



NETAJI SUBHAS OPEN UNIVERSITY

REGULATIONS

University Regulations relating to the Conduct of University Examinations (CUE)

Reg. 1 (CUE): (1) These Regulations may be called the Netaji Subhas Open University Regulations for the conduct of University examinations.

(2) They shall come into force with immediate effect.

Reg. 2 (CUE): (a) Unless the context requires otherwise, or unless specifically defined, words and expressions used in these Regulations shall be interpreted to have the same meaning as they have in the Act, the Statutes and the Ordinances.

(b) where the context requires, the masculine encompasses the feminine & the singular encompasses the plural.

Reg. 3 (CUE): All personnel connected with conducting any examination, viz., teachers, officers, non-teaching employees of the university and other associated personnel must maintain absolute integrity and confidentiality so that the sanctity and the credibility of the examination process are preserved. Any breach of confidentiality by any person connected with conducting examinations shall be considered a serious misconduct liable to be punished through proper disciplinary and /or legal procedure.

Reg.4 (CUE): Application for Admission to University Examination and the Payment of Fees:

(1) Application for admission to any university examination shall be made by a prospective candidate in the prescribed form, which may be obtained from the different Study Centres of the University or On-line from the university website as per the relevant notification of the university. The required fees for the examination shall be paid as per the instructions of the university within a due date as mentioned in the notification and the filled-in application form shall be submitted to the university either through the respective Study Centres of the University or On-line through the designated university website as per the relevant notification of the university, positively on or before the last date as mentioned in the notification.

(2) No student shall be admitted to the university examination if he fails to pay the prescribed fees i.e. course fees, studentship fees & examination fees within the due date. Examination fees, once paid, shall not be refunded unless a candidate is declared to be ineligible to appear at the examination.

(3) No student shall be allowed to apply for admission to the university examination in any Course/Paper unless the prospective candidate has submitted Assignment to his/her Study Centre within the stipulated last date of submission as notified by the Examination Department.

(4) Attending Personal Contact Programme (PCP) is not a mandatory requirement to appear at the Term End Examinations in theory papers but minimum of 75% attendance in 'Laboratory Counseling-cum-Evaluation Session (LCES)' the duration of which shall be as decided from time to time by the respective Board of Studies (BOS) &/or School of Studies concerned.

(5) A student who has passed any paper/subject shall not be permitted to reappear in that paper/subject. After successful completion of any course/programme/paper, no student shall be allowed to reappear in that particular course/programme/paper.

Reg. 5 (CUE): Admit Card: (1) If the application of a Student for appearing in an examination is accepted after being duly processed by the office of the Controller of Examinations, an Admit card shall be issued to the student. An Admit Card for any examination shall contain the name of the candidate, photo, signature, subject paper/s, examination Roll number, the examination centre (where he/she is to appear at the examination) and other relevant information.

(2) The Admit Card shall be prepared by the office of the Controller of Examinations and shall bear either his/her signature or the signature of an officer in his department authorized by the Controller to do so. It shall be available to the candidate from his/her Study Centre, or the candidate may be asked to download the Admit Card directly from the relevant website of the university. No candidate shall be admitted into the examination hall without the valid Admit Card and Enrolment Certificate cum Identity Card in original.

(3) Permission to appear at any University examination may be withdrawn before, during or retrospectively after the examination for conduct including giving wrong or fraudulent information in the application form for appearing at the examination, which in the opinion of the Vice-Chancellor, justifies the candidate's exclusion from the examination.

The permission granted by error or otherwise to a candidate who is not eligible to appear at an examination shall be withdrawn at any stage on the discovery of the error. Notwithstanding the issue of the Admit Card, the University authorities shall have the right, for reasons which may appear to them to be sufficient, to cancel the admission of any candidate to an examination, whether before, during or after the examination.

Reg. 6 (CUE): Arrangements for holding of an university examination: (1) (a) For each university examination, the Controller of Examinations (COE) shall prepare and notify a complete time table/schedule for holding the examination well in advance of the commencement of the examination. Ordinarily the scheduled date shall not be changed. However, in any unavoidable situation, the University may change the date(s) and in such cases the decision of the university shall be final.

(b) Examinations dates can be fixed up on all weekdays including weekends & holidays by the University.

(2) Depending on the number of candidates, the Controller of Examinations shall have the authority to decide on one or more centres where the examination shall be held simultaneously.

(3) In case of multiple centres, COE is also empowered to assign the candidates to different centres where they shall write the theoretical part of the examinations.

(4) The theory examination in the same paper/course of a subject shall be held simultaneously on the same date and at the same time at all centres by means of question papers, printed or otherwise shall be the same at every place where the examination is being held.

(5) For examinations in laboratory courses, the Controller of Examinations shall again choose the centres where there is adequate infrastructure for conducting the examinations on the basis of suggestion received from the Director of school concerned. The candidates may again be assigned to different centres where they shall appear at the practical examination.

(6) In a laboratory examination, different candidates may be assigned different experiments or different samples or specimens on which to carry out experimental investigations. The examination may be spread over more than one day or one session.

(7) The Vice-Chancellor may set up, on the request of the Controller of Examinations, an Examination Monitoring Committee consisting of teachers and officers to help the Controller in organizing and supervising any university examination.

Reg. 7 (CUE): Question papers:

(1) (a) The Controller of Examinations shall appoint paper setters and moderators for question papers from the respective panels recommended by the Boards of Studies concerned. A paper setter shall not be engaged in more than one subject/paper. A paper setter will not be the member of the Moderation board of the same subject/paper/course.

(b) The job of paper setting may also be automated using question banks updated on regular basis.

(2) All question papers shall be moderated by a Moderation Board before finalization and printing. The moderation shall ordinarily take place in the department of the Controller of Examinations.

(3) Moderation board: (i) there shall be a Moderation board for each course of study and subject in an examination and which shall carry out the moderation of the relevant question papers.

(ii) Each Moderation board in any subject for an examination shall be constituted as follows: (a) One Chairperson, not below the rank of Associate Professor, shall be selected for each Moderation board by the Board of Studies concerned. (b) Each Moderation Board shall be constituted with at least two teachers & not more than five teachers, of whom at least one not below the rank of Associate Professor from outside the University. There shall be subject experts & selected from a panel recommended by Board of Studies (c) The COE who shall be the ex-officio secretary of the Moderation Board.

(iii) All appointments of Moderation Board shall be made by the COE. No paper setter shall ordinarily be appointed as a member of the Moderation Board.

(iv) The Moderators shall be Teachers (including retired teachers) from Higher Educational Institutions/subject experts.

(v) The Moderation board shall moderate all question papers in conformity with the relevant syllabus. It shall ensure that (a) all questions are from within the syllabus, (b) the questions are of desired standard and can be answered within the stipulated time, (c) the questions cover the whole of the syllabus and are properly distributed over it, and (d) the language of the questions is clear and should not be ambiguous.

The Moderation board can change the language of, and / or modify any question or replace a question by an entirely new one, in order to satisfy any or all of the mentioned above points.

(vi) The Moderation board is also assigned duty of moderating hints/ model answers of the papers suggested by the paper setter and also to assign the specific marking instruction for the answer scripts.

(4) For theory examinations (for both undergraduate & postgraduate courses), if considered necessary, two paper setters may be appointed for every paper or course for setting two independent question papers. The Moderation board shall moderate both the question paper(s). The moderated question papers are to be sealed by the COE in presence of the Chairman of the Moderation Board. If two distinct question papers are set, then one of them shall be randomly selected for printing.

(5) For laboratory or practical examinations (for both undergraduate & postgraduate courses), there shall be at least two examiners at each centre of whom at least one shall be a teacher of the college or university where the examination is being held and at least one other shall be from outside the college or university. This external examiner can be from another college or any university. If the examination is conducted at the university, a teacher of the university must be one of the examiners. The examiners and a Coordinator cum Head Examiner for each practical paper or course shall be appointed by the Controller of Examinations from the respective panels recommended by the concerned Board of Studies. The Coordinator cum Head Examiner shall set up the question papers for laboratory examination according to the syllabus.

(6) (i) After moderation, the Controller of Examinations shall take all necessary steps to have the question papers printed by a reliable confidential agency and storing them in a secure fashion in sealed envelopes. Proof reading of the question papers before final printing shall only be done by the members of the Moderation Board who participated in the moderation of that particular paper.

(ii) In the case of examination in a centre outside the university, the university shall either deliver the question papers and other confidential material in sealed packets on the day of the examination well ahead of the scheduled time of commencement, or, when this is not feasible, send the confidential packets ahead of the day of the

examination to the head of the Regional Centre, NSOU or Treasury Officer of the local Treasury/sub-Treasury or the Officer in Charge of the local Police station, as the case may be, for safe custody. In the later case, the examination centre-in-charge or a responsible person deputed and authorized by the examination centre-in-charge shall take delivery of the confidential packets from the safe custody daily in accordance with the schedule of the examination and bring these packets to the examination centre under police protection.

(7) Assignments: Suitable weightages shall be given the Assignments as notified from time to time by the University. Assignment question papers shall be prepared in every academic year. One paper setter shall be appointed for every paper or course. The Moderation board shall moderate the said question paper according to existing guideline. The moderated question paper shall be in the custody of the COE. Before setting of assignment papers, proper care should be taken to ensure that more emphasis is given to the usefulness of assignments from effective teaching point of view and all important guidelines about writing assignments/responses and submission of assignments is provided.

Assignment question papers of all courses shall be sent to the study centre concerned after completion of enrolment processes. Assignment question papers of all courses shall also be available at the official website of NSOU.

Assignment answer papers shall be submitted to the study centres concerned. Since without submitting the assignment papers no examinee cannot appear in the Term end Examinations, consequently for each student has to submit the assignment papers within due time.

The dates of receiving of evaluated assignment papers shall be notified by office of the Controller of Examinations to all the stakeholders concerned. The assignment answer papers once submitted cannot be resubmitted.

Software package shall be provided by the controller of examinations for making entries of the marks of assignment papers by the concerned study centres. The marks of assignments are separately shown in the mark sheet and progress report.

Reg. 8 (CUE): Holding of theory examinations: (1) the examination shall be held on the dates and according to the schedule as notified previously by the Controller of Examinations.

(2) If the examination centre is in a Regional Centre/college/school, the Head of the Regional Centre/Principal/Head Master of the college/school shall ordinarily be the examination centre-in-charge of the examination centre. When the examination is held in a university, a person not below the rank of Assistant Professor/Officer, shall be the examination centre-in-charge. In exceptional circumstances, the Head of the Regional Centre/Principal/Head Master of the Regional Centre/college/school may depute a full time teacher of the Regional Centre/college/school to act as the examination centre-in-charge on any particular date/entire period of examinations with the permission of the Controller of Examinations.

(3) If a candidate is prevented due to any genuine reason including physical disability from personally writing the answers to questions in the answer scripts, the Controller of Examinations, may allow the candidate to employ an amanuensis, provided the following conditions are fulfilled: (a) the candidate must produce a certificate from any medical officer of a Government hospital stating the percentage & nature of his physical disability and justifying the employment of an amanuensis, (b) the academic qualifications of the amanuensis must be lower than that of the candidate, and he/she must be from a discipline other than the subject of the examination & passed the last examination not more than one year earlier.(c) The employment of the particular amanuensis must be approved by the Controller of Examinations, and (d) the same amanuensis must be employed on every day of the examination at the cost of the candidate concerned. A separate seating arrangement be made by the in-charge of concerned examination centre for a candidate employing an amanuensis. The employment of an amanuensis shall be recorded on the top sheet of the answer script by the examination centre-in-charge and the whole matter should be reported to the Controller of Examinations. Physically challenged candidates having amanuensis will get extra time for writing the answers as per state government order from time to time.

(4) Any candidate suffering from infectious or contagious diseases likely to endanger the health of other candidates shall not be allowed to write his examinations in the general examination halls. However, if applications are submitted by or on behalf of the candidate by his legal guardian to the Controller of Examinations sufficiently in advance, separate and special arrangements may be made, wherever feasible, for such a candidate

to enable him to appear in the examination. If the use of sick bed is permitted, the candidate has to bring in bed, pillow etc., as required and as approved by the Controller of Examinations.

Reg. 9(CUE): Rules for the Guidance of Candidates: (1) in no circumstances shall a candidate be allowed to appear at an examination at any other place other than the examination centre assigned to him/her by the university. He/she shall also take the examination in the particular examination hall where his/her seat has been arranged by the Controller of Examinations/examination centre-in-charge.

(2) No candidate shall be admitted to any examination without a proper Admit Card and the Original Enrolment Certificate cum Identity Card provided by the University. The candidate must keep with himself both these documents every day of the examination and shall produce these whenever required. If he fails to do so, he will be liable to be expelled from the examination hall.

(3) Candidates are required to sign the attendance register and prove their identity whenever required during the examination hours.

(4) Candidates are to write their assigned Roll Numbers as mentioned in the Admit Cards at the designated places on the top sheet of the main answer book and supplementary answer sheets. They are forbidden to write their names or put any other identifying marks anywhere in their answer scripts. If this rule is violated, the corresponding answer script may be cancelled at the discretion of the university authorities as delineated under relevant rules.

(5) Candidates shall use only the main answer book and the supplementary sheets, graph papers etc. provided by the university and bearing endorsement of the university authorities.

(6) No candidate shall bring with him any books, notes, papers, mobile phones and other gadgets and unauthorized materials into the examination hall. However, scientific calculators can be permitted if mentioned in the concerned question paper. Before entering the examination hall, the candidate must deposit at a place set aside for this purpose all books, notes, papers, mobile phones and other materials which are not allowed inside the examination hall. Such articles shall be left there at the candidate's own risk. Any candidate bringing in any of the forbidden materials inside the examination hall is liable to disciplinary action and punishment including expulsion from the examination hall and cancellation of the examination.

(7) During the examination hours, communications of all kinds is strictly forbidden with anybody inside or outside the examination hall except with the invigilators. Copying from another examinee's answer scripts or any other material is also strictly forbidden and is liable to disciplinary action. Obstructing other candidates from taking their examination is also a serious breach of rules.

(8) If any candidate is detected, either during the examination or afterwards to have used or tried to use unfair means at any stage during the examination or is in breach of any examination rules, suitable disciplinary action shall be taken against him as per relevant rules. The resulting punishment may include expulsion from the examination hall, cancellation of his examination, debarment from subsequent university examinations cancellation of Registration and/or any other appropriate punishment which the university deems fit as per relevant rules. In all such cases the candidate shall have no claim to any refund of the fees paid.

(9) The doors of the examination hall shall be opened fifteen minutes before the scheduled time announced for the commencement of examination.

(10) A candidate shall be alerted five minutes before the scheduled start of the examination, by which time they must take their assigned seats in the examination hall as marked by the roll numbers on the Admit cards.

(11) Any candidate reporting late after the commencement of the examination shall take his seat only with the permission of the examination-in-charge. Such a candidate shall not be allowed any extra time after the scheduled hours of the examination. However, no candidate shall be admitted or given a question paper after one hour from the start of the examination.

(12) No candidate shall be allowed to go out of the examination centre within one hour of the start of the examination. No candidate shall be allowed to leave the examination centre before the close of the examination without submission of the question paper and answer book. He/she must leave the question paper and his answer book behind if he goes out of the hall temporarily for any genuine reason.

(13) No candidate can finally leave the centre before submitting his/her answer script. At the close of the examination the candidate shall remain in his/her seat till an invigilator collects the answer script from him. However, if he submits his answer script before the close of the examination, he/she shall leave the hall immediately afterwards. But he/she must leave the question paper. No candidate shall remain in the examination hall or reenter it after finally submitting his answer script.

(14) Time alarm shall be given to the candidate at every hour after the commencement of the examination and fifteen minutes and five minutes before the end of the examination.

(15) In case of need or help, the candidate shall draw the attention of the invigilator by raising his hand or standing up in his/her seat. He/she shall maintain silence while he is in the examination hall.

(16) In all cases not covered by the rules mentioned above, the examination centre-in-charge shall take appropriate decisions in consultation with controller of examinations and the decision of controller of examinations thereon shall be final.

Reg. 10 (CUE): Rules for the Guidance of the examination centre-in-charge: (1) In the case of a university, a senior teacher, preferably of the rank of a Professor, and the Principal/Head Master in the case of a college/school shall respectively be the examination centre-in-charge for any examination being held in a university or a college/school. However, in exceptional circumstances the Principal/Head Master may delegate the function of the examination centre-in-charge to another full time teacher of the college/school with the permission of the Controller of Examinations.

(2) The examination centre-in-charge shall be responsible for strict supervision and efficient conduct of the examination according to the rules laid down for this purpose.

(3) The examination centre-in-charge must be present at the centre of the examination at least three quarters of an hour before the scheduled time for the commencement of the examination. If question paper packets are stored in local Treasury or Police Station, he shall make arrangement for procuring question paper packets from safe custody under proper security.

(4) After procuring or receiving the confidential packets of the question papers from safe custody on the day of the examination, the examination centre-in-charge shall open the confidential packets in the presence of the invigilators in a safe and private room at least fifteen minutes but not earlier than half an hour before the commencement of the examinations and shall arrange for the proper distribution of question papers and blank answer scripts among the examinees in the examination halls with the help of the invigilators. The distribution of question papers can be started after the warning bell at five minutes before the scheduled start of the examination.

In case the examination is taking place in a single hall, the question paper packet shall be opened in the examination hall by the invigilators in the presence of the examination centre-in-charge.

(5) The examination centre-in-charge shall affix his/her stamped facsimile signature & examination centre code at the appropriate place on the blank main answer books before distribution. The main answer book and the supplementary sheets must also bear the signature of the invigilator with date. Unused answer books and supplementary sheets must not be signed by anybody.

(6) No candidate shall ordinarily be allowed to appear at any examination unless he/she can produce his Admit card and the Enrolment Certificate cum Identity Card in original.

(7) The examination centre-in-charge shall distribute the seats of the candidates allotted to his centre among different examination halls as required. The seats should be numbered according to the roll numbers in the Admit Card. The seats should be so arranged that there is sufficient space between any two neighboring seats so that no copying or consultation can take place between examinees during the examination. The seat plan must be displayed prominently in the Examination Centres.

In no circumstances shall the examination centre-in-charge allow any candidate to write the examination at any place except the designated centre and examination hall according to his roll number on the Admit Card. He/she shall also make special arrangements, as far as feasible, for differently disabled persons or candidates suffering from infectious diseases.

(8) The examination centre-in-charge shall arrange for the doors of the examination hall to be opened, fifteen minutes on all days before the scheduled time announced for the commencement of examination.

(9) Any candidate reporting late after the commencement of the examination shall take his seat only with the permission of the examination centre-in-charge. Such a candidate shall not be allowed any extra time after the scheduled hours of the examination. However, no candidate shall be admitted or given a question paper after more than one hour after the start of the examination.

(10) No candidate shall be allowed to go out of the examination hall within the first hour of the start of the examination. He/she must leave the question paper and his/her answer book behind if he/she goes out of the hall temporarily for any genuine reason

(11) No candidate can finally leave the hall before submitting his answer script. At the close of the examination the candidate shall remain in his seat till an invigilator collects the answer script from him. However, if he submits his/her answer script before the close of the examination, he/she shall leave the hall immediately afterwards. No candidate shall remain in the examination hall or reenter it after finally submitting his answer script.

(12) The examination centre-in-charge shall arrange for time signals to be given to the examinees at the end of each hour of the examination and at fifteen and five minutes before the end of the examination.

(13) The examination centre-in-charge shall be responsible for drawing up the invigilation schedules and for making other essential arrangements for holding of the examinations in his centre. There shall be at least two invigilators for in every examination hall. If there are more than forty examinees in a Examination Hall, an extra invigilator must be engaged for every extra thirty students or fraction there of.

(14) The examination centre-in-charge shall arrange with the help of invigilators to record the attendance and signatures of the examinees in the given attendance sheets in each day or each session of the examination.

(15) No candidate shall be allowed to bring with him any books, notes, papers or other similar materials inside the examination hall. He shall also not be allowed to bring inside the examination hall mobile phones or any other electronic devices for communicating with persons outside the hall. However, scientific calculators may be permitted to be used if this is explicitly mentioned in any question paper. Before entering the examination hall, the candidate must deposit at a place set aside for this purpose all such forbidden items at the candidate's own risk.

During examination hours, communications of all kinds are forbidden between the candidate and any other person except the invigilators, copying from another examinee's answer script or from any other material is also strictly forbidden. The examination centre-in-charge along with the invigilators shall ensure that these rules are obeyed by the examinees. Examination Centre-in-Charge should arrange to set up electronic and CCTV surveillance both inside and outside the examination halls as per guidelines of the UGC/State Government.

If any candidate is found to be breaching any of the above rules, the examination centre-in-charge shall take appropriate steps as given in the next paragraph.

(16) As soon as a candidate is detected adopting unfair means or cheating during the examination, the examination centre-in-charge, with the assistance of the invigilators shall take appropriate steps as delineated in the University rules of governing the conduct of Examinations.

If a candidate is found to be copying from any material, the material should be seized and the answer script of the candidate should be confiscated. The candidate should be asked to sign the seized material and a statement from the candidate should be taken and recorded. The seized material and the answer script, the recorded statement of the candidate and the reports on the incident by the invigilators and the examination-in-charge should be put in a packet and sealed and sent to the Controller of Examinations for further disciplinary proceedings. The candidate may be issued a fresh Answer Script to continue with the examination if he desires to do so. However, this does not prevent the University authority to impose punishment on him for his transgressions. If the candidate refuses to cooperate with the examination centre-in-charge, he may be expelled from the examination hall at the discretion of the examination centre-in-charge. A report as to the circumstances of expulsion shall also be sent to the Controller of Examinations.

If a candidate is caught trying to copy from another examinee's answer script, or trying to communicate with another examinee, his/her seat should be moved so that he becomes unable physically to continue with his

activity. If he refuses to move or continues to try to copy from or communicate with other examinees, he may be summarily expelled from the examination hall by the examination centre-in-charge. In such an eventuality, the examination centre-in-charge shall file a report about the incident and the said report shall be sent to the Controller of Examinations.

If a candidate possesses mobile phones in the examination hall, these would be seized along with the answer script, a statement recorded from the candidate and the seized material along with the reports of the invigilators and the report shall be sent to the Controller of Examinations. If the candidate refuses to cooperate with the examination centre-in-charge, he/she may be summarily expelled from the examination hall. In this case, a report on the expulsion shall also be sent to the Controller of Examinations. The candidate may be issued a fresh Answer Script to continue with the examination if he desires to do so. However, this does not prevent the University authority to impose punishment on him for his transgressions.

In all other cases of breach of discipline by any examinee, the examination centre-in-charge shall take such appropriate action as he/she deems fit, including expelling the candidate from the examination hall. In all such cases, he must send a report to the Controller of Examinations dealing with the breach of rules and the subsequent action taken by him/her to preserve discipline.

The examination centre-in-charge may authorize the invigilators to take suitable action, as suggested above, for any breach of discipline within the examination hall except for the expulsion of the candidate from the examination hall.

If there is large scale adoption of unfair means in an examination centre which the examination centre-in-charge and the invigilators are unable to prevent, the examination centre-in-charge shall also report this to the Controller of Examinations. The university can also send inspection teams, formed by the Controller of Examinations in consultation with the Vice-Chancellor, to examination centres to see whether the examination is being conducted properly. In case of either the examination-in-charge or the university visiting team reporting large scale violation of rules in the examination, the university may cancel the examination at the centre where these large scale violations took place.

(17) At the end of the examination of each paper, the examination-in-charge with the help of the invigilators shall check the answer books of all the candidates against the attendance list and get these arranged serially according to Roll number, packed and sealed with duly filled in pre printed top sheet provided by the Controller of Examinations for each packet. The sealed packets of answer scripts shall be dispatched in a manner and to an address as instructed by the Controller of Examinations.

(18) After the completion of the examination, the examination centre-in-charge shall also send to the Controller of Examinations the following documents: (a) the attendance sheets signed by the candidates in each paper, (b) daily absentee statement, (c) a statement showing the distribution of main answer books and supplementary sheets on each day and each paper of the examination and the surplus remaining on each case, and (d) a question paper account, showing the number of question papers received, number distributed among candidates, number inside the sealed packets of the answer scripts and the surplus number.

After the completion of the examination, all surplus materials are to be returned to the Controller of Examinations.

(19) The University may give further instructions for specific examinations to the examination centre-in-charge:

(a) If the examination cannot be started at the scheduled time for any genuine reason, the Controller of Examinations must be informed immediately and subsequent steps may be taken as per the instructions of the Controller of Examinations.

(b) In case of any emergency or in all cases not covered by the above provisions, the examination centre-in-charge shall take action (in consultation with Controller of Examinations) as he deems fit in order to run the examination smoothly and to preserve the sanctity and the credibility of the examination process.

Reg.11(CUE): Rules for the Guidance of Invigilators: (1) There shall be at least two invigilators in every examination hall having upto 40 examinees. The number of invigilators may be increase as per earlier guidelines.

- (2) The invigilators shall be in charge of the examination hall assigned to them subject to the supervision and control of the examination centre-in-charge. They shall be present in the examination hall during the hours of the examination. They shall not use mobile phones inside the examination hall.
- (3) An invigilator shall report to the examination centre-in-charge at least half an hour before the start of the examination and receive from him/her an adequate number of question papers, main answer books, supplementary answer sheets and other material such as graph papers, maps etc, required for his examination hall. All these are his personal responsibility during examination hours.
- (4) The invigilator shall move into his assigned examination hall at least fifteen minutes before the start of the examination and ensure that the examinees take their allotted seats by the warning time signal five minutes before the start of the examination. He/she should also ensure that no examinee has any books, notes papers mobile phones and other forbidden material with him. However, examinees are allowed to use scientific calculators if this is explicitly mentioned in the concerned question paper.
- (5) The main answer books can be distributed amongst the examinees after they take their assigned seats. No answer book shall be left on an unoccupied seat/desk. The question paper may be distributed after the warning time signal five minutes before the start of the examination.
- (6) A candidate who reports late after the scheduled start of the examination can only be admitted if permitted by the examination-in-charge. He/she shall not be allowed any extra time after the scheduled hours of the examination. However, no candidate shall be admitted to the examination after the lapse of an hour after the start of the examination.
- (7) The invigilator shall take the attendance record of the candidates by collecting their signatures in the attendance sheets. While collecting their signatures, the invigilator shall ensure that each candidate has in his/her possession his/her Admit Card and Enrolment Certificate cum Identity Card. In case the candidate fails to produce any one or both the documents, the matter shall immediately be reported to the examination centre-in-charge for suitable action. The invigilator shall also check whether the candidate has correctly entered his/her Roll Number and Registration / Enrolment Number at the appropriate places on the top sheet of the main answer book. He/she should also put his signature at the allotted place on the cover page of the answer book.
- (8) Supplementary answer sheets, graph papers, maps etc. are to be supplied to a candidate as and when required. All these must be countersigned with date by the invigilator before being handed over to the examinee. The invigilator should also ensure that the candidate writes his/her Roll Number & Registration/Enrolment Number on all these loose papers.
- (9) The invigilator shall ensure that all loose sheets, graph papers etc. are properly stitched /stapled and attached to the main answer book before the end of the examination. The candidate is not to be allowed to take away any of the loose sheets, graph papers, maps etc., whether used or unused outside the examination hall.
- (10) No candidate shall be allowed to go out of the examination hall within the first hour of the start of the examination. He/she must leave the question paper and his/her answer book behind when he/she goes out of the hall temporarily for any genuine reason.
- (11) No candidate can finally leave the hall before submitting his/her answer script. At the close of the examination the candidate shall remain in his/her seat till an invigilator collects the answer script from him. However, if he/she submits his/her answer script before the close of the examination, he/she shall leave the hall immediately afterwards. No candidate shall remain in the examination hall or reenter it after finally submitting his/her answer script.
- (12) It shall be the duty of the invigilator to ensure that the examinations are conducted as per rules and examinees do not adopt any unfair means during the examination. In the case of any examinee is detected adopting unfair means, the invigilator can take appropriate measures to deal with the situation, as per guidelines given in Reg. 10 (CUE) Section (16), except for the expulsion of the candidate, for which the examination centre-in-charge must be informed immediately.
- (13) After the examination is over and all the answer books collected, the invigilators shall ensure that the number of answer books distributed and returned by the candidates tallies exactly with the number present in the hall.

Undistributed main answer books, supplementary sheets and other material are to be returned to the examination centre-in-charge.

(14) After the examination is over, the invigilators shall help the examination centre-in-charge in arranging the answer scripts according to the Roll numbers in the filled in pre printed attendance sheet and after that these answer books should be packed in accordance to properly filled in preprinted top sheets

(15) No change in the invigilation duty shall be allowed without the prior sanction of examination centre-in-charge.

Reg.12 (CUE): Evaluation of Answer scripts in Theory Examinations: (1) after each day of examination at various examination centres, the sealed answer packets shall either be collected by representatives of the Controller of Examinations or dispatched by the examination centre-in-charge to the Controller of Examinations in the manner desired by the Controller of Examinations.

(2) If there are a large number of candidates, multiple numbers of examiners, as recommended by the concerned Board of Studies, shall be appointed by the Controller of Examinations. In the case of multiple examiners for a particular paper or course, a Head Examiner shall also be appointed by the Controller of Examinations on the recommendation of the Board of Studies concerned.

(3) The answer scripts shall be distributed amongst the examiners by the Controller of Examinations or Head Examiner. The examiners shall be given a date by which they must examine the answer scripts allotted to them and return the marked answer scripts in sealed packages along with the award list and other documents to the Head Examiner. The answer scripts shall be marked according to the instructions based on the answers/ hints (with allocation of marks) as suggested by the paper setters and finally moderated by Moderation Board.

Alternately, if the authorities so desire, the answer scripts may be marked through the spot evaluation procedure, in which all examiners of a paper or a course assemble at the university or a designated place on a given date or dates and examine the answer scripts under the supervision of the Head Examiner. After examination, the examiner shall submit his examined answer scripts in a sealed packet along with the award lists and other documents to the Head Examiner.

In case of any correction in the marks awarded in the answer script or in the award lists, the corrections must be initialized with date by the examiner concerned.

(4) There shall be in general four copies of each award list in a theory examination. The examiner shall submit all the filled in four copies along with the answer scripts. One copy shall be retained by the Head Examiner and shall forward the other three copies to the Controller of Examinations. The Controller of Examinations shall retain one copy of the award list confidentially within the safe custody in the department of Controller of Examinations and shall forward the other two copies to the two manual tabulators or to the confidential agency entrusted with the tabulation.

(5) In case of wide spread complaints about any question or questions being set from materials outside the syllabus or about errors in the question paper, the Controller of Examinations shall, with the consent of the Vice-Chancellor, convene a meeting of the concerned Board of moderator, whose composition is given in Reg. 17(CUE), to discuss the matter and make its recommendations. These recommendations have to be approved by the Vice-Chancellor /Academic Council/Faculty Council. The approved recommendations shall then be communicated to the individual examiners and the Head Examiner for evaluation of answer scripts.

Reg. 13 (CUE): Guidelines for conducting Laboratory or Practical Examinations: (1) Practical examinations shall be held at different centres, as designated by the Controller of Examinations. As mentioned earlier, there shall be at least two examiners at each centre, with at least one from that particular centre where the examination is being held and at least another from any other college or any other university, as the case may be. The number of examiners may be more depending on the number of examinees on any particular date. The external examiners shall not be teachers who have taught at that particular centre.

(2) The assessment of performance of each candidate in the examination and the evaluation of answer scripts shall be carried out jointly by all the examiners.

(3) The award lists and the answer scripts shall be signed by all the examiners. In case of any correction in the marks awarded in the answer script or in the award lists, the corrections must be initialized with date again by all the examiners.

(4) After the completion of the examination and the evaluation of the answer scripts, the award lists are to be submitted to the Controller of Examinations.

(5) There shall be in general four copies of each award list in an undergraduate laboratory examination. The examiners shall submit all filled in four copies. The internal examiner shall retain one copy and forward the other three to the Controller of Examinations. The Controller of Examinations shall retain one copy of the award list and shall forward the other two copies to the two manual tabulators or to the confidential agency entrusted with the tabulation.

Reg. 14 (CUE): Rules for the Guidance of the Head Examiners: (1) In the case of multiple examiners in the examination of any paper or course, or for laboratory examinations being held simultaneously at multiple centres, the Controller of Examinations shall appoint a Head Examiner for that paper or course on the basis of the recommendations of the Board of Studies concerned.

(2) The Head Examiner of any paper shall issue guidelines, as received from the Controller of Examinations for the uniform evaluation of answer scripts by different examiners and shall also ensure that the guidelines are followed (3) When there are multiple examiners for a theory paper or for a laboratory examination held at multiple centres conducted by different examiners, the individual examiners are to submit the evaluated answer scripts to the Head Examiner.

(4) The Head Examiner shall have the answer scripts scrutinized by scrutinizers as advised by the Controller of Examinations.

(5) After scrutiny, the Head Examiner shall randomly reexamine at least 10% of the answer scripts evaluated by each examiner in a theory paper in order to ensure that the answer scripts have been correctly evaluated according to his instructions. If he finds that any particular examiner has not marked the answer scripts according to the instructions issued, or the grading has been erroneous and/or non-uniform, he/she can reexamine any number of answer scripts evaluated by that particular examiner as he feels necessary.

The same procedure shall be followed for the Practical Examinations.

The award lists shall be suitably corrected by the Head Examiner if the marks originally awarded by the examiner of a theory paper are changed on reexamination by the Head Examiner. All corrections introduced in the answer scripts and the award lists must be initialed by the Head Examiner.

(6) The Head Examiner shall submit the award lists and other documents to the Controller of Examination after concluding his reexamination of the answer scripts. He/she shall also send a report to the Controller of Examinations about the performance of individual examiners working under him in the evaluation of answer scripts. The report shall be treated as confidential and shall be placed before the Board of Studies concerned, which may help for the preparation of the panels of examiners for the next examination.

Reg. 15 (CUE): Scrutiny of Answer scripts :(1) All answer scripts after evaluation shall be scrutinized by a scrutinizers. The Scrutiny shall ordinarily take place at the space of Head Examiner or at a suitable place determined by the Controller of Examinations.

(2) Scrutinizers shall be appointed by the Controller of Examinations in consultation with the Head Examiner. The names of the scrutinizers may be recommended by the Board of Studies concerned.

(3) Head Examiner shall provided all the copies of marks award lists to the scrutinizers, the examined answer scripts concerned and the relevant question papers.

(4) The scrutinizers shall scrutinize the scripts according to the instructions provided by the Controller of Examinations. Scrutiny is not a reexamination or a review of answer scripts. The Committee shall ensure in particular that no answer or any part thereof has been left unmarked and that the candidate has not been given credit for answering more than the required number of questions and that the marks awarded against different answers have been correctly added up and properly entered in the award lists.

(5) If there is any discrepancy, the scrutinizers shall take appropriate action. If the discrepancy is due to wrong totaling, the Scrutiny Committee shall make the necessary corrections with the knowledge of the Head Examiner and if necessary to the Controller of Examinations. If the discrepancy requires the assessment of any unmarked question, the Head Examiner/concerned examiner shall mark the unmarked questions. In case of any other type of discrepancy, Head Examiner shall take appropriate action(if necessary to the Controller of Examinations may be informed).

All corrections in the answer scripts and the award lists must bear the initials with date of the scrutinizers or the examiner, as the case may be, at the appropriate places.

(6) The Head Examiner shall submit a scrutiny report to the Controller of Examinations.

Reg. 16 (CUE): Tabulation: (1) After the scrutiny of answer scripts, the award lists shall be used to tabulate the results of the examinations.

(2) If the tabulation is done manually, there shall be at least two tabulators appointed by the Controller of Examinations Each tabulator shall be given one copy of each award list for tabulation. They will tabulate the results independently and these two copies of tabulation sheets shall be compared to eliminate any possible errors. This job shall be done by the person other than 1st or 2nd tabulators. The tabulators can use electrical or electronic devices including computers for tabulation.

(3) The Controller of Examinations may also engage a competent confidential agency for carrying out the tabulation work with proper computer software. The criteria for the eligibility of any confidential agency for tabulation and other examination related work shall be suggested by the Controller of Examinations and approved by the Vice-Chancellor/ Finance Committee. The confidential agency should have proper experience in similar kind of job in any similar kind of reputed educational institution. In this case, the agency doing the tabulation must have the tabulation done independently through two separate data entries and compare the two to avoid any possible errors in the data entry. One or more persons from his/her department may be deputed by the Controller of Examinations to supervise the data entry and to ensure that no errors creep into this operation.

(4) The format of the tabulation sheets shall be designed by the Controller of Examinations who shall also issue necessary instructions to the tabulators for proper tabulation.

(5) In manual tabulation, each tabulator shall submit a report on the number of candidates, number of absentees, number of passes and the number of failures pointing out the borderline cases. For computerized tabulation by a confidential agency, the agency shall also submit a similar report.

(6) Immediately after the tabulation is over, the tabulation sheets/ tabulation register shall be submitted to the Controller of Examinations.

Reg. 17 (CUE): Finalization and Declaration of Results: (1) the results shall be finalized by the Controller of Examinations with the approval of Vice-Chancellor. Before finalizing the Controller of Examinations shall send the result statement to the board of studies concerned.

(2) Grace marks may be awarded if necessary. The process of awarding grace marks will be as per the Examination Rules.

(3) In the annual system, the results shall be published within three months of the conclusion of the examination, while in the semester system, the results shall be published within two months of the conclusion of the examination.

(4) Once the results are approved for publication, Progress Reports, mark sheets & Certificates shall be prepared for individual examinee.

(5) When the tabulation has been carried out manually, the tabulators, with the supervision of the Controller of Examinations, shall prepare the Progress Reports, mark sheets & Certificates. If a confidential agency has carried out the tabulation, they shall be entrusted with the preparation of the Progress Reports, mark sheets & Certificates. Progress Reports & mark sheets shall be signed by the Controller of Examinations or by an officer in his department who has been deputed by him to do so with the permission of the Vice Chancellor. Certificates shall be signed by Vice Chancellor. Before the Progress Reports, mark sheets and certificates are signed by the

appropriate authority these should be verified for correctness of entries by personnel of Department of Controller of Examinations.

Reg. 18 (CUE): Review of answer scripts: (1) If a candidate is dissatisfied with the marks in any paper or course, he/she can apply for a re-evaluation of his/her answer script for that paper or course subject to the following conditions (i) He/she can only ask for a review of up to 50% of the theory papers he/she had appeared, provided that he has obtained pass marks or qualifying marks in the rest of the theory papers. (ii) The candidate must apply within fifteen days of the issuance of the progress report/ mark sheets by submitting the proper filled in application form along with the requisite fees, as decided by the university from time to time and an attested copy of the progress report/ mark sheet. (iii) There shall be no review of marks obtained in a Practical, viva voce examination including dissertation, marks obtained in the internal assignment and assessment, (iv) If a candidate does not satisfy all the conditions mentioned in the previous paragraphs, his application for review of answer scripts shall be rejected.

An application for review, if admitted, automatically means that the marks originally awarded to the candidate in the answer paper under review by the regular examiner stands cancelled and the marks obtained in the review shall be his marks in that paper or course.

(2) (i) There shall be a Review Board for each examination in each subject in both undergraduate and postgraduate examinations for reviewing the answer scripts submitted to it by the Controller of Examinations.

(ii) The Review Board for any subject in an examination shall consist of the (a) the Chairman of the relevant Board of Studies, who shall be the Chairman of the Review Board, (b) three experts not belonging to the university to be appointed by the Controller of Examinations from the panel suggested by the relevant Board of Studies, and (iii) the Head Examiners of the corresponding paper/s. No person, who has originally examined the answer scripts can be a member of the review board.

(3) The meetings of the Review Board shall ordinarily take place in the department of the Controller of Examinations, where the reexamination/review of the answer scripts shall be carried out.

(4) The marks awarded by the Review Board shall be considered to be the final marks obtained by the candidate in that paper or course.

(5) The review results shall be finalized by the Controller of Examinations & Director of School of Studies concerned with the approval of Vice-Chancellor before being published. Review results should be published within 45 working days from the last date of the receipt of review applications.

(6) All applicants shall be informed of the results after review. If the marks of a candidate change after review, he shall have to surrender his original progress report/mark sheet /Certificate before receiving his revised progress report/mark sheet/ Certificate. If this is not done, the candidate shall not be allowed to appear in any further university examination, nor shall he receive from the university the degree/Diploma/certificate concerned.

Reg. 19 (CUE): Disciplinary Proceedings against candidates adopting unfair means in an examination: (1) The results of all candidates against whom reports have been filed by the Examination centre- in-Charge for adopting unfair means in the examination shall be withheld initially.

(2) A Disciplinary Committee for each examination shall be constituted by the Vice-Chancellor consisting of (a) the Controller of Examinations (b) Director of School of Studies concerned (c) two officers of the university nominated by the Vice-Chancellor.

(3) The Controller of Examinations shall convene meetings of the Disciplinary Committees and ask the students accused of adopting unfair means to appear before the concerned committee. The Disciplinary Committee shall give the accused student a fair hearing and shall be assisted by the concerned invigilators and the Examination-in-Charge&/or any person related to the incident. The Disciplinary Committee can also use any documentary records including CCTV coverage in its proceedings.

(4) If the student is found guilty of any violation of examination rules, he shall be punished accordingly.

(i) If the transgression is minor and it is concluded that the student could not benefit from his violation of rules, he/she may be let off with a warning and/or a fine.

(ii) If the student is found guilty of more serious charges like copying, cheating, getting help from outside or disturbing the examination etc., he/she may be subjected to any or some of the following punishments: (a) his/her examination in a particular paper may be cancelled, (b) his/her whole examination may be cancelled (c) his/her examination may be cancelled and in addition, he may be debarred from appearing in subsequent examinations for a specified number of years, and (d) he/she may be permanently debarred from pursuing any further studies in the university/ cancellation of registration/enrolment.

The appropriate disciplinary action for different types of malpractices shall be given in the examination rules.

(5) The punishment awarded shall fit the seriousness of the transgression. A student shall be given all opportunity to present his/her side of the case before the Disciplinary Committee.

(6) All punishments recommended by the Disciplinary Committee have to be approved by the Vice Chancellor to become effective. Disciplinary action should be reported to the Executive Council.

Reg. 20 (CUE): Miscellaneous Provisions: (1) A student can ask for a certified photocopy of his answer script by depositing the required fees within a time specified by the Controller of Examinations to Public Information Officer of the University. The Controller's department shall provide the PIO with the certified photocopy of the answer script after masking the names/signatures of the examiners, Head Examiners, Reviewers etc in the answer script, so that their identities are not revealed.

(2) All answer scripts of any examination are to be preserved by the Controller of Examinations for 3 months from the date of publication of results or till the end of any legal or administrative proceedings about the examination, whichever date is later. All answer scripts of earlier examinations shall be disposed off in the manner as decided by the Vice Chancellor.

(3) All paper setters, examiners, Head Examiners/Coordinators, scrutinizers, tabulators, external members of the Moderation Boards and Review Boards shall be paid remuneration for their work at rates to be decided by the University from time to time. Travelling Allowance and Daily Allowance shall be paid to all persons connected with conducting any university examination as per university rules.

(4) The university may also pay the institutions being used as examination centres an "examination centre fee" to defray their expenditure in conducting the examinations.

Reg. 21 (CUE): In case of any situation arising which is not covered by these Regulations or in case of any doubts or difficulty as to the interpretation of these Regulations, the matter shall be referred to the Vice-Chancellor, whose decision, consistent with the Act, the Statutes shall be final.