

ORDINANCE NO. - 06
CONDUCT OF EXAMINATIONS

1. All arrangements for the conduct of examinations to be held by the University shall be made by the Controller of Examination in consultation with the Examination Committee of the concerned Faculty.
2. The Controller of Examinations shall prepare and duly publish a programme for the conduct of examinations specifying the date of each Examination and the last dates by which applications and fees for examinations shall be submitted by the intending examinees.
3. The Controller of Examinations shall appoint the appropriate number of Superintendent and Assistant Superintendents with the approval of the Vice-Chancellor, for the conduct of various examinations and shall issue instructions for their guidance.
4. The Superintendent of the Examination shall be personally responsible for the safe custody of question papers and answer books, sent to him and shall render to the University office a complete account of used and unused question papers and answer books timely.
5. The Superintendent shall supervise the work of invigilators working under him and shall conduct the examinations strictly according to the instructions issued to him by the University.
6. The Superintendent of the Examination shall, whenever necessary send a confidential report to the Controller of Examinations about the conduct of the examination, mentioning therein the performance of the invigilators and the general behaviour of the examinees. He shall send a daily report on the number of examinees attending each examination, absentee roll numbers, and such other information relating to the examination being held at the centre as may be considered necessary, along with any other matter which he thinks fit to be brought to the attention of the University.
7. He shall also be responsible for the maintenance and submission of the account of advance money received and expenditure incurred in connection with the conduct of the examinations and to report directly Controller of Examinations.


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8. The Centre Superintendent shall have the power to expel an examinee from examinations on subsequent examination days, on any of the following grounds:
 - (i) That the examinee created a nuisance or serious disturbance at the Examination Centre.
 - (ii) That the examinee showed a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.
 - (iii) If necessary, the Superintendent may get police assistance, to manage the situation. Where a candidate is expelled, the Controller of Examinations and Registrar shall be informed immediately before commencing an examination and a copy of time table is necessarily be sent to the nearest police station for information.
9. Unless otherwise directed, only teachers of university shall be appointed as invigilators by the Superintendents. Invigilators can also be drawn from other educational institutions.
10. It shall be the duty of the Centre Superintendent to ensure that an examinee is the same person who filled in the application form for appearing at the examination. As well as to see that on each day on which a candidate his / her signature is obtained on the prescribed forms / documents, and to make sure that it tallies with the one already on it.
11. No examinee shall leave the examination hall within half an hour of the start of the examination for any purpose whatever and no late comer will be permitted in the examination hall after half an hour of its commencement.
12. Examinees desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of 5 minutes. The absence shall be recorded and if the examinee fails to return within the limit of 5 minutes, he / she shall not be permitted to enter the examination hall, unless he / she give convincing explanation.
13. A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues talking in spite of the warning by the invigilators, the answer book of such examinee will be withdrawn and a second answer book supplied. Only the second answer book shall be sent for valuation. The first answer book shall be cancelled and sent to the Controller of Examinations by the Superintendent.
14. The Controller of Examinations may, on the recommendation of the Centre Superintendent appoint an alternative person to write down dictation pertaining to answers to questions at the examination on behalf of an examinee who is unable to write himself on account of physical disability, severe short sightedness or sudden illness

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(must be supported by a certificate issued by a Medical Officer), provided that such an alternative person shall be a man / woman possessing qualification of at least one class examination lower than the examinee concerned, and he may not be the relative of the examinee for which qualifying documents will be procured.

- i) The Superintendent of an examination centre shall take action against an examinee that is found using or attempting to use unfair means in the examination hall or within the premises of the examination centre during the hours of examination, in the following manner:
 - ii) The examinee shall be called upon to surrender all the objectionable materials found in his or her possession including the answer book and a memorandum with date and time shall be prepared.
 - iii) The statement of the examinee and the invigilator shall be recorded.
 - iv) The examinee shall be issued a fresh answer book marked "Duplicate Using Unfair Means" to attempt an answer within the remaining time prescribed for the examination.
 - v) All the materials collected and the entire evidence, along with a statement of the examinee and the answer book duly initiated, shall be forwarded to the Registrar by name, in a separate confidential sealed registered packet marked "Unfair Means", along with the observations of the Superintendent.
 - vi) The material so collected from the examinee, together with both the answer books, collected while using unfair means and the other supplied afterward, will be sent to the examiner by the Registrar for assessing both the answer books separately and to report if the examinee has actually used unfair Means in view of the material collected.
 - vii) The cases of the use of unfair means at the examination as reported by the Centre Superintendent along with the report of the Examiner shall be examined by a Committee to be appointed by the Vice Chancellor every year.
15. The Vice-Chancellor may cancel an examination if he is satisfied that there has been a leakage of question papers or any other irregularity that warrants such a step.
16. The Controller of Examination with due approval of the Vice-Chancellor may issue such General Instructions for the guidance of the Examiners, Centre Superintendents, Tabulators, Collators, as he considers necessary for the proper discharge of their duties.


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17. Subject to the provision of this Ordinance, the Board of Management on the recommendation of the Academic Council may from time to time make, alter, or modify rules and procedures about the conduct of examination.
18. The Results Committee for each Faculty shall consist of the following:
 - I. Dean of the Faculty (Chairman).
 - II. Head of the Department
 - III. Two seniors most teachers of the Department (other than the head of the department).
 - IV. Controller of Examinations (Member-secretary)
 - V. Two members shall form the Quorum,
 - VI. The term of the Results Committee shall be one academic year.
19. The functions of the Results Committee shall be as follows:
 - i. To scrutinize and pass the results of the examinations conducted by the University after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards and to recommend to the Vice-Chancellor the action to be taken in case the result is unbalanced.
 - ii. To scrutinize complaints against question papers and to take necessary action.
 - iii. To decide cases of candidates who answered the wrong paper.
 - iv. To decide cases of candidates whose answer books were lost in transit.
 - v. To decide cases of mistakes made by the paper-setters, Moderators, Examiners, Invigilators. Superintendents of the Examination Centres, Tabulators, Collators, coordinators and any other person concerned with the examinations whose cases are referred to the Committee.
 - vi. To exercise such other powers as the Academic Council and Vice-Chancellor may delegate to it from time to time.
20. If a candidate has any communication to make on the subject of his / her examination paper, it shall be made in writing to the Controller of Examinations directly.
21. Any attempt made by or on behalf of a candidate, to secure preferential treatment, in the matter of his / her examination, shall be reported to the Controller of Examinations, who shall place the matter before the Vice-Chancellor and other appropriate forums of the University to take necessary action against such candidate.
22. Except as otherwise decided by the Board of Management, the examination answer books and the documents regarding the marks obtained by the examinees, except the


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tabulated results, shall be destroyed or otherwise disposed of after 6 months from the date of declaration of the results.

23. The Controller of Examinations will publish the results of the examinations as passed by the Results Committee on the various notice boards of the University. The results, when published, shall be simultaneously be communicated to the Heads of School / Faculty / Institutes / Centres. If any clerical error or error in the process of calculation or computerization is discovered in the results so declared by any source, the Result Committee with the approval of the Vice-Chancellor shall have the power to rectify the same.
24. The remuneration of the Examiners, Superintendents, Asst. Superintendents, Invigilators, Tabulators and Collators and the deductions to be made in remuneration or any other kind of punishment or corrective measures for errors noticed shall be decided by the Board of Management in consultation with the relevant committee constituted for the purpose from time to time.
25. Where a candidate applies for revaluation, the answer book in which revaluation is sought will be sent for valuation by the Controller of Examinations to two examiners (other than the one who initially evaluated it).
26. The average of the nearest two of the three valuations (one initial and two revaluations shall be taken as corrected marks.
Provided that, if the revaluation marks deviate by 10% or more in higher side from the initial valuation, the average of these two revaluated marks shall be considered and awarded to student accordingly otherwise no change in his initial evaluation is done that means no change in already awarded marks.
27. All the records of examinations and results will be maintained by the University for a maximum period of six months from the date of declaration of results of the concerned examination except the tabulation chart or master cross list or grand chart reflecting the statement of marks of all examination of all examinees of a course / programme which shall be maintained and detained in the safe custody as the permanent document of the University.
28. Any matter not covered in the above provisions will be dealt with in accordance with the provisions of the Concerned / relevant Regulations which shall be amended from time to time


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