बाबासाहेब भीमराव अम्बेडकर विश्वविद्यालय

(केन्द्रीय विश्वविद्यालय)

विद्या विहार, रायबरेली रोड, लखनऊ–226025

BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY

(A Central University)

Vidya Vihar, Raebareli Road, Lucknow-226025

Letter No.-...768../BBAU/2021 Dated: ..12/02/21....

NOTIFICATION

On recommendations of the Examination Committee in its meeting dated 01.02.2021, the Vice Chancellor is pleased to approve the Examination Manual of the University (enclosed) with immediate effect subject to ratification from Academic Council and Board of Management of the University.

Encl.: as above.

Registrar

Copy to the following for information and necessary action :

1. All Dean of various Schools, BBAU, Lucknow.
2. All Head of various Departments, BBAU, Lucknow.
3. Dean (Academic Affairs), BBAU, Lucknow.
4. Registrar, BBAU, Lucknow.
5. Assistant Registrar (Academic), BBAU, Lucknow; for information and with a request to place it before the Academic Council in its next meeting for reporting.
6. Registrar, BBAU, Lucknow: for its uploading on University website.
7. AR, VC Sectt., BBAU, Lucknow; for kind information of Hon'ble VC.

Assistant Registrar (Academic)

बाबासाहेब भीमराव अम्बेडकर विश्वविद्यालय

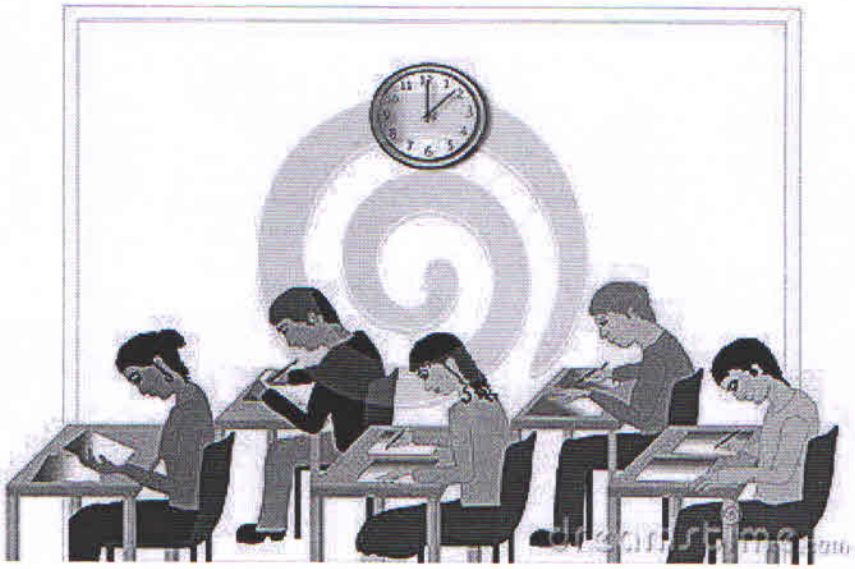
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BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY

(A Central University)

Vidya Vihar, Raebareli Road, Lucknow-226025



EXAMINATION MANUAL

(ORDINANCE)

BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY

LUCKNOW

प्रज्ञा शील करुणा

ESTABLISHED 1996

2021

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BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY
EXAMINATION MANUAL

1 Objective and Scope

The conduct of examinations and declaration of results is one of the important activities of the **Babasaheb Bhimrao Ambedkar University**. The Examination Section is the backbone of the University system. It is of paramount importance that the examinations are conducted with utmost precision, fairness and objectivity to gain public credibility and esteem. In order to achieve this, all rules and procedures relating to the examinations should be so well delineated as to leave nothing to chance and assumption.

This Ordinance/Manual is an effort in that direction. It defines the roles, responsibilities of the people involved, protocols, procedures to be followed and various steps that have to be taken at all the levels associated with the conduct of the **examinations of the Babasaheb Bhimrao Ambedkar University**. The concerned Rules/Regulations/Ordinance of the University shall be final. In case of any discrepancy between this Examination Manual and the concerned Rules/Regulations/Ordinance of the University.

For this purpose, all the Forms/ Proforma for use in the examination process/ system and documentation have been drawn out in standardized formats. Measures to curb unfair and malpractices have also been listed along with the penalty and punishments.

2 Definitions and Abbreviations

2.1 'Academic Year' means a year commencing on such date in July and ending with such date in June of the following year as may be decided by the Academic Council.

2.2 'Admission to an Examination' means the issuance of admission card to a candidate is token of his/her having completed all the conditions laid down in the relevant academic regulations, by the Controller of Examinations (COE). Provided that, a candidate who does not fulfill all such conditions may be admitted provisionally, however, in case all the conditions are not fulfilled by him/her subsequently, his/her admission shall be liable to be cancelled.

2.3 'Answer-booklet' means a stitched booklet of fixed pages issued by the University to the students in the examination Hall to write answers to the questions listed in the question paper of a subject of Examination.

2.4 'Answer script' means the Answer-booklet in which the examinee has attempted/written his/her answer in response to the questions found in the question paper on the examination day.

2.5 'Applicant' means a person who has submitted an application to the Babasaheb Bhimrao Ambedkar University in the prescribed form for admission to an examination.

2.6 'Arrear/Backlog Candidate' is a student, who, having once been admitted to an examination of the Babasaheb Bhimrao Ambedkar University is again required to take the same examination by reason of his/her failure or absence in examination.

2.7 'Attempt' means either partial or complete appearance by a candidate at an examination. Mere remittance of examination fees shall not amount to an attempt at an examination. Absence from exam/s will not be considered as an attempt.

2.8 'Panel of Examiners' means pool of all available examiners from the University and other external Institutions who are empanelled after the due process like recommended by the BUGS/BPGS/DRC, as applicable, and approved by the appropriate authority.

2.9 'Departmental Research Committee' means the Board constituted in every Department of Teaching/ Study and chaired by the Head or equivalent position in the Department with the responsibilities of formulating the Academic regulations and curriculum for various programmes offered by it. The Head shall also be responsible for empanelling the examiners from various institutes/universities into the Panel of Examiners for each of the courses/subjects.

2.10 'Candidate' means a person, who has been admitted to an examination by the Babasaheb Bhimrao Ambedkar University.

2.11 'Candidates List' means the list of all eligible candidates registered for an examination which includes the name, Registration number and the subjects/courses which the candidate has registered to take the examination.

2.12 'Central Evaluation Centre' means well secured premises with restricted entry where the evaluation of the theory answer papers of the Babasaheb Bhimrao Ambedkar University examination is normally conducted.

2.13 'Chief Superintendent' means Dean of concerned School of Studies **OR** any person appointed by the VC to be in overall control and supervision of the Examination Centre for a specified period/ session(s) of Babasaheb Bhimrao Ambedkar University examination.

2.14 'Code of Conduct' means the norms to be followed in conducting oneself in the context of the functions/ duties assigned to an individual.

2.15 'Control Room' means the room which serves as the office at the Examination centre for the Chief Superintendent(s) during the examination session.

2.16 'Course' means a paper of any subject of study either in theory or practical during an academic period such as semester. A set of several courses constitute a Programme.

2.17 'Entire Examination' means the examination normally held at the end of an academic session such as a semester/academic year and includes all the papers of theory, practical and *Viva-Voce* examination if any. When used in the context of present examination, it is referred to as 'Current Examination'.

2.18 'Errant Candidate' means an examinee who has been caught in an act of misconduct/ unfair-means/ malpractice and booked.

2.19 'Examination Centre' means any premises consisting of examination halls, control room, service room and other necessary facilities such as drinking water, toilets etc.

2.20 'Examination Hall' includes any Room, Laboratory, Workshop or other premises used for conducting examinations of the Babasaheb Bhimrao Ambedkar University.

2.21 'Examination Fee' means the fee for registering and securing admission to an examination. It is inclusive of the fee payable for the statements of marks as may be prescribed by the Babasaheb Bhimrao Ambedkar University from time to time.

2.22 'Examination Committee' means the committee constituted in the light of provisions under Academic Ordinance of the University for various purposes including conducting necessary enquiry on matters of the examinations related misconduct/malpractice.

2.23 'Examinee' means a person who actually presents himself/herself for an examination or apart thereof to which he/she has been admitted.

2.24 'Examiners' means teachers appointed by the VC/COE/Deans of concerned School of Studies from among the Panel of Examiners approved by the Vice-Chancellor for evaluation of theory/ practical papers/UG or PG dissertation etc.

2.25 'Fine' means a sum of monetary penalty imposed on the candidate for valid reasons such as misconduct/ malpractice or any other undue acts of omission by the candidate/student.

2.26 'Hall Assistant' means a non-teaching staff member of appropriate rank to help in issuing the Answer Booklets and render other assistance to Hall Superintendent/Invigilator during the conduct of examination in the assigned hall.

2.27 'Hall Superintendent/Invigilator means any teaching faculty of the Departments of Teaching/Study appointed by the Dean of School of Studies, in consultation with Head of Departments, for invigilation work.

2.28 'Internal Assessment' means the assessment based on continuous internal assessment (CIA) tests, assignments, quizzes and presentations etc. given to the students during an academic period.

2.29 'Late Fee' means a sum of money by cash or other valid bank instrument that may need to be paid to the University as a result of failure to meet the deadlines.

2.30 'Malpractice' means any one or more of the acts prescribed as malpractice in examinations which is elaborated as Unfair means in UFM rules of the University.

2.31 'Misconduct' means any one or more of the acts such as disobeying the instructions, insolent/ violent behavior, and causing hindrance to the duties of the staff on examination duty etc. as elaborated in UFM rules of the University.

2.32 'Near-Relative' means wife, husband, son, daughter, son-in-law, daughter-in-law, grandson, granddaughter, grandson-in-law, granddaughter-in-law, sister-in-law, brother-in-law, cousin, nephew, niece, brother, sister, uncle, aunt and such ones as may be decided by the Babasaheb Bhimrao Ambedkar University.

2.33 'Paper of Examination' means that particular paper belonging to a subject for which examination is being held on that day.

2.34 'Paper setter' means any person appointed by the VC/Controller of Examinations/Dean from among the Panel of Examiners.

2.35 'Photocopy of answer paper' means a reprographic reproduction of the original Answer Booklet used for answering the questions by the student in the examination.

2.36 'Programme' means either Undergraduate or Postgraduate Degree or Diploma programme of study pursued by the students. A Programme consists of several courses that need to be studied by the candidate over the duration of the Programme.

2.37 'Semester' means the duration of an academic period normally consisting of not less than 90 working days and applies to all programs of study which are conducted in the semester system. There shall be two semesters in an academic year.

2.38 'Session Report' means the report prepared by the Chief Superintendent(s) of the Examination centre for that session regarding the number of candidates present/absent, Malpractice/Misconduct if any, Attendance record of HS and other examination staff on duty and such related matters with necessary enclosures.

2.39 'Student' means and includes a person who is enrolled as such by the University/Department, to pursue education, receive instructions, write examination(s) and qualify for any degree, diploma or certificate awarded by the Babasaheb Bhimrao Ambedkar University.

2.40 Abbreviations

BoS	Board of Studies
ICC	Instructions and Code of Conduct
COE	Controller of Examinations of Babasaheb Bhimrao Ambedkar University
CS	Chief Superintendent
CEC	Central Evaluation Centre
DA	Daily Allowance
EC	Examination Committee
HSI	Hall Superintendent/Invigilator
IAM	Internal Assessment Marks
PG	Post-Graduate
TA	Travelling Allowance
UG	Under-Graduate

VC Vice-Chancellor of Babasaheb Bhimrao Ambedkar University
UGC University Grants Commission
UFM Unfair Means

3 Work to be attended to by the Office of the Controller of Examinations

The following work shall be attended to by the Office of the Controller of Examinations and if necessary, any external agency may be appointed after due selection process with the approval of the Board of Management to assist the University.

3.1 Issue of calendar of events and schedule of examination, notification of examination fees, Convocation and such other related work.
3.2 Preparation of detailed Time Tables and their publication in time.
3.3 Setting up centres of examinations for theory and practical examinations.
3.4 Scrutiny of examination application forms of candidates before the commencement of Theory/ Practical examinations.
3.5 Allotment of Registration Numbers to the applicants.
3.6 Printing of candidates' lists and issue of the same to the centre of examinations and posting on the University website.
3.7 Preparation of the course-wise and date-wise statement to print question papers with code. In case of internal examinations, such preparation will be done by the Course teacher. Question Papers to be printed shall be 20% in excess of what is actually required in each subject.
3.8 The question paper packets shall indicate course, subjects, semester, date of examinations, Code and name of examination centre, time of examinations, number of question papers in each packet etc.
3.9 Maintenance of all records, statistics, stock registers and database of candidates pertaining to examinations.
3.10 Processing and passing of Bills of remuneration of TA, DA, other Conveyance/ Allowance, and Maintenance of correspondence thereon.
3.11 Registration, Distribution and dispatch of day to day communications/letters.
3.12 Appointment of Chief Superintendents and Hall Superintendent/ Invigilator(s for each session of the examination for each of the examination centres and issue of instructions regarding the conduct of examinations.
3.13 Appointment of officials and other staff required for conduct of examination.
3.14 Arrangements for the work for dispatching of all examination material to examination centres, evaluation centres etc.
3.15 Announcement of selection and issue of appointment orders to the Chairperson, members and internal and external examiners, Paper setters etc.
3.16 Arrangement for conducting examination, issue of answer papers, evaluation, processing and declaration of results.
3.17 Preservation and disposal of evaluated answerscripts atleast for six months after the announcement of results.
3.18 Arrangement for preparation and distribution of marks cards and other certificates to the candidates.
3.19 Collection and maintenance of statistical data regarding the number of examinations, number of candidates registered for each examination, the number of boys, girls, regular candidates and repeaters, percentage of passes, receipts and expenditure on each category of examination etc.
3.20 Preparation of merit lists and their transmission to appropriate authorities/bodies.

3.21 Collection of work done statements from the Chairman, Papersetters and Examiners and forwarding them to the Finance Section for payment of remuneration.

3.22 Preparation of the list of lapses and irregularities committed by the evaluators and others and forwarding the list to the competent authorities for consideration and necessary action.

3.23 Scrutiny and passing of the bills of printing and purchase of stationery etc.

3.24 Sanctioning of contingent expenditure to conduct theory and practical examinations.

3.25 Assisting the Vice Chancellor in constitution of committees to deal with all types of cases of misconduct/malpractices, detected before, during and after examinations.

3.26 Dealing with matters of examination fees and refunds, if any.

3.27 Recommending of conveyance bills, postal reimbursement bills and such other remuneration matters.

3.28 Announcement of results of examinations, dealing the cases of withheld results for future announcement and followup work in cases of any discrepancies.

3.29 Issue of migration certificates, duplicate marks card/ duplicate degree certificate, consolidated marks card, provisional Degree certificate, rank certificate, etc.

3.30 Preparation of Merit lists, in collaboration with various Departments of Teaching/Study and Faculties of the University.

3.31 Work related to Convocation as under:

3.31.1 Inviting applications for award of Degrees.

3.31.2 Preparation of Department/School/Year wise Eligibility lists for Convocation.

3.31.3 Receipt and scrutiny of applications for conferring degree in person and in absentia at the Convocation.

3.31.4 Preparation of Presentation lists, school/department wise, year wise, in person and in absentia separately.

3.31.5 Preparation of lists of Prize winners and medal winners.

3.31.6 Print the lists of students attending the convocation and kept in record.

3.31.7 Writing/ printing of Degree/Rank certificates, certificate/prize or medal certificate, Ph.D. certificate.

3.31.8 Intimating the candidates about the date and venue of convocation.

3.31.9 Distribution of admission cards and parent passes to candidates for the convocation.

3.31.10 Distribution of Degree Certificates.

3.31.11 Seating arrangements in the convocation hall.

3.31.12 Arrangement for obtaining degrees by candidates.

3.31.13 To attend legal matters relating to examination, if any.

4 Powers and Functions of the Controller of Examinations (COE)

4.1 The Controller of Examinations shall be the principal officer-in-charge of the conduct of examinations of the university and declaration of the results. He/She shall be a full-time salaried officer of the university and shall work directly under the directions and control of the Vice-Chancellor.

4.2 The Controller shall be responsible for all the work that has to be attended to by the office of the Controller of Examinations.

4.3 The Controller of Examinations shall be responsible for maintenance of records, maintenance of marks lists and evaluated answerscripts.

4.4 He/She shall draw up and notify a Calendar of events for various examinations in the beginning of each Academic year. It is incumbent on the part of the Controller of Examinations to ensure adherence to the Calendar of events.

4.5 He/She shall arrange for the tabulation and announcement of results expeditiously and arrange for the distribution of Marks statements and Certificates to the department.

4.6 He/She shall arrange to prepare the eligibility list of candidates and presentation lists for convocation and arrange to write/print the distribution of the Degree Certificates to be conferred at the convocation.

4.7 He/She shall arrange to prepare the merit list and rank list and list of prize winners and medal winners list.

4.8 He/She shall be responsible for the proper custody and maintenance of marks registers and other valuable and permanent records of the section.

4.9 He/She shall pass the DA and TA bills and other remuneration bills of the staff deputed for the examination work subject to rules.

4.10 He/She shall arrange for the photocopy of evaluated answerscripts, re-totaling in case of any reported totaling mistakes, re-evaluation, redress the grievances of students.

4.11 He/She shall arrange to make enquiries into all types of malpractices committed during examination, evaluation, revaluation and processing of results etc. through appropriate committees.

4.12 The Controller of Examinations shall take disciplinary action wherever necessary against the candidates, papersetters, examiners, scrutinizers, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations.

4.13 The Controller of Examinations shall keep a record of those persons who have committed lapses in discharging the examination related responsibilities entrusted to them and refer them to the competent authority for appropriate action.

4.14 He/She shall arrange for printing of question papers and supply them to the centre of examinations in accordance with the scheme laid down by the University.

4.15 He/ She shall issue marks statement, duplicate marks statement, consolidated marks statement, Transcripts, rank certificates, duplicate Degree Certificates etc.

4.16 He/She may make any structural changes in the examination administration as and when required.

4.17 He/She shall exercise all these powers subject to the general control and supervision of the Vice-Chancellor.

4.18 He/She shall maintain the confidentiality and sensitivity of Examination.

5 Appointment of Examiners

5.1 Appointment of examiners shall be made by the Board of Management in accordance with the rules as may be framed by the Board of Management from time to time for selection an appointment of examiners.

5.2 The Board of Management may at any time cancel the appointment of any examiner on the recommendation of the Academic Council.

5.3 The Examiners will be appointed by the Board of Management for various examinations and/or the answer books and conducting the practical examination or *Viva-Voce*.

5.4 The duties of examiners shall be: -

5.4.1 to evaluate answer script,

5.4.2 to report upon the performance of examinee to the Controller of Examinations,

5.4.3 such other work as may be assigned to them by the Board of Management.

5.5 Question paper-setters shall ordinarily be from outside the University in the light of CBCS guidelines. Examiners shall be appointed for one year and shall be eligible for re-appointment. For other courses, concerned course teacher will be paper setter as well as evaluator.

5.6 There shall be a Board of Moderators for moderating the question paper in each Deptt./Centre, if required.

Each Board shall have (i) a Chairman who shall be the Head of Deptt./Centre and (ii) two senior most teachers (other than the Head) of the Deptt./Centre.

5.7 The following persons shall not ordinarily be eligible for appointment as a examiners.

5.7.1 Persons with less than five years teaching experience in a University/College/Institution.

5.7.2 Members of the Board of Management except for special reasons which shall be recorded in writing.

5.7.3 Persons who have any of their relative, as mentioned in clause 2.32, appearing in the examination in question.

5.8 The remuneration and allowances payable of examiners and Moderators and other Scale of Remuneration shall be paid as approved/modified by the Board of Management from time to time.

All examiners shall carry out the instructions issued by the University from time to time.

5.9 The Panel of examiners for the programs/courses (other than M.Phil./Ph.D.) may be prepared by the concerned BUGS/BPGS and placed before concerned School/Boards. Thereafter, on recommendations of concerned BUGS/BPGS and subsequent recommendations of Academic Council, the examiners will be appointed by Board of Management.

5.10 Board of Management may delegate such power to any officer/authority for smooth functioning of examination system.

6 Question Papers

6.1 All arrangements shall be made to get the required set of question papers for each paper of examination sufficiently in advance to the commencement of the examination period.

6.2 The question paper(s) shall meet the specifications/ pattern as per the academic regulations of each programme of study in the University. Question papers for each subject shall be available in multiple sets to meet any eventuality.

6.3 The question paper-setters shall be communicated regarding their appointment together with the necessary instructions, syllabus, model question papers, question paper pattern, forms of acceptance, inner cover and outer cloth cover, remuneration forms and other related stationery etc., preferably by e-mail.

6.4 Whenever, a question paper setter declines the offer, alternative arrangements shall be made expeditiously to get the paper set by a suitable alternative paper-setter.

6.5 Appointment of Question Paper setters: -

6.5.1 No one can claim appointment as paper setter or any other examination work as a matter of right. The COE shall finalize the question paper setters/scrutinizers from the Panel of Examiners.

6.5.2 No person shall be appointed as a paper-setter for an examination if any of his/her near relatives are appearing for that examination.

6.5.3 The paper setters are required to submit their intention of acceptance/decline of the offer.

6.5.4 The Internal paper setters shall normally not decline the assignment of examination work except in extraordinary situations since examination duty is treated as an essential service by the University. The external paper setters shall intimate their acceptance or

otherwise as soon as they receive the communication from the University in the prescribed time limit. The acceptance of the offer may also be informed by email to the COE. If no communication is received within the prescribed time limit, it will be presumed that the assignment is not accepted by the paper setter.

6.5.5 If by chance, a wrong subject has been assigned to the paper-setter, he shall indicate the same and decline the offer. He shall NOT accept an offer that is NOT related to his subject/expertise/knowledge domain.

6.5.6 The paper setters/examiners shall follow all the regulations of the University applicable from time to time in respect of setting of question papers, scheme of evaluation etc.

6.6 Functions and Responsibilities of Paper Setters

6.6.1 The Paper setter shall set the papers only on the texts and courses of study prescribed, and ensure that no question on topics not included in the prescribed syllabus is set.

6.6.2 The Paper Setter shall take all the necessary precautions for the maintenance of confidentiality of his/her appointment and the question paper(s) submitted set by him/her.

6.6.3 The Paper setter shall set the number of sets of question papers as requested, as per the prescribed pattern containing questions covering a wide range of contents of the courses for which they are set and send them all in sealed packets to the COE, preferably by e-mail.

6.6.4 The Paper setter shall ensure that the question papers set carry the correct name of the subject, title and code of the paper as per applicable Regulation(s). He/ she shall also indicate the duration of the paper, the maximum marks allotted to each questions of the paper, choice, and maximum marks of the full paper. If the question paper is common to one or more schemes/courses, it shall be clearly indicated.

6.6.5 The Paper setter shall provide necessary instructions for the guidance of candidates at the top of the question paper. Any Mathematical, Physical tables, charts, data and handbooks permitted to be used should also be clearly indicated.

6.6.6 The question paper should be fairly distributed over the whole syllabus of study and not concentrated on any one or a few units/portions only.

6.6.7 The question paper setter shall indicate the permissible use of mathematical, Physical tables, Charts, data or handbooks, gazettes etc. which are permitted to be used by the examinee in the INSTRUCTIONS. He/she shall affix his/her signature on each page of the question paper without fail.

6.6.8 If there are any sections which need to be answered in different answer- booklets, the paper setter shall provide clear instructions for the same. The number of questions to be answered in each section shall also be indicated clearly. All questions and subdivisions shall be marked clearly as per the pattern provided.

6.6.9 The Paper setter shall write the questions legibly in Ink or type personally, avoiding additions, alterations and erasures. Abbreviations are to be avoided. Special care shall be taken in the delineation of mathematical signs of index figures. He/she should workout the numerical problems before including them in the question papers.

6.6.10 The paper setters shall write/type the questions in the blank booklets specifically supplied for the purpose by the University or on/A4 papers. The questions should be written/typed clearly and legibly. Sufficient space should be provided between two questions. The paper setter may submit Question Paper preferably by e-mail.

6.6.11 The Paper setters shall observe strict secrecy regarding the work allotted to them. The Paper setter is not permitted to keep carbon copies of handwritten question paper. Drafts or copies of the paper set should be destroyed as soon as the papers set have been sent to the COE.

6.6.12 The paper setter shall not delegate the task of setting the question paper partially or entirely to anyone else.

6.6.13 The paper setters shall submit the Scheme of evaluation whenever demanded while setting the question papers and send them in the same envelope.

6.6.14 The question papers and scheme of evaluation, if any, shall be closed in the labeled inner cover, sealed and included along with other information/forms and claim bills in an outer cover.

6.6.15 The check list shall be marked to ensure that all required documents/ components have been included in the cover.

6.6.16 The Paper setter must carefully paste the inner cover provided by the University and affix his/ her signature on the joints of the cover and fix a cellophane tape on the signatures. The Paper setter shall fill in all the details required on the inner cover. This inner cover shall then been closed in a cloth- lined outer envelope marked "CONFIDENTIAL" and sent through Speed Post/ Registered post to the Controller of Examinations, or delivered to the COE in person. However, the paper setter may prefer to submit Question Paper by e-mail.

6.6.17 The paper setter shall also submit the remuneration and postal expenses claim bills in the outer cover/or separately with all the details to the COE.

6.6.18 The paper setter shall abide the guidelines for question paper setting.

6.7 Handling Question Papers Received from Paper Setters: -

6.7.1 The question paper(s) received from the respective paper setters are received processed and stored securely maintaining full confidentiality warranted of an examination system. An account keeping must be done in order to send reminders to the paper setters, if question papers are not received within the stipulated time.

6.7.2 All the question papers received from the paper setters are subjected to scrutiny in order to evaluate its conformity with the pattern and academic regulations in force. Any errata or aberrations are subjected to necessary corrections.

6.7.3 The printing of the question papers shall be done in a classified zone with restricted entry. The printing process shall NOT leave any trail which may eventually result in the leakage of full or part of the question paper.

6.7.4 All the printed question papers shall be packed in cover and sealed securely for storage under the custody of the COE.

6.7.5 The sealed envelopes containing Question papers should be arranged examination-wise and Paper-Code Number-wise and kept under strict secrecy and vigil. The almirah in which these Question papers are kept should be sealed every time it is opened.

6.7.6 Relevant sealed envelopes containing the Question-papers should be taken out of the confidential almirah strictly in accordance with the Examination Programme.

7 Registration of Candidates for University Examination

7.1 Call for Registration Application: -

7.1.1 A notification regarding the time schedule for issue of exam application forms from the University to the Departments and deadline for submission of application forms to the University shall also be notified.

7.1.2 Examination forms relevant to each Department shall be made available in sufficient quantities in each of the Departments of Teaching/ Study. Instructions to students for filling the examination forms shall be displayed on the examination notice-board of the Departments or a printout provided. The Examination fee details shall be provided in a structured manner for theory/ practical/*Viva-Voce*/project-work etc.

7.1.3 Examination forms duly filled and verified should be collected by the Departments' office alongwith the examination fee receipt. The forms are to be arranged exam-wise/ programme/ branch-wise / semester-wise/ year-wise and submitted to the Examination section by due date.

7.2 Scrutiny of Examination Applications: -

7.2.1 All application forms received from the Candidates shall be subject to thorough scrutiny for the validity/correctness of details.

7.2.2 It should be verified that the candidates have paid the due fee and fine/late fee, if any, alongwith the application form and tally the same with the receipts in the University accounts.

7.3 Preparation of Candidates list: -

7.3.1 A list of all eligible candidates for each examination shall be prepared after thorough scrutiny and accounting for attendance or other deficiencies.

7.3.2 The list shall contain the candidate's name, Register number and the Code numbers of the courses/subjects in which he/she has registered for appearing in the Examination.

7.3.3 The programme-wise list of candidates shall be sent to the concerned Departments of Teaching/Study along with the printed Hall Ticket/Admit Cards.

7.3.4 Programme-wise list shall also be made available at the Control Room of theory examinations centres for verification in certain exigencies/ circumstances by the Chief Superintendent.

8 Pre-Examination Work/Activities

8.1 Hall Ticket/Admit Card: -

8.1.1 The Hall Ticket/Admit Card is issued to all the eligible candidates admitted to the University examination. Any Candidate found ineligible due to valid reasons such as attendance deficiency etc. shall not be issued the Hall Ticket/Admit Card and in case of Hall Ticket/Admit Card has not been issued, he/she will not be allowed to appear in the Examination.

8.1.2 Hall Ticket/Admit Card shall contain information regarding the Name of the candidate, Registration number, Photograph, Programme of Study, Semester/Year, Department and the Code numbers of the Subject(s) in which he/ she is registered for the current examination.

8.1.3 The office of the COE shall send the Hall Ticket/Admit Cards to the concerned Departments at least 3 days before the commencement of the examinations. The Department office shall distribute it after due verification to the concerned student with due acknowledgement by signature. If any discrepancy or error is found in the Hall Ticket/Admit Card, it should be communicated to the concerned examination section with the recommendation of the Head of the Department.

8.2 Scheduling and Time Table of Examinations: -

8.2.1 While scheduling examinations all care should be taken to ensure that NO overlap in the subjects/papers of examination occurs for any regular or arrear/backlog candidate.

8.2.2 The Examination time-table shall be cross validated for any overlap and necessary amendments made.

8.2.3 The scheduling of all Practical Examination shall be provided by the Head of the concerned Departments to the COE sufficiently in advance of the scheduled commencement of the examinations.

8.2.4 The Time-table of examinations shall be dispatched to the concerned sufficiently in advance by the Departments for record and display on the Notice boards.

8.2.5 The Time tables shall also be posted on the University website before the commencement of the examinations.

8.3 Initial Preparations for the Theory Examination Period: -

8.3.1 The number of Candidates, day-wise, session-wise, shall be ascertained on the basis of the examination schedules, List of Candidates registered and admitted for the University examination.

8.3.2 On the basis of the Number of candidates and the seating capacity of halls available, the number of examination halls required should be fixed and necessary steps taken to make arrangements for the conduct of examinations.

8.3.3 The order of appointment of invigilators be issued and communicated to the invigilators.

8.3.4 A Control Room and Service Room that is considered accessible and at the same time secure(safe) are identified at the Examination centre for the entire period of examination.

8.3.5 Attendance sheets of candidates seated in each of the examination hall are prepared based on the Programme of study and Semester/Year of study.

8.3.6 Preparation of Answer-booklets Stock register at the examination centre which need to be updated after each session of examination.

8.3.7 Specific number of Answer-booklets shall be prepared hall-wise. The University seal shall be affixed.

8.3.8 Seating Charts be prepared for each room and displayed in the respective rooms.

8.3.9 It should be verified that sufficient quantum of Question Papers of each paper have been received in sealed envelopes. The sealed envelopes are arranged date-wise, hall-wise and paper-wise and kept inside a sealed almirah/safe/ locker. A copy of the time table is kept in the almirah/safe with the envelopes of Question Papers. This should be available for ready reference everyday. It should be seen every day before taking out the envelopes before the scheduled time of the examination.

8.4 Appointment of Support Staff for Examination Centre

The COE shall appoint a team from various cadres of staff in the Office of the COE to facilitate the conduct of day-to-day affairs of examinations at the Centre.

9 Duties and Responsibilities of Chief Superintendents

9.1 On appointment of Chief Superintendent by the VC, the COE shall communicate his/her appointment order in sufficient advance of the commencement of examinations. Each Centre of examination shall have one or more Chief Superintendent(s) who shall not be less than the rank of Professor, based on the number of examinees and examination halls.

9.2 The Chief Superintendent(CS) who finds it impossible to attend to the work assigned shall submit the appropriate form to the COE expressing the reasons and the details of alternative arrangement (Professor consenting to serve as Chief Superintendent) sufficiently in advance to the assigned time of duty.

9.3 The Chief Superintendent(s) shall be responsible for the proper and smooth conduct of examinations at his/her/their centre. He/She shall take all necessary action before, during and after the examination for the smooth conduct of examination and dispatch of answer-booklets promptly to the office of the COE.

9.4 The CS shall arrange to prepare a 'Session Report' of candidates present during the examination session at his/her centre for each programme of study and each subject of examination and forward the same to the COE. A record of the usage of Answer-booklet in an examination session shall also be prepared.

9.5 The CS shall ensure satisfactory seating of candidates taking the examination and resolve any contingency issues that may arise in seating arrangement. He/She shall ensure that all candidates are treated equally without any discrimination.

9.6 The CS shall depute the required number of Hall Superintendent(s)/Invigilator(s), Hall Assistants to each examination hall. One Hall Superintendent/Invigilator shall be allotted for every 40 students or part thereof as far as possible.

9.7 The CS shall make sure that as far as possible, Hall Superintendent(s)/Invigilator(s) are allotted Halls at random and that no Hall Superintendent(s)/Invigilator(s) shall have prior information of the Hall to which he/she shall be posted.

9.8 The Chief Superintendent shall briefly address all the supervisory staff prior to the commencement of examination and remind them of their duties and responsibilities. He/ She shall particularly impress upon them the need to prevent malpractices by scrupulous observation of rules. He/She shall also explain to the supervisory staff the procedure of reporting when a case of malpractice is detected.

9.9 The CS shall inform the Hall Superintendent(s)/Invigilator(s) and candidates personally that no additional 'A' type Answer Booklet will be provided and the candidates have to write their answer only in the Answer Booklet supplied to them in the Examination by the University.

9.10 The CS shall not leave the Centre of Examinations during the period of examination without the prior permission of the COE. In case of emergency, he/she shall make arrangements for the proper conduct of examinations by entrusting the responsibility to an eligible member of faculty, and report the arrangements made to the COE and obtain approval, before leaving the centres of examination.

9.11 The CS shall ensure that the question paper packets for each hall is sealed and not tampered with before handing over it to the Hall Superintendent(s)/Invigilator(s) prior to the Examination session not earlier than half an hour fixed for the commencement of the examination in that hall.

9.12 The CS shall arrange to collect back the undistributed question papers from the examination halls at the end of the examination session along with the Answerscripts.

9.13 The CS shall attempt to resolve any serious misprint, wrong code, mistranslation, omissions or ambiguity etc. noticed or reported to him in the question papers by referring to the original scripts of the respective question paper and shall not, on his own accord or at the instance of any other person, give any clarification, unless it is a clear case of apparent misprint. Serious

disparity in the question paper shall be immediately reported to the COE by phone and the issue resolved according to his instructions.

9.14 The CS shall see that only candidates with valid Hall Ticket/Admit Cards issued by the University are allowed to take the examination. If a candidate has lost the Hall Ticket/Admit Card, the Chief Superintendent shall arrange to issue ad-hoc one-session conditional permission after verification of his/ her Identity and credentials in candidates list and getting an undertaking from the candidate.

9.15 When the subject/paper is wrongly indicated in the Hall Ticket/Admit Card issued, the Chief Superintendent shall give the correct subject/paper provisionally after an undertaking by the candidate. Such provisional permission is subject to the approval of the University. The student shall be made aware that in case the contention of the candidate is found to be not valid; his/her answerscript may not be valued. All such cases of admissions are provisional till they are approved by the University.

9.16 The CS shall ensure that no candidate is admitted to the examination hall 30 minutes after the commencement of the examinations and no candidate is allowed to leave the examination hall within 30 minutes of the commencement of the examination. The Chief Superintendent shall arrange for the ringing of bells to mark the examination timings.

9.17 The Chief Superintendent shall take action against an examinee indulging in malpractice or attempting to use unfair means as defined in UFM rules of the University, in the examination hall or within the premises of the examination centre. All malpractices shall be reported and shall be handled as per the guidelines given in the UFM rules of the University.

9.18 All the Answer-booklets confiscated in malpractice cases during the examination session should be packed separately in one bundle and marked "Malpractice Case" on the label. Such answer-booklets shall NOT be mixed with the regular answer-booklets.

9.19 The CS shall sign all relevant records such as invigilators attendance sheet, answer booklet usage in the session, Programme & subject-wise attendance summary for a session, remuneration acknowledgement sheet etc., relevant to the examination session.

9.20 In case of any major law and order problem or in the event of any external factor causing a disturbance in the Examination centre, the Examinations office should be notified immediately by the CS. It is essential that any incident or condition which could potentially cause disturbance or discomfort to students is reported.

9.21 The Chief Superintendent shall have the power to expel an examinee from examinations on subsequent examination days; on any of the following grounds:

- 9.21.1 That the examinee created a nuisance or serious disturbance at the examination centre.
- 9.21.2 That the examinee showed a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.
- 9.21.3 If necessary, the Superintendent may get security guard assistance. Where a candidate is sent out of the examination hall, the COE shall be informed immediately.

10 Duties and Responsibilities of the Hall Superintendent(s)/Invigilator(s)

10.1 The Hall Superintendent/Invigilator are appointed by the Centre Superintendent/ Dean of School to perform invigilation work during the specified sessions of theory examinations conducted by the university.

10.2 The Hall Superintendent/Invigilator shall report to the Chief Superintendent (CS) at least 45 minutes before the commencement of the examination on the first day and 30 minutes before on successive days/sessions of examinations at the Control room. The HS should affix his signature in the duty attendance sheet of the session and wait for the allocation of the examination hall and issue of the question paper packet for the hall.

10.3 On allocation of the examination hall at the Control room, the HS shall go to the examination hall allotted at least 10 minutes before the commencement of the examination with relevant examination materials and ensure that no incriminating or any other materials are found in the hall.

10.4 All the HS must remain in the examination hall for the entire period of examination. HS are advised to keep constant vigil on the examinees in the hall.

10.5 The candidates shall be admitted into the examination hall 10 minutes before the commencement of the examination. The HS shall announce to the candidates to leave the books, papers and other reference materials etc., outside the examination hall.

10.6 The HS should read out the warning note: "You should follow the instructions printed on the Hall Ticket/Admit Card and on the facing and last sheet of the answer-booklet. You should search your pockets, desks and tables and handover to the Hall Superintendent/Invigilator any paper/ book/ notes/ manuscripts/ photocopies/ electronic gadgets which you may find there and close surroundings, before receiving the question paper in hand".

10.7 HS shall ensure that any undesired materials brought by the candidates are left outside the room at his own risk.

10.8 The HS should warn the candidates about the possession of Mobile phones, digital equipments and other electronic gadgets except a simple wrist watch. The candidates should be advised to submit the same to the HS if they have inadvertently brought to the examination hall.

10.9 If any student has not brought his/her Hall Ticket/Admit Card and Identity Card, the matter shall be brought to the notice of the CS for issuing provisional permission after the candidate gives due undertaking in exceptional circumstances after verifying the identity of the candidate and verification in the Candidate List.

10.10 The HS shall ensure that candidates are seated before the commencement of the examination. No candidate is allowed to enter the examination hall after the first 30 minutes for whatever reason.

10.11 The HS shall instruct the Hall Assistant to distribute the Answer Booklets ten minutes before the commencement of examination, only to those candidates, who are seated in the examination hall and are not to be placed on the vacant seat.

10.12 The HS shall distribute the question papers to the candidates seated in the examination hall only when the commencement bell of the examination is given.

10.13 When candidates seek clarification on question paper that cannot be dealt with by the Invigilator in the Examination Hall, the Invigilator shall immediately notify the Chief Superintendent who will endeavor to obtain and convey the necessary information to the student(s). If the matter cannot be resolved by the CS, the Examination office must be informed immediately to resolve the issue.

10.14 The Invigilator shall affix his signature at the appropriate place on the first page of the Answer Booklet only after checking the identity of the candidate with photo on Hall Ticket/Admit Card and also ensuring that the Candidate has written the correct Enrolment number, Roll number, Programme, Course of examination, date of exam etc. in relevant fields of the First page of the Answer Booklet including proper shading of the OMR region, if any, with ink. He shall also secure the signature of the candidates in the attendance sheet(s) provided for the hall.

10.15 The Invigilator shall mark the absentees only after the first 30 minutes of commencement of the examination. A consolidated statement of the number of candidates present, absent and the absentees register numbers shall be prepared.

10.16 The Invigilator should NOT allow any candidate who arrives later than 30 minutes into the examination hall. No extra time shall be given at the end of the examination to account for the late arrival of those candidates permitted within the first 30 minutes.

10.17 The Invigilator should NOT allow any candidate to leave examination hall for any purpose within the first half an hour of the commencement of the examination.

10.18 After half an hour of the commencement of the examination (the third bell), the spare Answer Booklets shall be returned to the Control Room alongwith the Consolidated Attendance Statement for the Hall.

10.19 The Invigilator shall NOT accept the Answer Booklet of any examinee without ensuring that, it bears his/ her University Enrolment number, Roll number, other information asked on the title page of the Answer Booklets and that the blank pages in the Answer Booklet are crossed out by the examinee with pen.

10.20 The Invigilator shall remain alert in the examination hall and shall attend to the requests of the candidates for supply of the graphsheets& other relevant material through the Hall Assistant.

10.21 All Invigilators are expected to remain in the hall for the entire duration of the examination. In the eventuality that the HS must leave the room in order to clarify a question or other emergency, it shall be made sure that there is atleast one HS present in the hall. Such absences must be kept to a minimum.

10.22 The candidate visiting the toilet should be properly escorted; however frequent visits to the toilet by the candidate should be discouraged. No student will be allowed to go to the toilet in the first half an hour and the last 30 minutes.

10.23 Whenever the warning bell sounds every half an hour, the Invigilator shall alert the examinees about the time remaining for the examination session.

10.24 The Invigilator shall ensure that, there is no communication among the candidates in the examination hall. The Invigilator shall not allow the candidate to use unfair means in the examination hall. Smoking, chewing tobacco/ paan etc. is strictly prohibited in the examination hall while the examination is in progress.

10.25 The invigilator should report to the Chief Superintendent the cases of insolent, indecent, undisciplined and undignified behaviour of candidates.

10.26 While making rounds of the examination hall, if the Invigilator notices that any candidate is indulging in copying or possessing a manuscript or Answer Booklet other than that of the candidate, any written material on calculator/geometry box/scale, he/she shall immediately take in his/her possession the candidate's Answer Booklet, question paper, and the materials which he / she has used or intended to use for copying and immediately report to the Chief Superintendent. He should not allow the candidate to leave the examination hall till the Chief Superintendent comes to the examination hall and takes over charge.

10.27 The Invigilator should not tamper with the Answer Booklets issued to the candidates for any reason whatsoever. Malpractices are recorded in the appropriate form alongwith a statement from the candidate in the presence of the Chief Superintendent. CS should ensure that if a candidate is asked to give a statement in connection with suspected or proven malpractice or use of unfair means but is unwilling to do so, she/he shall not be forced to give the statement. The fact of his/her having refused to make a statement shall be recorded by the CS in the presence of the invigilator(s) on duty, at the time of occurrence or detection of the incident or immediately thereafter.

10.28 The Invigilator shall arrange the written Answer Booklets returned by the candidates at the end of the examination in proper order for each subject and programme and tally the same with the attendance of the candidates. He/she shall be responsible for the safe possession of all Answer Booklets until it is handed over to the Answer-booklets receiving staff in the Control Room. The receiving staff shall receive the Answer-booklets after due verification and tally with the attendance.

10.29 The HS shall not leave the Examination Centre premises until he/she personally hands over the Answer Booklets at the Control Room to the designated staff and return the relevant materials of the examination session in his possession.

10.30 In the event of an emergency alert, all candidates should be instructed to stop writing, leave all papers, answerbooks and bags and silently leave the room. It should be made clear to students that examination conditions will continue until they are told otherwise.

10.31 When any candidate feels extremely sick/distressed, the HS may request the Chief Superintendent to make arrangements to escort the sick candidate to the University Hospital with necessary transport arrangement with the help of the supporting staff in the control room.

10.32 Answer Booklets Confiscated due to unfair and malpractice of the candidates shall be handed over separately without mixing them with the regular answer booklets.

10.33 Any dereliction of duty on the part of the HS is recorded and the CS shall initiate necessary action as per the provisions of the examination regulations and report the same to the COE immediately.

11 Examination Session Timings

11.1 Unless otherwise notified, the forenoon session of theory examination shall be between 10:00AM to 01:00PM, for all on-campus examinations.

11.2 Unless otherwise notified, the afternoon session of theory examination shall be between 2:00PM to 5:00PM for all on-campus examinations.

11.3 The schedules for practical examinations to be conducted in the specified laboratories of the departments shall be notified in the examination notice boards of the respective departments atleast a week in advance.

12 Control Room & Services Room at the Examination Centre

The control room and service room shall function as office at the Examination centre. The rooms shall be adjacent to each other and easily accessible from all the examination halls and at the same time secure and safe.

12.1 Examinations Control Room/Service Staff: -

During the periods of University examinations, staff of various ranks shall be deputed to each Examination centre in sufficient numbers to attend to the duties related to the conduct of examinations for the entire duration of Examinations. They work from an Examination Service Room adjacent to the Control Room at the Centre. The Hall Assistants may be drawn from the non-teaching staff of appropriate rank of various departments of the University.

12.2 Summary of functions of the Control/Services Room for each day of examination: -

12.2.1 Seating Chart be exhibited on the Notice Board.

12.2.2 Instructions to candidates/examinees are exhibited on the Notice Board.

12.2.3 Candidates are assigned to Examination Halls.

12.2.4 Signature of Hall Superintendent/Invigilator/Invigilators, who report on duty, be taken in the relevant Form/ Register.

12.2.5 Outer Packet containing the Question paper packets for the session is opened15 minutes before the commencement of the examination.

12.2.6 The Question Papers be taken out of the envelopes. The subject printed on the Question Paper should match with the subject mentioned in the Time Table.

12.2.7 Materials are issued to the invigilators from the Control Room. Signatures are taken as an acknowledgement of their having received the materials.

12.2.8 The Control Room will collect the following items from the invigilators after half an hour of the commencement of the Examination:

- ❖ Attendance sheets of candidates. These should be signed by candidates as well as the Invigilator.
- ❖ Remaining Main Answer Books.
- ❖ Remaining Question Papers.

12.2.9 A record of the usage of Answer-booklets shall be maintained for each session. Session-wise consumption records shall be updated in the Answer-booklets Stock Register at the end of each session with signature of the person concerned.

12.2.10 Account of Question Papers is prepared. Entries are made in the concerned Stock Register. Envelopes are retained in safe custody.

12.2.11 Seating arrangement of the next day is prepared. Four copies of the seating map are prepared.

12.2.12 Packets of Main Answer Books, Supplementary Answer Books, and different proforma are kept ready, for the next day.

12.2.13 Superintendent should take rounds to ascertain the performance of duties by the invigilators.

12.2.14 Water should be served to candidates in the Examination Room.

12.2.15 After three hours, the Control Room should collect the Answer Books, check them, count them and send them for evaluation in sealed covers as per the prescribed instructions.

12.2.16 Session report in two copies, be prepared and signed for each session of Examination.

12.2.17 Various examination related Forms filled and signed by invigilators, be placed immediately in the corresponding file covers.

12.2.18 Packet of Answer-booklets caught in Misconduct/Malpractice/Unfair-means is sent separately with the incriminating evidence alongwith the candidate's statement, HS report and CS report.

12.2.19 Perform any other relevant work/activity that may be necessary.

12.3 Answer-booklets: -

12.3.1 Answer-booklets shall in no case be stamped in larger quantity than required for each session/day's use so that any misuses/malpractices are prevented.

12.3.2 Only University seal shall be used on all the answer booklets.

12.3.3 The Answer booklet stock register should be made available for Inspection by the Observer or Chief Superintendent or any other authority concerned with the Examinations.

12.4 Hall Arrangements & Seating Arrangement in the Examination: -

12.4.1 The Examination Hall(s) should have adequate light and ventilation. It should be clean and tidy. Sufficient furniture, viz desk, chairs, tables, benches should be provided to the candidates. It should be ensured that the atmosphere around the Examination Hall remains calm and quiet.

12.4.2 The examination section shall prepare well in advance, the statement regarding seating arrangements for the candidates.

12.4.3 Each Candidate shall be allotted a definite seat for each paper of the examination. It is preferable to allot the same seat for a candidate for his entire examination. The seat

allocation for arrear/backlog candidate may vary for each of the arrear/backlog paper/course due to logistics and administrative constraints.

12.4.4 Sufficient space is given between two examinees so that the neighboring candidates may not peep into each other's Answer booklets. As far as possible, two adjacent candidates shall not be writing the same subject/ paper. If necessary, a candidate of a different subject or paper shall be seated between two candidates of the same paper.

12.4.5 Seating charts should be displayed prominently showing the position of candidates (according to their Roll number) in each room for each day at a accessible place for the examinees (inside/outside the room) and copy of the same shall be retained for the sake of documentation and record keeping.

12.4.6 On the first day of Examination, the Examination Hall(s) should be opened half an hour before the commencement time in order to enable candidates locate their allotted seat. On the remaining days of the Examination, the rooms should be opened 15 minutes before the commencement of examination.

12.4.7 Special care may be taken in providing a seat to a candidate who suffers from any infectious disease does not cause an adverse effect on the other candidates. Candidates who cannot climb staircase due to their physical condition shall be provided sitting arrangement in a Hall in the Ground floor.

12.5 Packing of Answer-booklets after the examination: -

12.5.1 Immediately after every session the answerscripts of each paper collected from candidates will be arranged in the serial order of Register Number and after counting them and checking the number of answer scripts with the number of candidates appeared, the same shall be packed in covers of suitable size. The answerscripts must be packed as below:

12.5.2 Answer books of only one subject and one examination must be packed in sealed packet(s).

12.5.3 Several such packets of answer scripts shall be bundled and wrapped in appropriate material (cloth/paper).

12.5.4 The answerscripts related to Malpractice/Misconduct shall NOT be mixed or packed with the regular answerscripts. In each case of malpractice, the answer scripts shall be packed alongwith the confiscated incriminating material (duly signed by the examinee), report of the Hall Superintendent/Invigilator(s) and statement of the errant examinee.

12.5.5 The consolidated report of the CS on all cases of reported malpractices/ misconduct shall be placed in the outer cover which shall contain all individual covers of reported malpractice cases.

12.6 Documentation of Reports of the Examination Session: -

The following records are consolidated, packed and sent to the Office of the COE after each session/day of the examination at the examination centre.

12.6.1 Attendance Statements of Candidates sorted programme-wise/subject-wise, Attendance statement of Superintendents and all Staff on Examination duty.

12.6.2 Attendance Summary Statement programme-wise/ subject-wise be prepared and sent to the Office of COE.

12.6.3 Answerscripts packing list for each bundle/bag/box.

12.6.4 Record of the instances of Malpractice/Misconduct and the related materials such as Answer-scripts, incriminating materials and reports of HS & CS.

12.7 Transportation of Answer-Scripts from Examination Centre to the Office of the COE: -

12.7.1 All the Answer-scripts and Reports/Records of session/day shall be packed safely and dispatched to the Office of the COE in the University vehicle securely.

12.7.2 The person in-charge of the receipt and safe-keeping of answerscripts after the examination shall receive those bundles from examination centre(s), check for the integrity of the packing. He/She shall then arrange to keep them safely and securely till taken up for further processing.

13 Misconduct and Malpractices in Examination by Candidates

In the Examination Hall the candidate shall be under the disciplinary control of the Hall Superintendent/Invigilator(s) and he/she shall obey the instructions of HS. No candidate shall use unfair- means or indulge in disorderly conduct or malpractice during, or in connection with the examinations.

13.1 Misconduct:

(i) assisting in any manner whatsoever, to any other candidate in answering the question paper during the course of examination.

(ii) taking assistance from any other candidate or any other person or from any book, paper, note or other unauthorised material in answering the question paper during the course of the examination;

(iii) carrying into the examination room any book, paper, note or other unauthorised material likely to be used, directly or indirectly by the candidate in answering the question paper.

(iv) bringing in or arranging to be brought in the examination room an answer book 'A' or 'B' whole or in part.

(v) bringing out or arranging to be sent out of the examination room answerbook 'A' or 'B' whole or in part;

(vi) replacing or getting replaced an answerbook 'A' or 'B' in whole or in part during or after the examination.

(vii) impersonating any person or getting impersonated by any person in taking the examination;

(viii) deliberately disclosing one's identity or making any distinctive marks in the answerbook for that purpose;

(ix) communicating with any other candidate or unauthorised person in any manner inside or outside the examination room during the course of the examination.

(x) communicating with or approaching any one in an examination in any manner, so as influence him in evaluating the answers;

13.2 Malpractices/'Disorderly Conduct' includes:

A candidate indulging in any of the following acts in the examination hall will be considered as committing malpractice(s)/Disorderly Conduct in the examination and booked for the same:

(i) threatening, intimidating or assulting the Superintendent, Invigilator or other staff working at the Examination Centre or another candidate in connection with the examination before, during or after the examination hours;

(ii) misbehaving with the Superintendent, Invigilator or other staff working at the Examination Centre in connection with the examination before, during or after the examination hours;

(iii) leaving the examination room before the expiry of forty five minute after the commencement of the examination without obtaining the permission of the Invigilator or without handling over the answerbook to the Head Invigilator or without signing the attendance sheet;

(iv) intentionally tearing off or mutilating an answerbook 'A' or 'B' or any part thereof;

(v) disturbing or disrupting the conduct of examination or attempting to do so;

(vi) inciting or compelling any other candidate to leave the examination room or to disturb or disrupt the examination;

(vii) carrying into the examination centre any weapon of offense;

13.3 Prohibition of Use of Unfair means or Disorderly Conduct: -
No candidate shall use unfair means or indulge in disorderly conduct in the examination.

13.4 Punishments for Malpractice: -

A candidate found guilty of Misconduct/ Malpractice at, or in connection with an examination shall be subjected to due enquiry by the Examination Committee (EC) appointed for the purpose. If the candidate is found guilty, he/she may be awarded one or more punishment(s) and/or monetary penalty based on the norms of punishments prescribed in this regulations and the Committee's assessment on the nature and severity of the malpractice. This may even be in addition to the punishment that may have been already awarded by the Chief Superintendent during the examination. The punishment(s) and/or monetary penalty shall be subject to review and/or moderation by the Vice-Chancellor.

13.5 Examination Committee-Constitution, Powers and Functions: -

The constitution and Powers and Functions of the Examination Committee are as per the Academic Ordinances of the University.

13.6 Punishment: -

A candidate found guilty of use of unfair means or disorderly conduct in the Examination may, at the discretion of the Committee, be awarded punishment as follows:

(a) A candidate found guilty of using unfair means in a manner defined in Clause 13.1 (i), (ii), (iii), (viii) or (ix) or of disorderly conduct defined in Clause 13.2 (iv) or (v) above shall be punished with cancellation of the result of the examination(s) of the year concerned and the candidate shall be further debarred from appearing at the Supplementary examination. He shall be debarred from the next annual examination (excluding the Supplementary examination of that year).

(b) A candidate found guilty of using unfairness in a manner defined in Clause 13.1 (iv), (v) or (x) or of disorderly conduct in a manner defined in Clause 13.2 (ii) or (vi) above shall be punished with cancellation of the result of examination concerned and the candidate shall be further debarred from appearing at the Supplementary examination and the examination immediately following including the Supplementary examination.

(c) A candidate found guilty of using unfairness as defined in Clause 13.1 (vi) or (vii) or of disorderly conduct as defined in Clause 13.2 (I) or (vii) above shall be punished with cancellation of the same examination and be debarred from appearing at the two subsequent annual examinations including the Supplementary examination.

(d) A candidate found guilty of disorderly conduct in a manner defined in Clause 13.2 (iii) above shall be punished with cancellation of the examination in the paper/ course concerned.

II. SEMESTER EXAMINATION

(a) A candidate found guilty of using unfairness in a manner defined in clause 13.1 (i), (ii), (iii), (viii) or (ix) or of disorderly conduct defined in Clause 13.2 (iv) or (v) above shall be punished with cancellation of the result of the paper/course concerned.

(b) A candidate found guilty of using unfair means as defined in Clause 13.1 (vi) or (x) or of disorderly conducted in a manner defined in clause 13.1 (ii) or (vi) above shall be punished with cancellation of the result of the semester examination concerned.

(c) A candidate found guilty of using unfair means as defined in Clause 13.1 (vi) or (vii) or of disorderly conduct as defined in Clause 13.2 (i) or (vii) above shall punished with cancellation of the semester examination concerned and shall be further debarred from appearing at the examination of the next semester.

(d) A candidate found guilty of disorderly conduct in a manner defined in Clause 13.2 (iii) above shall be punished with cancellation of the examination result of the paper course concerned.

III: WRITTEN TESTS AND INTERVIEWS FOR ADMISSION

(a) A candidate found guilty of using unfair means in a manner as defined in Clause 13.1(i), (ii), (iii) (viii) or (ix) or of disorderly conduct as defined in Clause 13.2 (iv) or (v) above shall be punished with barred from being on the rolls of the University in any course (including the one to which he may have been previously admitted) during the year concerned.

(b) A candidate found guilty of using unfair means in a manner of as defined as in Clause 13.1 (iv), (v) or (x) or of disorderly conduct in a manner as defined in Clause 13.2 (ii) or (vi) above shall be punished with being barred from being on the rolls of the University in any course (including the

one to which he may have been previously admitted) during the year concerned and the year immediately following.

(c) A candidate found guilty of using unfair means in a manner defined as in Clause 13.1(vi) or (vii) or of disorderly conduct as defined in Clause 13.2 (i) or (vii) above shall be punished with being barred from being on the rolls of the University in any course (including the one to which he may have been previously admitted) during the year concerned and the two years immediately following.

(d) A candidate found guilty of disorderly conduct in a manner as defined in Clause 13.2 (iii) above shall be punished with cancellation of his application to admission in the course concerned.Provided that a candidate not on the rolls of the University shall be barred from admission to any course for a further year, wherever penalties under Clauses (a), (b) and (c) above are awarded.

B- A candidate found committing serious offence under unfair means/disorderly conduct or both as defined in Clause 13.1/13.2 above in the same or subsequent examination may be awarded punishment/ the punishments prescribed in the preceding subclauses.

The Committee on its discretion may recommend to the Vice-Chancellor that a serious or lighter punishment than that prescribed in the preceding subclauses may be awarded to a candidate under exceptional circumstances to be specified in the recommendation.

Explanation: The word "Examination" means examinations in all papers /practicals, etc., in which the candidate is entitled to appear during the particular year or semester, as the case may be.

13.7 Detection of Offence:

(a) Any candidate, who in opinion of the Invigilator on duty or the examiners conducting a practical or oral examination or the Superintendent of the Examination Centre, contravenes or is suspected of contravening the provisions of these rules shall forthwith be challanged by such invigilator, examiner or the Superintendent, as the case may be, who shall ask the candidate for an explanation giving particular of materials found in the possession of the candidate on the prescribed form.

(b) If the candidate fails to give an explanation or refuses to sign the prescribed form. it shall be deemed that sufficient opportunity has been given to him for explaining the charges against him and he has nothing to say in the matter, and the Committee may take a decision without giving the candidate any further opportunity.

(c) The Superintendent of Examination or Invigilator may cause a search to be made of the person or a candidate for recovery of any manner prohibited by these regulations.

(d) Where a candidate has been found using unfair means he shall be required by the Invigilator to hand over the answerbook and a fresh answerbook may be issued to him, unless interim action is taken against him.

13.8 Report:

(a) The Superintendent of Examination Centre/ the Invigilator shall report in writing to the Controller of Examinations, the case of every student who has or is suspected of having contravened the provisions of the Clause 13.3 above.

(b) The person reporting the case shall narrate the facts of the case in his report and forward it with the statement, if any, made of the occasion by the candidate and the Invigilator of duty alongwith the material recovered from the candidate, if any.

13.9 Interim action:

Without prejudice to the provision and to any action that may be taken under these Rules, the Superintendent of the examination centre, the Head Invigilator or in case of practical/oral examination the Head of the Department shall also have power to expel the candidate who, in his opinion has contravened, from the examination centre for the remaining duration of the paper or practical or oral examination, as the area may be.

13.10 Procedure:

(a) The committee or any authorised by it on this behalf shall communicate to a candidate, in respect of whom a report has been received, the nature of allegations against him, and shall require him to furnish a written explanation within a period of two days, from the date of the receipt of the notice.

Provided that a candidate who has given an explanation or who has refused or intentionally omitted to give such explanation need not be required to furnish an explanation under this clause.

(b) If a candidate has refused to receive the notice issued by the Committee or has, in the opinion of the Committee avoided its service, the Committee may proceed as if the notice has been served.

(c) No extension of the time required to submit the explanation shall be permissible except where, for reasons shown to the satisfaction of the Committee or any person authorised by the Committee in this behalf, the candidate is unfit to furnish such explanation.

(d) On receipt of the explanation from the candidate or if no explanation is received from him, the Committee may either consider the matter itself or authorise any person or persons to scrutinise the papers and make a report to the Committee.

(e) No candidate shall have a right to representation by Council before the Committee.

(f) After considering the material of record including the explanation, if any, submitted by the candidate and the person or persons appointed by the Committee to make an enquiry and such further material as the Committee think fit, the Committee is satisfied that a candidate is guilty of the Use of unfairmeans or disorderly conduct in the examination, it may impose one or more of the punishment enumerated in Clause 13.6 above, as it deems fit.

13.11 Review: The Committee may, for reasons shown to its satisfaction, revise any punishment imposed by it.

13.12 Detection after declaration of result: If within four months from the date of declaration of the result it is brought to the notice of the Controller of Examinations that a candidate was guilty of the use of unfairmeans at the examination in respect of which his result was declared the provisions of these rules shall apply with such charges as may be necessary to the case of such a candidate, provided that before imposing any punishment he shall be given an opportunity to explain the charges against him.

13.13 Offence by person other than a student of the University.

If a person not otherwise covered by these Rules is found guilty of having impersonated a candidate is found guilty of having written the answer (s) outside the Examination Hall for being smuggled into Examination Hall or having managed otherwise to replace an answerbook or any of its pages after the examination to benefit any candidate. The candidate shall be deemed guilty of use of unfairmeans and the provisions of these Rules shall apply with such changes as may necessary in such cases.

13.14 Malpractices/Misconduct-Some general policies

13.14.1 If the Vice-Chancellor receives complaints to the effect that the integrity of a University examination has been violated at the examination centre as a consequence of mass copying or other practices of unfair-means, he may after initial enquiry, order for re-examination in one or more papers and cancel the earlier examination.

13.14.2 Ordinarily, the University shall conclude the issues/ matters related to malpractices and the processes thereof within a period of three months or in any case before the commencement of the next examination.

13.14.3 The Vice-Chancellor shall have the power at anytime to institute an enquiry and punish for such malpractice/misconduct or breach of rules by debarring such student(s) from any University examination or from any University programme in the University Department or from any Convocation held for the purpose of conferring degree either permanently or for a specified period, or by cancellation of the result of the student for the specified University examination for which the student appeared or by deprivation of any University Scholarship/medal be conferred to him/her or by cancellation of the award of any University prize or medal to him/her or by imposition of fine or in multiple of the aforesaid ways within a period of one academic year.

13.14.4 Examination Result(s) of the concerned examinee(s) involved in such misconduct/malpractice shall be withheld till the Competent Authority arrives at a final decision in the matter and the concerned examinee(s) and the Department to which he/she belongs to, shall be informed accordingly.

14 Central Evaluation of Theory Answerscripts

14.1 A specified period of Central evaluation of answerscripts is to be finalized by the COE.

14.2 The short listed examiners preferably, question paper setter, are issued appointment order to evaluate the answer-scripts of the University examination to express their acceptance/decline the offer within the stipulated period.

14.3 All theory answerscripts shall be sent to the central evaluation center(CVC)securely.

14.4 Only examiners duly appointed by CA should be assigned evaluation work and none else.

14.5 The Controller of Examinations shall ensure that the Registers pertaining to issuing of Answer-scripts to the Examiners, receiving of assessed answer-scripts from the Examiner are maintained properly.

14.6 Only one packet of answer-scripts shall be given for evaluation, one after another i.e., after completing the evaluation of answerscripts of the previous packets. Only 40-60 answer-scripts should be issued for evaluation to each examiner in a day.

14.7 The COE shall remind the examiners to ensure that the papers are valued strictly in accordance with the scheme of evaluation, if any, and that the papers are not valued in a hurry.

14.8 Daily account to be maintained regarding the number of answer packets valued and number of OMR sheets sent to the COE from time to time with acknowledgement.

15 Appointment, Duties and Responsibility of Examiners

15.1 No one can claim appointment as examiner or any other examination work as a matter of right.

15.2 The COE shall communicate examiners for each examination from among the list of eligible examiners approved by the competent authority depending upon the need in each paper. Persons whose names are not in the approved list shall not be appointed. However, under special circumstances after obtaining the permission of the competent authority, exceptions may be made. All Examiners will be required to submit their acceptance of the offer or otherwise.

15.3 The Internal faculty members duly appointed as examiners shall normally not decline the assignment of examination work except in extra ordinary situations since examination duty is treated as an essential service by the University.

15.4 The external examiners shall intimate their acceptance or otherwise as soon as they receive the communication from the University or in the prescribed time limit. The acceptance of the offer may also be informed by email to the COE. If no communication is received within the prescribed time limit, it will be presumed that the assignment is not accepted by the examiner.

15.5 If by chance, a subject has been assigned wrongly to the examiner, he shall indicate the same and decline the offer. He shall NOT accept an offer that is NOT related to his subject/ expertise/ knowledge domain.

15.6 The Examiners shall maintain strict secrecy regarding their appointment and other work allotted in connection with the examinations.

15.7 The Examiners shall NOT evaluate the answerscripts NOT related to his/her subjects.

15.8 The Examiners have to count the number of answerscripts in the packet and ensure that it tallies with the claim on the Packet.

15.9 The examiners shall value the scripts strictly in accordance with the scheme of evaluation given by the paper setters, if any.

15.10 The examiner shall value all the answers and take into account the marks/equivalent grade point only for the maximum questions required or permitted questions by considering the marks/grade value assigned to the questions and round off these marks/grade will not be considered.

15.11 The examiner shall ensure that no answer or part of any answer is left out from evaluation. The examiners should read the answerscript in detail and evaluate the scripts.

15.12 The marks/grades awarded for each question shall be entered in the appropriate row & column on the mark-table/grade-table on the Front Page of the Answer-booklet. The total marks/grades shall be entered with his/her signature.

15.13 The examiner shall not disclose the marks/grade point to any before the due date which is decided for showing the answerscript to the examinee concerned. The examinee may record his/her feedback on his/her answerscript in the presence of examiner/course teacher. The declaration of due date for showing the answerscript should be notified on the notice board/by e-mail well in advance, giving sufficient time to examinee.

15.14 If the examiner during evaluation of the scripts suspects any case of malpractice, he/she shall immediately report it to the COE through the Custodian. He/she shall submit the suspected script after valuing it fully along with his/her report to the COE. He/she shall enter such references in the marks list against the roll number/code number.

15.15 The examiner shall report to the COE, cases of any candidates of other person on his/her behalf approaching him/her for any favor or writing letters to him/her indicating the name of the person, the roll number/ code number of the candidate, subject/paper etc.

15.16 The examiner shall prepare marks lists in the prescribed proforma provided for the purpose.

16 Practical/ Clinical/ *Viva-Voce* Examinations

16.1 The University shall notify the examination schedule for Practical/ *Viva-Voce* examinations atleast two weeks prior to the Practical examinations. Detailed time table of the Practical examinations, subject wise, batch wise etc. shall be announced by the Dean of the concerned School, wherever necessary.

16.2 The University shall appoint Examiners (preferably Internal) for Practical examinations for different courses/subjects from the panel of examiners submitted by the respective Boards of studies. Whenever Internal Examiners are appointed, all efforts should be made to appoint the faculty who handles the concerned practical classes during the respective academic period. When several teachers are involved in handling the classes, they shall be appointed by rotation. The HOD of the concerned department shall be responsible for the conduct of the practical/ *Viva-Voce* examination(s) in the respective departments.

16.3 The required number of answer booklets and other material shall be demanded and obtained from the University by the HOD well in time for practical examinations.

16.4 Candidates shall be in possession of Hall Ticket/Admit Cards on all the days of Practical examinations. In the event of non-possession or loss of Hall Ticket/Admit Cards, the HOD is empowered to permit the Candidate to appear in the examination in exceptional circumstances after verifying the identity of the candidate.

16.5 Practical answer scripts after the practical examination shall be packed in separate covers and sent to the University after completion of all the Practical examinations.

16.6 Grades allotted by the examiners for the practical and *Viva-Voce* examination shall be entered in words and figures on prescribed format and enclosed in covers prescribed for the same.

17. Remuneration/ Honorarium/Allowances

17.1 Remuneration/Honorarium/Allowances etc., shall be paid to the Paper-setters, Examiners, Chief Superintendents, Hall Superintendent/Invigilator/Invigilators, Observers and others who have to put in extra work in connection with the conduct of examinations, as per the rates fixed by the University authorities from time to time, after completion of the assigned duties and after necessary documentation, alongwith TA/DA, remuneration for evaluation, as applicable.

17.2 Remuneration for the appointed staff other than examiners shall be consolidated and claimed from the University on the prescribed format at approved rates.

17.3 In cases of practical/ *Viva-Voce* examinations, the Examiners shall submit their remuneration claims in appropriate form alongwith the awards-sheets, answer-scripts, attendance statement of candidates to the concerned Head of the Department.

17.4 The claims of assistants at practical/*Viva-Voce* examinations shall be prepared by the assistants themselves on separate prescribed Form, countersigned by the examiners concerned and the Head of the concerned department.

18. Post-Evaluation Data Processing

18.1 There shall be restricted/ classified zones within the office of COE with adequate security measures to ensure that no unauthorized person has access to sensitive materials or information that would affect the outcome of examination process. Only authorized persons shall have access to these areas.

18.2 All the data processing relevant to the marks shall be done in these restricted/classified zones.

19. Result Finalization and Publication

The results of the concerned examinations shall ordinarily be declared within 21 days of the last examination and the University shall dispatch the result alongwith the statement of Grades and passing certificates (wherever necessary) to the Departments for distributing the same to the concerned students. The results shall be published on the University website.

19.1 Results Withheld and their Declaration

19.1.1 If there is discrepancy in the subjects mentioned in the examination form and actual examination given by the candidate, the results of such examinee will be withheld and will be declared after due confirmation of the term that he/she had kept with approval of the Head of the concerned Department & Controller of Examination.

19.1.2 The results of those candidates withheld in reserve for malpractice and/or lapse in the examination will be declared as per the resolution passed by the Examination Committee.

19.1.3 The results of the candidate attempting for wrong course, other than that in the registration form, shall be withheld. The result of such candidate will be declared only after confirming from the Head of the Department regarding the subject and payment etc. after a prescribed fine.

19.1.4 The marksheets/grade reports of students for End semester examinations will be issued subject to submission of feedback to COE office.

19.1.5 The results reserved for dues payable to University and/or College shall be declared on confirmation of the payment of the said dues.

20 Grievances in Examinations

20.1 Issue of Duplicate Hall Ticket/Admit Card/ Mark Statement/ Transcripts/ Consolidated Marks Statements/Degree Certificate may be done after due application process with the necessary fees/fine, if any.

20.2 Name Change of the Candidate during study

A student who is currently enrolled may change or alter his/ her full, legal name on the permanent academic record by presenting the appropriate application/document as evidence to the COE.

20.2.1 The change of name in the records of the university may be sanctioned on any one of the grounds such as Marriage (Ladies), Adoption, Assuming a new name by any person which has been notified by the order of the Central Govt. or a State Govt.

20.2.2 A female student who wishes to discontinue the use of her married name and resume use of her maiden name, or another name, shall present a copy of the divorce decree, signed court order, showing court restoration of the maiden or other name.

20.2.3 No change in his/her name can be made in the previous records, if any, by the University.

20.2.4 Students should send their application through the Head of the Department.

20.2.5 The candidate should apply along with the attested copy of the 12th Standard and/or last eligible examination (on which candidate's eligibility is finalized).

20.2.6 Photocopies of documents required for change in name includes following alongwith the application for change in name:

20.2.6.1 Govt. Gazette

20.2.6.2 Affidavit (Ladies) (Original copy)

20.2.6.3 Marriage Certificate (Ladies)

20.2.6.4 Photocopy of the Statement of Marks of last examination

20.2.7 After the necessary changes in permanent documents, corrected copy/copies of the statement(s) of the marks and other certificates shall be issued on the payment of the fees applicable at that time.

20.2.8 Error Correction in Name

20.2.8.1 To correct the spelling or the proper sequence of the name which are not due to data entry errors, the student shall present a copy of High School Certificate. No other document will be considered for correction.

20.2.8.2 Any errors in the Name of candidates printed in the Grade Report/Semester Grade Report etc. may be brought to the notice of COE for necessary correction with appropriate evidence.

21 Miscellaneous

21.1 Internal Assessment Marks

21.1.1 The Internal Assessment marks shall be awarded as per the academic regulations of the individual programme.

21.1.2 The answerscript of internal assessment would be shown to the students on a fixed date for recording of the feedback of students concerned on the answerscript. The date for showing the evaluated answerbooks should be notified well in advance on the public notice board.

21.1.3 The Internal Assessment Grades shall be entered on concerned Software at the end of each academic session before the commencement of the End Semester Examinations.

21.2 Post-evaluation Custody and Disposal of Answer-scripts

21.2.1 The evaluated Answer-scripts shall be preserved safely for a period of atleast one year from the date of publication of results in their original packets bundled together. The bundles are to be stacked in racks with proper ventilation and free from termites/pests. The answer-book storage area to be fumigated and aired periodically so that they are preserved without any damage.

21.2.2 Appropriate staff shall be assigned the responsibility of safe-keeping of the answer-scripts till they are approved by the VC for safe disposal.

21.2.3 Records of all such bundles shall be maintained in appropriate computer database/Register for easy retrieval at a later stage if necessary. Any retrieval and return of the answer-script(s) shall also be documented with date and time in the Register/database.

21.2.4 Answer-scripts shall be made available from the storage area to readdress the grievances. Such transactions shall be recorded.

21.2.5 The details of all Answer-scripts so shredded/destroyed/disposed shall be documented and certified by the Dean of the concerned School of students.

21.3 Scribes for Disabled Candidates

Examination Policy for Physically Challenged Students of BBAU, Lucknow-

21.3.1 The term examination stand for all annual, semester examination conducted by the Department, College and University forthwith.

21.3.2 The facilities specified in the document will include the following categories of students:-

Sl. No.	Category	Facilities to be provided
1	Students with 100% visual disability	Writer Extra time (1/3 of the duration stipulated for normal examinee)
2	Students with low vision	Writer (if this disability of the student is a hindrance in writing the examination by himself/ herself) Extra time (1/3 of the duration stipulated for normal examinee) Question paper in large print (photocopy)
3	Students with orthopedic disability	Writer (if candidate is not able to write his/her examination by himself/ herself) Extra time (1/3 of the duration stipulated for normal examinee) (where the disability may be a hindrance in writing the examination by himself/ herself)
4	Students with cerebral palsy and other brain related ailments that demand support system	Writer (if candidate is not able to write his/her examination by himself/ herself) Extra time (1/3 of the duration stipulated for normal examinee) (where the disability may be a hindrance in writing the examination by himself/ herself)
5	Students with hearing or speech impairment	A sign interpreter Extra time (1/3 of the duration stipulated for normal examinee)

21.3.3 The facilities mentioned against each category in respect of the students of above categories may be provided by Controller of examination without obtaining the prior approval of the University, if the candidate possesses a valid permanent disability certificate issued by Medical Board of Government Hospital. However, these facilities may be provided subject to fulfilling other conditions laid down in this document.

Sl. No.	Category	Facilities to be provided
6	Students with short term disability due to injury	Facilities will be provided as per the recommendations of the Chief Medical Officer (CMO), BBAU, Lucknow
7	Students with any other type of disability (not covered in the above categories)	

In the above categories, the student will have to apply to the Controller of Examination, for the facility he/ she wants through the Head / Dean of the respective Department / School. The application of the student will be forwarded to the CMO, BBAU, Lucknow by the Controller of Examination for the specific recommendations and the facility be provided to the students accordingly as per norms.

21.3.4 Students who will be eligible for writer/ scribe/ interpreter in any of the categories mentioned above may arrange for their own writer/ scribe/ interpreters as the case may be. In case they are unable to do so, the Controller of Examination would provide the same on their request at least 24 hours prior to the commencement of examination. A writer's bank must be created in the School/University for the purpose of their ready availability as and when required. The candidate must be given an opportunity to satisfy himself/ herself about the writers ability to take dictation from the candidate.

21.3.5 As far as possible, the writer should be less qualified than the candidate. However if the writer is more qualified than the candidate, the Controller of Examination should ensure that the writer has not studied the subject at higher level than that of the examinee. For that the writer has to produce his/ her identity and a document of last year examination before the Controller of Examination.

21.3.6 The writer must be paid on the last day of examination by the Controller of Examination from the Examination Fund, even though he/she has been arranged by the examinee. Each Centre may claim the amount in advance from the University. The payment would be made @Rs.200/- (Two Hundred) per paper/course. The seating arrangement for such candidates should be on the ground floor or to an accessible place.

21.3.7 Where the facility of writer is provided to any candidate, he/she may be assigned a separate room and invigilator.

21.3.8 Detailed information (Roll no., Name, Course, Department, School/payment and Date of examination) of the candidate and the writer should be submitted to the Controller of Examination on a prescribed proforma.

21.4 Examination Audit

21.4.1 Efforts shall be made to audit critical processes in the entire examination system by appropriate/ designated team of academicians drawn from the senior faculties of University and other sister State/Central Universities.

21.4.2 Efforts shall be made to audit the evaluation of theory answer scripts by examiners on a regular basis. Answer-scripts awarded with high, average and low marks shall be randomly sampled for such process. The Grades shall be masked before the auditing, which shall be carried out by external examiners who shall not be from the same institute as the original examiner evaluating the Answer-scripts.

21.5 Grievance Redressal Mechanism

21.5.1 There shall be a Grievance Redressal Mechanism to resolve the complaints of Students.

21.5.2 If a student has complaints against the marks/grades awarded, she/he shall first approach the course teacher concerned. If not satisfied with the course teacher, she/he shall make complaints to the Head of Deptt. in writing. If not satisfied at the Deptt.level, she/he may make a complaint to the Dean of School in writing. The student can be allowed to make complaint regarding her/his grades upto one week (7-14-21), at each level, after the declaration of the result of a particular component of assessment in a program/course.

21.5.3 Every Department shall constitute a Grievance Redressal Committee (GRC) consisting of 3 or 4 teachers (Head as Chairperson and one Professor, one Associate

Professor/Reader and one Assistant Professor/Lecturer according to seniority on rotation as members; tenure of all such members other than Head will be of two years) to examine the complaints received from the students of the deptt. regarding their assessment. At School level, there will be a GRC comprising of three members. Dean as Chairperson, Head of Deptt. concerned, and one subject expert from outside the University, nominated by the Vice-Chancellor from a panel of three names (subject experts) submitted by the Dean of School concerned. The decision of School GRC will be final in all matters relating to complaints of reconsideration of grades awarded to student.

21.5.4 A Nodal officer at COE office shall be appointed for students enquiry and early disposal of their problems/grievances. Such problems/grievances of the students have to be resolved by the Nodal Officer of the COE office within a week time. In case, the COE office could not resolved the matter, the grievance issue be referred to the Examination Committee duly constituted by the University under the chairmanship of the Vice-Chancellor.

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