

Ramrao Adik Institute of Technology

Examination Ordinance, 2020

1 Introduction and Definitions

In exercise of the powers conferred by and in discharge of duties assigned under the relevant provision(s) of the D. Y. Patil Deemed to be University Act, 2017, Statutes and Ordinances, made there under, the Academic Council of D Y Patil Deemed to be University hereby established the following Ordinances, namely;

1.1 Background

- (a) These Ordinances shall be called the **Examination Ordinance, 2020**.
- (b) They shall come into force from the Academic Session 2020-21.

1.2 Definitions / Abbreviations

In these Ordinances, unless the context otherwise requires:

1. "**Academic Year**" Two consecutive semesters / one year from the date of commencement of programme.
2. "**Academic Calendar**" means the schedule of academic and other related activities as approved by the Academic Council;
3. "**Academic Council**" means the Academic Council of the University;
4. "**Academic Office**" means the Academic Office of the University;
5. "**BoE**" means the Board of Examinations of the University;
6. "**BoS**" means the Board of Studies of a particular Program / Schools / Department / Faculty of the University;
7. "**CAP Coordinator**" - means an officer appointed to coordinate the Central Assessment Program at Department / School / Faculty.
8. "**CAP Officer**" means – a full time officer appointed in the said position to assist Controller of Examinations for ensuring and implementing the processes for efficient functioning of Central Assessment Program and declaration of results.
9. "**Centre In-Charge**" means – an officer appointed to conduct the examinations at the Examination Centre.
10. "**College Examination Officer**" means – an officer appointed by the Principal/ Pro-Vice Chancellor for the examination related works. He should work as Single Point of Contact in between exam department and faculty / school.
11. "**Certificate and Diploma Programs**" includes all certification programs and diploma programs.
12. "**Choice Based Credit System (CBCS)**" The CBCS provides choice for students to select from the prescribed list of courses.
13. "**Controller of Examination**" means the Controller of Examinations of the University;
14. "**Control room staff**" means – The staff appointed to conduct the examination at Department / School / Faculty as per requirement for the period of examinations.
15. "**Course**" means, a specific subject usually identified by its course-code and course-title, with specified credits and syllabus/course-description, a set of



references, taught /supervised by some teacher(s)/course-instructor(s) to a specific class (group of students)during a specific academic- session/Semester/Annual.

16. "**Credit**": A unit by which the course work is measured. One credit is equivalent to 13 contact hours of classroom teaching or 26 hours of Practical Work / Field Work / LabWork / Tutorial / Project Work or any internship duration specified.

17. "**Credit Based System (CBS)**": Under the CBS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of specified minimum number of credits to be completed by the student.

18. "**Credit Point**": It is the product of grade point and number of credits for a course. e.g. if

a course has 3 credits and students gets 7 grade points then the credit point will be $7 \times 3 = 21$ Credit Points.

19. "**Semester Grade Point Index (SGPI)**": It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits of that semester. It shall be expressed up to two decimal places.

20. "**Cumulative Grade Point Index (CGPI)**": It is a measure of overall cumulative performance of a student over all semesters. The CGPI is the ratio of total credit points secured by a student in various courses in all Semesters and the sum of the total credits of all courses in all the semesters till the progression of the program. It is expressed up to two decimal places.

21. "**Degree Program**" includes all Undergraduate Degree and Post Graduate Degree Programs.

22. "**Department**" means an academic unit under School / Faculty offering the concerned Degree / Diploma programs.

23. "**Exam block**" means a block created for smooth conduction of theory examinations at specific centre.

24. "**Examination Centre**" means a place where the University examinations are conducted;

25. "**Examination Section**" means the unit duly constituted by the University to deal with all activities related to University examinations;

26. "**Expulsion**" means permanent removal of the student from the University rolls with prohibition on future enrolment;

27. "**External Examiner**" means an expert / a teacher appointed from another School / Faculty / Institute / University / industry to conduct specific examination activities.

28. "**Chief Conductor**" means, a senior teaching faculty member appointed by head of the school to observe and monitor the conduct of examinations independently.

29. "**Senior Supervisor**" means, a senior teaching faculty member appointed by head of the school to observe and monitor the conduct of examinations independently.

30. "**Grade Card**" Based on the grades earned, a grade card shall be issued to all the registered students after every semester. The grade card will display the course details (code, title, number of credits, grade and grade points secured) along with SGPA of that semester and CGPA earned till that trimester / semester. At the end of each academic year, a consolidated / updated grade card is to be issued to the students.



31. "**Grade Point**" It is a numerical weight allotted to each letter grade on a 10- point scale.
32. "**Institute**" means a constituent institution of the University established for monitoring, supervising and guiding, teaching, training and research activities in broadly related fields of studies;
33. "**Internship**" is an internship is an opportunity offered by an employer to potential employees, called interns, to work at a firm for a fixed period of time. Interns are usually undergraduates or students, and most internships last between a month and three months.
34. "**Laboratory**" is a place equipped for experimental study in a science or for testing and analysis a research laboratory broadly: a place providing opportunity for experimentation, observation, or practice in a field of study.
35. "**Letter Grade**" It is an index of the performance of students in a said course. Grades are denoted by letters O, A, B, C, D and F.
36. "**Moderator**" A person who reviews and moderates the answer scripts to ensure consistency of evaluation.
37. "**Paper Setter**" means A course teacher appointed to set the Question Paper for a particular course.
38. "**Program Curriculum**" includes the set of Program Structure and Course-Structure, Course-Contents / Syllabi.
39. "**Program**" An educational program leading to award of a diploma, certificate or degree.
40. "**Research Centre**" means a formally structured unit within the university, other than a department or a school, established with the purpose of advancing scholarly activity primarily through collaborative research, research training, research dissemination, or creative endeavours.
41. "**School**" means an academic unit between department and faculty.
42. "**Semester**" A semester will consist of 15 weeks of academic work.
43. "**Student**" means and includes a person who is enrolled as such by the department /school for receiving instructions qualifying for any degree, diploma or certificate awarded by the University. It includes ex-student and student registered as candidate (examinee) for any of degree, diploma or certificate examination.
44. "**Thesis**" is the most important or foundational idea of an argument, presentation, or piece of writing. But it can also mean a large work of art, criticism, or scientific research that represents original research and is generally the final requirement for an academic degree.
45. "**University**" means D. Y. Patil Deemed to be University, Navi Mumbai;
46. "**Vigilance Squad**" means a squad created to supervise through surprise / random visits, to ensure the smooth conduction of examinations as per norms.
47. "**Unfair Means Committee**" means a committee constituted by the Principal to handle the cases regarding unfair means.

2 Examination Department

The Examination Department mainly deals with appointment of paper setters, Examiners, moderators, senior supervisors, preparation and publication of schedule of examinations, conduct of examinations, assessments and evaluations, to get performance of the candidates at the examinations properly assessed and timely declaration of results and awarding degrees, diplomas and certificates. For the purpose of simplification, smooth and easier functioning, the work of Examination Department is divided into following three parts, on functional basis:

- *Pre-examinations work.*
- *Conduct of Examinations.*
- *Post-examinations work.*

Examinations

- a. Semester End Examination is the final examination conducted at the end of each Semester, as applicable, during the dates specified in the Academic Calendar by the University.
- b. The detailed schedule of the Semester End Examinations to be conducted by the University shall be published / announced by the CONTROLLER OF EXAMINATION at least 01 (One) month before the scheduled date of examinations.
- c. The Semester end examination shall be held at designated examination centres of the University.
- d. The Mid-term/ internal assessment examinations should be conducted as per norms by the respective School on the dates specified in the Academic Calendar.
- e. The detailed schedule of the Mid-term examinations/ internal assessment shall be published / announced by the Principal of the School at least 02 (Two) weeks before the scheduled date of Mid-term/ internal assessment examinations.
- f. The Semester end examinations, should be conducted by the CONTROLLER OF EXAMINATION on the dates specified in the Academic Calendar. These examinations shall be held at the designated examination centres of the University.
- g. The Final Examinations for Practical, Jury, Viva Voce, Project Evaluation, etc., as applicable shall be conducted by the Principal. They shall publish the schedule at least a week before commencement of the same.
- h. All other continuous assessment examinations/tests/assessments shall be conducted by the respective faculty members/ course instructors as per the schedule announced in the respective Course Plan. The Principal, concerned shall be responsible for the smooth and timely conduct of such continuous assessments and the declarations/publication of the results/marks obtained in these continuous assessments/tests.



- i. Marks / Grades if internal exams / Continuous Assessment / Practical Exams / Viva-voce etc. shall be uploaded in the database within one week by concerned faculty member.

2.1 Pre-Examinations Work

It basically relates to

1. Preparation and publication of schedule of Examinations which includes Time-Table and other related matters
2. Appointment of Paper-setters, Examiners, Moderators, Vigilance Squads, Centre in Charge / Sr. Supervisor and CAP coordinator.
3. To prepare the financial estimates for incorporation in the budget of the University Examinations and submit the same to the Finance for approval.
4. To receive, scrutinize and accept student's Examination Forms
5. Declaration of Eligible / Non-Eligible candidates for examination
6. Preparation of Hall ticket
7. Distribution of Examination Stationery to the concerned Examination Centres
8. Organize the Central Assessment Programme
9. Distribution of Question papers to the examination Centres.
10. Preparation of the evaluation sheets with eligible students of the said program. Invigilation Duty allocation

2.2 Conduct of Examinations

2.2.1 Internal Examinations

To conduct of practical / oral / project exams as per norms, the internal / practical examinations are to be conducted by the teams approved by Principal and the marks to be submitted to examination section within one week after completion of the said examination.

2.2.2 External Examinations

1. Display of timetable on notice board eight days before the commencement of the examinations
2. Preparation of blocks to conduct the examination a day before the commencement of examinations
3. Appointment of Jr. / Block Supervisors one week before the commencement of examinations
4. Appointment of necessary administrative staff at examination Centres
5. Maintain summary reports of students appearing for the examination (daily) at examination centre
6. Preparation of block wise bundle of answer books, allotment of blocks to Jr. / Block Supervisors
7. Receiving question papers by Chief Conductor from the examination department
8. Distribution of question papers block wise to the Jr. / Block supervisor 5 minutes before of starting time of examination



9. Providing the supplements to the blocks, if necessary, after one hour from the starting of examination
10. Collection of absentee report after 30 minutes of starting the examination (block wise) along with the balance question papers in the block
11. Collection of answer books from the Jr. / Block Supervisors along with Jr. Supervisor report at the end of examination and tally with absentee/ present report
12. Handing over the answer books and balance question papers to the examination department before the end of the day.
13. Submit the unfair means cases separately to the examination Department with the supporting documents
14. Preparation and submission of bills of honorariums for teaching and non-teaching staff involved in examination activity to examination department immediately after the completion of examinations.

2.3 Post Examinations work

1. Arranging venue for CAP
2. Appointment of Assistant to CAP Coordinator as per requirement
3. Communication to the examiners by concerned CAP Coordinator regarding the assessment schedule at least a week before the commencement of CAP
4. Assessment and moderation of answer books by moderators
5. Dealing with unfair means cases with the help of Unfair Means Committee
6. Uploading and validation of marks by the team approved by Principal and Examination Department
7. Preparation and declaration of result including Gracing, Grading and CGPI
8. Issuance of photocopy of answer books on the demand of the students
9. Receiving the revaluation applications from students
10. Arrangement of revaluation answer books
11. Revaluation and result processing
12. Payment of honorarium of paper assessment be prepared and paid by the examination Department
13. Declaration of results after revaluation.



3 Duties and Responsibilities

Central Assessment Programme Officer (CAP Officer)

- a. The Central Assessment Programme Officer shall work in such a manner and on such terms and conditions of service, as may be specified by the statutes.
- b. CAP Officer shall be the in-charge of the Central Assessment Programme (CAP) and is responsible for the assessment, moderation and declaration of results.
- c. He/she shall work directly under the direction of Controller of Examination.

The CAP officer shall be responsible, in consultation of Controller of Examination, for:

- i. Preparing the schedule of assessment and coordinate with the concerned faculty /school / department. He shall provide the list of chairman, evaluators and moderators to CAP coordinators for the smooth assessment work.
- ii. Collection of answer books coming from various exam centres at CAP centre.
- iii. Verification of answer books with the Jr. Supervisor reports sent by the Centre in charge. In case of any discrepancy, it shall be resolved in consultation with the Principal and Controller of Examination. In case of non-receipt of answer books from any examination centre, the CAP Officer shall take immediate steps for receiving the said answer books from the concerned Centre in charge under intimation to the Controller of Examination.
- iv. Arrangement for assessment of answer books and getting the answer books assessed by the evaluators, moderators.
- v. Get the marks entry of the assessed answer books in the examination software system.
- vi. Process the results and resolve the query raised by the faculty / school regarding the results.
- vii. CAP officer shall generate and verify the Grade cards of students and send it for printing.
- viii. The CAP Officer shall exercise such other powers and perform such other duties as may be prescribed or assigned to him by Controller of Examination.
- ix. To provide the data required to organize annual Convocation / Graduation Day ceremony



4 Appointment of Paper-setters, Examiners, Senior-Supervisors, Conduct of Examination

- a. No person can claim appointment as paper setter/examiner/moderator for any examination work as a matter of right. Appointments of persons as papersetters/examiners/moderators shall be ordinarily made at the time of an examination. These appointments shall be made from the panel of papersetters/examiners/moderators prepared by the Board of Studies concerned.
- b. The work assigned as paper-setters/examiners/moderators to faculty members is mandatory and cannot be refused. They shall also ensure their availability is communicated to Exam Department of the University in the prescribed (preceding 5 working days) time limit. If no communication is received within the prescribed time limit, it will be presumed that the assignment is accepted by the paper setter/examiner/moderator.
- c. The paper setters/examiners/moderators shall follow all the directions given by the Department of Examination of the University from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking etc.

General Guidelines to the Paper Setter(s)

1. The question paper setting appointments will be sent to individual teachers based on relevant, timely data submitted by respective Faculty.
2. The paper setting team per course would consist of a Chairperson and maximum two paper setters. The Chairperson shall come along with the paper setters in Department of Examinations (DoE) for paper setting.
3. The Chairman shall carry the approved version of syllabus along with text / reference books and required diagrams (jpeg / jpg/ png / bmp) for setting THREE sets of Question Paper manuscripts at DoE.
4. The Chairperson and paper setters shall be familiar with the course and shall have teaching experience of not less than three years. Further the team shall also be familiar with the approved assessment criteria for the course by respective BoS. Before and after setting the paper, team shall check that all the questions in question paper manuscript are based on / within the limit of approved syllabus of respective course.
5. The question paper shall not set/refer/use any materials/questions hurting the sentiments, reflecting race or the sex bias and are anti-national.
6. After setting the paper, team should prepare the model answers of the question papers.
7. It is compulsory to type the question paper manuscript by the paper setting team in given format using assigned computer at DoE and submit a marking scheme along with the model answer booklet.



8. No assistance shall be given to typing work to paper setters due to security /confidentiality.
9. If problem statements/case studies are taken from suggested text/reference books, it is required to cite reference for originality.
10. It is required to check that the Course Code, title, duration and total marks of the examination is entered correctly on the manuscript.
11. It would be the responsibility of question paper setting team to complete the proofreading of question paper manuscript and check marking scheme before submission.
12. It is required to read by the chairperson, the printed question papers carefully for printing defects (e.g. unclear diagrams or equations etc.) and make sure that there is no defect in the question paper.
13. The chairperson and paper setters should endorse the proof reading of text in question paper manuscript by signing the backside of question papers and by writing his / her full name and mobile number.
14. The Chairperson and paper setters shall submit the declaration available in DoE about the confidentiality of the submitted question paper manuscripts.
15. The remuneration bills of paper setting shall be submitted by the Chairperson and paper setters in prescribed forms at the time of submission of manuscripts.
16. The paper setting team is directed to adhere with the allotted time schedule for paper setting. Any delay or non-submission of assigned course question paper in stipulated time will attract disciplinary action.
17. Paper setters should switch off their mobile handsets and submit them to the counter before entering the paper setting hall.
18. It is expected by the teacher to carry the University identity card along with appointment order for paper setting. For visiting / guest teachers should carry an appointment order along with identity proof.

5. Conducting University Examinations

1. Duties assigned to any faculty member regarding university examinations are mandatory to be carried out in true spirit and in stipulated timeframe.
2. The Controller of Examination, on recommendation of concerned Dean / Associate Dean shall appoint a Centre in charge for a constituent School / Department for a period of three years. He/ She should ensure smooth conduct of University examinations.

5.1 Chief Conductor



1. The Chief Conductor is to be appointed by the Controller of Examination on the recommendation of Principal for each centre.
2. The Chief Conductor is in-charge officer for the conduct of examinations at the centre and shall work under the Controller of Examination of the University during the examinations.
3. He / She should coordinate and confirm the pre-examination work is completed satisfactory which includes subject mapping, eligibility of students, backlog details, examination forms, hall tickets etc.
4. The Chief Conductor shall arrange to assign seat numbers to different block under the guidance of the Controller of Examination.
5. He / She should give the signed declaration of sending a person with photocopy of his/ her Identity Card to collect daily question papers 1 ½ hours before the examination schedule time from the examination department.
6. On the days of examination, he / she shall arrange to supply the blank answer books, additional answer books and other stationery required for each block and deliver the packets of question papers to the blocks concerned. The Chief Conductor shall ensure that the Jr. Supervisors are supplied with all necessary requirements for the smooth and fair conduct of examination.
7. The Chief Conductor shall allot blocks to Jr. Supervisor at the time of examination. As far as possible, the same Jr. Supervisor shall not be posted to the same rooms on successive days.
8. The Chief Conductor shall remain at the centre during the entire period of University examination. In case of any emergency he / she shall take the permission of the Controller of Examinations requesting him to make alternate arrangements.
9. The Chief Conductor shall see that the candidates with valid hall ticket and identity card only are allowed to enter the examination hall. If any candidate has lost his / her hall ticket, after ascertaining bonafide, he/she will request Controller of Examination to issue a duplicate hall ticket on payment of required fee as per the rules and regulations of DYPatil Deemed to be University.
10. The Chief Conductor shall help the Controller of Examinations to prepare the packets, **Subject wise / Paper wise** in serial orders enclosing the relevant proforma. Then bundles of 100 answer books in each bundle shall be provided with following information.
 - a. Name of the Centre with Centre code
 - b. Semester
 - c. Course (UG / PG / PG Dip/.....)
 - d. Subject
 - e. Subject Code
 - f. Branch
 - g. Date and time of Examination
 - h. Total number of Answer Books
11. The Chief Conductor shall dispatch answer book bundles in envelope duly sealed and provide with the above information to the CAP Centre.
12. In addition to the above duties he / she shall attend to any other work entrusted to him
by the Controller of Examinations in connection with the examination.



13. As soon as all the examinations are over in that centre, the Centre in charge shall send a report to the Controller of Examinations as to whether the examination was conducted properly or he noticed any irregularities. However, he/she shall also report to the Controller or Deputy Controller of examinations about any improper or irregular aspect in the conduct of examination as soon as it is noticed, taking appropriate measures to rectify them with the help of the Controller of Examinations.
14. If he has to leave the centre during the examination for any other important work of the University like valuation or for any extraordinary reasons, he/she shall obtain the prior permission of the Controller of Examinations after the proper substitute arrangement is made.
15. If Chief Conductor doesn't carry out his / her duties sincerely, the Controller of Examination may cancel his appointment as Centre in charge and replace the other person in consultation with Principal

5.2 Senior Supervisor

1. The Senior Supervisor is to be appointed by the Principal from amongst the senior faculty members of the schools.
2. The Senior Supervisors are overall responsible officers for the smooth conduct of examinations at the centre and shall work in co-operation with each other.
3. The Senior Supervisors shall report to the Chief Conductor a day before the commencement of examinations. The Senior Supervisors should plan regarding the blocks, Jr. Supervisors and Control room staff etc. required for the smooth conduction of examinations.
4. The Senior Supervisors shall be present at the time of opening of the sealed packets containing question papers to ensure that the question paper packets are kept intact and secrecy is maintained. They should assist the centre in charge in checking and arranging the question paper packets (in the serial order date wise and time wise.)
5. During the Examination, he/she shall constantly be moving around the examination halls to ensure that all the Jr. Supervisors are discharging their duties properly and there is no scope for lapses / unfair means.
6. The Sr. Supervisors should distribute blank answer books to Jr. Supervisors in time before the examination starts and collect the used answer books after the examination by verifying the number and other necessary details.
7. The question papers should be distributed to the Jr. Supervisors at the respective blocks in time.
8. Sr. Supervisors should collect presentee / absentee report of each block through the control room staff 30 minutes after beginning of the examination for every session which should be tallied at the end of the examination while collecting the used answer books.
9. The Sr. Supervisors should supervise (along with the Chief Conductor) the packing and sealing of the answer book bundles and its safe custody.
10. If any case of unfair means occurs during the examination, the Sr. Supervisor should take proper action in consultation with and if necessary should inform to the Controller of Examination.
11. The answer books and other copy material found in the unfair means cases should be packed separately and be reported to CAP Centre every day.



12. In case of answer books, which cannot be dispatched on the same day, the answerbook bundles shall be kept under the safe custody of the Chief Conductor with proper care. However, the Chief Conductor and Sr. Supervisors shall jointly sign the paper seal pasted to the room where the bundles are preserved.
13. If the Sr. Supervisor has to leave the centre during the examination for any other important work of the University like valuation or for any extraordinary reasons, he/she shall obtain the prior permission of the after proper substitute arrangement is made.

5.3 Junior Supervisor

1. The Junior Supervisor should be appointed by the Centre in charge from amongst the faculty members of the School.
2. If sufficient number of faculty members are not available at the examination centre, Lab Assistants / Office Clerks having minimum qualification of graduation may be appointed as a Jr. Supervisor as per the requirement by Centre in charge.
3. The duties assigned to the Jr. Supervisor should not be adjusted to or substituted by other person without the permission of Centre in charge.
4. The Jr. Supervisor should report to the control room / Sr. Supervisor at least 30 minutes before the commencement of the examination and ascertain the examination block assigned to him / her and the number of candidates in the block.
5. The Jr. Supervisor should collect the answer books and necessary stationery along with him and attend the block allotted to him at least 15 minutes before the commencement of the examination.
6. The candidates shall be admitted into the examination hall 10 minutes before the commencement of the examination by the Jr. Supervisor.
7. The Jr. Supervisor shall announce to the students, to keep the books, papers and other reference materials etc., outside the examination hall and instruct the candidates to search desks, tables, their packets, wallets, instruments box before the issuance of answer books and hand over if any papers / notes / manuscripts / books or any material found to the Jr. Supervisor. The students are expected to ensure that they are not in possession of any written material on hands/s, palm, writing pads, inner and outer covers of calculator / geometry box, handkerchief. etc.
8. Jr. Supervisor should ascertain that, student should not carry mobile phones or any other electronic equipment in the examination hall and should keep it at his own risk out of the examination hall.
9. The answer books shall be distributed to the candidates only, who are seated in the examination hall and are not to be placed on the vacant seat.
10. The Jr. Supervisor shall distribute the question papers to the candidates seated in the examination hall only when the commencement of examination bell is rung.
11. The Jr. Supervisor shall ensure that no candidate is entering in the examination hall after half an hour of the commencement of examination.



12. The Jr. Supervisor should allow half an hour extra time to differently abled student who are officially permitted by the authorities and allowed to take help of a writer.
13. Candidates shall be allowed to leave the examination hall only after 30 minutes of the commencement of examination.
14. The Jr. Supervisor shall affix signature at the place marked as Jr. Supervisor's Signature only after ensuring that, the candidates have taken their proper seats and have entered the correct seat number and other particulars required on the front sheet of the answer book, check the identity of the candidate with photo on Hall Ticket and obtain signature of the candidates on attendance report.
15. The Jr. Supervisor should ensure no impersonation in the block.
16. The Jr. Supervisor shall remain alert in the examination hall and shall attend to the requests of the candidates for supply of the supplementary answer sheets, graph sheets, etc. which are permissible.
17. If any student has not brought his / her hall ticket, the matter shall be brought to the notice of the Chief Conductor for further action.
18. If any candidate is absent, the word **ABSENT** shall be written in capital letters in the appropriate column of the attendance sheet, after expiry of 30 minutes from the time of commencement of the examination. A consolidated statement showing the subject-wise, candidates present and absent be submitted in the prescribed form.
19. After half an hour of the commencement of the examination, the spare answer books and question papers shall be returned to the Centre in charge through control room staff when he / she visits the examination hall or return it to the office of Controller of Examinations.
20. The Jr. Supervisor shall not accept the answer book of any candidate without ensuring that it bears his / her correct seat number and other information asked on the front page of the answer book.
21. The Jr. Supervisor shall not allow the candidate to use unfair means in the examination hall.
22. The Jr. Supervisor is expected to take rounds in the hall and shall not engage themselves in conversation with other Jr. Supervisor while the examination is going on and also shall not read magazine or newspaper. Mobile phones or any other electronic gadget are not allowed for Jr. Supervisors in the examination block.
23. The violations of instructions by any candidate shall be brought to the notice of the Sr. Supervisor/Chief conductor immediately and a written report is to be made regarding such cases to the Controller of Examination through Sr. Supervisor / Centre in charge.
24. Smoking and taking tea / coffee or any other refreshment in the hall where the examination is in progress is strictly prohibited.
25. Whenever, the candidate wishes to change the pen/ink, the Jr. Supervisor shall affix the signature on the top of the facing sheet of the answer script to this effect.
26. After the expiry of the time of the examination, when the final bell is given, the Jr. Supervisor shall collect the answer books and shall arrange them as per seat number and hand over to the Sr. Supervisors along with other reports.



27. The Jr. Supervisor shall be personally held responsible for loss or misplacement of any answer book.
28. While taking rounds of the examination hall, if the Jr. Supervisor notices that any candidate is indulging in copying or possessing a manuscript or answer papers other than that of the candidate or any written material on calculator / geometry box / scale, he/she shall immediately take in his/her possession the candidate's answer book, question paper, and the materials which he / she has used for copying and immediately report to the Sr. Supervisor for further action.
29. Any negligence of duty on the part of the Jr. Supervisor is seriously noted and the Controller of Examinations shall take necessary action as per the guidelines of the University and report the same to the Lapses Committee immediately.
30. Whenever a flying squad of the University makes a surprise visit the Jr. Supervisor shall ensure their identity and allow to enter the examination hall for surprise check.
31. The Jr. Supervisor shall not leave the premises until, he / she personally hands over the answer books and other reports to the Sr. Supervisor.

5.4 Vigilance Squads

1. The Controller of Examinations shall appoint Vigilance Squad which may include senior teachers of departments on recommendation of Dean / Associate Dean and approved by the Vice Chancellor.
2. The Controller of Examinations shall issue an identity card to each member of the vigilance squad appointed. The identity card shall bear passport size photograph of the Squad Chairman / member with attestation and signature of Controller of Examination with seal.
3. To ensure conduct of University examinations as per norms, a Vigilance Squad of not less than 03 (three) members of whom at least 01 (one) shall be a lady member, shall be constituted.
4. The Vigilance Squad shall be authorized to visit any examination hall and enter the office of the Centre in charge without prior intimation to check the records and other materials relating to conduct of University examination for ascertaining the authenticity of the examinee by proving their identity. The Vigilance Squad shall be authorized to detect use of malpractices and unfair means in the University examination, by physical check, if necessary. In case of female candidates, the physical check shall be made only by the lady member of the squad in complete privacy.
5. The Centre in charge shall extend all co-operation to the Vigilance Squad at the time of visit.
6. The Chairman of Vigilance Squad/s shall submit the report on surprise visits directly to the Controller of Examination with a copy to Centre in charge. The Vigilance Squad/s may make suggestions in the matter of proper conduct of examinations in their report, if necessary.
7. The squad team shall conduct themselves at the examination centre with utmost caution, courtesy and respect, without causing any kind of disorder which shall disturb the students attending the examination.
8. The Squad team shall not cause any kind of harassment either to the students or to any of the officials to the examination centre.



9. The Squad team shall inspect the University examination centres assigned to them surprisingly and frequently to ensure whether the arrangements made at different centres for the conduct of examinations are proper and adequate.
- The Chairman of each squad team will obtain and maintain a Day Book and carry it with him/her while visiting each examination centre.
 - After the inspection of examination halls and before leaving the centre, signature of the Centre in charge shall be taken in the day book about the visit of squad to the concerned centre.
 - The day book shall be returned to the Controller of Examination after the examinations are completed, along with the remuneration bill.

Further they shall

- Report the cases of malpractice detected to the Controller of Examinations immediately for further action. However, the regular report of malpractice together with the documents / proofs shall be sent by the Centre in charge concerned as envisaged under the Regulations of Malpractice.
- Book the candidates, who are found indulging in malpractice and send such candidates out of examination hall after taking necessary undertaking and signature from the candidate on the prescribed forms.
- It is also advised to take signatures of two candidates appearing for the examination in the same block to ensure the malpractice as witnesses.
- Report simultaneously the instances of grave malpractice such as mass copying etc., to the Controller of Examinations and local police for further action as per law.
- Give a detailed report on the work done after all the examinations are over, duly recording daily entries in their diary.
- Carry out any other duties assigned by the Controller of Examinations for the smooth conduct of examinations and to curb the number of malpractice cases at any centre.
- Not to release any press statement under any circumstances.
- Ensure utmost care to take the Controller of Examinations into confidence in the process of execution of their duties and not to use improper language.
- Not visit any examination centre when there is no examination.
- It is sincerely requested that vigilance squads shall not create unnecessary distractions to the examinees by unnecessarily shouting while handling cases in the examination halls. If any case is detected, further investigation can be done by isolating the guilty from the rest, taking to the office of the Principal / Centre in charge, the Controller of Examinations, without further enquiring in the hall disturbing others for a prolonged period.
- The malpractice case shall be booked with the intimation to the Centre in charge. Once a candidate is booked under malpractice, the report shall be sent along with other relevant documents to the office of the Controller of Examinations.
- The Controller of Examinations shall serve a memo to the concerned candidate instructing him/her to attend the unfair means enquiry committee meeting, as fixed by the University.



The Chairman and the squad members for University examinations are entitled to draw remuneration, TA & DA as per rates prescribed by the University from time to time by submitting individual bill of a member duly signed by the chairman and the bill of chairman should be signed by Dy. Controller of Examination or Controller of Examination.

The Controller of Examinations is authorized to call for explanation from the members of the Squad including the chairman of the team in case he/she receives any kind of complaint against the squad team.

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6. Amendment of Results

6.1 Due to errors

Where it is found that the result of an examination has been affected by errors, the Controller of Examinations shall have power to amend such result, in accordance with the true position and to make such declaration as is necessary, with the necessary approval of Vice Chancellor.

Error Means:

- i. Error in computer/data entry, printing or programming,
- ii. Clerical error, manual or machine, in totaling or entering of marks in ledger/register.
- iii. Error due to negligence or oversight of examiner or any other person
- iv. connected with evaluation, moderation and result preparation.

6.2 Due to fraud, malpractices etc.

In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractices, fraud or any other improper conduct whereby an examiner has benefited the examinee, has in the opinion of the Board of Examinations been party of privy to or connived at such malpractice, fraud or improper conduct, the Board of Examinations shall have power, at any time, notwithstanding the issue of the Certificate or the award of a Prize or Scholarship, (to amend the result of such examinee and to make such declaration as the Board of Examinations considers necessary in that behalf.)

1. Unfair Means Committee

The committee comprising of chief Conductor, Head of the Departments and Principal will be constituted to handle the cases of unfair means during the examination. The decisions taken by the committee will be binding to the students involved in unfair means.