration seal of the University is not affixed on the reverse of the certificate in token of private registration granted earlier. (Documents submitted by candidates for re-registration and for change of optional subject shall, however have the seal of private registration affixed on them).

(b) Fee remittance

The document enclosed with the application for proof of remittance of fee has to be checked to verify

- (i) Whether the mode of remittance is an approved one, i.e. pay-in slip from University Cash Counter or from such other remitting centres as approved by the University from time to time, Demand Draft from any of the branches of the State Bank of

Travancore, State Bank of India in favour of the Finance Officer of the University payable at Mahatma Gandhi University Campus Branch of the State Bank of Travancore.

- (ii) Whether the purpose of remittance has been shown correctly.
- (iii) Whether the prescribed amount has been remitted in full.
- (iv) Whether the original of the document is attached (photocopies are not acceptable)
- (v) Whether, in the case of Demand Drafts, the instrument has been drawn in favour of the Finance Officer, Mahatma Gandhi University payable at State Bank of Travancore, Priyadarsini Hills Branch.
- (vi) Whether there are any tampering in the entries in the fee documents
- (vii) Whether, in the case of pay-in-slips, the name and address of the remitter are those of the applicant concerned.
- (viii) Whether the remittance was made in the current financial year in case of (pay-in-slips)
- (ix) Whether the remaining validity period of Demand Drafts is at least 4 months.

(c) Application for Registration as matriculates

All candidates who apply for registration for a course of study or examination of this University for the first time shall have to register their names in the Register of Matriculates maintained by the University. The prescribed application and the required amount of fee shall be submitted along with the applications of candidates coming under the above category.

(d) Application for Recognition of qualifying Examination

The applications of all candidates who have passed their qualifying examinations from Universities/Boards situated outside the state shall enclose applications in the prescribed form for recognition of their qualifying examinations with the required amount of fee and the Migration certificate issued by the University/Board where they studied previously.

(e) Eligibility Certificate

Candidates applying for recognition of their qualifying examinations shall also produce an Eligibility Certificate issued by the Academic Branch of this University. Candidates who have passed the HSC or VHSC conducted by the Kerala Government or AISSCE of CBSE and ISC of CISCE need not produce Eligibility Certificate.

(f) Combination of subjects

Registration shall be granted only for the approved combination of Main and subsidiaries or optional subjects.

(g) Verification of Photographs

The photographs affixed on the application and the Private Registration Memo form shall be copies of the same photograph of the candidate taken within a period of six months prior to the date of application. Gazetted officers or other authorized persons should have attested the photographs as mentioned in the 'Instructions to Candidate' provided with the application form.

(h) Transfer Certificate

The transfer certificate enclosed shall be the one issued by any recognized Institution last attended by the candidate. The name and date of birth in the Transfer Certificate shall agree with those furnished by the candidate in the application. Transfer Certificate shall also be verified for any seals affixed on it for Private Registration granted earlier. If a candidate produces duplicate of the Transfer Certificate, an affidavit duly attested by a Notary Public or First Class Magistrate to the effect that 'the original of the certificate has been irrecoverably lost and that it has not been used for any purpose' shall be required to be produced along with the duplicate of the Transfer Certificate.

(i) Verification of all entries in the applications

The candidates shall be required to fill in all the columns in the application. They shall also sign in the appropriate columns in the application and Private Registration Memo.

(j) Defective Applications

Applications that do not satisfy any one or more of the above conditions are treated as defective applications. Before processing the applications for Private Registration, the Assistant Registrar in charge of Private Registration shall, with the approval of the Controller of Examinations, decide what types of defects can be treated as minor defects and what types of defects can be treated as a major defects warranting rejection of applications without giving chance to the candidates for rectifying the defects. The classification of defects as above shall be commuted to all sections processing the applications for uniformity in issuing defect memos by various sections.

Candidates who have submitted applications with minor defects may be given a chance to rectify the defects within a reasonable time. The defects in the applications may be communicated to the students through printed Defect Memos. The applications and other documents of such candidates shall be retained in the Section till the replies to the defect memo are received or until the lapse of a reasonable time. If no reply is received within the time specified, the applications of such students may be rejected and all the documents may be returned to the candidates concerned.

(k) Recognition of qualifying examination

The applications of those candidates whose qualifying examinations are to be recognized by the University are then sorted out. If they are in order or the defects noted on the applications have been rectified, the recognition of qualifying examination shall be granted on the strength of the eligibility/equivalency certificates furnished along with the application from the Academic Branch of the University. The original eligibility certificate issued by the University and produced by candidates and the original migration certificate issued by the University/Board where the candidate studied last are to be retained in the section. Draft orders granting recognition of qualifying examination passes by the students are put up for approval of the Deputy Registrar. The seal "Recognition of qualifying examination granted" is affixed on the private registration memo of the applicants and signed by the Assistant Registrar.

(l) Registration as Matriculates

The next step in processing of applications is verifying the applications for Registration as Matriculate with Migration certificate and fee receipt required for it. The Register of matriculates of private registration candidates shall be maintained in the private registration sections concerned.

(m) Assignment of Private Registration Numbers

After completing all the steps of verification mentioned above the processed applications shall be sorted out subject wise and the attachments to each application shall be arranged in the order in which these documents were directed to be enclosed, according to the instructions to the Candidates. The details shall then entered in the prescribed register for each subject assigning Private Registration numbers to each application serially according to the order in which they are entered in the Register. The private Registration number assigned to a candidate is written on the application and on the Private Registration Memo attached to the application in the space provided for entering the Registration Number. After completing the entry of a small lot of applications in the Register. the Seal of the University is affixed on the Private Registration Memo in such a manner as to have half of the imprint of the seal on the photograph of the candidate and the other half outside the photograph. Care shall be taken to avoid any obliteration to the photograph while affixing the seal on the Memo, causing difficulty in identifying the student from the photograph. Private Registration seal shall be affixed on the reverse of the transfer certificates and the qualifying certificates in the lot and Register and the applications shall then be put up for approval of the Section Officer and the Assistant Registrar.

(n) Despatch of Private Registration Memo

When the applications are received back after approval, the Memo part of each application shall be detached from the application and this memo along with the application for examination submitted by the candidate together with the details of examination fee remitted shall be forwarded to the tabulation sections concerned. The T.C. and qualifying certificates shall be mailed shall be mailed to the candidates by registered post in the self addressed stamped envelopes received from the candidates.

Chapter 10-A

REGISTER OF MATRICULATES, RECOGNITION OF QUALIFYING EXAMINATION, CONDONATION OF SHORTAGE OF ATTENDANCE AND CONCESSION TO BLIND AND PHYSICALLY HANDICAPPED CANDIDATES

10.A.I Register of Matriculates

1. Persons to be registered:- The University shall maintain a Register of Matriculates, in which the names of the following classes of persons shall be registered:-
 - a) Holders of completed Secondary School Leaving Certificates issued by the Secretary to the Commissioner for Government Examinations, Kerala who have been declared eligible for admission to a course of study in the University.
 - b) Candidates who have passed any other Examination, conducted by any University or other authority recognized by the University as equivalent to the Secondary School Leaving Certificate Examination, and who are admitted to a University course of study.
 - c) Holders of any degree, title diploma or certificate other than those specified in clause (a) or (b) on first admission to a University course of study.

- d) Persons other than those specified in Clause (a) or (b) or (c) who with or without exemption from attendance certificates, are permitted to appear for the first time for any examination of the University.
- e) Persons other than those specified in clause (a) or (b) or (c) or (d) who are candidates for admission to a Research Degree of the University.
2. Other Categories to be registered:- All persons who enter upon a course of study or research in the University or appear for an examination of the University for the first time shall be required to have their names registered in the Register of Matriculates maintained by the Syndicate.
3. Particulars of the Register:- The Register of Matriculates shall set forth in respect of each Matriculate, the following particulars:-
- (i) The name in full (Initials to be expanded)
 - (ii) The name of father or guardian
 - (iii) Age
 - (iv) Religion
 - (v) Mother tongue
 - (vi) (a) School, where educated
 - (b) Number and date of School Leaving Certificate
 - (c) Authority issuing Such Certificate
 - (vii) (a) Accepted examination
 - (b) Date of passing
 - (c) Number of Certificate
 - (d) Authority issuing Certificate
 - (viii) Institution entered with date of admission
 - (ix) University examination for which he/she has been permitted to appear
 - (x) Or Research Degree for which he/she is a candidate
4. Fees:- Every applicant for registration shall pay to the University such fee as may be prescribed by the University from time to time.
5. Date of Receipt of Forms:-
- (1) The Matriculation forms, Recognition forms, etc., required in a college during an academic year shall be sent to the colleges etc., before such date as may be prescribed by the University.
 - (2) The principals of Colleges, shall, on the first working day of every week remit to the University Fund all the amounts collected under the items specified in clause (1) and send the related Matriculation Fee Receipt with chalangans, at the end of every month, with detailed statements.
 - (3) The University Office shall, finalize compilation of the Return of Matriculates by 30th of December of every year and send back the fee receipts to the Colleges so as to enable these institutions to get them on or before the 1st February of the following year.

6. Migration and Re-admission:- Matriculates of this University who have migrated from this University shall have their names removed from the Register of Matriculates. When any such person whose name has been removed from the Register, rejoins this University, he/she shall register his/her name as a Matriculate of this University afresh, after paying the prescribed fee.

The Section maintaining the Register of Matriculates shall strictly follow the instructions in the Statutes. A time schedule shall be strictly followed by for the process. If the dates prescribed in the statutes cannot be enforced, a revised time schedule may be fixed with the approval of the Syndicate.

The Register of Matriculates is an important basic document giving details of students admitted to the courses conducted by the University so special care shall be given to keep the records properly.

The register of matriculates for each academic year shall be in bound volumes, if the register is prepared using printed sheets for convenience, with separate Section for University Departments,, affiliated colleges and other categories. The Register of Matriculates of the students who get admission in the School of Distance Education shall be maintained by the School and that of private registration students by the concerned private registration section.

10A. 2. Recognition of Qualifying Examinations

Candidates who have passed their qualifying examination from Universities/Boards situated outside the State and seek admission to a course of study in an institution maintained by or affiliated to this University or seek registration for examination after private study or apply for Ph.D. registration, shall have to obtain recognition of their qualifying examination from the University.

Recognition of Qualifying Examination shall be granted to such a student on submission of application for the same to the Registrar in the prescribed format, paying the required fee along with the necessary documents, if the qualifying examination passed by the applicant has been recognized by the University as equivalent to the corresponding examination of the University, which is prescribed as the minimum qualification for admission to the course of study/registration he/she has applied for.

Application for recognition in respect of the above category of student shall be countersigned and forwarded by the Head of the Institution where the students are admitted except in the case of students applying for private registration and students of the School of Distance Education of the University. Private registration students and the students of School of Distance Education can submit their applications for recognition without countersignature, along with the applications for registration/admission. The application from colleges and other institutions shall reach the University before the last date fixed by the University.

The following documents shall be forwarded along with the application for recognition.

1. Receipt for the prescribed fee
2. Original Qualifying Certificate and mark lists
3. Migration Certificate in original
4. Eligibility Certificate (original)
5. Photocopy of Ph.D.. Registration order (if applicable)

- Note:-
1. The University has exempted candidates who have passed their qualifying examination Board of Kerala State from producing Migration Certificates.
 2. Candidates who have passed their qualifying examination from the following Boards are exempted from producing eligibility certificate
 - a Higher Secondary Examination Board, Kerala
 - b Vocational Higher Secondary Examination Board, Kerala
 - c AISSCE of CBSE and ISC of CISCE

Exception

The application for granting recognition of qualifying examination received in the Section received in the Section shall be thoroughly verified with reference to the documents enclosed. The processing shall consist of verifying.

1. the amount of fee remitted, date of remittance, mode of remittance (originals of pay-in-slips or remittance certificate required)
2. the genuineness of the original certificate and marklist enclosed (original required)
3. the eligibility certificate issued by the University (in original)
4. Original migration certificate issued by the University/Board where the candidate studied last
5. the correctness of the name of the candidates as given in all the documents produced by the Candidate
6. the entries and signature of the candidate on the application. If any defect/defects is/are noted in the verification, the same shall be communicated to the Head of the Institution in the case of regular candidates and to the students directly in the case of private registration applicants, for rectification.

10A. 3 Issue of Recognition Orders to Regular Students

Draft orders granting recognition of qualifying examination passed by students who have submitted applications without defects and applications in cases where defects have been rectified, are prepared for each college/institute and put up for approval of the Deputy Registrar concerned. Fair copies of the approved orders are taken and issued. A copy of the order is sent to the Principal/Head of the Institution who forwarded the applications along with the qualifying certificates/mark lists by registered post. The original eligibility Certificates produced by the candidates and migration certificates are cancelled and retained in the section along with the application. Copies of the orders are forwarded to the Section preparing the Register of Matriculation and to the concerned tabulation Section. The details of students granted recognition are entered in a Register of Recognition of Qualifying Examinations maintained in the Section, with separate Section for each college.

10A.4 Issue of Recognition Orders to Private Registration Students

The application for the grant of recognition of qualifying examination in respect of private registration candidates are processed in the private registration section and recognition granted after due verification. The Deputy Registrar concerned shall issue orders granting recognition.

10A.5 Fee Fund Register

The details of amount collected towards fee for recognition of qualifying examination and

fee for eligibility certificate (from candidates who are exempted from producing eligibility certificate) shall be posted in the Fee Fund Register maintained in the Section. The entries in the Fee Fund Register shall be checked by an assistant other than the assistant who makes the entries. The total amount collected shall be calculated and a DCB statement prepared. The Section Officer and the assistants shall put their initials on each page of the register. The Assistant Registrar shall sign on the last page of the Register in token of his/her verification.

10A.6 Condonation of Shortage of Attendance

The Principals of affiliated Colleges/Directors of Teacher Education Centres/Heads of University Teaching Departments/ Co-ordinators of University Institutes of Technology shall publish a list of candidates who are short of attendance immediately after the close of regular classes and forward a copy of the list to the Controller of Examinations. The list shall contain the details of total number of working days, the attendance earned by the candidates and the shortage of attendance in days. The list received in the Office of the Controller of Examinations shall be sent to the Section dealing with condonation of shortage of attendance.

Applications for condonation of shortage in attendance shall be made by each candidate in the prescribed format. The applications shall be recommended and forwarded by the Heads of the Institutions concerned. The applications shall reach Office of the Controller of Examinations ten days before the date of commencement of the examination. Late applications shall be accepted on payment of late fee at the rate in force at the time of application. The applications for condonation of shortage of attendance received in the office shall be scrutinized with reference to the following requirements:

- (1) The application shall be forwarded with the forwarding letter of the principle of affiliated college/Principal of College of Teacher Education/Head of the University Department/Principal of University College of Engineering.
- (2) The application shall be filled in correctly with corrections, if any, attested by the Head of the institution.
- (3) The total number of working days, etc. shall be shown in days only.
- (4) The statement of total absence showing the reason for each day's absence shall be forwarded separately. (The prescribed form is shown on the reverse of the application). Absence exceeding 5 days continuously shall be accompanied by, medical certificate, if the absence is on medical grounds. The Head of Institution shall also state against each period of absence, whether timely application for leave has been made and leave granted at that time.
- (5) The application and the statements of absence shall be attested by the Head of the Institution concerned with the Designation seal and the Office seal.
- (6) The prescribed fee has been remitted at the rates in force and the receipt attached with the application.

The student shall earn required attendance for registration of examination as provided in the regulation relating to each course. No candidate is eligible to appear for the examination unless he/she has earned 75% attendance of the total working days for regular courses and 80% for professional courses. The condonation shall not be granted for more than one academic year (within a course period) for any course of study for shortage exceeding 20

days in an academic year. For semester courses condonation will be allowed twice (maximum of 10 days/semester).

Applications not conforming to the above rules shall be rejected.

The Section dealing with the processing of applications for condonation of shortage of attendance shall ensure that the applications received in the Section are processed immediately on receipt from the institutions concerned. A copy of the order sanctioning condonation of shortage of attendance shall also be sent to the tabulation Section dealing with the examination concerned so that the Section is able to ascertain the eligibility of the student for registration to the examination. In no case shall decision in an application be delayed beyond the last date fixed for despatch of Hall Tickets for the examinations.

10A.7 Concessions to Physically/Mentally Handicapped Candidates

Physically handicapped candidates who appear for University examinations are allowed the following concessions such as services of scribes at the examination, extra time to complete the examination, grace marks etc. depending on the degree and nature of disability of the candidates subject to such norms as prescribed by the University from time to time.

10A. 8 Concessions to Blind Candidates

Blind candidates who appear for the University examinations are allowed concessions subject to the norms fixed by the University from time to time.

10A.9 Special Instructions for packing Answer Scripts of Blind students

The Chief Superintendents shall write 'BLIND CANDIDATE' in bold letters on the top of the facing sheet of the answer scripts of blind students at the commencement of each examination and shall forward the answer scripts of blind candidates to the University in separate coves with the superscription 'BLIND CANDIDATE', after each day's examination.

10A.10 Appointment of scribes

Subject to the norms fixed by the University, candidates who are eligible to avail of the services of scribes, the Chief Superintendents of the examination centres are authorized to appoint scribes according to the following conditions:

1. The person appointed as scribe shall not be an employee of the college/centre where the examination is conducted.
2. He/She shall not be a relative of the candidates who is appearing for the examination.
3. The educational qualifications of the scribe shall be less than those of the candidate.
4. A proforma with declaration in the format given below shall be obtained from the scribe.
5. The proforma signed by the scribe shall be forwarded to the University along with voucher for payment, obtained from the scribe.
6. He/She shall be paid remuneration at the rates fixed by the University, from the amount of advance sanctioned to the centre for the conduct of examinations.

Proforma Showing Details of Scribes at the University Examinations

1. Name and Address of the scribe
2. Age and Date of Birth (with copy of the relevant page of SSLC Book)
3. Details of course for which he/she is studying/studied

4. Educational Qualifications
5. Specimen Signature of the Scribe
6. Two copies of the Passport size photograph of the scribe attested by the Principal of the college in which he/she is studying or by a Gazetted Officer, in the case of scribes not studying in Colleges at present.
7. Name and address of the candidate and the examination for which the candidate is appearing
8. Centre of Examination & Register No. of the Candidate

DECLARATION

I hereby declare that the information furnished above is true and that I have not qualified/appeared for any examinations other than those mentioned in clause (4) above.

Date:

Signature of the Scribe

10A.11 Deaf and Dumb Candidates

Granting additional marks: Subject to the norms fixed by the University the deaf and dumb candidates having disability of 40% or more appearing for the University examinations shall be awarded 25% of the total marks for theory papers of all University examinations including professional courses as they are considered to be backward in language ability.

The additional marks eligible for dumb and deaf candidates shall be awarded by the tabulation sections as in the case of award of grace marks to sportsmen on the basis of University order in each case.

10A.12 Method of application

Candidates eligible for concession under any one of the above categories shall apply to the University, on plain paper for claiming the concessions for which they are eligible according to the prescribed rules.

Candidates undergoing courses of study in institutions under the University shall forward their applications duly recommended by the Head of the institution concerned. Private registration candidates and failed/reappearance candidates shall submit their applications directly to the Controller of Examinations.

Applications for granting concessions for physically handicapped students shall reach the Office of the Controller of Examinations not later than 2 months before the date of commencement of the examination concerned.

The applications shall be accompanied by a Medical Certificate issued by a competent specialist Medical Officer in Government Service duly affixed with a recent photograph of the candidate. The photograph must show the actual handicap of the candidate and it shall be attested by the doctor. Attested copy of the medical certificate shall not be accepted.

10A.13 Other conditions

Applications for the concessions shall be submitted for each year's examination of a course.

Previous year's sanction shall not be taken as a precedent for granting the concessions in the subsequent years.

Except in the case of permanent disabilities fresh medical certificates shall have to be produced for each year's examination.

The original medical certificate shall be returned to the candidate after the examinations if a copy of the medical certificate is also enclosed along with the application.

The Grace Marks may be awarded by the tabulation Section and shall not be considered for ranking.

The application for special concession along with original & copy of Medical Certificate and a photograph of the candidate certified by the specialist Doctor shall be submitted two months before the commencement of the Examination.

10.A.14 Processing of applications

The applications for concessions to physically handicapped students shall be processed and their eligibility ascertained after verification of each application with reference to the rules and a brief note with the list of candidates eligible under each category shall be prepared and submitted to the Controller of Examinations for approval. After obtaining the approval of the Controller of Examinations, separate orders for each candidate shall be prepared and signed by the competent officer authorized by the Controller of Examinations. Copies of the orders shall be sent to the candidates, to the tabulation sections concerned, the Principals / Chief Superintendents of the examination centres and to such other sections dealing with payment of remuneration to the scribes, etc.

10.A.15 Notional Registration

Subject to the regulations of each course and norms fixed by the University from time to time Notional Registration may be granted. The students who could not apply for registration to the examination before the prescribed last date for examination for reasons beyond their control from continuing their studies in the next higher class may apply for Notional Registration.

The Syndicate periodically reviews such situations and may decide to extent the benefit of promotion to such students undergoing specified courses subject to the following conditions by granting them a chance to register for the examinations, notionally.

1. The students shall have earned the required minimum attendance prescribed for the year/semester.
2. They shall apply for Notional Registration in the prescribed format and remit the fee for notional registration, as fixed by the Syndicate from time to time, in addition to the normal fee prescribed for the examination.
3. The applications shall reach the office of the Controller of Examinations before the last date for receipt of applications prescribed by the Syndicate.
4. The applications shall be countersigned and forwarded by the Principal/Head of the institution concerned.
5. The benefit of Notional Registration shall not be applicable to Private Registration candidates.
6. The Provision of Notional Registration is applicable to students who are punished for malpractice and are attending regular classes so as to enable them to complete their courses. However, they shall not be allowed to appear for the University Examinations till a final decision is taken in their malpractice cases.

7. Application for Notional Registration shall be entertained only against the University order communicating the decision of the Syndicate in this regard.

10A.16 Processing of applications in the tabulation sections

The applications for Notional Registration received in a Section shall be verified as in the case of verification of applications for examinations received from the regular candidates. In addition to this, it shall be verified that all the conditions prescribed by the Syndicate for granting Notional Registration are satisfied by the applicants.

A list of students who are eligible for Notional Registration shall be prepared with all the relevant details such as Register Numbers allotted to them, etc., and submitted for the approval of the Controller of Examinations along with the applications.

On approval of Notional Registration, the names of students are entered in the Nominal Roll of the Examination and in the Tabulation Registers concerned in respect of the College/ Institution of the students, under a separate heading 'Notional Registration'.

The Hall Ticket of the students are also prepared as in the case of regular students with the marking "NOTIONAL REGISTRATION" in red ink, and issued to the students through the head of the Institution concerned.

10A.17 Betterment of Marks in P.G. Examination

- I. 1. A person who has passed the M.A./ M.Sc./ M.Com. Degree examination in First class/Second Class/Third Class from this University and who wishes to improve his/ her marks will be given one chance to reappear for the same examinations. (The mark restriction prevailed for such reappearance stands cancelled)
2. The examinations already passed by such persons will not be cancelled
3. Candidate re-appearing for the M.A./M.Sc./M.Com. Degree examination will be eligible to receive mark list with the higher marks, if any obtained by them.
4. Those who has not taken their Degrees will be eligible to receive this degrees with the higher class, if any obtained by them at the reappearance, while in the case of those who had already taken their degrees but who obtain higher class at the reappearance, a separate certificate will be issued to that effect.
5. Candidate re-appearing for the M.A./ M.Sc./ M.Com. Degree examinations on the basis of the above concessions will have to appear for the whole examination both the previous and final examinations at one sitting but they need not re-submit their laboratory records. They will have to appear for the examination in the new Scheme and Syllabi if there is any revision. However, candidates will be allowed to appear for the improvement examination in the pre-revised Scheme/ Syllabi only if the University conducts examination in that Scheme/Syllabi.
6. Candidates who re-appear under this regulations shall not be eligible for rank/ medals etc.
7. Candidates who have obtained Migration Certificate from this University after passing the M.A./ M.Sc./M.Com. Degree examination and those who have passed an examination which is considered higher than the one he has already passed, shall not be eligible for appearing for the improvement examination.

10A. 18 Rules for Acquiring Additional Degree / P.G. Degree

Those who have passed degree or P.G. from this University can take additional course in new subjects in two or one year respectively. One can study in a regular college or as a private student and for P.G. course one has only to register by registering for the examination. A student who has taken B.Com. Degree from this University can take additional degree only by undergoing three year course. Those who have taken degree from other Universities can take another degree in different subjects and complete the course in three years. Post Graduates who had obtained his/her U.G Degree from this University can take an additional degree in another subject/faculty provided he/she has the requisite qualification or legibility to join the course.

10A. 19 Guidelines for Conduct of Comprehensive VivaVoce Examination

- 1 The comprehensive viva voce examination is mainly to assess the knowledge of the student on theoretical principles and concepts, developments and applications in the chosen subject of study.
2. All the topics covered in all the papers in all 4 semesters shall form the basis for the viva.
3. 50% of the questions may be simple and direct so that any average student can answer the questions. 30% of the questions may be of a greater degree of difficulty and the remaining 20% of the questions may be of very high degree of difficulty.
4. In order to ensure a certain degree of uniformity and to minimize examiner-to examiner variation, it is advisable to have as an aid, a Question Bank prepared by the Board of Examiners in each subject.

The Question Bank may be prepared in such a way that sufficient numbers of questions of varying degree of difficulty in each unit of each paper shall be available.

5. It may be ensured that the candidate is not nervous and is at complete ease so that he/she would answer to the best of his/her ability.
6. Effort must be to reveal what the student knows rather than to expose what he/she doesn't know, under pressure.
7. The Board may fix the minimum and the maximum number of questions to be asked and the questions may be asked in the order of the increasing degree of difficulty.
8. Scoring must be made at the time of the viva and the total marks must be proportional to the percentage of the number of questions answered correctly.
9. When the viva voce examination is conducted in more than one centre the chairman must make himself available in all the centers at least on the first day to ensure uniformity in the pattern of marking.

Chapter 11

CANCELLATION OF REGISTRATION FOR EXAMINATION

11.1 Cancellation of REGISTRATION to Examinations is limited for the following purposes only:

- (a) For securing admission in other Universities which insist on producing certificate of cancellation of registration to examinations in this University.
- (b) For purposes of joining other courses in this University.
- (c) For purposes of applying for Private Registration/joining School of Distance Education for an examination in this University, subject to specified conditions.

I. Cancellation for Securing Admissions in other Universities and for Joining other Courses in this University

Cancellation of registration is permitted for both Degree and Post Graduate courses. In such cases, cancellation of registration as well as examination of all the examinations of the course for which the candidate has been registered shall be granted.

No time limit is prescribed for applying for cancellation of registration. Applications along with the prescribed fee shall be submitted to the controller of Examinations. The concerned tabulation sections shall process the applications and issue cancellation orders signed by the Assistant Registrar, with the approval of the Controller of Examinations. Necessary entries shall also be made in the Tabulation Registers and the Register of Candidates to avoid the possibility of registering the candidate for the same examination subsequently.

II. Cancellation of Registration/Examination for obtaining Private Registration/Joining School of Distance Education of this University M.A./M.Sc./M.Com. Examination

Candidates who had registered/appeared for the Previous Examination for both Previous and Final Examinations can cancel both registration and Examination taken by him/her. Such candidates can seek private registration/admission to School of Distance Education afresh for the same optional subject or for a different one.

11.2. Cancellation of Examination

The benefits of classification of results and ranking, based on the marks scored by candidates appearing for the examinations conducted by the University are limited to the candidates who pass the examination at their first appearance. The marks secured at subsequent appearance either after absentees themselves from an examination or part/parts/semester/semesters of an examination or after failure in a classification or award of ranks or issue of position certificates. Moreover, there shall be no chance of improvement of marks for the part/parts/semester/semesters for which a candidate has passed scoring less marks than what he/she had expected. In order to extend the benefit of classification and ranking to students who could not appear for examination for reasons beyond their control and to those who could not answer questions to their satisfaction, the University has introduced a provision for cancellation of examinations. Appearance after Cancellation of Examinations will be treated as first appearance for all purposes.

I General Conditions

A. Degree Courses

1. Cancellation pertains to examinations in respect of which results are announced for the whole of the examination consisting of all the papers or for each part/parts, semester/semesters, separately.
2. Application for cancellation shall be submitted to the University within a fortnight from the date on which the candidate has taken the last examination i.e the last paper, written or practical, taken by the candidate for the whole Examination.
3. Application for cancellation shall be forwarded through the Principal of the College together with the hall ticket.
4. Private candidates shall forward their applications through the Chief Superintendent of the concerned examination centre together with their hall tickets.
5. Cancellation shall be allowed at the first appearance only and candidates who cancel the examination taken by them shall get only four more chances to take the examination (and not four more chances to cancel the examination).
6. The different parts of an examination will be treated as separate units and a candidate will be allowed to cancel each part of the examination independently. In the case of B.Sc. Degree Examination main and subsidiary subjects may be taken as separate units as examinations are conducted in different years.
7. Students of B.A./B.Sc./B.Com. Vocational/Restructured can cancel the whole examination of any semester only on the basis of the existing rules for cancellation of other conventional B.Sc. Examinations.
8. If cancellation involves a part of the examination for which there are more than one paper with examinations conducted in different years, the cancellation of the examination of one paper or more papers held in a subsequent year shall result in the cancellation of the examination of the paper/papers he/she had appeared in the previous year/years irrespective of the fact whether he/she had scored higher marks or not for the paper/papers. For example, if a candidate secures high marks for Paper I and Paper II English of the B.A./B.Sc. examination held at the end of the first year of the course and desires to cancel the examination in Paper III English held at the end of the Second year of the course, the examination Paper I and II taken by him at the end of the first year shall also be cancelled.
9. For B.Com Degree Examination also cancellation of the Examination of Part III papers at the end of third year results in the cancellation of all the papers of Part III appeared at the end of the first year and second year of the course.
10. The rules for cancellation of examinations as given above are not applicable in cases where the Syndicate imposes cancellation of examination as a punishment to students who are found guilty of malpractice. Cancellation of examination in such cases shall be effected according to the decision of the Syndicate.

B. Restructured P.G.programmes

The cancellation of examination (within 14 days of last examination) with a view to improve the marks by appearing again for the examination is not permitted.

II. For cancellation of examinations where specific norm are prescribed in the regulations, the same shall be followed

Rules Regarding Additional P.G.Degree

Master degree holders in any faculty of this university shall be permitted to join afresh as regular student under this University for taking another additional PG Degree provided the candidate has requisite qualification to join that PG course and he/she shall study the course for two academic years.

11.3 Rules Regarding Examination Taken by the Debarred Candidates

It shall be primarily noted that the punishment of cancellation of an examination taken by a candidate on charges of malpractice does not imply the cancellation of registration granted to him for the said examination.

Case I - Reports of malpractice at the First Year Examination (Example B.A./B.Sc.)

1. Candidates are eligible to continue their second year studies.
2. Such candidates, if debarred, and are not eligible to register for the second year examinations in due time, shall obtain Notional Registration for Second Year examinations so as to make them eligible for being promoted to continue their studies at the third year classes without any break in his/her studies.

The same has to be done even if the disposal of the malpractice case is pending at the time notified for submitting applications for Notional Registration. Failure to obtain Notional Registration to Second Year Examinations shall render them ineligible for promotion to the higher class.

3. Such candidates after the debarred period shall take the Final Year Examinations as a regular candidate with provision to appear for both Paper I and Paper II of Main Subject with the same Register Number allotted for the Final Year examinations and shall take the Second Year examinations (Part I, Part II & Part III, subsidiaries) as a subsequent appearance candidate.
4. However, if the duration of the punishment period is beyond the actual course period of the candidate, such candidates shall also obtain re-admission to the Third Year Class during the academic year corresponding to the annual examinations which they are permitted to appear after the period of bar.

Case II - Reports of Malpractice at the Second Year Exam.

1. Candidates are eligible to continue their Final Year studies
2. Such candidates after the debarred period can take the Final Year Examinations as regular candidates with provision to appear for Paper II and Paper I (Optional) of the Main subject with the Register Number allotted for the Final examinations and shall also take the Second Year examinations (Part I, Part II & Part III, subsidiaries) as subsequent appearance candidate with provision to improve I Year Papers as all the marks they obtained for the First year examinations stand valid and have to be carried over for reckoning the better marks.

Privately registered candidates shall obtain re-registration for the respective years, as per re-registration rules.

Chapter 12

IMPORTANT REGISTERS TO BE MAINTAINED

12.1. In the Tabulations Sections

1. Casual Leave Register
2. Register of Late arrivals/Early departures
3. Inward Register
4. Register of Answer scripts
5. Register of False Numbers/Key Book
6. Register of Revaluation/Scrutiny of answer books
7. Register of Degree Certificates
8. Register of Malpractices
9. Fee Fund Register
10. Personal Register/Work Diary
11. Tabulation Registers
12. Register of Publication of Result
13. Register of Notification of Examinations
14. Register of Candidates
15. Transit Register
16. Despatch Register
17. Purport Register
18. Stock Register
19. Other Registers specifically directed to be maintained according to the nature of work allotted to each Section.

12.2. In Non Tabulation Sections

1. Inward Register
2. Personal Register/Work Diary
3. Transit Register
4. Other registers directed to be maintained according to the nature of work allotted to each Section.

12.3. Guidelines for the Maintenance of Registers

1. All registers shall have their pages numbered serially
2. No pages shall be torn off or removed from a register. If cancellation of the entries on a page becomes necessary, the cancelled page may be retained in the register with the cancelled entries attested by the Section Officer.

3. A page certificate shall be furnished on all registers of examination results and financial transactions.
4. The entires in the registers shall be neat and legible.
5. For correction of entires in a register, over writing, rubbing and use of correction fluid shall not be resorted to. If any correction becomes necessary it may be effected by scoring off the original entry with a single line and making the correct entry above the scored off entry with the attestation of the person who makes the correction and by the Section Officer.
6. In the tabulation registers and other registers relating to the results and marks of candidates all such corrected entires shall be attested by the person who checks the entires and by the Section officer.
7. The Section officer and the assistants shall sign all the pages of the registers wherever such a procedure is insisted.
8. All the registers shall be put up periodically for inspection by the superior officers.
9. All the registers shall be preserved for the prescribed period and shall be arranged systematically for facilitating easy reference.

12.4 Personal Register/Work Diary

Personal Register/Work Diary shall be maintained in bound volumes. It shall not be maintained in loose sheets or in the form of improvised notebooks. The names of the Section Head and the subject Assistant maintaining the register shall be prominently written on the fly leaf of each volume. Changes in the personnel shall be entered with the dates on which the changes took place.

The number of entries on each page of the register shall ordinarily be three. A full page may, however, be used for currents on which more references are likely to arise and a series of correspondence is anticipated.

Method of Entering Various columns in the Personal Register/Work Diary

Papers shall be registered in the order of the number stamped on them as these are called Current Numbers or briefly C.Nos.

As the Personal Register/Work Diary is a valuable document to trace out the receipts, and to watch the progress of disposal of cases and to check delays, the dealing Assistant shall take particular care to maintain it in the proper form

The currents received in each Section shall be registered in the Personal Register/Work Diary. A new Personal Register/Work Diary shall be opened for every calendar year. A few opening pages shall be reserved for carrying over the entries of files not disposed of at the end of the previous calendar year.

A simplified format of Personal Register/Work Diary for the Examination Branch is appended. **Appendix 6**

Papers received by an Assistant shall be recorded in the register on the day of receipt itself and shall be entered in the order of the current number stamped on it or according to the order in which they are received. *Processing shall be done in the order in which the papers are entered in the register unless specifically ordered otherwise by the superior*

officer/officers. When applications are received in bulk like applications for Provisional Certificates, the details of applicants may be limited to their Register Numbers. In such cases, number of entries on a page need not be limited to three.

Section officers shall periodically check the Personal Register/Work Diary of the Assistants and ensure that all papers received by them are not kept pending without valid reasons. The Assistant Registrar shall check the Personal Register/Work Diary once in a fortnight and shall take necessary steps to deal with any irregularity noticed. The Deputy Registrars shall also examine the Personal Registers/Work Diary periodically.

12.5 Register of Publication of Results

The Office of the Controller of Examinations shall maintain a register showing the details of results of examinations published every year in the format given below.

Sl. No.	Name of Examinations	Date of Commencement of Exam	Date of last exam	Date of Publication of results	Initial of the C.E

Before approving the results of an examination, the necessary details shall be entered in the register and the register along with the results shall be put up to the Controller of Examinations for approval of the results. It is desirable to have separate registers for each faculty for easy accessibility of the details subsequently.

12.6 Register of Notification of Examinations

A register of Notification of Examinations shall be maintained in the office of the Controller of Examinations in the format given below:

Sl. No.	Name of Examination	Date of Notification	Date of receipt of application without fine	Date of receipt of application with fine	Date of commencement of Exam	Initials

The details of all notifications regarding conduct of examinations shall be entered in the register and shall be submitted to the Controller of Examinations along with the draft of the notification for approval. Separate volumes of the register shall be maintained for each faculty for easy reference.

12.7 Preservation of Documents - Each Section of the Examination Branch shall preserve the following documents for the specified period hereinafter provided. The other documents and register shall be preserved for such time as may be directed by the Syndicate from time to time

Sl. No.	Name of Document	Period of Preservation
1	Tabulation Register	Permanent
2	Register of Candidates	Permanent
3	Register of Degree	Permanent

4	Register of Matriculates	Permanent
5	Register of Private Registration	Permanent
6	Register of Publication of Results	Permanent
7	Calendar of Examinations	Permanent
8	Minutes Book of Exam. Board Meetings	Permanent
9	Register of Malpractices	Five years
10	Stock Registers	Ten years
11	Fee receipts	Till completion of audit
12	Fee Fund Register	Five years
13	Revaluation Register	Permanent
14	Register of Scrutiny of answer books	Permanent
15	Purport Registers	Three years
16	Register of received papers	Three years
17	Counter foils of answer books	Two years
18	Applications of Examinations	Two years
19	Mark lists received from Examiners	Two years
20	Private Registration Applications	Three years
21	Application for Recognition of Qualifying Exams	Two years
22	Applications for Degree/Diploma/titles, etc	Two years
23	Applications for Migration Certificates	Two years
24	Counterfoils of mark list	Two years
25	counterfoils of Processional Certificates	One year
26	Applications for Provisional Certificates, Mark lists, duplicates of mark lists, etc.	One year
27	Closed files	As provided in the rules of office procedure applicable to the University
28	Registers of financial transactions such as Contingent Register, Bill Register Cheque Register, etc	According to the direction of Finance Branch of the University

12.8 No documents stated in the forgoing clause shall be destructed without written University order.

12.9 When there is a pending case before a Court of Law or a complaint before any of the officers of the University or the Syndicate or other authorities or Government, the documents/ registers or files which are not in permanent nature as provided in Clause 12.3 shall be preserved and taken into safe custody of the Section Officer is concerned for such period as may be directed by the controlling officers.

MISCELLANEOUS

13.1 Examination Tappal

All communications regarding matters connected with registration to the examinations, conduct of examinations, issue of certificates and mark lists, etc. are received in the following Examination Tappal Sections.

- a. Confidential Tappal and Despatch Section
- b. Tappal Sections

The Examination Tappal shall arrange to receive all such communications and distribute them to the concerned officers/sections and keep detailed records of all the communications received.

13.2 Examination Despatch Section: Unless otherwise directed by written order, all communications, mark lists, certificates and such other documents shall be sent to the concerned from the Despatch Sections.

13.3 Examination Cash Section

Examination Cash consists of two wings; one for receipt and the other for dealing with expenses.

A. Examination Cash (Receipt) (Cash Counters)

This wing deals with receipt and accounting of all Cash/Demand Drafts received towards fee for various services rendered by the University.

All applications along with Demand Drafts, received in the Tappal are first sent to the Cash Section with the details entered in a register. The cash Section shall examine the validity of these drafts and issue receipt for each demand draft. The applications with the receipts attached to them are sent back to the Tappal Section for distribution among the sections. The applications received in the Sections shall not be retained for more than two days. The Demand Draft collected in the cash Section are sorted according to the payee branches and forwarded to the SBT branch in the Campus with necessary statements for arranging collection and for crediting the amount into the MGUF Account. The cash Section shall also arrange for reconciliation of the accounts periodically to ensure that all demand drafts sent to the bank have been collected and credited into MGUF Account

B. Examination Cash (Payments and Accounts)

The main functions of Examination Cash (EC) Sections are:

- (i) Payment of advances for various purposes connected with the conduct of examinations
- (ii) Adjustment of advances paid for various purposes by preparing adjustment bills.
- (iii) Arranging payment of bills of expenditure incurred against the budget allocation under MH.2. Examinations- Contingencies and Other Examination Charges.
- (iv) Keeping accounts of expenditure incurred towards expenses for conduct of University examinations.

13.4 Payment of advances for various purposes connected with conduct of examinations and adjustment of advances

Payment of advances for various purposes like question paper setting, printing of question pauperis, advance to Chief Superintendents, advances to Camp Officers for the conduct of centralized valuation camps, etc. shall be necessary in connection with the conduct of Examinations.

On receipt of requests with orders of competent officers for sanctioning advances, the Section concerned shall issue the orders, with concurrence of the Finance Branch, where ever necessary, after obtaining sanction from the competent authority.

The section shall also prepare contingent bills for drawing the amount according to the stipulations in the Kerala Financial Code and Kerala Treasury Code as are applicable to the University Examination Branch.

A Register of Advances shall be maintained in each Section from where advances are sanctioned for various purposes, with the following details:

- (1) The Name Designation and Address of the person to whom the advance is paid
- (2) The purpose for which the advance is sanctioned
- (3) The number and date of University order sanctioning the advance
- (4) The amount of advance
- (5) Date of payment of advance
- (6) Date of submission of bills/vouchers
- (7) Date of issue of revised sanction for expenditure
- (8) Total amount of expenditure
- (9) Excess amount refunded with details of refund/balance amount to be paid
- (10) Date of submission of adjustment bill
- (11) Remarks

The Advance Register shall be periodically checked to ensure that the advances sanctioned are regularized within the time limit prescribed. In cases of delay of submission of statements of accounts by the person receiving the advance, reminders shall be sent to the concerned to settle the accounts. Inordinate delays in the settlement of accounts shall be brought to the attention of the superior officers for appropriate action. It shall be the duty of the Assistant Registrar and Deputy Registrar concerned to periodically check the advance Registers and take appropriate action.

Arranging payment of bills of expenditure incurred against the budget allocation under Non Plan Expenditure - Examination Expenses-Under Various Budget Codes.

It shall be the duty of EC sections to arrange payments of all bills connected with the conduct of examinations such as payment of remuneration to examiners. T.A./D.A. to examiners, transmission charges, payment of wages to the casual labourers, purchase of stationery, etc after obtaining approval for payment from the authorized officers by preparing bills in the appropriate format for drawing the amount from the budget allocation.

13.5 Keeping accounts of expenditure incurred towards expenses for conduct of University examinations

The sections concerned shall keep accurate accounts of the expenditure incurred for various purpose from the budget allocations, maintaining proper books of accounts. The correct financial position such as the budget allotment for each item of expenditure, expenditure incurred and the balance available shall be shown in all proposals for sanction of expenditure from the budget provision concerned.

Registers to be maintained in the ER sections

The following registers shall be maintained in the sections concerned in additions to the registers prescribed to be maintained by all sections according to the Office Manual;

- (a) Contingent Bill Register
- (b) Register of Advances
- (c) Budget Control Register

13.6 General instructions for ER (Examination Remuneration) Sections

All bills received in a Section shall be entered in the Personal Register/Work Diary of the Assistant dealing with the processing of the bills.

Bills of a particular category shall be processed only in the order in which they are recorded in the Personal Register/Work Diary unless otherwise specifically ordered by the competent officers.

Priority shall be given to TA/DA bills of examiners who come from outside the University to attend duties connected with conduct of examinations. Their payment shall be arranged on the same day of receipt of the bills.

Adequate help and guidance shall be rendered to teachers and other staff for the preparation of bills and statements correctly.

Bills defectively prepared shall be returned to the concerned for rectification immediately and shall not be kept aside without taking any action.

Advances pending regularization shall be closely monitored to ensure the timely adjustment of advances.

The superior officers shall be informed of any situation prevailing in the sections, which may adversely affect the smooth functioning of the sections.

A courteous and friendly behaviour may be extended towards all who approach the sections for official purposes.

13.7 Monitoring and Coordinating Section (Monitoring Cell)

There shall be a monitoring and coordinating Section under the direct supervision of the controller of Examinations to monitor the activities of the various branches of the Examination Wing. It shall be the duty of this Section to closely watch the progress of the various activities connected with the conduct of the examinations according to the Calendar of Examinations prepared for each year.

As a part of the activity of monitoring the conduct of examinations, the Monitoring Cell shall attend to the following items of work also:

1. Work relating to the conduct of C.V. Camps and Collection Camps

2. Work relating to the formation and functioning of Malpractice Prevention Squads.
3. Collection of data relating to examinations for the preparation of Annual Report of the University
4. Collection and compilation of data relating to University examinations and communicating such data to the U.G.C., Central and State Government and to other statutory bodies and organizations, as and when required.

13.8 Examination Calendar

A Calendar of Examinations shall be prepared showing the schedule of various examinations conducted during a year.

The Calendar shall contain the following details

1. The names of all examinations conducted during the year
2. The dates of issue of Notification of examinations
3. The dates of commencement of examinations
4. The probable dates of publication of the results
5. The detailed time table for all examinations
6. A list of main centres of examinations
7. Instructions to Chief Superintendents of examination centres
8. Rates of examination fee fixed for various examinations and for other services connected with the examinations
9. Important provisions in the rules and regulations relating to the conduct of examinations

The work of preparation of Examination Calendar shall start immediately after the issue of notification by the Government on the list of holidays for the ensuing year. The Calendar prepared for the previous year may be taken as a rough guide for designing the Calendar. Information regarding newly sanctioned courses and their syllabi and scheme of examination may be obtained from the concerned academic and tabulation sections. It shall also be ascertained that action has been taken to set question papers for the newly introduced courses and subjects. Details of examinations decided to be discontinued from the ensuing year onwards may also be collected and the details of such examinations may be excluded from the Calendar. The draft Calendar shall be placed before the Syndicate for approval.

13.9 Question Paper Room and Packing of Question Papers

The printed question papers received from the press are stored in a Question Paper Room in the C.E.'s office. This room shall be in proximity with the Office of the Controller of Examinations and shall be under the direct control of the Controller of Examinations. The room shall not be provided with windows but shall have small ventilators covered with wire mesh. There shall be only one door to the room. Everyday when the door is locked after the work, it shall be sealed using melted sealing wax and the metal seal of the University shall be affixed on the wax seal. The key of the room and metal seal shall be kept under the personal custody of the Controller of Examinations. The Officer in charge of the question paper room shall get the key from the Controller of Examinations, every day whenever there is work in the question paper room. Before opening the room, he/she shall ensure that

the seal affixed on the wax on the lock the previous day is not tampered with. If any tampering with the seal is noticed the matter shall be reported to the Controller of Examinations forthwith and further action including opening the room, shall be done only in the presence of the Controller of Examinations. If on opening the room, any unauthorized entry into the room is suspected, the matter may be reported to the police without handling any object in the room. Entry into the room shall be strictly restricted to persons working in the room.

No Telephone connection and Photostat machine shall be provided in the question paper room. Employees working in the question paper room are not allowed to carry any personal belongings such as bags or packets. Mobile Phones shall not be used in the question paper room.

An Officer not below the rank of a Deputy Registrar shall be in charge of the question paper room. The staff required for packing of question papers shall be drafted from the various sections in the University. The Controller of Examinations shall select the staff according to his/her personal conviction regarding the personal integrity of the persons. The staff selected for a session shall work for that session only. The persons selected for packing of question papers shall attend to the work without causing dislocation of their normal duties in the sections.

The work in the question paper room shall be carried out with utmost care and strictly in accordance with the directions of the Deputy Registrar. A security staff shall be posted near the door in the Question Paper room when it is functioning.

When the question papers of an examination are sent for printing, a copy of the code list of the question papers shall also be made available to the Deputy Registrar in charge of the question paper room. He/She shall enter the code numbers and the date of commencement of the examination in a register. The title of the papers shall not be noted in the register. The register shall have columns for noting the date of receipt of the printed question paper, the number of question papers received from the press, the numbers of question papers issued to the examination centres, the number issued to the tabulation sections/centralized valuation camps, the number issued to EB Section the number issued to academic Sections, the number issued to revaluation section and the balance. The code list shall be kept under the personal custody of the Deputy Registrar and shall be returned to the Controller of Examinations every day, along with the key of the room, for safe custody.

It shall be the duty of the Deputy Registrar to watch the timely receipt of the question papers from the press. If any of the question papers of a particular examination are not received before seven days prior to the date of commencement of the examination, the details of such paper or papers shall be reported to the Controller of Examinations for taking appropriate action.

When a question paper parcel is received from the press, it shall be brought straight to the question paper room. In the case of air parcels, it shall be collected from the Airport by a responsible person not below the rank of an Assistant deputed by the Deputy Registrar concerned. The parcel shall be examined to ensure that the seals on the packet are not tampered with. If there is any reason to doubt unauthorized handling of the parcels, the matter may be brought to the attention of the Controller of Examinations before opening the parcels. The packet shall then be opened and the list enclosed within the packet verified with the contents to ensure the following:

1. The inner packets of each paper are separately bundled inside the parcel.
2. The number of inner packets and the number of question papers enclosed in the inner packets tally with the total number of question papers ordered to be printed.
3. Labels indicating the Code Letter of the session of the examination, the Code Number of the question papers and the number of copies enclosed are affixed on all inner packets.
4. The question paper packets placed on the top of the bundle of each paper have small window to view the code number printed on the question paper
5. The code number seen through the window on the packet is the same as that printed on the slip pasted on the packet
6. The question paper packets are properly sealed and that damaged covers are not used for packing question papers.

Any discrepancy noted during the verification of the packets, may be brought to the attention of the Controller of Examinations, immediately.

All the question paper packets relating to an examination shall be arranged in the question paper room according to the order of the Code Number of the papers.

The question paper parcels of one examination alone shall be opened at a time. The parcels containing question papers of other examinations shall be opened only after packing the question paper packets already opened.

13.10 Packing of Question Papers for Despatch to Examination Centers

The tabulation sections shall supply necessary cloth lined covers for packing question papers to the examination centres prepared according to the directions issued to them. The sections are required to send the covers to the question paper room at least 5 days before the date of commencement of an examination. If the tabulation work of an examination is done in more than one Section, it shall be ensured that all such sections forward the question paper covers within the stipulated time. Along with the question paper covers 3 copies of the statement of question papers, a register of question paper statement and 3 copies of the timetable for the examination shall also be forwarded by the tabulation sections.

The question paper covers and question paper statements shall be verified by the staff in the question paper room and it shall be ensured that the entries on the covers and in the statements and register of question paper statement exactly correspond with the details given in the time table for the examination.

All the question paper covers for one paper are sorted out in respect of all the centres of examination. The packets containing the question papers of this particular paper are taken from the question paper bundles and the inner packets of question papers containing the required number of question papers are placed inside each cover. After filling all the covers in this manner, a rechecking shall be done to make sure that the number written on the cover and the number of question papers placed inside the cover are the same. The Code Number of the question paper and the number of inner packets for the paper are carefully noted in the statement of question papers and in the register of question papers. The covers are then sealed using wax and metal seal or specially prepared adhesive sheet with University

emblem printed on it. The sealed packets are sorted according to the centres of examinations and are placed in shelves with pigeon holes marked with the Centre Number of the examination centers.

This process is repeated for each paper of the examination. After packing all the papers in this manner, the covers in each compartment are taken out and the covers are once again checked with the question paper statement to ensure that all the required number of question papers have been packed and the number of inner packets for each paper tally with the number given in the statement. Then all the covers of one centre shall be tied into a bundle using country twine and covered with brown paper. A copy of the question paper statement showing the details of packets shall also be enclosed with the bundle. The Centre Number, address of the Chief Superintendent of the Centre and Parcel Number shall be written legibly on the brown paper cover using marker pen. The bundle shall then be placed in cambric cloth bags of the appropriate size and tightly closed using thread and needle. The details written on the brown paper cover shall be visible through the cloth covering. The bundle is then sealed along the stitches and needlework using either melted wax and metal seal or facsimile. The Parcel Number, address of the Chief Superintendent and the Centre Number shall be written on the cover using marker pen as written on the paper cover inside. In addition to this, a slip with the above details shall also be pasted on the bundle. If the question papers required for one centre could not be sent in a single bundle, the question papers shall be packed in more than one bundle and the total number of bundles for a centre shall be indicated writing 1/3, 2/3, 3/3, etc on the bundles. In such cases statement of question papers shall be enclosed in the first bundle only. The question paper bundles for all the centres shall be packed in this manner.

Question Papers for use in Sub Centres shall be sent to the Chief Superintendent of the concerned Main Centres only, from where the Question Paper Packets inside the bundle for use in the Sub Centres shall be supplied to the Chief Superintendents of the Sub Centres only on the day of Examination of each paper.

13.11 Delivery of Question Papers

The question paper bundles are distributed to the examination centres through the Monitoring Cell in the Examination Wing three days before the date of commencement of the examination.

The Monitoring Cell engages the services of smaller delivery units formed according to the availability of the number of vehicles at the disposal of the Unit. Each delivery unit is assigned a particular route covering a number of examination centres. The units shall also be given special instructions for delivery of each item of article sent to the examination centres. The routes allotted to each units shall be available in printed form with the Monitoring Cell. The details of packets to be delivered to centres in a particular route are carefully noted in such trip sheets and the bundles along with the trip sheets and acknowledgment forms shall be handed over to the delivery unit concerned.

It shall be ensured that the delivery unit receives the bundles of question papers only at the time of starting of a trip and not earlier. When the bundles are taken out of the question paper room, it shall not be stored anywhere except in the delivery vehicle. Bundles once handed over to the delivery unit shall not be received back in the question paper room in the normal circumstances. The Deputy Registrar shall also ensure that the bundles are

delivered at the destinations within the prescribed time limit and the acknowledgements obtained from the centres are collected back to keep record of the proper delivery of the bundles. If priority in the delivery of question papers to a particular centre is to be given, special instructions in Malayalam regarding priority of delivery shall be given to the delivery unit in the trip sheet issued to them.

Out of the balance number of question papers available in the question paper room, required number of question papers shall be delivered to the various sections in the University and for valuation purposes only after the date of the concerned papers in the examination. Question papers already printed but not used for the examination shall not be supplied as mentioned above. They shall be separately bundled and kept apart. The Register maintained in the Question Paper Room shall be completed with relevant entries after the close of each examination.

Instructions for preparation of question paper covers and statements

All Tabulation sections shall prepare question paper covers and statements relating to the examinations dealt with in the sections and sent them to the question Paper Room at least 5 days before the date of commencement of examinations.

13.12 Preparation of question paper covers

1. Cloth lined covers specially prepared for the purpose and available in the Examination Stores shall be used for the preparation of question paper covers.
2. Adequate number of covers only shall be indented from the Store.
3. The covers used shall have the required printed matter clearly visible on it
4. Damaged covers shall not be used.
5. The details regarding maximum number of question papers that can be enclosed in a cover will be furnished by the MC. This fact shall be borne in mind while preparing question paper covers. If more than one cover is used for a paper, the number of packets used shall be shown on the covers (example if there are three covers for a paper, the entries shall be 1/3, 2/3, 3/3, on the first, second and third covers)
6. The details required on the covers shall be filled in exactly as they are given in the time table for the examination
7. All entries on the question paper covers shall be legibly made in Black or Blue ink only
8. Great care shall be taken to prepare covers for all the papers of the examination for which there are candidates appearing from the centre concerned.
9. Question paper covers required for each centre/sub centre shall be prepared by the Assistant dealing with the tabulation work of that centre.
10. Question paper covers shall be prepared and arranged in the order in which the examinations for the different papers are to be conducted according to the time table
11. The name of the examination, the month and year of the examination, the day, date and time of the examination and the title of the paper shall be exactly the same as those given in the time table

12. The number of candidates appearing for a paper shall be correctly shown on the cover. Unnecessarily inflating the figures shall result in wastage of question papers. The excess number of question paper for a paper to be sent to each centre shall not be less than 10 (except in a case where the total number of candidates for a subject is less than 5) or more than 20 of the actual number of candidates presented from that centre.
13. Covers for subjects for which no candidate has been registered from a center shall not be prepared.
14. The question paper covers prepared by one Assistant shall be verified by another Assistant with reference to the time table and other records. The Assistant who prepares the covers and the Assistant who verifies the entries on the covers shall put their initials on the cover in token of their verification.
15. The Section Officer shall thoroughly verify the covers and put his/her initials on all the covers
16. The question paper covers of all centres allotted to a particular Section shall be sent as one lot, and not in installments, with separate bundle for each centre.
17. While allotting sub centres and admitting additional candidates special care shall be taken to ensure that sufficient number of copies of question papers are available at the centres and sub centres. *The Section Officers shall be personally responsible for any shortage or omission of question papers in a subject or subjects in any centre/centres of examination allotted to them*
18. Omissions or shortages of question papers noticed after submission of question paper cover shall be reported to the Deputy Registrar (MC) with an explanatory note, through the Controller of Examinations, for necessary action. The concerned tabulation sections shall make arrangements for delivery of such missing question papers to the center/centres and the expenses involved in such delivery shall be levied from the person/persons responsible for the lapse. Failure to supply the required question papers at the centres of examination shall be considered as a serious lapse of duty and shall invite severe disciplinary action

13.13 Statement of Question Papers

Three copies of Statement of Question Papers and a Register of Question Papers shall be prepared in the prescribed format and sent along with the question paper covers for each centre of examination.

The entries in the statements and covers shall be in the order in which the examinations in the different papers of the examination are conducted according to the timetable

The details furnished on the question paper covers, in the question paper statements and in the Register of question papers shall correspond exactly with the relevant entries in the timetable of the examination. While making entries in the Question Paper Register, care shall be taken to furnish the details of the number of candidates and the number of question papers required on all pages of the register, in the corresponding row against the name of the paper given on the first page of the register to avoid any ambiguity.

13.14 Collection and Distribution of Examination Documents

The conduct of University examinations warrants timely distribution of a number of materials such as blank answer books for writing the examinations. Hall Tickets and Nominal Rolls of students, question papers and other necessary forms among the various centres of examination under the University, distribution of answer books at the residences of the examiners for valuation in the case of home valuation and to the valuation camps in the case of centralised valuation. Collection of answer books from examination centers, collection of valued answer books from valuation camps are also to be carried out according to a fixed schedule.

The Monitoring Cell is entrusted with the work of collection and distribution of all documents and materials relating to conduct and evaluation of University examinations.

A Deputy Registrar shall be in charge of the Monitoring Cell.

He/She shall directly report to the Controller of Examinations

There shall be a number of sub units in the Monitoring Cell, each consisting of a driver and a messenger.

The vehicles available in the Examination Branch for this work shall be under the control of the Monitoring Cell.

A particular route or routes covering a number of colleges/institutions shall be allotted to each unit as its area of operation. All documents intended to be delivered or collected from these colleges/institutions shall be the duty of this unit

The Driver and messenger shall be equally responsible for the proper delivery/collection of materials and the safe running of University vehicles entrusted with them.

13.15 Duties of the Officer in charge of the Monitoring Cell

1. Arranging collection of blank answer books from the Examination Store according to the requirement of each centre of examination as ascertained by the Store keeper based on the number of candidates registered in each centre and arranging its distribution
2. Arrangement for distribution of Hall Tickets, Time Tables and Nominal Rolls of students received from the tabulation sections
3. Distribution of other stationery items such as copies of printed forms, etc required by the examination centres.
4. Collection of answer scripts from the centres of examinations immediately after the examination
5. Delivery of answer scripts to the Centralized Valuation Camps.
6. Delivery of answer scripts at the residence of examiners for Home Valuation
7. Collection of value answer scripts from centralized valuation camps for delivery in the University Office.
8. Collection/delivery of any other article as may be directed by the competent officers

13.16 Guidelines for collection and delivery of examination documents

All the articles received in the Monitoring Cell shall be promptly recorded in registers showing the details such as (a) Date of Receipt (b) Name of Section (c) Name of article received (d) last date for delivery (e) Name and address of the Person/Centre of Examination for delivery (f) Special instructions for delivery, if any (g) Unit to which allotted (h) date of delivery (i) Date of delivery of acknowledgments to the Section.

All sections in the Examination Branch shall provide the necessary details as above while sending articles to the Monitoring Cell for maintaining the registers in Monitoring Cell.

Articles, which are to be delivered to the Centres according to the time schedule fixed by the University, shall be entrusted with the Monitoring Cell at least two days before the last date fixed for such delivery. The Section Officers shall be responsible to ensure that the sections under their control comply with this requirement. The Assistant Registrar concerned shall monitor the same.

All the article received in the CD Unit shall be treated as strictly confidential and unauthorized persons shall not be permitted entry into the Unit and handle the articles, under any circumstances.

The delivery units shall be given detailed instructions, in writing, regarding the proper methods of delivery and for meeting all contingencies likely to arise during the discharge of their duties.

Logbooks shall be maintained by the drivers of all the vehicles for recording the details of journeys

A Trip Register shall be maintained, in the Monitoring Cell, for each vehicle, whether hired or owned by the University. The register shall contain columns for recording (a) Date of journey (b) Name of Driver (c) Name of messenger (d) starting time (e) destinations (f) route (g) Expected date and time of return, (h) Actual date and time of arrival in the University (j) Initials of Driver/Messenger.

While planning trips great care shall be taken to cover as many destinations as possible within the time limit and to avoid unnecessary trips.

Urgent trips shall be arranged in case where timely delivery is vital.

Lapses on the part of tabulation sections, which necessitate special trips or cause undue delay in the delivery of articles, may be brought to the notice of the Controller of Examinations and the Branch Officers concerned.

Chapter 14

MALPRACTICES IN THE UNIVERSITY EXAMINATIONS

14.1 Malpractices in the University Examinations includes any act or acts by a candidate or by his/her agents performed with the intention of gaining undue advantage in the evaluation resorting to unfair means during the examination or afterwards. Causing obstruction of the smooth conduct of examination, preventing others from appearing for the examination, causing interruption in their performance at the examination and tampering with the records of the examination are also included within the purview of malpractice. The Chief Superintendent or Additional Superintendent or invigilator as the case may shall inform the Police in working if there is once malpractice of any criminal act is noticed inside and outside of the examination hall.

14.2 Different types of malpractices and the punishments for them are given below:

Sl. No.	Types of Malpractice	Punishment
	<u>Within the Hall</u>	
1.	Introduction of any material relevant to the Examination, inadvertently	Debarring for one or two chances
2.	Introduction of any material relevant to the examination, wilfully with the intention of copying and possession of the same	Debarring for three chance
2 (a)	Then resisting to hand over the material to the invigilator	Debarring for six chances
3.	Introduction of any material and copying from it or attaching the same, as part of the answer scripts	Debarring for six chances
4.	Copying from the neighbour's answer scripts, depending on the gravity and extend as reported by the examiners	Debarring for two to three chances
5	Copying from the neighbour and disobeying the invigilator or resistance to instruction from authority	Debarring for four to six chances
6	Using filthy language in the answer scripts depending on the extent and gravity	Debarring for three to six chances
7	Copying from any material and resisting the instruction of invigilator	Debarring for six to eight chances
8	Manhandling or threatening the invigilator/officers or any authority of the University	* Permanent debarring * Inform to Police
9	Impersonation	* Permanent debarring *Report to the Police
	<u>Hampering the conduct of Examinations</u>	
1	Disturbance outside the Hall reported by HOI depending on the gravity and extent of disturbance	*Registration shall be suspended or cancelled Debarring for 2 chances to permanent debarring *Reference to Police

	<u>Tampering with the arrangement such as</u>	
(a)	Sitting at wrong seat	Debarring for one chance
(b)	Rubbing of Reg. Numbers	Debarring for one chance
(c)	Threatening the neighbour to show the answer script	Debarring for two chance
(d)	Threatening the invigilator, peons, attenders	Debarring for three to six chances
(e)	Shouting answers from outside	* Registration as student shall be cancelled * Report to the police * Debarring for two chances
(f)	Stealing answer books, additional sheets smuggling question papers outside the Examination Halls	* Registration as student Shall be cancelled * Report to the Police * Debarring for two to four chances
(g)	Breaking open the closed Examination Halls	* Registration as student shall be cancelled * Report to the Police * Debarring for two chances
(h)	Disturbing the candidates from outside	* Registration as student Shall be cancelled * Report to the Police * Debarring for two chances
(i)	Helping neighbours to answer questions in the Examination Hall	* Debarring for two to four chances
(j)	Tampering with answer books of neighbours	* Debarring for 6 chances to permanent debarring * Report to the Police
	<u>Tampering the University Records</u>	
1	Wilful tampering of mark list to promote own interests such as getting admission, etc	* Permanent debarring and withdrawal of pass certificate/degree/ diploma already awarded * Report to the Police
2	Inadvertent tampering of mark list which cannot be used for procuring admission for	Fine or cancelling the particular chance only
3	Forgery in the Hall ticket	Debarring for six chances

In any other case of malpractice the Standing Committee of the Syndicate on Student Discipline shall take appropriate action.

14.3 Instructions to tabulation section for dealing with malpractice cases

All reports relating to malpractice cases received in the University shall first be handed over to the tabulation Section dealing with the particular examination of the student/students involved in the reported cases. The Section Officer shall, immediately on receipt of the report record the details of the case in the Register of Malpractice Cases maintained in the Section. In the Tabulation Register, a circle in red ink shall be made around the name of the candidate/candidates concerned and the entry 'Reported case of Malpractice' shall be made in the Remarks column of the tabulation register. Similar entries shall be made in the office copy of the Nominal Roll in the Section

It is noticed that a few candidates, after being caught for malpractice cases, appear for the subsequent examinations before the disposal of the malpractice cases against them. Hence the various tabulation sections of the examination branch are directed to be very vigilant against this.

It has been noticed that a few candidates involved in malpractice in the examination deliberately suppress their Register Number/Change their examination centre and appear for subsequent University examinations to avoid detection of malpractice cases against them and thus obtain mark list/pass certificates before final decision is taken regarding the malpractice cases against them. They deliberately avoid the personal hearing of the Students Discipline Committee and use the mark lists/pass certificates for higher studies during the pendency of the malpractice case against them. This shall be viewed very seriously and tabulation sections shall initiate necessary remedial measures to curb and control this growing tendency among candidates reappearing for University Examinations.

In this context, the following instructions are also issued.

Malpractice cases shall be noted in the tabulation sheet/sheets of previous and present appearances in red ink, soon after the receipt of the name and register number of the candidates from the Principal/Chief Superintendent of the concerned centre/Chairman of the Board of Examiners. Instances of not forwarding the related documents from the Centre to the University have been noticed. In such cases the Principal/Chief Superintendent shall be contacted to obtain the documents relating to the malpractice cases from the centre and on receipt of the cases, they shall be forwarded to the Students Discipline Cell for further action. The Section Officers of all the tabulation section shall take utmost care to see that all malpractice case files received from the Centres, in a particular examination, have been forwarded to the Students Discipline Cell.

While reporting malpractice cases to the Students Discipline Cell, the Name, Register Number, Year, full Home Address and the details of examinations taken by candidate shall be furnished.

Malpractice case files shall be forwarded to the Students Discipline Cell only through the Assistant Registrar/Deputy Registrar in charge of the concerned Tabulation Section. Malpractice case files of different centers shall not be clubbed together. Each malpractice case file shall be properly tagged so as to keep the documents intact.

The malpractice case files are returned to the concerned Tabulation Section soon after the decision of the Committee. The tabulation sections shall take utmost care to note down the decision of the Committee in the tabulation sheet and also in the Malpractice Case Register maintained in the Section.

The final decision of the Students Discipline Committee shall be promptly communicated to the candidates.

Care shall be taken to keep malpractice case files in safe custody for future reference, if needed. The Section Officer shall be responsible for the safe custody of all the documents relating to malpractice cases.

14.4 Guidelines for the Conduct of Court Cases

Unless otherwise expressly instructed, the following guidelines shall be observed by the tabulation sections in the matter of preparation of Statement of Facts and Compliance of Court direction.

- 1 Each paragraph of the complaint/Petition received from the Court shall be carefully read and answered parwise by the tabulation sections.
- 2 The allegations contained in the Petition shall be refuted based on the relevant provisions in the University act, statutes, ordinance, regulations and Rules, Byelaws and University Orders.
- 3 Any allegation/contention, left unanswered shall be treated by the Court as having been admitted by the University.
- 4 In case any allegation is found to be true, that fact may be brought to the notice of the Vice-Chancellor for further direction
- 5 The time frame stipulated by the Court/Legal Section shall be strictly adhered to
- 6 The Section officers shall be held primarily responsible for any kind of laxity on their part in the conduct of cases
- 7 The Section Officers are expected to be conversant with the relevant laws in their field of activity and are bound to encourage the Assistants in their Sections also to be conversant with the same
- 8 While defending the action of the University, the Section concerned shall see that those actions are well supported by the relevant rules and all the supporting documents shall be produced and marked as annexure/exhibits
- 9 The Section Officers shall in each Section maintain a separate register for Court cases and shall hand over the same to his/her successor in office when relieved of the charge of the Section. The register shall contain the Case number, Name of the Petitioner, subject matter of the case, reliefs sought for against the University, interim orders passed, if any, and status of the cases, viz. pending, disposed, closed, dismissed, etc. and implementation of the directions contained in the Judgement. etc.
- 10 The Case number and details of the interim order, if any, shall be recorded in the remarks column of the tabulation registers against the relevant entries in the tabulation Register. If the Examination taken by a candidate is subject to disposal of the case filed by or on behalf of him/her, that fact shall also be recorded in the tabulation register without fail. The details of the disposal of the case shall also be recorded in the Tabulation Register.
- 11 The draft statement shall be submitted to the Assistant Registrar/Deputy Registrar concerned. The Deputy Registrar shall verify the statement and the same may be returned to exam Legal Section for further modification, if necessary. The Exam Legal Section shall then submit the same to the Joint Registrar.
- 12 Issue of Hall Ticket, taking part in the Exams, Publication of results releasing of Mark-lists, Provisional Certificate, Degree Certificate, etc of the candidate referred to in Para

- 10 shall be strictly in accordance with the directions of the Court. Any doubt in this regard shall be taken up with the Legal Section, for clarification.
- 13 The Exam Legal Section shall forward a copy of the statement of facts furnished to the Standing Counsel and to the concerned Section. The Section concerned shall examine the same diligently and any mistake of law or fact forthwith be brought to the notice of the Legal Section, for remedial measures.
- 14 In case, the Court calls for any record from the Examination Branch, the same shall be forwarded to the Legal Section. The Section shall keep photocopies or the originals of the document, as the case may be, under safe custody, till the disposal of the case and the same shall be handed over by the Section Officer to his/her successor in the event of his/her relief from the office.

The Examination Legal Section shall immediately forward to the Examination Branch, copies of the Interim Orders, Judgements, and letters from the Standing Counsel, etc. It shall be the duty of the Section officer concerned to ensure that the direction contained in the Order/Judgement, etc. are complied with within the time limit specified, if no appeal/review is preferred or filed. In case any outside party brings a copy of the Order/Judgement, etc. directly to the Examination Branch, the same shall be sent to the Legal Section for verification of its genuineness/authenticity and only on confirmation from the Legal Section, further action be taken on the same

All directions/Orders/Judgements received from the Court shall be submitted to the officers of the University for information and orders for compliance. In case those directions/orders/Judgements are against the best interests of the University, or against any regulation/rule/University orders that fact shall also be brought to the notice of the officers of the University requesting specific order as to whether the same have to be challenged through Writ Appeal/Revision or Review or Special Leave Petition etc. and intimate the same to the Legal Section for further action in the matter.

Appendix -1

**MAHATMA GANDHI UNIVERSITY
ANNUAL / SUPPLEMENTARY EXAMINATIONS**

PROFORMA - I

1 a. Name and Postal address of college with pin code

b. Fax No./E.mail

c. Telephone Number with STD code

d. Name of the Principal/Director/Headmaster

e. Telephone No. (Res.) with STD code

2 Name and Designation of the person to be appointed as Chief Superintendent

3 a. Residential postal address of person to be appointed Chief Superintendent

b. Fax No. / E.mail

c. A reference point to locate the house easily

4 a. Maximum Number of candidates that can be accommodated at the college for a session

b. Number of Desks/Tables

c. Number of Bunches/Chairs

5 Specimen Signature of person to be appointed (1)
Chief Superintendent

(2)

6 Name of the nearest affiliated college with approximate distance

Place:

Date:

Signature of the Principal/Director/Headmaster

(Office Seal)

MAHATMA GANDHI UNIVERSITY
ANNUAL / SUPPLEMENTARY EXAMINATIONS
PROFORMA - II

**Details of Senior Assistant Superintendent to be nominated by the Principal/
Headmaster/Headmistress/ Chief Superintendent**

- (Note: 1. This is applicable only to colleges/schools which can accommodate 500 or more candidate at a time)
2. The teacher should be a selection grade
3. He/She should have at least 16 years of service

.....
1. Name and address of Colleges/School

.....
2. Name and Designation of the Senior
Assistant Superintendent

-
3. a. Residential postal address of the person to be
appointed Chief Superintendent
b. Fax No./E-mail
c. Telephone Number with STD code
(1) College/School
(2) Residence

.....
4 Specimen Signature of the person to be nominated (1)
as Senior Assistant Superintendent (2)

.....
(Office Seal)

Place:

Date:

Signature of the Chief Superintendent

Name:

MAHATMA GANDHI UNIVERSITY
ANNUAL / SUPPLEMENTARY EXAMINATIONS
PROFORMA - III

Details of the person authorized by the Chief Superintendent to receive examination materials in his/her absence

.....

1. Name and address of College

.....

2. Details of the Examination / Year

.....

3. Name and designation of the person authorized to receive examination materials in the absence of Chief Superintendent

.....

4 a. Residential postal address of the person :

b. Fax No/ E-mail

c. Telephone Number with STD Code

(1) College

(2) Residence

d. A reference point to locate the house easily

.....

5 Specimen Signature of the person (1)

(2)

.....

(Office Seal)

Place:

Date:

Signature of the Chief Superintendent

Name:

MAHATMA GANDHI UNIVERSITY
ANNUAL / SUPPLEMENTARY EXAMINATIONS
PROFORMA - IV

Details of the main and Additional Answer books received from the University during

1. Name of College/University
Department/ Institute

2. Details of the Examination / Year

3. Name of Chief Superintendent
and address

- 4 No. of Main Answer books
 - a. Received
 - b. Used
 - c. Balance

-
- 5 No. of Additional Answer books
 - a. Received
 - b. Used
 - c. Balance

(Office Seal)

Place:

Date:

Signature and name of the Principal/Headmaster/Headmistress

Mahatma Gandhi University, Kottayam
REVALUATION PROCESS REGISTER

Name and date of Examination Officers in charge Assistant/s
 Last Date of Receipt of Application (with periods of charge) Section Officer/s

	Sl.No.	
	Date of Central Tapal	
	Date of Receipt of Application in the section	
	Name of Applicant	
	Register Number	
	Title of Paper	
	Date of sending CF Request/reminder to Tabulation Section/Computer Centre	
	Date of Receipt of CF/Particulars from Tabulation Section/Computer Centre	
	Date of sending Request/Reminder for Answer Books to CV II/ Examiner	
	Date of receipt of Answer Book from CV II/Examiner	
	Date of despatch of Answer Book for I/II/ III revaluation/reminder	
	Date of receipt of revalued answer book from the examiner	
	Date of Communication of result to the candidate	
	Assistant	Initials
	Section Officer	
	Remarks	

Appendix -6

MAHATMA GANDHI UNIVERSITY, KOTTAYAM

Personal Register/Work Diary of

Assistant

Section

Branch

Sl.No.	Current No	Date of receipt	From whom Received	Reg No.	Year of Exam	Purpose	Enclosures if any	Interim action if any	Final disposal	Date of disposal	Initials Asst./S.O

INDEX

Chapter 1. Organisation of the University

The University	7
Important Provisions in the University relating to examinations	7
Powers of the University	7
Powers of the Syndicate	8
The Academic Council	10
The Vice-Chancellor	10
The Pro-Vice Chancellor	10
The Registrar	10
The Finance Officer	10
The Controller of Examinations	10
Powers & Duties of the Controller of Examinations	11
Duties of Teachers and Non teaching staff in connection with conduct of University examinations	11
Punishment for irregularities by teachers at examination	12

Chapter 2 : Duties and Functions of officers in the Examination Branch

Joint Registrar (Examinations)	13
Deputy Registrar (Examinations)	13
Assistant Registrar (Examinations)	13
Special duties of the Assistant Registrars in the Examination Branch	14
Pool Officer	15
Section Officer	15
Section Officers in the Fair copy, Tappal and Despatch sections	16
Assistants	16
Clerical Assistants	17
Peons	17
Casual Labourers	17
Leave of officers in the Examination Branch	17

Chapter 3 : Office Discipline

Hours of Attendance	18
Identity Cards	18
Marking of Attendance	18
Custody of the Attendance Register	18
Late Arrival	19

Absence during office hours - Maintenance of Movement Register	19
Casual Leave	19
Casual Leave Register	19
Absence from duty	20
Handing over charge by employees	20
Maintenance of Secrecy in the Office	20
Information to the Press	20
Visit of outsiders	21
Taking Papers home	21
Office Decorum	21
Behaviour in the Office	21
Tidiness in office room	21
Holiday duty	21
Meeting and Demonstration inside the office campus during office hours	22
Telephone	22
Behaviour towards the Public, Students, Teachers, Officials and Non-officials	22
Adoption of Helpful Attitude	22
Visiting Time	22
Chapter 4: Appointment of Question Paper Setters & Examiners and Their Duties	
Appointment of Question Paper Setters and Examiners	23
Cancellation of appointments	23
Disqualification	23
Categories of Examiners and their Duties	23
Question Paper Setters	23
Compilation of a list of Teachers	23
Term of Appointment of Examiners	24
General conditions for appointments of Examiners	24
\ Board of Question Paper Setters	24
Duties of the Board of Question Paper Setters	25
Constitution of Board of Examiners	25
Duties of the Board of Examiners	25
Committee of Boards of Examiners	25
Procedure for Appointment of Question Paper Setters	25
Allotment of work	26

Scrutiny of Question Papers	27
Instructions to Question Paper Setters	27
Appointment of Examiners	30
Allotment of work	30
Memorandum of Instructions of Examiners	31
Instructions to Chief Examiners and Chairmen	34
Chapter 5 : Conduct of Examinations	
Date, Place etc. of Examination	38
Registration of Examination	38
Notification of Dates	38
Methods of Examinations	38
Standard of Question Papers	38
Prohibition of Religious belief or profession or political views	39
Arrangements	39
Appointment of chief Superintendent, Assistant Superintendent etc.	39
Appointment and Duties of Chief/Assistant Superintendents	39
Issuance of Hall Tickets	39
Photographs where necessary	39
Centre not to be changed for first time	40
Production of Hall Tickets	40
Cancellation of Hall Tickets	40
Exclusion of candidates for diseases	40
Provisional admission	40
Exclusion of candidates for misbehaviour	40
Report of Results	41
Publication of Results	41
Diplomas and Certificates	41
Change of results for malpractice	41
Debarring candidates and quashing results	41
Punishments for Malpractice	42
Power to frame Guidelines, etc.	42
Arrangements for conduct of University Examinations	42
1) Issue of Notification	42
2) Communication to Centres	43

3) Selection of Schools as Examination Centres	43
4) Appointment of Chief Superintendents	43
5) Allotment of candidates to sub centres	43
6) Requirement of Stationery	44
7) Documents to be supplied to Chief Superintendents	44
8) Payment of Advances	44
Instructions for Packing and Despatch of Answer Scripts	45
Instructions to the Chief Superintendents of Examinations	46
1) Appointment of Chief Superintendent	46
2) Appointment of Assistant Superintendent (Invigilator)	46
3) Allowing candidates to write the examinations with the help of Scribes	46
4) Appointment of Senior Assistant Superintendent	47
5) Additional Chief Superintendents	47
6) Appointment of Invigilators	47
7) Supply of Memorandum of Instructions	47
8) Inspection	47
9) Closure of examination/Duration of Examination	48
10) Postponement of Examination	48
11) Prohibition of Unauthorised persons	48
12) Blank answer books	48
13) Absentee Statement	48
14) Despatch of filled up forms	49
15) Purchase of Stationery	49
16) Avoid Colour Threads	49
17) Advance	49
18) Cancellation of entries in the Answer Book-Facing sheet	50
19) Duties of Invigilator	50
20) Leaving the Examination Hall	51
21) Leaving Examination Hall early/Surrender of Question Paper	51
22) Question Paper Parcels	51
23) Verification of Question paper Parcels/Shortage of Question Paper	51
24) Safe custody of Question Papers	51
25) Keeping of the Question Papers	52
26) Inspection of Question Papers	52

27) Chief Superintendent shall observe the instructions	52
28) Opening the Question Paper Cover	52
29) Distribution of Question Papers	53
30) Opened Question Paper Covers	53
31) Unopened Question Paper Covers	53
32) Exhibition of Time Table	53
33) Admittance of Candidate not included in the Roll	53
34) Candidates having Infectious Diseases	54
35) Use of mathematical Instruments/Tables/Calculators	54
36) Malpractice	54
37) Silence to be maintained in the Examination Hall	55
38) Selection of answer Books/Stock Accounts	55
39) Consolidated Absentee Statement	56
40) Report Regarding Invigilation works	56
41) Police security	56
Instructions to Invigilators	56
Combined Instructions to the Chief Superintendents of the Main Centres and the Sub Centres	57

Chapter 6: A Brief Outline of Important items of work in the Tabulation Sections

Receipt of applications for registration to examination	59
Allotment of applications to various sections	59
Verification of applications	60
a) Centre of Examination	60
b) Forwarding of applications	60
c) Verification of sanctioned strength of students in colleges	60
d) Correctness of the Application Form used	60
e) Fee	60
f) Mode of Remittance	61
g) Qualifying examination passed and verification of certificates	61
h) Filling up of all columns	61
i) Details regarding previous appearances	61
j) Verification of the records of previous registration	62
k) Verification of Signature	62
l) Photograph	62
m) Private Registration Memo	62

Rejection of Applications	62
Preparation of Nominal Rolls	62
Defect memos	63
Reporting probable number of candidates and question papers	63
Preparation of Time table for the examination	63
Preparation of Hall Tickets	63
Dissertation/Project/Thesis	64
Preparation of Question Paper Covers	64
Despatch of Hall Tickets, Time Tables, Nominal Rolls and Instruction to Candidates	64
Preparation of Tabulation Registers	64
Important guidelines for preparing and maintaining Tabulation Registers	65
Methods of valuation of answer scripts	66
Receipt and accounting of Answer Scripts for Home Valuation	66
Conduct of pre-valuation Board meetings	66
False numbering	67
Packing and Distribution of Answer Scripts for valuation	68
Internal Assessment Marks	69
Marks for practical examination and viva-voce	69
Tabulation of Marks	69
Entry of marks on the Counterfoils	69
Centralised valuation	70
Entry of marks in Tabulation Registers	70
Award of Grace Marks	70
Finalizing the results	70
Statistics of Results	70
Meeting of the Board of Examiners	71
Publication of Results and Ranks	71
Issue of Marklists	72
General guidelines for preparation of marklists	72
Additional mark lists	73
Detailed marklists	73
Register of Candidates	74
Fee Fund Register and DCB Statements	74

Register of Arrears	74
Chapter 7 : Centralized Valuation Camps	
Objectives	75
Administration of the Camp	75
The Camp Director	75
The Camp Co-ordinator	75
Pre-Valuation Camp	75
The Chairman	75
The Camp Officer	76
Process of Valuation in the C.V. Camps	76
Duties of Camp Officer	76
The Assistant Camp Officer	77
Working Hours	77
Formation of Team for valuation	78
Valuation of Answer Scripts & Projects	78
Chief Examiner's Remuneration	78
Remuneration to the Chairman, Co-ordinator, Camp director, Camp officer etc.	78
C.V. Camp contingencies	78
Additional Instructions	79
Special guidelines for C.V. Camp Valuation of B.Tech/B.A. Arch. Degree Examinations	79
Guidelines for Mini C.V. Camps for Home Valuation of Answer Scripts with on the Spot Payment of Remuneration for Degree Examination	79
Mini C.V. Camp for Home Valuation with on the Spot Payment of Remuneration to P.G. Examinations (Annual Scheme)	80
Rates of Remuneration to Examiners	80
Guidelines to be followed in Camp Audit	80
Chapter 8 : Scrutiny/Revaluation of Answer Scripts	
Scrutiny of marks	82
Scope of Scrutiny	82
Procedure for Scrutiny of answer scripts	83
Results of Scrutiny	83
Revaluation of Answer Books at University Examination	84
Guidelines for Revaluation of Answer Books of University Examination	84

Special Instruction for processing applications for revaluation	88
Guidelines for Moderation of marks	89
Chapter 9 : Certificates	
Provisional Certificate	91
Diploma and Degree Certificates	91
Diplomas for Degree Examinations	92
Diplomas for Examinations other than for a Degree	94
Issue of duplicate certificates	94
Duplicates of Pre-Degree Pass Certificate and other Certificates	95
Rank Certificates	95
Position Certificates	95
Migration certificate	95
Confidential reporting of marks	96
Corrections in Certificates and Mark lists	96
Cancellation of Mark lists	97
Attestation of Certificates and Mark lists	97
Verification of genuineness of certificates and mark lists	98
Chapter 10 : Private Registration	
Procedute to be followed in the Sections	99
a) Eligibility regarding minimum qualification	99
b) Fee remittance	99
c) Application for Registration as matriculates	100
d) Application for Recognition of qualifying examination	100
e) Eligibility certificate	100
f) Combination of subjects	100
g) Verification of Photographs	100
h) Transfer Certificate	101
i) Verification of all entries in the applications	101
j) Defective Applications	101
k) Recognition of qualifying examination	101
l) Registration as Matriculates	101

m) Assignment of Private Registration Numbers	102
n) Despatch of Private Registration memo	102

Chapter -10A : Register of Matriculates, Recognition of qualifying Examination, Condonation of Shortage of Attendance and Concession to Blind and Physically Handicapped Candidates.

Register of Matriculates	102
Recognition of Qualifying Examinations	104
Issue of Recognition Orders to Regular Students	105
Issue of Recognition Orders to Private Registration Students	105
Fee Fund Register	105
Condonation of shortage of Attendance	106
Concessions to Physically/Mentally Handicapped Candidates	107
Concessions to Blind Candidates	107
Special Instructions for packing Answer Scripts of Blind Students	107
Appointment of scribes	107
Deaf and Dumb candidates	108
Method of application	108
Other conditions	108
Processing of applications	109
Notional Registration	109
Processing of applications in the tabulation sections	110
Betterment of Marks in P.G. Examination	110
Rules for Acquiring Additional Degree/P.G. Degree	111
Guidelines for Conduct of comprehensive Viva Voce Examination	111

Chapter 11 : Cancellation of Registration for Examination

Cancellation of Registration to Examinations	112
Cancellation of Examination	112
A. Degree Courses	113
B. Re-Structured P.G. programmes	114
Rules regarding additional P.G. Degree	114
Rules regarding examination Taken by the Debarred Candidates	114

Chapter 12 : Important Registers to be Maintained

In the Tabulation Sections	115
----------------------------	-----

In Non tabulation Sections	115
Guidelines for the Maintenance of Registers	115
Personal Register/ Work Diary	116
Register of Publication of Results	117
Register of Notification of Examinations	117
Preservation of Documents	117
Chapter 13 : Miscellaneous	
Examination Tappal	119
Examination Despatch Section	119
Examination Cash Section	119
Payment of advances for various purposes connected with conduct of Examinations and adjustment of advances	120
Keeping accounts of expenditure incurred towards expenses for conduct of University examinations	121
General Instructions for ER Sections	121
Monitoring and Co-ordinating Section	121
Examination Calendar	122
Question Paper room and packing of Question Papers	122
Packing of Question Papers for Despatch to Examination Centres	124
Delivery of Question Papers	125
Preparation of question paper covers	126
Statement of question Papers	127
Collection and distribution of Examination documents	128
Duties of the Officer in charge of Monitoring Cell	128
Guidelines for collection and delivery of examination documents	129
Chapter 14 : Malpractices in the University Examinations	
Different types of malpractices and the punishments for them	130
Instructions to tabulation section for dealing with malpractice cases	132
Guidelines for the conduct of Court cases	133
Appendix	135-140