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ORDINANCE NO. 5
CONDUCT OF EXAMINATION

(Refer clause vi of section 37)

1. All arrangements for the conduct of examinations to be held by the University shall be made by the Registrar in accordance with such directions as may be issued by the Executive Council in consultation with the Academic Council.
2. The Controller of Examination under the supervision of Registrar shall prepare and duly publish a programme for the conduct of examinations specifying the date of each examination and the last dates by which applications and fees for examinations shall be paid by the intending examinees.

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

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

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

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

Provided that:- (i)

- a. the Principal/Professor/Reader of UTD as the case may be, will be the Senior Superintendent for all the three shifts. A person other than the Principal can

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be appointed as Senior Superintendent only when the University comes to the conclusion that the Principal there, for identified reasons, is not suitable to be the Senior Superintendent.

b. there will be an Assistant Superintendent if the number of examinees exceeds 300 in a shift and an additional Assistant Superintendent for every 500 thereafter upto a maximum of 3 Assistant Superintendents.

c. the remuneration of the Senior Superintendent/ Superintendent/ Assistant Superintendent for conducting final (main) examination and the supplementary examination will be decided by Co-ordination Committee from time to time.

d. the Senior Superintendent who is also the shift Superintendent will not get any remuneration for the shift

e. there would be remuneration for additional two days (one day for preparation and one day for closing) after the examination is over.

(ii) The Senior Superintendent or the Superintendent whichever is applicable, of the Examination at each Center shall be personally responsible for the safe custody of question papers and the answer-books sent to him and shall render to the University office a complete account of used and unused question papers and answer-books. However the question papers must be kept in safe custody of the concerned Police Station/ Treasury as per instructions of the University, if required.

(iii) The Senior Superintendent/Superintendent shall supervise the work of invigilators and shall conduct the examinations strictly according to the instructions issued to him by the University.

(iv) The Senior Superintendent or Superintendent of the Examination shall, whenever necessary, send a confidential report to the Controller of Examinations about the conduct of examination, mentioning therein the performance of the invigilators and the general behaviour of the examinees. He shall send a daily report on the number of examinees attending each of the examinations, absentee roll numbers and such other information relating to the examination being held at the Centre as may be considered necessary, along with any other matter which he thinks fit to be brought to the notice of the University. He shall also be responsible for maintenance and submission of advance money received and expenditure incurred in connection with the

conduct of the examination to the Controller of Examinations of the University.

(v) The Centre Superintendent shall have the power to expel an examinee, from examinations on subsequent examination days, on any of the following grounds:

1. That the examinee created a nuisance or serious disturbance at the examination Centre.

2. That the examinee showed a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.

3. If necessary, the Center Superintendent may get police assistance. Where a candidate is expelled, the Controller of Examinations shall be informed immediately.

(vi) Unless otherwise directed, only teachers of college/University Teaching Department and Schools of Studies shall be appointed as Invigilators by the Senior Superintendents. In special circumstances senior office staff/officer, retired teachers, Guest faculty, contract teachers, teachers from schools, academic counselors and registered research scholar may be assigned as an Invigilator.

(vii) The principal of the College or the Center Superintendent of the Examination Center fix the premises of the examination Center within the periphery of 100 metres and restrict entry of unauthorized persons as per provisions of the examination Act 1937 (as amended).

4. It shall be the duty of the Centre Superintendent to ensure that an examinee is the same person who had filled in the form of application for appearing at the examination, by way of checking the photograph pasted on the form of all candidates and verifying their signatures, or any other mode of identification as decided by the university (one already on the form and the other to be obtained in the examination hall).

5. The University may change the examination centre of the examinees irrespective of a college to which they belong anytime it deems proper without assigning any reason.

6. The Principal may, on the recommendation of the Centre Superintendent, appoint an amanuensis to write down dictation pertaining to answers to questions at the

examination on behalf of an examinee who is unable to write himself/herself on account of severe short sightedness or sudden illness or fracture in writing hand, provided that such an amanuensis shall be a man/woman possessing qualification of atleast one class/examination lower than the examinee concerned. Provided also that amanuensis and visually challenged person be given additional time of 20 minutes per hour (subject to maximum of one hour) for writing the examination on production of medical certificate from Chief Medical Officer.

7. The Kulpati may appoint Flying Squad to inspect the Examination Centers consisting of one or more persons. The Flying squad so appointed shall have the powers to visit and inspect any Examination Center at any time and have the powers to take personal search of the examinees if so required. The Flying Squad will report the cases of unfair means if noticed during their visit to the Center Superintendent of Examination for necessary action. The Flying Squad shall submit its report immediately to the Controller of Examinations, who shall take such action or steps as may be considered necessary. During the course of inspection of the Examination Center the members of the Flying Squad shall act as invigilators.
8. The Executive Council may cancel an examination at all centres if it is satisfied that there has been a leakage of question papers or any other irregularity which warrants such a step.
9. The Executive Council may issue such general instructions, for the guidance of the Examiners, Centre Superintendents, Tabulators, Collators, as it considers necessary for the proper discharge of their duties.
10. Subject to the provisions of this Ordinance, the Executive Council may from time to time make, alter or modify rules and procedure about the conduct of examination.
11. (1) The Result Committee for each of the Faculties will be constituted by the Academic Council/ Standing Committee of Academic Council.
(2) The functions of the Result Committee shall be as follows :-
 - I. To scrutinize and pass the results of the examination conducted by the University after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards and to recommend to the Kulpati the action to be taken in any case where the result is unbalanced.

- II. To scrutinize complains against Question papers, evaluation of answer books and to take necessary action,
- III. To decide cases of candidates who answered wrong paper,
- IV. To decide cases of candidates whose answer-books were lost in transit; or in fire /or in accident.
- V. To decide cases of mistakes made by the paper setters, moderators, examiners, Invigilators, Supttd. Of examination center, tabulators, Collators, Co-ordinators and any other persons concerned with examinations whose cases are referred to the committee.
- VI. To exercise such other powers as the Academic Council may delegate to it from time to time provided that the Result Committee shall have the powers to scrutinize and revise the results before declaration and in special cases after declarations of results.
- VII. If any action is to be taken against any Examiner, Centre Superintendent or Invigilator the matters shall be referred to the Executive Council through the Kulpati with the recommendation of the Result Committee.
12. The Kulpati shall appoint two tabulators or two sets of tabulators for tabulating the results of the examination and collators as necessary and he may issue general instructions for the guidance of tabulators in preparing the result of the examination, if necessary. However if the result are computerized the Kulpati may appoint Coordinator and Assistant Coordinator for preparation of the results.
13. If a candidate has any communication to make on the subject of his/her examination paper, it shall be made in writing to the Controller of the Examination direct.
14. Any attempt made by or on behalf of a candidate to secure preferential treatment in the matter of his/her examination shall be reported to the Controller of the Examination who shall place the matter before the Executive Council.
15. Except as otherwise decided by the Executive Council the examination answer-books and the documents regarding the marks obtained by the examinees, except the tabulated results, shall be destroyed or otherwise disposed of after 6 months from the date of the declaration of the results.
16. The Executive Council may, by a resolution, authorize the Controller of Examination to publish the results of the examinations as passed by the Result

- Committee on the notice board of the office of the University and/or on the website of the University. The results, when published, shall simultaneously be communicated along with mark sheet to the Principals of the colleges concerned.
17. The remuneration of the Examiners, Senior Superintendents, Superintendents, Assistant Superintendents, Invigilators, Coordinators, Assistant Coordinators, Observers, Tabulators and Collators and the deductions to be made in remuneration due to errors noticed shall be as given in the Appendix I.
 18. No examinee shall leave the examination hall within half an hour of the start of the commencement of examination for any purpose whatsoever and no late comer will be permitted for the examination after half an hour from the commencement of examination.
 19. Examinees desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of 5 minutes. The absence shall be recorded and if the examinee fails to return within this limit of 5 minutes, he/she shall not be permitted to enter the examination hall, unless he/she gives convincing explanation.
 20. A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues talking in spite of the warning by the invigilator, the answer-book of such examinee shall be withdrawn and a second answer-book supplied. Only the second answer-book shall be sent for valuation. The first answer-book shall be cancelled and sent to the controller of the examination by the Center Superintendent.
 21. The Center Superintendent of an examination centre shall take action against an examinee who is found using or attempting to use unfair means in the examination hall or within the premises of the examination centre during the hours of examination, in the following manner :-
 - (i) The examinee shall be called upon to surrender all the objectionable material found in his or her possession including the answer-book and a memorandum shall be prepared with date and time.
 - (ii) The statement of the examinee and the invigilator shall be recorded.
 - (iii) The examinee shall be issued a fresh answer-book marked „Duplicate-Using Unfair Means” to attempt answers within the remaining time prescribed for the examination.

- (iv) All the material so collected and the entire evidence along with a statement of the examinee and the answer-book duly initialed shall be forwarded to the Controller of Examination by name, in a separate confidential sealed packet marked "Unfair Means" along with the observations of the Superintendent
- (v) The material so collected from the examinee together with both the answer-books, viz., the answer-book collected while using unfair means and the other supplied afterward, will be sent to an expert in the subject appointed by the Kulpati by the controller of Examinations for assessing both the answer-books separately and to report if the examinee has actually used unfair means in view of the material collected.
- (vi) While evaluation, if the Examiner finds similarity in the answers in many answer-books or he finds cash, cheque mobile etc. in the answer book, this would be considered a case of unfair means.
- (vii) The cases of the use of unfair means at the examination as reported by the Centre Superintendent along with the report of the Examiner shall be examined by a Committee to be appointed by the Executive Council on the recommendations of the Kulpati every year.

"The Committee shall consist of:

- (a) One teacher member of the Executive Council, one of the Deans of Faculties, one teacher who is a member of the Academic Council, and one Senior Principal of Government Colleges nominated by the Kulpati;
- (b) Controller of Examinations or his nominee not below the rank of Deputy Registrar – (Secretary)

The Kulpati shall appoint one of the members included under (a) to be the Chairman of the Committee

- (viii) The Committee shall after examining the cases, decide the action to be taken in each case and report to the Executive Council all cases of the use of unfair means together with the decision of the committee in each case. (ix) Once the decision of the UFM committee is approved by the Executive Council it will not change in any case.

22 (i) Student can apply for seeing his own answer books to the University by paying an amount per answer book as decided by the Executive Council from time to time.

(ii) Student can apply for retotaling of marks of his answer books to the University by paying an amount per answer book as decided by the Executive Council from time to time.

(iii) There shall be no revaluation in the semester PG & UG examinations i.e. M.A., M.Sc., M.Com., M.Ed., M.H.Sc., MSW, B.Com., B.Sc., B.A., B.H.Sc. (Regular and Honours Courses), Diploma, PG Diploma only retotaling is allowed.

(iv) In the courses where revaluation is allowed a candidate applies for revaluation the answer-book in which revaluation is sought will be sent for valuation by the Kulpati to two examiners (other than the one who initially valued it at least one of whom shall be from a place outside the jurisdiction of the University. A copy of the memorandum of instructions for the guidance of examiners if prepared by the paper-setter will be sent to each of the two examiners to enable them to evaluate the answer-book concerned in the light of the standard set by the examiner and the memorandum of instructions, Each of the two examiners shall receive a remuneration of Rs.20/- for the revaluation of an answer-book.

Central revaluation may be arranged if the number of examinees are more.

(v) If the marks awarded in the paper by any of the two examiners varies from the marks given by the original examiner by more than 10% of the maximum marks in the paper. The average of the marks awarded by two of the examiners and the original examiner and nearest to each other will be taken to represent the correct valuation, this average of marks will be awarded to the candidate for revision of his result.

Provided that subject to the condition that at least one of the variations from the original marks is more than 10% of the maximum marks in the paper if two difference in marks allotted by the three examiners are equal the two marks to the best advantage of the candidate shall be taken into account for arriving at the correct valuation.

Provided further that as a result of revaluation if the candidate awarded marks more than 20% of the maximum marks, the Kulpati shall send such answer books to a senior teacher out side the jurisdiction of the university along with the marks given by original as well as both the revaluates. The marks given by the Senior examiner will be treated as final.

(vi) The candidates who apply for revaluation may in anticipation of their result of revaluation apply for admission to the ensuing examination (before the last date fixed for the purpose with prescribed fee) for the class in which they have failed. In case such a candidate is declared pass as a result of revaluation his application form shall be transferred to next higher class on payment of the difference of fee, if any, but such candidate shall not be permitted to apply for admission to an examination after the last date fixed for the purpose.

APPENDIX I

REMUNERATION FOR EXAMINATION WORK

The scale of remuneration to Paper Setters/Examiners and other work related with examination work shall be as determined by the competent authority from time to time.

EXAMINATION :		Rates Rs.
1. For Ph.D., D.Sc. & D.Lit. Exam.		
(a) Reading a Ph.D/ D.Sc./D.Lit Thesis		2500
(b) Practical and Viva- voice exam. For Ph.D./D.Sc/D.Lit		1000
(c) For setting question paper for entrance examination MCQ type questions per question		30
2. All PG Examinations –M.Phil./MA, M.Lib.Sc., MPhil, M.Pharm., M.Sc., M.Sc. (Engg. Faculty),M.Com., M.Tech., M.E., LL.M., PG Diploma, MBA, MCA, etc. Exam		
(a)Setting of question paper including translation, if needed.		1200
(b)Valuation each answer book (Min 300/-)		20
(c) Practical exam. each candidate (Min. 500/-)		20
(d) Valuation of Dissertation and Viva-voice there of for each candidate of M.Ed./M.B.A./M.Sc./M.Com./LL.M./M.Lib.Sc./P.G.Diploma (Min. 500/-)		100
(e) Valuation of Dissertation and Viva-voice there of for each candidate of M.Phil/ M.Tech/ M.E/ M.Pharm. (Min. 500)		200
(f) External and internal of project in MA. M.com, M.Sc, per student (Min.300/-)		25
3. All UG Examinations – B.A./ B.Sc./ B.Com/ B.H.Sc./LL.B/ B.ED./B.P.Ed/ B.Lib., BBA & B.Pharm., etc.		
(a)Setting of Question Paper Including Translation		1000
(b)Valuation of each Answer book (Min.300/-)		15
(c)Conducting practical exam and viva-voce per candidate (Min.500/-)		15
(d) Valuation of Dissertation and Viva voice & BBA (Min 300/-)		25
(e) External of Project in BA/ B.com/B.Sc/ BHSc (Min.300/-)		20
4. Faculty of Medicine, Ayurved, Homeopathy and Allied Faculty For. MBBS/BDS/BPT/BMLT/BSc (Nur.) BUMS/ BHMS/BAMS Exam		
(a) Setting of Question Paper Including Translation		1000
(b) Valuation of each Answer book (Min.500/-)		20
(c) Conducting practical exam per candidate (Min.500/-)		20
(d) Viva- Voice Practical Examination per candidate (Min.500/-)		20
For MD/MS/MCA Exam		
1. Setting of Question Paper including Translation		1200
2. Valuation each Answer book (Min.500/-)		30
3. Conducting practical exam per candidate (Min.500/-)		100
5. For all Diploma Courses in any Faculty		
1. Setting of Question Paper Including Translation		800
2. Valuation each Answer book (Min.200/-)		20

3. Conducting practical exam per candidate (Min.200/-)	20
4. Viva-Voice Practical Examination (Min. 200/-)	20
6. Faculty of Engineering (UG Programmes)	
1. Setting of Question Paper Including Translation	1000
2. Valuation each Answer book (Min.300/-)	-20
3. Conducting practical exam per candidate (Min.500/-)	20
4. Viva-Voice Practical Examination (Min.500/-)	20
7. Miscellaneous.	
(a) Remuneration of Head examiner valuation for a quanta of two days	1000
(b) (i) Rem. for Co-ordinator for Valuation work (Per day)	400
(ii) Rem. For Asst. Coordinator/observer for valuation work (per day)	300
(c) Remuneration of Flying Squad	300
(i) Co-ordinator 1000/- per day	Per shift
(ii) Member 500/- per day	Per shift
(d) Drafting details memorandum of instruction by paper setter or examiner appointed by Kulpati (For Account, Maths & other numerical paper)	200
(e) Minimum Rem. For examining answer book.	300
(f) a) Re-valuation of per answer book min 200 (non-professional)	20.00
b) Re-valuation of per answer book min 300 (professional)	25.00
c) co-ordinator Re-valuation (out of jurisdiction) Minimum 1000 or Rs.1.0 per AB or 100/- per packet which ever is greater	
d) co-ordinator valuation (out of jurisdiction out of city @1.0p copy or 100 per packet	
e) Maximum Rem. Payable to any single examiner in an academic session: For all faculties (Per Odd/Even Semester Exam.)	100,000
(g) Incidental and daily Allowance to examiners engaged for examination work (As per T.A. Rules of Govt. of M.P.)	30
(h) Internal Examination in all the practical and viva voice examination. (Be paid at the same rule as external examiner)	20
(i) For duplicating questions paper where necessary.	
(j) Superintendent of Exam./ Supervisor (per paper code)	
(k) Comparer (per paper code)	
(l) Typist for cutting stencil (per paper code)	
(m) Multigrapher/photographer for duplicating of question paper (per paper code)	
(n) Postal expenses /Rly. Charges for sending question paper/ answer books/thesis etc. (Actual Expenses Support by receipts)	

8 Tabulation etc.	
(a) Tabulation of result per 100 candidates (Manual) (Per result)	200
(b) Tabulation of result per candidates.	
1. Out sourcing (As per tender approved) (Computer)	
2. In hours 100 per result	300
1. Collation per result	15
2. Checking per result	15
3. Writing statement of marks of all exam	15
4. Checking of statement of marks of all exam.	15
5. Writing each degree and diploma	
6. Checking of each degree and diploma	
9. Invigilation work etc.	
(a) Senior Superintendent (Per Shift) (Principal/Coordinator) (Max. 500/- p. day)	200
(b) Superintendent each of examination (per shift) (Max. 400/- p. day)	175
(c) Assistant Superintendent each of examination (per shift) (Max. 300/- p. day)	150
(d) Invigilation (Per Session)	100
(e) Class III and IV staff of the college/ Deptt. Engg. among themselves:	
Class III per Candidate (Min. Rs.300 per employee)	04
Class IV per Candidate (Min.Rs.200 per employee)	03
10. For Practical Examination	
(a) Laboratory Staff engaged in practical exams. of Graduate and Post Graduate course in all faculties except engineering and medicine Lab Tech./Asst. (Per day)	
Class IV per candidate lab/ attendant (per day)	300
(b) Practical Exam. In faculty of Engineering	200
1. Mechanics & Laboratory	300
2. Helper e.g. laboratory attendants peons	200
(c) Practical Exam of clinical subject under medicine faculty i) Each assistant to examiners Subject to maximum number of an assistant in a subject (per shift) (per day)	150
ii) Each patient examined (Minimum Rs. 400/-)	50
iii) Technical Staff ----- Total amount Rs. 1000/- (per day) to be divided amongst technical staff engaged.	

Note:

(a) 1. The actual postal / Courier expenses incurred by the examiners in sending the packets of answer-books and the award list to the University shall be paid by the University. 2. Local conveyance shall be paid to the local examiners for bringing or sending the answer-books and award lists to the University.

(b) Maximum remuneration that a single person shall be entitled to draw from the University in respect of one year 98 for any or all of the work mentioned under paragraph 1 above shall be Rs. 1,00,000/-. All excess amounts over and above the said limit shall lapse to the University. Provided that where sufficient numbers of examiners are not available in any subject, the Vice Chancellor may.

relax the maximum limit for reasons to be recorded in writing. Provided further that this limit will not be applicable where the system of Central valuation is followed.

g) Unless specially permitted deductions shall be made from the remuneration bills on Account of the following:

- (1) Delay in dispatch of foils or counter-foils or marks to the Exam Controller Rs. 30 for each day for delay.
- (2) Delay in return of answer-books, Rs. 30 for each day of delay.
- (3) Entry of marks against wrong Roll Number Rs. 5 per mistake.
- (4) Wrong entry of marks (e.g. 20 instead of 25), Rs. 5 per mistake.
- (5) If marks in award list differ from those shown on the answer-books, Rs. 5 per mistake.
- (6) Omission to enter marks in award list although answer-book sent, Rs. 5 per mistake.
- (7) Omission to mark a question or part of a question, Rs. 10 per.
- (8) Mistake in totaling of marks, Rs. 10 per mistake.

Note:

If any examiner commits more than three mistakes under any of the categories mentioned in the foregoing paragraph or if any examiner commits mistake or mistakes by which the result of a candidate is affected, his work shall be deemed as unsatisfactory and the matter may be placed before the Executive Council for any action deemed proper.

Deductions at the following rates shall be made from the bills of the tabulators:

- (a) For each mistake affecting the result Rs. 5.
- (b) For each mistake not affecting the result Rs. 4.

1. University shall receive fees at the rate decided by the Executive Council of the University for conduction of the examination in addition to examination fee. A part of this fee shall be transferred to the examination centers to meet out the expenses involved in the conduction of examinations such as payment of invigilation charges, practical examination, payment to supporting staff and other contingent expenses as approved by the Executive Council.

The Principal/Head of the concerned Institution shall send a utilization certificate in this respect to the University. Provided that actual expenditure will be paid for the Faculties of Medicine and Engineering on approved contingent items supported by vouchers.

2. In case of a work for which no remuneration has been prescribed in the foregoing paragraphs, the rate therefore shall be determined by the Kulapati.
3. The rates of remuneration for the work relating to examination and declaration of results shall be prescribed by the concerned university. After the Approval of coordination committee.