EXAMINATION MANUAL

Prof (Dr.) M K C Nair

Vice Chancellor

June 20th, 2018

FOREWORD

The process of codifying of the principles, procedures and system with respect to the conduct of the theory and practical Examinations by KUHS, as a Manual – called Manual of Examinations, having been approved by Governing Council, is over and the Manual is about to be released. I think it is apt to consider "As is the Constitution to the Nation polity, so is the Examination Manual to the KUHS Examination system". It has become a reality now. The future of Examination system could be secured only when it is regulated by written code of procedures and the rule of Law. Only a secured Examination system can give due consideration to the rights of students. The student community has every right to have proper understanding of the functioning of the system (except the area of confidential nature). **All the more, it is very important for the University itself in order to equip itself with prescience, for meeting the challenges of conducting increasing number of examinations flawlessly, keeping away probable oddities.**

Ever since the establishment of KUHS, it has been following a unique system of Examination, which is impartial and objective and which makes use of electronic data processing system and modern communication system substantially.

While going through the Manual, it is clear that the procedures of Examinations are explained as far as possible, in simple terms with definitions and incorporating the required details. I hope the Manual of Examinations will be of immense use to all the stake holders. I congratulate all those who have put in efforts in bringing out this Manual in written form.

Sd/-

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Prof (Dr.) P K Sudhir
Controller of Examinations

June 20th, 2018

PREFACE

Kerala University of Health Sciences, established under the Kerala University of Health Sciences Act, 2010 strives to maintain high academic standards and quality of Health Sciences education. Therefore, the University examination system has been so designed as to accomplish the above objectives. It aims at summative assessment at the end of the academic year or semester term as the case may be, to evaluate whether a student has acquired the required level of knowledge, skills and attributes so as to ensure that he is a competent health care professional. As the stakes in these examinations are very high, it is mandatory to maintain a high degree of accuracy, reliability, integrity, consistency and uniformity in the conduct thereof. To achieve this goal, the University goes on reviewing and revising the examination Regulations from time to time taking into account the emerging challenges, demands and reforms.

Right from the first examination held in August, 2011, we have been following our own novel system, featured with the uniqueness of incorporating into it, publication of Tentative Examination Calendar before the beginning of Academic term, online Theory Question Paper Transmission, Double valuation system, use of bar-coded Theory Answer Books, electronic surveillance in the Theory Examination halls, I T oriented data processing etc. which are the first of its kind in the State. This was made possible in the beginning itself with the able guidance and encouragement of our **founder Vice-Chancellor, Prof (Dr) K.Mohandas.**It is a great pleasure

that the system continues seven years for now all the stake-holders especially the student community has benefited substantially. The current system of Examination is well appreciated by Hon'ble High Court of Kerala, the media and the Scientific Community. This digital initiation and innovative methods may be considered as a model for other Universities in the state.

A written Manual of Examinations can be considered as one of the preconditions of any successful Examination System. There are many stake-holders of the Examination system;the first is undoubtedly, the student Community. In addition, the affiliated Institutions, the Examiners, the Evaluators, the Chief Superintendents, Invigilators etc.- should be able to understand clearly the principles, codes, the standard operating procedures andthe system of Examination. We have taken special care to clearly explain the procedures with respect to conduct of Examinations – from publishing of Examination Notifications to publishing of Results. Further, the procedures of uploading Practical Examination marks, procedure with respect to Evaluation of Theory Answer Books etc. are clearly explained in simple terms. The formulation of this Examination Manual is a step forward in this direction. I strongly believe that the releasing of this written manual shall be heralded as a breakthrough in the conduct of the Examination system.

I take this opportunity to convey my gratitude towards each and every member of the Board of Examinations and members of Governing Council who vetted the draft Document. I am also grateful towards each and every member of Staff who contributed to this, who took part in the discussions and meetings and who pointed out the missing points in the Draft and assisted in bringing out this written Manual.

Sd/-

Prof (Dr.) P.K. Sudhir

Controller of Examinations

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CHAPTER I

PRELIMINARY

1) **Short title and Commencement**:

a) This Manual may be called the Kerala University of Health Sciences, **Examination Manual 2018**

b) It shall come into force on the **21st day of June, 2018**

2) **Definitions**:

a) **The Academic Council:** The term 'Academic Council' used in this Manual shall have the same meaning and scope as provided for under Section 24 and 25 of the KUHS Act, 2010.

b) **'Admit Cards'** means the permission document given to each eligible candidate by the Controller of Examinations to write the University examinations for which they have registered.

c) **'Assistant Superintendent/Invigilator'** is the faculty member appointed by the Chief Superintendent/Head of the Institution for every 25 candidates for invigilating the theory examinations.

d) **The Board of Examinations**: The term 'Board of Examinations' used in this Manual shall have the same meaning and scope as provided for under Section 26 and 27 of the KUHS Act, 2010.

e) **The Controller of Examinations:** The term 'Controller of Examinations' used in this Manual shall have the same meaning and scope as provided for under Section 15 of the KUHS Act, 2010.

f) **'Camp Officer'** is one of the staff members of the University deputed by the Controller of Examinations to the Centralized Valuation Camp for controlling and supervising all the administrative activities of the Centralized Valuation Camp.

g) **'Chief Superintendent'**: The term 'Chief Superintendent' (CS) used in this Manual means the faculty member of the College/Institution affiliated to this University, appointed by the Controller of Examinations for the conduct of the theory examinations at the same College/Institutions approved as Theory Examination Centre by the University.

h) **'Coordinator of Centralized Valuation Camp'**, the term used in this Manual means the faculty member who is eligible/qualified to be an evaluator, appointed by the Controller of Examinations at his discretion and on request of the Chairperson to assist the Centralized Valuation Camp Chairperson, if there are large number of answer books to be valued under her/him at the Centralized Valuation Camp.

i) **'Custodian'**: The term 'Custodian' used in this Manual means the Officer who is in charge of the answer books, score sheet, issue register and all other documents in Centralized Theory Valuation Camps.

j) **'Deputy Chief Superintendent'** is the member of the faculty appointed by the Controller of Examinations to assist the Chief Superintendent in conducting the theory examination, if the number of candidates appearing for a particular examination is more than 150.

k) '**Examiner**' means those members of the faculty who are eligible to be appointed for the conduct of practical/viva examinations and valuation of theory answer books as per the course regulations concerned.

l) '**Examination Centre**' means the College/Institutions affiliated to the University, recognized or approved by the University as centre for conducting Theory/Practical Examinations of the University.

m) '**Evaluator**' means the Examiner who is eligible to be appointed for the valuation of answer books of the examinations.

n) **"Evaluation Chairperson'** is the member of faculty who is eligible to be an evaluator, appointed by the Controller of Examinations on the recommendation of the Examination Committee concerned for each subject/examination, depending up

on the number of answer books to be valued, for supervising/verifying the evaluation process at the Centralized Valuation Camp.

o) **'Examination Committee'** the term used in this Manual shall have the same meaning and scope as provided for under section 27(5) (a) of the KUHS Act 2010.

p) **'External Examiner'** is the member of faculty who is eligible/qualified to be an examiner, of an institution/College affiliated to this University or other University, included in the panel approved by Board of Examinations and appointed by the Controller of Examinations as External Examiner for conducting Practical Examination at an Institution/College other than the Institution/College she/he is working.

q) **'Internal Examiner'** is the member of faculty who is eligible and qualified to be an examiner, of the Institution/College affiliated to this University, included in the panel approved by Board of Examinations and appointed by the Controller of Examinations as Internal Examiner for conducting Practical Examination at that particular Institution/College

r) '**KUHS Act'** means the Kerala University of Health Sciences Act 2010.

s) **'Malpractice'** means all the irregular/improper activities committed by students or on their behalf and the lapses committed by the Chief Superintendent, Invigilators and all other staff of the examination centres who are involved in the conduct of examinations.

t) **'Moderator/Scrutinizer'** is the member of faculty who is eligible to be an examiner of the University and belonging to an institution/College affiliated to this University or other University appointed by the University to scrutinize the question papers already prepared by the question paper setters in accordance with the syllabi, scheme of examination and the instructions given by the University before being added to the question paper bank.

u) '**Nodal Centre**' means the College/Institution affiliated to the University, where a Nodal Officer is appointed by the Controller of Examinations for the purpose of

dealing with the complaints, while conducting the examination, regarding the question papers of a particular examination and recommends corrections/modifications/ replacement of questions, if any, to the Controller of Examinations.

v) '**Nodal Officer**' means a member of faculty who is eligible to be an examiner of the University appointed by the Controller in the designated College/Institution affiliated to the University, for the purpose of dealing with the complaints, while conducting the examination, regarding the question papers of a particular examination and recommends corrections/modifications/replacement of questions, if any, to the Controller of Examinations.

w) **'Observer of the theory examinations'** is the member of faculty from other health science stream appointed by the University to observe and report on the proper conduct of the theory examinations.

x) **'Practical Centre Chairperson'**, is one the Internal Examiners for each examination/subject appointed by the Controller of Examinations for the smooth and efficient conduct of the entire Practical Examination at each centre and for the co-ordination of the examiners.

y) **'University Practical Convener'** is the member of faculty who is eligible to be an examiner, appointed by the Controller of Examinations on the recommendation of the Examination Committee for each subject to recommend the schedule of practical examination for all the practical examinations centres of a particular examination in consultation with the Controller of Examinations and to suggest the list of external examiners.

z) **'QP Code'** means the unique 6-digit numeric code assigned to the Question Paper.

aa) **'Question Paper Bank'** means the availability/collection of a set of scrutinized question paper for each subject of an examination so as to transmit one question paper which is randomly selected by the system, to the respective exam centres

bb) **'Question Paper Setters'** means those eligible/qualified teachers of the Institutions affiliated to this University or other Universities included in the panel approved by

Board of Examinations for the purpose of question paper setting who are assigned to prepare question papers for the conduct of Examinations.

cc) **'Regulations'** means the Academic Regulations and Course Regulations of all the courses coming under the KUHS published in Kerala Gazette from time to time.

dd) **'Subject Expert'** is the member of faculty appointed by the Controller of Examinations to deal with the complaints regarding the content of question papers of a particular subject, within the time stipulated while conducting the theory examinations, and to recommend corrections/ modifications/replacement of questions, if any, to the Nodal Officer of that particular examination who, in turn, shall communicate the same to the Controller of Examinations for further action.

CHAPTER II

CONDUCT OF EXAMINATIONS

A. Appointment of Question paper setters and Scrutinizers

(1) Appointlment of question paper setters relating to all examinations, conducted by the University shall be made by the Vice Chancellor or by the Controller of Examinations, (by virtue of powers delegated to him by the Vice Chancellor) from the respective panels prepared based on recommendations of the Board of Studies as approved by Board of Examinations in the subject concerned as per the qualification and norms recommended by the Academic Council and approved by the Governing Council from time to time. Every panel submitted to the Controller of Examinations shall consist of sufficient number of names of question paper setters as required. However, he can appoint persons not included in the panel also as question paper setters in exceptional circumstances, with the approval of the Vice Chancellor. The question paper setters are engaged for preparation of 'question paper banks' for the subjects concerned.

(2) The Controller of Examinations (hereinafter referred to as CE) can cancel the appointment offered to any person as question paper setter for valid reasons.

(3) Only persons having the prescribed qualifications and experience as per the Regulations at the appropriate level shall be included in the panel. Respective Board of Studies may review the panel of question paper setters as and when required. In case any question paper setter is found inefficient, indulging in negligence, misconduct, malpractice, disobedience or found ineligible for any other reasons, the Vice Chancellor, on recommendations of the Controller of Examinations may disqualify such persons from being question paper setter.

(4) Question Paper setters can also be appointed as Examiners in the subject for which they have set question paper.

(5) The Controller of Examinations may appoint scrutinizer/s for each subject in order to verify whether the question papers are set as per the syllabus and the scheme of examinations as and when required.

(6) Remuneration and TA/DA (as applicable) will be paid to all question paper setters/ scrutinizers at the rates fixed by the University from time to time.

(7) The Vice Chancellor shall approve appointments as QP Setters/Examiners waiving the above requirements in exceptional cases and in such cases his/her action shall be reported to the Board of Examinations.

B. <u>Appointment of Examiners and Evaluators.</u>

(1) The BOE shall constitute a Committee for every subject or group of subjects for a specific term.

(2) Such committee shall recommend the conduct of examinations, evaluation process and the list of Practical Convenors/Evaluation Chairpersons of the University.

(3) The Controller of Examinations as delegate of the Vice Chancellor shall appoint eligible examiners and evaluators as per the prevailing course Regulations, from the panel approved by the Board of Examinations as proposed by the Board of Studies in the subject concerned.

(4) The committee shall have the following functions;

a. To assist the conduct of practical examinations, practical Conveners shall be appointed by the Controller of Examinations on the basis of the recommendation of the concerned Committee. The University practical examination Conveners may suggest the list of eligible and willing examiners from the approved panel for appointment. Convener shall be a faculty member who is eligible to be an examiner as per the concerned course Regulations.

b. For the smooth process of the evaluation system, an evaluation Chairperson, who shall be a senior faculty, shall be appointed by the Controller of Examinations on the recommendation of the Committee. The evaluation Chairperson may suggest eligible evaluators from the approved panel for appointment. To aid the evaluation Chairperson, Co-ordinator(s) may also be appointed by the Controller of Examinations on the recommendation of the concerned evaluation Chairperson, as and when required.

c. For the smooth conduct of practical examinations in each of the examination centres, a practical Chairperson, preferably one of the Internal Examiners of that particular examination, shall be appointed by the Controller of Examinations on the recommendation of the concerned Principal/Head of the Institution for an examination / subject for each session of the examination.

(5) The Controller of Examinations may appoint eligible persons not included in the panel of examiners/evaluators in exceptional circumstances with the approval of Vice Chancellor and subject to ratification by the Board of Examinations. Controller of Examinations will also have discretionary power to cancel the appointment of examiner(s)/evaluator(s) for valid reasons.

(6) Situations, if any, where an examiner/evaluator is found indulging in purposeful negligence, violation of secrecy or other acts of misconduct shall be brought to the notice of the Controller of Examinations immediately by the respective practical Chairperson/ Convenor/ Evaluation Chairperson or Camp Officer. In such cases the Controller of Examinations can take appropriate action with the approval of the Vice Chancellor.

(7) Remuneration and TA/DA shall be paid to all examiners/ evaluators/ University practical Conveners/ practical Chairpersons/ evaluation Chairpersons/ Co-ordinators/ Camp Officer, nodal officers, subject experts and all such other officials appointed, at the rates fixed by the University from time to time.

C. Instructions to question paper setters

Extreme confidentiality must be observed by the question paper setters. They shall not disclose any information which might give a clue or hint with respect to the questions being set to anyone under any circumstances.

(1) Every person appointed as paper setter shall be required to furnish a declaration in the form prescribed by the University, stating, inter alia, that:

i) He / she has not written, edited or revised a guide book, help book, key or similar other matter, with whatsoever name, relating to the subjects concerned.

ii) He /she has not been engaged in giving private tuitions and / or teaching at private coaching institutions or carried out similar other work.

(2) None of his / her near relations is appearing in the examination concerned.

(3) The questions should be set as per the pattern recommended for the particular examination by the concerned Board of Studies. The subject of the paper, Question Paper Code, duration of the examination and the maximum marks must be mentioned with clarity at the top of the Question Paper.

(4) Questions shall be type written in the prescribed format by the Question Paper setter in strict confidence either directly or at his dictation and the hard and soft copies of the same in the paper and CD supplied by the University, shall be forwarded to the Controller of Examinations.

(5) Every Question Paper shall be assigned a unique 6-digit numeric code (Eg. Q.P Code 009898) and the same will be made known to the question paper setter. These codes are to be written in the set question paper along with the name of the paper. If the question paper carries two sections, the question paper setter shall mention the different code numbers clearly in the question paper set by him as in the model question paper.

(6) Questions shall be free from spelling and grammatical mistakes. Abbreviations other than usually given in the textbooks should not be used. Acronyms shall be expanded. No questions shall be repeated in any of the sets of the question paper prepared by the question paper setter. Question Paper setters making repeated mistakes may be avoided from the panel.

(7) Questions shall be clear, specific and proportional to the marks allotted. Vague and ambiguous questions shall be avoided.

(8) A clear note should be given at the top of the question paper so that candidates may ask for materials such as calculator, logarithm tables, charts, graph paper etc. from the examination invigilator/ chief superintendent if permitted.

(9) Question paper setters must ensure that the questions set by them are of the same pattern and standards including the Question Paper Code, are followed by them as in the 'Model question paper' supplied by the University.

(10) The question paper setter has to ensure that the prescribed standards are maintained and that the question paper, covers the broad areas of entire syllabus for the concerned course. Due weightage shall be given to all the chapters in the syllabus and also as per the marks distribution criteria prescribed by the University (if any). Composition of the question papers shall have a mixture of questions of different levels as follows:

- Questions that can be answered by an average student:
- 50% to 60%
- Intermediate level of difficult questions: 20% to 30%
- Advance level questions: 10% to 20%

(11) The question paper setter shall prepare and submit as many question papers for each subject / paper as directed by the Controller of Examinations.

(12) The paper setter should also keep in mind that an average student would be able to answer all the questions in the prescribed time.

(13) In Sanskrit paper and in papers having Sanskrit words in BAMS course, the question paper setter shall use Devanagari script using Unicode font. In case of Tamil / Sidha / Unani papers, he/she should use Tamil script for Tamil words and Urdu script for Urdu words respectively using Unicode font. The corresponding English words have to be typed in brackets immediately after the Sanskrit / Tamil / Urdu words in Devanagari / Tamil words.

(14) Number system used in the model question paper shall be followed strictly for showing serial numbers and mark distribution in the question paper.

(15) Question paper setting is a time bound task and paper setters shall not make any delay in reaching the prepared Question Paper in the University. However reasonable time will be given to Question Paper setters for preparing Question Papers.

D. <u>Instructions to Moderator (Scrutinizers)</u>

The functions of the Scrutinizers shall include the following:

i) To ensure that the question paper(s) have been set strictly in accordance with the Syllabi, Scheme of Examinations, model question paper and the instructions given by the University.

ii) To ensure that the prescribed standards have been maintained and that the questions, cover the broad areas of the entire syllabus adequately.

iii) To replace question(s), if any found in the Question Paper from topics outside the prescribed syllabus and avoid repetitions. Repeated questions in the same question paper at different places (long answer, short essays and short answer) as well as repetition of the same subject in Part A/B or in Paper I / Paper II / Paper III etc. in the same question paper should be avoided.

iv) To check and make sure that the Question Paper Code, the name of examination, subject/paper, scheme etc. are correct.

v) To check the correctness of the maximum marks and duration allotted to the paper. Marks allotted to each question must be clearly mentioned. It will be ensured that the sum of the marks for the different questions equal the maximum marks for the paper.

vi) To check and ensure that abbreviations other than usually given in the textbooks are not used & acronyms are expanded. Spelling mistakes, Errors in punctuation and grammar should be corrected.

vii) To remove ambiguity/confusion in the language of the questions, if any, and make clarity.

viii) To ensure proper distribution and indication of marks for each question or part or parts thereof and to correct errors, if any, in this regard.

ix) To ensure that the composition of the question papers shall have a mixture of questions of different levels as follows:

   i. Questions that can be answered by an average student: 50% to 60%

   ii. Intermediate level of difficult questions: 20% to 30%

   iii. Advance level questions: 10% to 20%

x) Time allotted for answering all the questions should be kept in mind while scrutinizing the question papers.

xi) To ensure that the questions are serially numbered.

xii) To ensure that representation and weightage has been given to all the chapters as far as possible

xiii) To bring to the notice of the Controller of Examinations, lapses or omission, if any, on the part of the question paper setter.

xiv) To correct/modify/replace the questions in case of necessity.

NOTE:

- The scrutinizers are solely responsible for the omissions, mistakes, or errors left uncorrected in the question paper.
- Their work is highly confidential and usage of mobile phones/ or other electronic gadgets during scrutiny is not permitted for any reason.

E. Steps involved in the conduct of University Theory Examinations

1. The Principal/Head of Institution of the newly affiliated colleges/ colleges with newly recognised courses should send proposals pertaining to each examination within 3 months after the commencement of the classes to the Controller of Examinations.

2. The proposal should contain details of expected number of candidates for each examination/specialty.

   The process for approval of Theory Examination centre shall commence with the submission of a self-assessment report to see whether the Institution is having the minimum requirements set for granting the Theory Examination centre status to an affiliated Institution in an electronically transmitted Question Paper environment. The Controller of Examination may arrange for inspection, and place the inspection report before the Vice Chancellor who shall, if convinced of the fitness of the institution, grant approval for the centre and report the matter for ratification by the Governing Council through the Board of Examinations.

   The criteria/minimum requirements for allotment of University theory examination centre status to a college/institution are:

   - Availability of hall / halls of the required size to accommodate all the Regular and supplementary candidates attending the examination at a time. The hall/halls shall have sufficient facilities like availability of light, drinking water, fan/air conditioner, attached toilet etc.
   - Availability of a confidential room attached to the examination hall with two numbers each of desktop computers, printer/digital copier, UPS and Internet connectivity, all in working condition. In addition to this, the room shall also be equipped with generator, fax, and land line phone facilities, all in working condition.
   - Surveillance Camera system of the required specifications in working condition.
   - Communication Signal jammer of the required specification in working condition.

3. The University examinations shall be conducted as per the examination notification issued preferably 45 days prior to the commencement of the examinations. The

candidates proposing to appear for the concerned examinations shall register themselves in the university before the publication of the examination notification. This registration applies to the candidates taking their University examination for the first time.

4. Time table for both the Theory and Practical examinations shall be published well in advance before the commencement of examinations.

5. All affiliated colleges shall register all eligible candidates enrolled by the University for examination in the University web portal. They shall submit Internal Assessment marks, attendance percentage, fee details and list of eligible examiners/evaluators as per the Notification published by the University along with registration for each examination. Examination Registration will not be granted to candidates who have not complied with the requirements specified in the Examination notification and respective course regulations. Applications received after the last date will not be considered under any circumstances. However, the Vice Chancellor shall have the power to grant permission for late registrations on sufficient grounds. In permissible cases of condonation of shortage of attendance, the attendance shall be uploaded with actual percentage. Actual attendance and the percentage for which condonation is granted in accordance with the course regulations shall be uploaded in separate columns provided in the prescribed format. Condonation is permitted only once in a course period for UG courses. Condonation is not permitted for PG and Super specialty courses.

6. All affiliated colleges/institutions shall forward to the Controller of Examinations, print outs of the evidence of Examination registration and internal assessment marks along with certificate of attendance percentage, signed by the Head of the Department/ Dept. in charge & Principal/Head of Institutions after getting the certificate duly acknowledged by the candidate by affixing his/her signature on or before the date stipulated in the examination notification. The college shall also forward printout of the fee details signed by the Principal/Head of the institution. The signed copy of the internal assessment marks and attendance percentage shall be displayed sufficiently in advance in the college notice board for information and for getting anomalies if any, rectified. Complaints, if any on the part of the candidates regarding internal assessment

marks and attendance shall be raised before the University with utmost diligence. Once these documents are submitted by the head of the institution to the examination section, no further changes will be entertained under normal circumstances.

7. To complete the examination registration process, the Principal/Head of the institution shall furnish a statement regarding satisfactory completion of training pertaining to the particular examination as per KUHS Regulations, in respect of the candidates being registered.

8. The Principal/Head of Institutions shall collect Examination fee from all eligible candidates of his/her college; remit the consolidated amount to University Account as per the mode of remittance specified in the Examination notification from time to time and forward the concerned print-outs countersigned by Principal/Head of Institution to the University. University shall also impose the fine fixed by it from time to time for the delay from the part of the colleges in the process of registrations of each session of the examination.

9. Principals/HOI are empowered to condone the shortage of attendance up to the maximum percentage specified in the course regulations for a subject/subjects for theory/practical or both for a particular examination. But such condonation is allowed only once in the entire course period and only with the recommendations of the HOD/ Dept. in charge, and on genuine grounds. Such condonation of shortage of attendance is permissible for undergraduate courses only and is subject to payment of the prescribed fee to the University under intimation to the Controller of Examinations. Such intimation with the relevant details shall be signed by Head of Department/Head of Dept. in charge and by the Principal/Head of the Institutions. The Head of the institution shall give an undertaking that the particular candidate has not availed of the provision for condonation facility previously in the entire course period. The college shall maintain a condonation register which is subject to verification by the University authorities.

10. The University recognizes an affiliated college/Institute, as an examination centre provisionally, if it ensures proper arrangements for the conduct of examinations strictly

as per the guidelines prescribed by the University from time to time. These arrangements include setting up of civil, electrical, Information Technology infrastructure, etc. In exceptional cases, University may permit sharing of examination centre facility with another affiliated college of the same management in the same campus on special request from the Principals/Head of Institutions of both institutions. The Controller of Examinations shall have the power to club one or more theory/ practical examination centre(s) for any particular examination as per needs of the situation. The theory examination centres shall be finalized before the issue of Admit Cards.

11. The University reserves the right to cancel any examination centre at any time on valid reasons.

12. The University verifies the examination registrations, attendance, internal assessment marks and remittance of examination fee to ascertain eligibility of the candidates before issue of Admit Cards. Admit cards are issued online preferably two days prior to the commencement of the theory examination. The Controller of Examinations shall have the power to suspend issue of Admit cards to candidates found ineligible on various reasons. The Controller of Examinations shall also have the right to keep pending, the issue of Admit card already issued on valid reasons. In exceptional cases, the Controller of Examinations can provisionally permit a candidate for appearing the examination, subject to eligibility on further verification.

13. The Principal/Head of Institutions shall download the Admit cards, sign on it and distribute the same to the candidates with college seal, after getting their signature in the admit cards preferably one day before the examination. Invigilators shall put their initials in the Admit Cards on each day of the examinations in the prescribed column.

14. Once an affiliated college/institution is approved as an examination centre, the University shall supply sufficient theory and practical answer books and examination related stationery in advance from time to time as per the requirement. The Principal/ Head of Institutions shall maintain a stock register of such materials supplied by the University. It shall be the responsibility of the Principal/Head of Institution to intimate

the University the examination requirements well in advance. University shall have a mechanism to monitor the stock and usage of above mentioned materials from time to time.

15. The Controller of Examinations shall designate a college, preferably from Govt. sector as 'Nodal centre' for a particular examination. The Controller of Examinations shall appoint a Nodal Officer and Subject Experts attached to the Nodal Centre. The Nodal Officer shall be the officer to attend to the complaints, if any, regarding the question paper transmitted. The Nodal Officer shall consult with the 'Subject Experts' appointed for the purpose regarding the complaints and send the correction/no correction file to the University within the prescribed time. The Nodal Officer and Subject Expert shall be faculty members preferably not below the rank of Associate Professors. However, the Controller of Examinations shall have the power to appoint Nodal Officer and Subject Expert below the rank of Associate Professor in exceptional cases subject to ratification by the Vice Chancellor.

16. The Controller of Examinations shall appoint Chief Superintendent on the recommendation of the Principal/Head of the Institution of the theory examination Centre for each examination. Usually the Principal/HOI shall be appointed as the Chief Superintendent. However, in exceptional cases, they can nominate a senior faculty member as the Chief Superintendent. The University reserves the right to appoint the Chief Superintendent who is not nominated by the Head of Institution also. Duties and responsibilities of the Chief Superintendent and Invigilators are included in the *Appendix I*.

17. On receipt of the Question Papers from the setters, the concerned section of the Examination Branch of the University shall prepare Question Paper Banks by assigning Question Paper Codes, scrutinize for further accuracy and arrange them according to day wise time table and compose them into a standard template.

18. University shall take necessary steps to transmit theory question papers online to the examinations Centres. All University Examination Centres shall be given unique Username and Password so as to enable login to the web page designed for the

Examination purpose. To maintain confidentiality, the Principal/Head of Institutions are directed not to disclose the username and password to others.

19. The candidates of those colleges which are not approved as University theory examination Centres for a particular examination have to write their examinations at another approved University Examination Centre as may be directed by the University.

20. Normally, the Principal/Heads of Institution will be the Chief Superintendent at each Centre. However, in exceptional cases, he / she may nominate a senior faculty member as the Chief Superintendent. The Chief Superintendent is responsible for receiving the answer books and all examination materials from the Principal/Head of the Institution and keeping them under safe custody. He/ She is also responsible for downloading, printing and distributing the question papers in time. He /she should make all arrangements for the smooth conduct of the examination.

21. No change of examination Centre shall normally be permitted after a candidate has once registered for an examination in a particular Centre.

22. The Controller of Examinations shall make arrangements for publishing the results online, and for distribution of Statement of Marks and Certificates.

F. Conduct of Examinations

1. Examinations once scheduled shall not be changed, unless there is a situation / reason which necessarily warrants such a rescheduling with the approval of Vice Chancellor subject to ratification by the Board of Examinations.

2. Ordinarily there shall be two examinations in a year (Regular & Supplementary) preferably with a gap of 6 months in between, unless otherwise specified by the respective course regulations.

3. In extraordinary situations, the Controller of Examinations shall be competent to effect the change of date of any examination in the Examination Time Table already published.

4. The Controller of Examinations shall make arrangements for the conduct of examinations at various approved Centres in accordance with the rules framed by the University from time to time.

5. Regarding their duties and responsibilities, the Chief Superintendent and other officers involved in the conduct of examination(s) shall act according to the instructions issued by the University from time to time.

6. It shall be the duty of the Chief Superintendent at each Centre of examination to appoint Deputy Chief Superintendents and or Asst. Superintendents (Invigilators) who shall be members of the faculty and other supporting staff for the smooth conduct of examinations as required by the University. Remuneration at the rates fixed by the University shall be paid to all the staff involved in the Examination duty.

7. The Controller of Examinations may, if found necessary, appoint an Observer/Squad to supervise/monitor the university examination process carried out in the University Examination Centres. Observer so appointed shall be a member of faculty of a different stream and from another college with at least three years' experience as Invigilator. Observer appointed shall in no case be a member of faculty of an Institution under the same management.

8. All candidates shall bring with them their Admit cards and ID cards issued by the University on each day of examination. The admit card/ID card shall on demand be produced for inspection by the Chief Superintendent, Additional Chief Superintendent, Observer, member of the Squad or any other officer authorized by the University No candidate shall be permitted to write an examination without a valid Admit card and ID card issued by the University. However, the Chief Superintendent shall eligible to grant provisional admission to a candidate for an examination with the permission of the Controller of Examinations provided his / her name is included in the nominal roll issued by the University. The fact that a candidate has been given provisional admission does not entitle him / her to further benefits of taking the examination.

9. All Admit Cards issued are provisional.

10. Candidates writing the examinations shall be under the disciplinary control of the Chief Superintendent and shall obey all his instructions. In case a candidate disobeys the instructions given by Chief Superintendent / any other officials appointed by the University or behave insolently towards the officials, such candidate shall not be allowed

by the Chief Superintendent to write the examination and the matter shall be reported to the Controller of Examinations for further action.

11. The Controller of Examinations can cancel the Admit card issued to any candidate, if it is proved that she/he has indulged in misconduct or is found indulging in malpractices in the examination hall or if it is discovered later that he / she was ineligible to write the examination.

12. In each theory examination Centre two authorized officers – the Principal/Head of the Institution and the Chief Superintendent shall be issued user name(s) and separate passwords by the University. The theory question papers could be downloaded only by applying both the passwords.

    a. Uploading of theory question paper is usually done 45 minutes prior to the commencement of the examination.

    b. The uploading will be so designed that the Computer software would randomly select a theory question paper from the question paper bank for each of the examinations scheduled for the day.

    c. Download link will appear 45 minutes prior to the commencement of the examination.

    d. The IT person authorised by the Principal/Chief Superintendent at the college will click on this link and save the file to desktop.

    e. All candidates shall enter the examination hall at least 30 minutes prior to the time prescribed for the commencement of examination.

    f. Final password (that will be visible in the computer screen) for opening the downloaded file shall normally be released 30 minutes prior to the commencement of the examination.

    g. Using this password, the downloaded question paper will be opened, printed and distributed to the candidates concerned in the examination hall.

h. The subject expert(s) appointed by the University shall opine on the required corrections/ modifications/ replacements (if any) to the nodal officer who, in turn, shall communicate the same to the University for further action.

i. Normally question papers can be distributed to the candidates10 minutes prior to the commencement of the examination, but candidates can be permitted to start writing the examination only at the stipulated time.

j. The Nodal Officer, in consultation with the Subject Experts, shall recommend the correction measures (if any) to be taken and intimate the same to the University for finalising and approval. The University will compile the approved recommendations and prepare a text file of corrections and host it within 30 minutes (preferably) of the commencement of the examination so that the Examination Centres can download, print, and distribute it among the students. The Controller of Examinations may, on the recommendation of the Nodal officer and if found necessary, permit extra time for answering the replaced questions.

k. Intimations regarding corrections/ modifications/ replacement of questions (if any) or No Correction intimation issued by the University shall be downloaded in the same manner starting from 5 minutes and normally up to 30 minutes after the commencement of examination. Chief Superintendent(s) shall download the correction notifications as soon as it is made available online.

l. It is the duty of the Chief Superintendent to intimate the Corrections/ modifications/ replacement of questions (if any) or 'No-Correction' intimation to the candidates immediately on downloading the same. The Chief Superintendent shall ensure proper communication of the same to the candidates by getting attestation from any two candidates, one each from the first and last rows of the examination hall. Complaints made subsequently in this respect **shall not be** entertained by the University under any circumstances.

m. The University may take necessary steps to publish the used question papers in the official website for future reference.

G. Answer Books

Answer Books with laser barcode and security features containing 52 pages or 32 pages supplied by the University from time to time are used for the Theory Examinations. Serial number of each answer book shall be printed chronologically on the inner page. No additional sheets will be provided for theory examinations. Instructions to candidates for filling instruction part of the Answer Book have been printed on the front page of the theory Answer book. Each candidate shall write his/ her Register number in the inner page of the front cover page (page no.2), and sign in the space provided in the Second page (First inner page) of the Answer Book. Detailed instructions to the candidates shall be given in the front page of the answer book. For Practical Examinations, answer books of 12 pages supplied by the University from time to time are used and candidates may be provided additional books, if required.

H. Instructions to Chief Superintendents at the examination venue

The Chief Superintendents are responsible for the efficient and prompt conduct of the theory examination at each Centre. Generally Principal/Head of Institutions shall be the Chief Superintendent in each Centre. The Chief Superintendents is responsible for receiving the answer books and all examination related materials from the Principal/Head of the Institution. For the smooth conduct of the theory examinations the following guidelines shall be strictly adhered to.

Instructions to Examination Chief Superintendent (CS)

Note: CS – Read as Chief Superintendent where ever applicable

The CS is responsible for the efficient and prompt conduct of the examination at each Centre. The following guidelines shall be adhered to for the smooth conduct of examinations as required by the Act, Statutes, Ordinances, Regulations, Byelaws or any other Order of the University.

General:

1. The CS is responsible for receiving the respective blank answer books and all examination related materials from the Principal/ Head of the Institution, well in advance.

2. The CS shall prepare a tentative budget for the conduct of the examination concerned, in accordance with the university rules and submit it to the university through Head of the Institution for getting advance funds from the university or as per the directions given by the university from time to time.

3. It shall be the duty of the CS at each Centre of examination to appoint Deputy Chief Superintendents and Asst. Superintendents (invigilators) and other supporting staff well in advance for the concerned session of the examination for which he/she is appointed.

4. The CS shall go through the 'instructions to the invigilators' and give necessary directions to the invigilators as and when required.

5. The CS shall ensure that the login password (for downloading the Question Papers) has been received by her/him one day prior to the commencement of the examination for which she/ he is appointed and shall keep it strictly confidential.

6. The CS shall also ensure that the Principal/Head of the Institution has received her/his login password (for downloading the Question Papers) one day prior to the commencement of the examination.

7. The CS shall ensure that all the technical arrangements like availability of Personal computers, internet connections, printers, fax, UPS, generator, mobile jammer, land line telephone connection, CCTV surveillance system etc. are functional as specified by the University from the day prior to the commencement of the examination onwards. She/he shall also re-check the same on the day of the examination one hour prior to the commencement of the examination. CS shall ensure that proper seating arrangements are made for the candidates in the examination hall. Such arrangement shall include the writing of register number on the desk/ table at the appropriate place.

8. The CS shall ensure that the examination hall(s) is kept clean and that there is no unwanted writing on the desks/ walls or board.

9. The CS shall ensure that drinking water is made available to the candidates in the examination hall.

10. The CS shall display hall-wise seating plan for the information of candidates at prominent places. Final nominal roll of the candidates who are to write the examination in the particular centre and instructions to the candidates with regard to the examination shall also be pasted outside the examination hall(s) besides an "OUT OF BOUNDS" (No Entry for the persons unrelated to Examination) Board.

11. The CS shall be present in the examination venue at least one hour prior to the commencement of the examination for each session of the examination

12. The CS shall provide necessary facilities to the Observer deputed by the University for the discharge of his/her duties.

13. The CS shall ensure that the Invigilators collect the answer books 45 minutes prior to the commencement of the examination.

14. CCTV surveillance system shall be switched on during the theory examination and the recorded examination procedures (in DVD) shall be sent to the university along with the answer book.

15. Ensure that the examination hall(s) is/are opened only one hour prior to the commencement of the examination and that the candidates are permitted to enter the hall between 45 and 30 minutes prior to the commencement of the examination.

16. No candidate shall be permitted to enter the hall after the stipulated time. The CS shall strictly ensure that this rule is not violated under any circumstances.

17. Chief Superintendent shall permit the candidates suffering from contagious diseases to write the examination with the prior approval of CE. Such candidates shall have to submit application with medical Certificate and proper recommendation of the Principal/ Head of the Institution to the University. The candidates shall be permitted to take examination in a secluded room. The full procedures of theory examination shall be video recorded at the cost of the candidate concerned.

18. The CS shall ensure that only the following items are permitted in the examination hall(s).

- Admit card
- ID card issued by the University
- Allowed writing & drawing materials
- Simple calculator, if permitted for the particular examination
- Other materials permitted by the University from time to time

19. A candidate shall not be allowed to write examinations, if she/ he does not have a valid Admit card and ID card issued by the University. However, if a candidate reports that her/his Admit card/ID card is lost; the Chief Superintendent can permit her/him for the examination, after obtaining a written request from her/him, and shall report the matter to the University.

20. The CS shall ensure that Mobile phones, Bluetooth devices, programmable electronic equipment like scientific calculators etc. and other electronic equipment are not allowed in the examination hall(s) even if they are turned off. During the examination, if any such gadget is found in the possession or custody of the candidate, these items shall be taken into custody by the Chief Superintendent and the matter reported to the Controller of Examinations at the earliest. In such cases, the CS may permit the candidate to write the examination only on getting an undertaking from him/her regarding the incident and shall forward the same along with the suspected materials to the University on the same day.

21. The Chief Superintendent shall be present in person at the confidential room arranged for downloading and printing the question papers. The downloading and printing of the question papers shall be done in the presence of an Invigilator and the Observer (if appointed). They shall sign a declaration to the effect that downloading and printing of the question paper was done as per the direction of the University.

22. Question Paper download link will normally appear45 minutes prior to the commencement of the examination. The CS shall ensure that the downloading is completed within 10 minutes.

23. The CS is solely responsible for downloading and printing/copying of question papers using the final password that will be visible in the computer screen.

24. Proper arrangements shall be made to alert the candidates about the time remaining.

25. The CS shall ensure that the correct type of theory answer books, as published in the theory examination time table, are distributed among the candidates in the examination hall. Since the bar-coded OMR answer books are to be scanned, care shall be taken for not folding the sheet, tampering with the barcode or making any stray marks on the sheets.

26. The question papers shall be distributed in the examination hall(s) 10 minutes prior to the commencement of the examination. However, the candidates shall not be allowed to write the answers before the time fixed for the commencement of the examination.

27. The CS shall have proper communication with the nodal officer for the smooth conduct of examination. The Chief Superintendent shall report the inevitable corrections, if any, in the question papers, like out of syllabus questions, spelling mistakes and repetition of questions to the nodal officer assigned for the purpose, before the commencement of the examination.

28. The CS is solely responsible for downloading, printing and distributing the correction / no-correction intimation of question papers among the candidates in time and get the fact attested by at least two candidates, one each from the front and back row to the effect that they are informed of the corrections on time.

29. In case of any technical difficulty arising in downloading question paper(s) in time, which causes delay in starting the examination, the lost time shall be compensated by the CS under intimation to the CE. The prior approval of the CE is mandatory, when there is a delay of more than 30 minutes for the commencement of the examination and its compensation, due to unforeseen reasons.

30. The Chief Superintendent shall frequently visit examination hall(s) and ascertain that the invigilators are doing their duties and ensure that utmost discipline is maintained throughout the conduct of examination.

31. The CS shall ensure that the duly filled in CS diary, counter signed invigilator's diary and declaration of correction intimation are forwarded to the University in the first packet of answer books. The DVD recordings are to be sent to the University in a separate packet.

32. The CS shall ensure that the invigilator(s) have collected all the answer books and detached part 1 slips and enclosed in separate packets in due time.

33. The CS shall ensure that all the answer books and part 1 slips collected from the examination hall(s) are packed in bundles and sealed in front of the Invigilator(s) and the Observer, if any, appointed by the University.

34. All the packets containing the answer books & Part I slips and the DVD recordings are to be wrapped in a cloth cover (outer cover) and forwarded to the University. Only the QP-Code, date and time of examination are to be super-scribed on such outer cover besides the mandatory addresses.

35. The CS shall ensure that the packets containing answer books and related documents are despatched to the University on the day of examination itself by speed post or as per directions of the University issued from time to time. In the case of examinations conducted in the afternoon session, the CS shall ensure that answer books are despatched on the next working day itself. In extra ordinary situations where there is any delay in despatch, the same shall be intimated to the Controller of Examinations the same day itself.

36. It shall be the duty of the CS to countersign the TA Bill and /or Remuneration bill of the observer deputed by the University.

37. It shall be the duty of the CS to disburse remuneration to all the personnel involved in the conduct of theory examination work and he shall countersign the acquittance vouchers as per University rules and hand over the documents to the Principal/ Head of the Institution within 2 working days of completion of examination. For timely settlement of accounts, the Principal/ Head of the Institution shall forward the documents within 7 working days of completion of the examination after countersigning the consolidated statement of expenditure.

38. Unused, damaged and cancelled answer books shall be counted and returned to the Principal/Head of the Institution for proper maintenance of Stock Register.

39. The CS shall ensure that Candidates, Invigilators, Observers, CS himself/herself and any other person entering the hall are not using mobile phones inside the examination hall.

I. Instructions to Invigilators (Asst. Superintendents)

Invigilation is one of the most important tasks required to be performed during the conduct of theory examination. Impartial invigilation helps not only to check the use of unfair means but also to keep the morale of the candidates. A set of guidelines for the invigilators are given below:

The invigilator should;

a) Report to the chief superintendent at least 45 minutes before the commencement of the examination.

b) Permit the candidates to enter in to the Examination hall within 45 to 30 minutes, prior the commencement of the examination

c) Collect the answer books from the chief superintendent, check and count them and get the defective answer books (if any) replaced.

d) Carry the question papers from the confidential room to the examination room only in packets.

e) Help the candidates to locate their seats and as soon as they are seated, enquire whether any of them are in possession of mobile phones, calculators or digital diary or any electronic devices or equipment of any other kind. If any of the candidates are in possession of any such item or script/notes in coded form or otherwise or any other material from which answers could be copied or otherwise used in the matter of answering questions, the invigilator should instruct the candidate to eschew the same or keep it outside the room. If any such gadget is found in the possession of such candidate during the examination, they shall be seized and the matter reported to the CS for necessary further action.

f) Check whether each candidate has a valid Admit card and the ID card issued by the University in his or her possession and admit only those who possess these items of evidence. If any candidate does not hold such documents, he/she will be advised to meet the chief superintendent for necessary guidance.

g) Verify the identity of the candidate with reference to the photograph on the Admit card and ID card issued by the University and after ensuring correctness, get the attendance sheet signed by them, affix the initials of the invigilator in the Admit Card at the space provided, on each day of the examination.

h) Distribute the answer book half an hour before the commencement of the examination (on hearing the 2 strokes bell) and direct them to fill the Register number, darken the ovals, write their names, sign on the space provided and make other entries in appropriate places on the second page of the answer book. The candidate shall also fill up the Question Paper code, Date of examination, Name of Examination and Subject in Part III of the Answer Book at the appropriate column.

i) Shall sign on the answer book only after verifying that the details filled in by the candidate are correct.

j) Question paper may be distributed 10 minutes prior to the commencement of the examination (two stroke bell) and ask the candidates to start writing the examination on hearing the 3 strokes bell.

k) After the lapse of each hour (single stroke bell), announce to the candidates, stating "one hour is over", "two hours are over" etc. as the case may be,

l) Five minutes before the close of the examinations, announce "last 5 minutes" and after the examination time is over (ie, on hearing the 3 stroke bell) ask the candidates to stop writing and put their pen down.

m) Ask and make sure that the students put 'X' marks in unused pages of the answer books and also that the details of answers are written by the candidates in the space provided there for at the top of the first page of the answer book.

n) Collect the theory answer books, arrange them in the order of register numbers, tear off the Part I slips from the answer books in the presence of the candidates and count the answer books & Part I slips.

o) Hand over the collected answer books & Part I slips (arranged serially) along with attendance list, invigilators' diary and unused answer books, if any, to the chief superintendent.

p) Report to the chief superintendent before leaving the examination premises.

Important notes

1. No candidate shall be allowed to enter the examination hall without a valid Admit card and ID card issued by the University. Invigilators should check the Admit Card; identify the candidate and put her/his initials on each day of the examination.

2. No candidate shall be allowed to leave the examination hall before the end of the examination and without handing over the answer books to the Invigilator.

3. Candidates shall be admitted to the examination hall 45 minutes before the scheduled time for commencement of the examination and should be asked to take their seats in accordance with the seating plan. All candidates should enter the examination hall at least 30 minutes before the commencement of the examination. No candidate will be permitted to enter in the examination hall after this stipulated time except with special permission of the Chief Superintendent which could be granted on exceptional circumstances and for very valid reasons/justification. All such instances shall be reported to the Controller of Examinations for further action. However, no candidate shall be permitted to enter the examination hall after the time of commencement of the examination.

4. Arrangements will be made by the chief superintendent to issue duplicate Admit cards for those of the students who have received the original Admit card and failed to produce the same or where the original is lost.

   In cases where the University has issued ID card or the issued card is lost, the CS can permit the candidate on the production of proper proof of identity in the form of

Aadhaar card, Voters ID or Driving licence. This can be done only in cases where his / her name is registered in the examination and the University has issued the Admit card.

5. The invigilators should keep utmost vigilance during the entire examination. They will ensure that the candidates do not indulge in talking on the verandas, use mobile phones or read books in the examination hall.

6. The invigilators should ensure that strict silence is maintained in the examination hall. Talking amongst candidates, borrowing of materials etc. should be strictly forbidden.

7. Invigilators shall not give any clarifications to the students regarding mistakes pointed out in the question paper, mode of answering etc. If any candidate brings to the notice of the invigilator, any such ambiguity / complaint regarding questions, or with regard to spelling mistakes, repetition of questions; questions being out of syllabus, etc. the candidate will be asked to give it in writing to the chief superintendent, who in turn, will forward the same to the Controller of Examinations for necessary further action.

8. The Invigilators shall not allow the use of logarithm tables in the examination hall unless it is permitted as per the instructions given in the question paper.

9. Use of mobile phones or any other electronic equipment will not be allowed in the examination hall. The candidate may be allowed entry into the examination hall only with his/her Admit card, ID card and writing and drawing materials.

10. Invigilators will keep themselves to be alert and vigilant and prevent the use of unfair means in the examination hall. If any candidate indulges in any unfair means, the invigilator shall take in his custody the answer book and the materials used for malpractice and make a report with details to the chief superintendent who, in turn, will forward the same to the Controller of Examinations for appropriate further action.

11. The Invigilator shall not allow any candidate to write anything on the question paper.

12. No refreshments of any kind except drinking water shall be allowed for the candidates in the examination hall.

13. The Invigilator shall not make any correction in the roll number written by a candidate on his / her answer book. Instead, the candidate may be asked to correct the number and attest the same by affixing his/her signature near the correction.

J. Appointment of Observer and squad

The Controller of Examination may appoint one or more Observers from other health science streams to supervise and report on the conduct of the theory examinations. He may also appoint a squad comprising of faculty of same stream or other stream for conducting surprise inspection as and when required. Such squad/observer has to report about the conduct of examination to the Controller of Examinations immediately after the examination is over. In exceptional cases the Controller of Examinations may appoint observer/s for supervising the conduct of practical/clinical examination as well. Sending special Observer/s for practical/clinical examination is strictly confined to exceptional situations and that too at the discretion of the University and not based on any request.

CHAPTER III

VERIFICATION OF ANSWER BOOKS

On receipt of packets of answer books from the Theory examination centres, the Sorting sections shall, first of all, inspect the packets to ensure that the packing was done according to the instructions issued in this regard and that the seals are intact. If any tampering of the seals or any other abnormality is noticed, it shall be brought to the notice of the Controller of Examinations immediately. If the total number of answer books and the total number of absentees do not agree with the total number of candidates registered, the Chief Superintendent of the centre shall be contacted immediately to identify the cause of disparity. All the answer books are verified to see that candidates have used the prescribed answer books issued by the university and no identification mark is put by the candidate. If any identification mark is noticed, it shall be reported to the Controller of Examinations immediately for further action.

The following details of all answer book bundles received in the section shall be noted in the Stock Register of Answer Books:

(a) Name of the examination with year of admission/ Subject and Paper / QP code/ Date of examination.

(b) College Index Number

(c) Name of the centre of examination

(d) Number of eligible candidates registered for the subject

(e) Register number (from ....to)

(f) Register number of absentees

(g) Total number of answer books received

(h) Number and Serial no. of answer book cancelled/damaged and returned from the centre of examination.

(i) Dated initials of the Assistant and the Section Officer/Assistant Registrar.

The sorting section shall ensure that the theory answer book bundles despatched from the respective theory examination centres contain the following:

- Chief superintendent and invigilator Diary
- No. of Theory answer books as per the invigilator diary
- Respective Part I covers
- DVD recordings

If there is any disparity, the Section Officer/the officer in charge shall contact the Chief Superintendent immediately for clarification and the matter shall be reported to the Controller of Examinations.

CHAPTER IV

EVALUATION OF THEORY ANSWER BOOKS

A. Valuation of Answer Books: -

The valuation of Theory Examination Answer Books shall be done at centralized valuation Camps identified by the University with a view to speed up the valuation process, increase security and to facilitate more effective attendance of the Evaluators in the Camp. The University shall identify as many valuation centres as required for each Examination, depending up on the need.

1. The Controller of Examinations shall identify the centres for valuation for different examinations/subjects from time to time. The Controller of Examinations may also appoint a 'Custodian' of answer books who shall be a senior faculty member of the institution in which the valuation camp is conducted. It shall be the duty of the custodian to ensure safe keeping of answer books received at the centre until the evaluated answer books are returned to the University. The centralized valuation camp shall be under the supervision of the Camp officer/Custodian appointed by the Controller of Examinations. The duties and responsibilities of the Camp officer/Custodian shall be as per the University orders issued from time to time.

2. There shall be a Chairperson for each centralized valuation camp appointed by the Controller of Examinations as suggested by the Examination Committee constituted under Sec. 27(5) of the KUHS Act. If necessary, Chairperson shall be appointed for each Question Paper code. In exceptional cases, if the number of answer books to be evaluated is very few in number, valuation camps can be conducted without Chairperson with the prior permission of the Controller of Examinations. In case of necessity, the Controller of Examinations can appoint one or more members of Faculty as Co-ordinators of the centralized valuation camp to assist the Chairperson. If a Chairperson suggested by the Examination Committee is unavailable for any reason, the Controller

of Examinations can substitute an eligible Chairperson subject to ratification of the Pro-Vice Chancellor who is the Chairperson of the examination committee.

3. The Chairperson, Custodian (if any), Evaluators, Camp officer, Co-ordinators (if any), Data-entry operators, Assistants, Clerical Assistants and Office Attendant will act in harmony to carry out the process of conduct of centralized valuation camps.

4. Evaluators shall be appointed by the Controller of Examinations from the panel approved by Board of Examinations. The process of appointment of Examiners applies, mutatis mutandis, to the appointment of Evaluators also. Evaluation of Answer Books of Post Graduate examination may be done at the practical examination centres or other centres identified by the University. For Super Speciality courses, evaluation of theory examination is done at the concerned practical centres.

5. There shall be double valuation for examinations of all under-graduate courses conducted by the University. If the difference between the marks awarded in two valuations is 15% or less of maximum marks (of the QP) the average of the two marks will be considered as final mark. If the difference between the marks awarded in the two valuations is more than 15% of maximum marks (of the QP), a third valuation will be arranged subject to the condition that the candidate has secured at least 35% of the total marks in any of the valuations. In such an event, the average of the best two sets of marks will be taken as the final mark.

6. There can be two/three/four evaluations for all Post graduate examinations as per the course regulations. For Post Graduate courses where only double evaluation is applicable, the evaluation strategy shall be the same as that of Under Graduate courses mentioned in the previous paragraph. For Post Graduate/Super specialty courses, where there are three/four evaluations, the average of marks in all the evaluations taken together shall be considered as the final mark.

B. Instructions to the Evaluators: -

a) Valuation shall be done for a minimum time of six hours a day. The maximum number of answer books of Under Graduate examinations to be valued per day per evaluator is:

- Papers of 2 hours and above durations- 45 books per day
- Papers of less than 2 hours durations- 60 books per day

The maximum number of answer books of Post Graduate/Super Speciality Examinations to be valued per day per evaluator is

- 30 (in the case of papers having duration of 2 hours and more)
- 45 (in the case of papers of less than 2 hours duration).

b. Evaluators should not write/underline or put tick mark/cross mark or any other mark anywhere in the answer book.

c. Evaluator of the First Valuation should enter the marks awarded to each answer in the space provided at Part IV portion of the answer book.

d. Evaluator of the Second Valuation should enter the marks awarded to each answer in the space provided at the Part V portion of the answer book.

e. Evaluators of the third and fourth valuation should enter the marks at the Part VI and Part VII respectively.

f. Evaluators shall:

   i. Verify carefully that the marks have been allotted to all the answers.

   ii. After clear verification and on finding that a question remains unanswered, mark 'NA' in the space provided for writing marks, against the question number where answer to such question is not found.

   iii. The evaluator shall see that no column against question number is left blank if a particular question is attempted by the candidate. In case the answer does not deserve any mark, the evaluator shall write "Zero" in the box (numeric '0' is not acceptable).

   iv. Write marks with two digit and one decimal point. (Eg.02.50 is correct, 2 ½ is incorrect, 01.25 is correct, 1 ¼ is incorrect).

   v. The Grand total shall be shaded in the Optical Mark Reading (OMR) space provided and same marks shall be written in the box below.

vi. Write the name of Evaluator in block letters and affix signature with date compulsorily in the space provided for the same.

g) Evaluator shall not write anything on the bar-coded area.

h) He should round off the grand total of the marks to the next higher whole number in case the decimal portion is equal to or greater than 0.50 and to the nearest lower whole number if the decimal portion is less than 0.50 (Eg.25.50 shall be rounded off to 26 and 25.25 shall be rounded off to 25.00). No rounding of marks shall be permitted for subtotals if any in the score sheet.

i) The Evaluator is solely held responsible for any wrong entry in the score sheet.

j) Corrections made in the score sheet shall be authenticated by the concerned Evaluator only.

k) Evaluator has to affix his signature with date, write his name, tear the Part IV/V and VI/VII of the answer book (wherever applicable), arrange answer books serially, keep it in the colour coded cover designed for the purpose and handed over to the Camp officer through the Chairman of the camp.

l) Itis the duty of the Institution concerned to see that the required number of Evaluators appointed by KUHS actually attends the CV Camps of KUHS. The non-participation of the appointed evaluator in the CV Camp shall invite action for imposition of such fine on the institution as may be fixed by KUHS from time to time or such other actions including withdrawal/ suspension of affiliation as may be decided by KUHS from time to time. (Ref: Section 84 and Section 50(vii) of the Act)

C. Instructions to Camp officer at Valuation centres: -

Each Valuation Centre will be under the control and supervision of a Camp Officer who is appointed by the Controller of Examinations from among the staff of the University, preferably not below the rank of a Section Officer. They are required to carry out the following tasks with due care and diligence and ensure that the Evaluators read the instructions given to them carefully and strictly adhere to it before starting the valuation work.

The Camp Officer shall ensure that the required columns in the answer book are filled up properly before distributing the same to the evaluators as per the instructions given below:

1. Ensure that QP Code, Exam Date, Packet No & Serial Number are properly entered in the boxes provided in the Answer Book.

2. The packet number has four digits which are to be entered by the Camp Officer neatly with DARK BLUE / BLACK INK BALL PEN in the boxes provided for in *Part II to Part – VIII of the answer book.*

3. Camp Officer shall ensure that answer books are packed in each cover (maximum number per cover for Under Graduate courses (UG)15 and for Post Graduate courses (PG) is 10) after thorough shuffling (so that as far as possible the 15 answer books in one cover shall contain 15 answer books from 15 colleges), to be serially numbered 1 to 15 (UG) / 1 to 10 (PG) in the boxes provided using DARK BLUE / BLACK INK BALL PEN.

4. The Camp Officer, after completing all the above formalities, with the help of the sorting section, shall handover the packets of answer books to the evaluators appointed by the University.

5. The camp Officer will ensure that Part-IV portion is detached from the answer book and placed in the appropriate cover (for first valuation) and then handed over to the Chairperson for further verification.

6. Further ensure that the Chairperson hands over the packet to the data-entry operator after verification for entering the marks in the computer system and to see that the print-out of the mark entry is cross-checked by the Evaluator with the Chairperson of the camp.

7. The Camp Officer shall then ensure that the verified covers are taken back to custody and recorded in the concerned register.

8. The same process shall be applicable to second, third and fourth valuations also, wherever applicable.

9. The Camp Officer shall be the custodian of the answer books in the camp, of the Attendance Register of Evaluators and Issue-register of answer books and shall be responsible for their proper up keeping.

10. Shall be responsible to file a report on the participation of the Evaluators to the Controller of Examinations.

11. In case of detection of suspected malpractice, full details along with reasons for suspected malpractice and circumstances leading to the detection are to be indicated in a separate report. The report and the evaluated answer books involving such malpractice shall be put in a separate envelope, super-scribed "Malpractice Answer Books" with appropriate remarks, and affixing details like Q.P. code, packet no. and Sl. No. and Valuation slips 1, 2 & 3 and forwarded to the office of the Controller of Examination for necessary further action.

12. Once the evaluation process is over, the camp officer shall return the packets of evaluated answer books and packets of corresponding score sheets as recorded in the concerned register kept in the CV Camp concerned to the Officer in charge in the sorting section for safe custody for the required period.

13. The duties and responsibilities of the Camp Officer shall be as prescribed by the University from time to time.

D. Duties and Responsibilities of Chairperson at Centralized Valuation Camps:

The Chairperson(s) of the Centralized valuation camp acts on behalf of the University and shall be responsible for the prompt, successful and timely conduct of the work in the evaluation camp and for protecting the interests of the University. His / Her foremost duty is to prepare the evaluation guidelines with respect to the particular subject/Question Paper code with the help of subject expert(s). After the preparation of the evaluation guidelines and before the commencement of the work in the camp, the guidelines shall be discussed with the evaluators present in the camp and the guidelines so modified shall be distributed among the evaluators so as to ensure uniformity in evaluation process. The Chairperson shall also see that the malpractices reported by the evaluators are brought to the notice of the Controller of Examinations without delay. At the end of the Centralized valuation in the camp, the Chairperson shall submit a detailed report with remarks/suggestions if any, to the Controller of Examinations. In addition, the following shall be ensured by the Chairperson:

1. Collect and verify the appointment letter and declaration produced by each evaluator before issuing answer books to them.

2. Ensure that all evaluators posted at the camp attend the Camp regularly and on time and that they complete the work allotted to them on each day.
3. The Chairperson shall go through the instructions regarding "Duties, Responsibilities and Guidelines to Evaluators" and ensure that all evaluators observe the directives contained therein.
4. After completing the evaluation of answer books in each packet, the evaluator will hand over the same with Part IV/V/VI/VII slip (whichever applicable) to the Chairperson. The Chairperson shall verify the Answer Books physically at random and also Part IV/V/VI/VII slips and ensures that all answers are valued and marks assigned to each answer. The Chairperson shall also check the total marks entered in each slip and ensure arithmetical accuracy of the entries.
5. The Chairperson, with the help of Data Entry Operator, shall upload the marks, packet wise, online, to the University portal. The packet wise printout shall be signed by both the evaluators and Chairperson concerned after verification. Thereafter the Chairperson will hand over the same to the Camp Officer.
6. Normally, the Chairperson need not value answer books; but he/she is responsible for the entire conduct of the Centralised Valuation Camp.
7. If a complaint about the content of a theory question paper is raised to the Controller of Examinations by candidates or members of faculty, after the examination, he/she shall refer such complaints to the Evaluation Chairperson. It shall be the responsibility of the Evaluation Chairperson to suggest suitable recommendations for redressal of the grievance to the Controller of Examinations after discussing with subject expert/s concerned.

E. Duties, Responsibilities and Guidelines to Evaluators at the Centralized Valuation Camps: -

The evaluators appointed by the University for work relating to the evaluation of answer books of theory examination shall adhere to the following:

1 Produce the appointment letter from the University and declaration in prescribed form proving their eligibility, to the Chairperson before commencement of evaluation work.

2 On the opening day of the Centralized Valuation camp, all evaluators shall be present in the camp well in advance and put forward their suggestions, if any, and participate actively in the discussions so as to evolve the evaluation guidelines and comply with such guidelines. The evaluators who join in the camp on subsequent days shall be briefed by the chairperson with regard to the guidelines followed in the matter of evaluation of the subject/s concerned.

3 The evaluators shall maintain strict secrecy regarding their appointment and in the discharge of work in connection with the examination.

4 Assignment of marks shall be done in blue or black ink.

5 The Evaluator shall fill QP Code and Packet No. in the respective spaces provided in the Answer Book, as shown below:

- **QP Code**: The first evaluator enters the six-digit question paper code as written in Part III portion on the cover/Packet containing the answer books, in the boxes provided in Part IV and Part V portions of the Answer Book for the First evaluator and the second evaluator respectively. Similarly, the third and fourth evaluators shall fill up the Part VI& VII portions as the case may be.
- **Packet No**: The four digits Packet Number written on the cover containing answer books/Part III portion of the answer book, are to be entered in the boxes provided in Part IV portion of the Answer Book by the First evaluator and in Part V portion by the second evaluator. Similarly, the third and fourth evaluators shall fill up the Part VI & VII portions as the case may be.

6 Do not enter marks anywhere in the answer book except in the score sheet (valuation slip) and also do not make any tick mark or X mark on the answers.

7 Whenever an answer does not deserve any marks write “zero” only. Cipher mark “0” is not acceptable.

8 The evaluators shall try to see that the corrections are minimized. Corrections, if any, made in the score sheet, shall be properly authenticated with the signature of the evaluator/s concerned.

9 When a question is not answered, Evaluator shall write 'NA' (meaning 'Not attended') in the space provided in the score sheet. Giving dash mark (-) or supply of any other mark or leaving blank space are not acceptable.

10 The evaluator shall, without fail, affix his signature with date in the space provided for in the score sheet.

11 The evaluator shall make sure that nothing is written or marked in the bar-coded area.

12 The evaluator shall check whether:

- All answered questions have been valued.
- Marks have been awarded and recorded on the score sheet.
- There is arithmetical accuracy in totalling the marks (subtotal and grand total)

13 Discrepancy if any, found between the number of answer books in the cover and that in the label should be brought to the notice of the Chairperson.

14 The marks awarded shall not be exchanged / disclosed with other Evaluators.

15 The evaluator shall not value the answer books in a hurry.

16 Due care shall be taken to value each answer book and to award the deserving marks.

17 If any evaluator, during valuation of the answer books, suspects any case of malpractice, she / he shall immediately report it to the Chairperson. Chairperson shall send the suspected answer books after getting it valued fully along with his report to the Controller of Examinations by name, in separate cover.

18 In addition to the entry of individual marks in the score sheet (PART IV/ PART V/ PART VI/ PART VII), the evaluator has to enter the total marks in the space provided for entering Grand Total.

19 Round off the grand total only as per the rounding instructions; that is to the next higher whole number in case the decimal portion is equal to or greater than 0.50 and to the nearest lower whole number if the decimal portion is less than 0.50 (Eg.25.50 shall be rounded off to 26 and 25.25 shall be rounded off to 25.00). No rounding off of marks shall be permitted for subtotals if any in the score sheet.

20 The Evaluator shall be solely held responsible for any wrong entry.

Special instructions in the case of PG Evaluation

All the Evaluators shall ensure that the marks are entered in the Score-sheets by themselves in their own hand.

CHAPTER V

CONDUCT OF PRACTICAL EXAMINATIONS

Practical examination shall be held as per the schedule fixed by the Examination Committee. On the recommendation of the Examination Committee constituted for each examination, the Controller of Examinations appoints Convenor/s, who is/are eligible examiner/s. This can be for each practical examination/subject. The main duty of the Convenor is to fix the date and prepare the examination schedule for each examination centre in consultation with the Controller of Examinations. He/she will also suggest the list of External examiners and the dates for each subject from the list of examiners approved by the Board of Examinations and submit the list to the Controller of Examination for approval and appointment. He/she will have the discretion to appoint the Chairperson and the Examiners from the list in exercise of his/her delegated powers. The Controller of Examinations will also have the power to make alteration in the examination date/s for compelling reasons.

There can be a Chairperson for co-ordinating the practical examination in each Centre.

A. <u>Zone wise classification of colleges</u>

The Controller of Examinations shall have the power to group the colleges on the basis of specific Zones comprising two or three districts such as A, B, C, D, E, F etc. for facilitating smooth conduct of theory/practical examination/evaluation.

The following shall be the composition of the Zones;

A Zone - *Thiruvananthapuram, Kollam*

B Zone - *Kottayam, Pathanamthitta, Idukki*

C Zone - *Eranakulam, Alappuzha*

D Zone - *Thrissur, Palakkad*

E Zone - *Kozhikode, Malappuram*

F Zone - *Kannur, Kasaragod, Wayanad*

B. Chairperson of Practical examinations and their duties and functions

1. The Chairperson shall be one of the internal examiners for each examination/subject/s appointed by the Controller of Examination preferably on the recommendation of Principal/HOD of the concerned examination centre.
2. The Chairperson of Practical Examinations is responsible for the smooth and efficient conduct of the Practical Examinations at each Centre and for the co-ordination of the Examiners. He / She will make all arrangements for the conduct and evaluation of the Practical examinations/Clinical/Viva Voce at his/her Centre as per the Course Regulations concerned.
3. It shall be the duty of the Chairperson at each Centre of Practical examination to appoint Expert Assistants, Technical Assistants and other supporting staff well in advance for the smooth conduct of Practical examinations as required by the Rules of the University.
4. He / She will ensure:
   a. that the candidates present agree with the list of candidates published by the University for the examination,
   b. that the required number of practical answer books are available and that the required examination stationery are received at the venue in due time and
   c. that the clinical and other materials and facilities essential for the conduct of examination are available.
5. The Chairperson shall prepare an estimate of expenditure for conduct of the examination concerned preferably seven working days prior to the commencement of the examination, in accordance with University Rules and submit to the University through Head of the Institution for getting advance from the University. He/she should also forward the claims with supporting documents/vouchers for settlement of

accounts through the Head of the Institution within 7 working days after the Practical examination is over.

6. The Practical Chairperson shall ensure that candidates are allowed to appear for an examination only on production of valid Admit card and ID card issued by the University. Provisional permission may, however, be allowed in which event, the matter shall be reported to the Controller of Examination for ratification/further action.

7. Unused answer books shall be counted and returned to the Head of the Institution for safe custody and updating the stock register.

8. The Chairpersons shall ensure that the evaluated Answer Books of practical Examinations and copy of the duly signed printouts of the uploaded Practical Examination marks are packed and sealed separately and handed over to the Head of Institution for keeping them under safe custody for the period fixed by the University, from time to time. However, if any of the Answer Book or marks report are required by the University during this period, it shall be made available to the University.

9. It is the duty of the Chairperson to countersign the hard copy report of the Practical/ Viva-Voce and other marks relating to practical examinations already uploaded, after getting the hard copy signed by the appointed examiners and to forward it to the University.

10. The Chairperson shall disburse the remuneration to the Expert Assistant/ Technical Assistant/ Internal and External Examiners/ Evaluators/other supporting staff and submit Bills/vouchers to the Head of the Institution who shall forward the same after countersigning to the Finance Officer of the University for Final Settlement of the claims with reference to the advance amount.

11. TA bills of the External Examiners, countersigned by the Practical Chairperson may, however be sent directly by the examiner to the Finance Officer for speedy settlement.

C. <u>Recording of Marks for practical examination and Viva-Voce</u>

On completion of each day of practical examinations and Viva Voce, practical marks obtained on valuation of dissertation/thesis, project defence and clinical practicum will be got

uploaded online by the Chairperson. After online submission of marks, print out there of will be taken at the end of each day's examination; signature of examiners affixed and counter signed by the Chairperson; and enclosed in the inner cover provided by the University for the purpose and sealed. At the end of the examination such sealed inner covers prepared on the various dates of examination, will be enclosed in the outer cover provided for the purpose, sealed again and sent to the CE on the last day of the examination itself. For PG courses involving practical examinations stretching over more than one day, the uploading of the practical marks need be done only on the last day of the practical examination.

CHAPTER VI
PASS BOARD

By invoking the provisions contained in Sec 27 (5) (c) of KUHS Act, the Board of Examinations may delegate powers to the CE to constitute Pass Board for each examination.

1. A Pass Board shall be constituted by the Controller of Examinations in connection with the publishing of the result of each examination conducted by the University. The Controller of Examinations shall have the discretion to constitute the Pass Board with two or more of the below mentioned Faculty Members:

    a. The Dean of the concerned faculty

    b. Chairman of the concerned Board of Studies,

    c. Chairperson(s) of Evaluation,

    d. Convenor(s) of Practical examinations,

    e. A member of the concerned Board of Studies,

    f. Principal/ course co-ordinator of a college of the same stream as the Examination for which the Pass Board is constituted,

    g. A senior faculty member of the respective subject.

The Dean of the faculty or in his absence the Chairman of the Board of Studies will chair the Pass Board meeting. In the absence of the Dean and the chairman of the Board of Studies, the Controller of Examinations shall nominate one person from among the members of the Pass Board as Chairman. The minutes of the meeting shall be prepared by the Chairman of the Pass Board and submitted to the Controller of Examinations. The same shall be forwarded to Vice Chancellor by the CE for approval. Result shall be declared only after the approval of the Minutes of the Pass Board.

2. Functions of the Pass Board shall be the following:

   i. To oversee the propriety of conduct of examinations;

   ii. To ensure that the emergency steps taken by the CE for the conduct of examination as per schedule are proper and correct and to ratify his actions in appropriate cases;

   iii. To consider the need for granting grace marks and its quantum bearing in mind limits prescribed in this regard in the concerned course regulations.

   iv. To consider the grievances raised with regard to the conduct of the examinations generally.

   v. The Pass Board shall assess the statistics of the result prepared by the IT Section and take decision regarding the award of grace marks. It is the discretion of the Pass Board to award/not to award grace marks. However, grace marks shall be awarded as per the respective course regulations only.

3. Special Pass Board meeting may be convened with the prior permission of the Vice Chancellor in special situations.

CHAPTER VII

RE-TOTALLING OF MARKS, PHOTOCOPY OF ANSWER BOOKS AND SCORE SHEETS - RULES & PROCEDURES

As there is double evaluation for all UG Examinations and multiple evaluations for PG examinations, no revaluation of theory answer book shall be permitted.

Re-totalling of Marks

A candidate, who has appeared for an examination, shall have the right to apply to the CE for re-totalling his/her marks to check the correctness of the totalling of marks awarded to various papers, subject to the following conditions:

1. There is a provision for the candidate to apply for re-totalling of any paper(s) of an examination, online through the Principal/Head of the Institution, within the stipulated time as per the result notification published in the website.
2. The Head of the Institution (HoI)/Principal shall forward the hardcopy of the list of candidates applied for re-totalling along with DD or through any other state-of-the-art-technology adopted for effecting payment, the total amount of fee for re-totalling drawn in favour of the Finance Officer, KUHS within the prescribed time. The fee once remitted shall not be refunded under any circumstances.
3. Any change in the marks after re-totalling shall be approved by the CE and communicated to the candidate through the website /the college.
4. In case the result is affected by such re-totalling it shall be approved by the Vice Chancellor and the modified results shall be published.
5. In exceptional cases, if some error in valuation is detected after the publishing of result, corrective action shall be initiated. If the marks secured by the candidate changed consequent to this, such changes shall be approved by the CE. If such changes cause status change in result, it shall be approved by the Vice Chancellor.

Photocopy of Theory Answer Books and Score sheet

1. There is a provision for the candidates to apply for photocopy of theory answer book and score sheet of any paper(s) of an examination, online through the Principal/Head of the Institution, within the stipulated time as per the result notification published in the website.
2. The HOI/Principal shall forward the hardcopy of the list of candidates applied for photocopy of theory answer book and score sheet along with DD drawn in favour of the Finance Officer, KUHS or through any other state-of-the-art-technology adopted by the University, for the total amount of fee for photocopy of theory answer book and score sheet within the prescribed time. The fee once remitted shall not be refunded under any circumstances.
3. The photocopy of the theory answer books and score sheet shall be sent to the respective colleges and it is the duty of the HOI/Principal to hand over the same to the concerned candidate.
4. The candidates, who apply for copies of Answer Books in the prescribed manner with required fee, shall be issued the photocopies of all written pages along with the succeeding two blank/scored pages of the Answer Books. However, this shall not apply to answer books of practical examinations.
5. Photocopy of the score sheet shall be given to the candidates without revealing the identity of the evaluator concerned.
6. Late applications for photocopy of answer sheet and score sheet shall not be entertained under any circumstances.

CHAPTER VIII

A BRIEF OUTLINE OF IMPORTANT DUTIES IN THE EXAMINATION SECTIONS

I. Each Examination section is allotted with the work of one or more examinations of one or more colleges /courses as the case may be. The IT Section shall make available the software required for processing the examination related works. The alteration or modification in the software, if any required, shall also be attended by the IT section at the right time.

II. The next step in the examination process by the Examination branch is to make sure that the basic data (such as the details of the course, scheme of examination, subject, QP code, mark distribution, pass & result criteria, grace mark if any etc.) with reference to a particular examination uploaded by the Academic branch before issuing the examination notification is in accordance with the approved Syllabus and Regulations, In case any discrepancy is noticed by the concerned examination section, corrective action shall be taken immediately.

The following shall be the procedural sequence in the conduct of examination.

A. Examination Calendar

Before the commencement of each academic year, the Board of Examinations (BOE) shall prepare a draft tentative examination calendar in consultation with the concerned Deans of Faculty. The draft examination calendar shall be published in the University website seeking suggestions/complaint regarding the date of commencement of examination from the students / teaching community, giving them a maximum of five days for furnishing the suggestions/complaint. The suggestions/complaint if any, received shall be scrutinized and considered according to their merits, in consultation with the respective Deans of Faculty. The final Tentative Examination Calendar shall be approved by the BOE. It shall then be submitted for approval of the Governing Council. The tentative examination calendar is published in the website after approval by the Governing Council. A copy of the calendar is submitted to the Hon'ble Chancellor also.

B. Examination Notification

Based on the Examination calendar, the examination sections concerned shall issue notification containing the prescribed details (date of the commencement of the examination, fees to be remitted, date of examination registration, date of issue of admit cards, date of receipt of print out of the Examination registration details, instructions to candidates etc.), preferably 45 days before the commencement of Regular examination and 30 days before the commencement of the Supplementary examinations. The notification shall be published in the University website.

C. Preparation of time table for the examination

Time table for each examination shall be prepared and published as per the examination notification. It shall be published in the University website preferably one month before the commencement of the examination. In the case of Supplementary examinations, the time table shall be published preferably two weeks before the commencement of the examinations.

D. Various steps in Examination Registration

1. Uploading of Attendance of candidates by the Principal/HOI:

   The candidates shall have the required minimum attendance in all subjects, separately, so as to make them eligible for appearing for the examinations. Partial appearances for theory papers are permitted; provided, the candidates satisfy the required attendance separately in all subjects of the respective examinations including the subject in which the candidate is not appearing.

2. Uploading of Internal marks of candidates wherever applicable, by the Principal/ HOI:

   A candidate who has not secured minimum mark in IA shall not be permitted to appear for the particular subject of the examination.

3. Examination registration by the candidates after the fulfilment of the conditions regarding internal marks and attendance.

4. Remittance of examination fee by the candidate at the college.

5. The colleges shall upload the details of the required number of faculty registered with KUHS, who are eligible of becoming Examiners/Evaluators.

6. The college shall submit the following documents to the University on or before the date prescribed in the notification:

- Internal mark statement (duly signed by the candidates)
- Attendance statement of the candidates
- Authenticated registration report generated from the university website.
- DD/Online payment receipt/transaction number for the required amount.
- In the case of candidates eligible for fee concession and their fee is not remitted at the time of registration, the Principal/Head of Institutions should submit an undertaking in the prescribed format.

7. Registrations not accompanied by the prescribed documents as per notification shall not be entertained.

E. Verification of Examination Registration

The following procedure shall be done for verification of documents:

a) The examination section has to ensure that all the required reports mentioned in clause D are properly received in time.

b) Verify the details of remittance of fee.

c) Internal Assessment (IA) Marks including project marks (if any)

Verify the Internal Assessment marks of each candidate to see that he/she obtained the required minimum required IA marks in each subject as per the concerned course regulations so as to qualify to appear for the examinations

d) Attendance.

Verify the attendance details of each candidate to see that he/she has minimum attendance in the subject required as per the concerned Course Regulations so as to enable to appear for the examinations.

F. Preparation and Distribution of Admit cards

i. The register number already allotted at the time of student registration itself shall be the Register number for the examination. However, in certain cases, temporary register number for examination may be provided for technical reasons if the situation warrants. The Admit card shall be issued to eligible candidates based on the valid registrations done by the candidates and forwarded by the college/ institution.

ii. The Admit card will be issued online to the concerned college/institution through which registration has been done at least two days before the commencement of the examinations. The Principal/Head of Institutions shall download the Admit cards and distribute the same to the candidates with proper acknowledgement. The signature of the candidate on the admit cards shall be authenticated by the Principal/Head of the Institution and shall bear the seal of the college.

G. Preparation of time table of Practical examinations

i. The schedule of each practical examinations is fixed by the concerned examination committee. It shall be in the discretion of the examination committee to suggest a suitable faculty member as the Convenor of practical examination.

ii. The time table for the conduct of each Practical examination is prepared by the examination section, if necessary, in consultation with the Convenor of the Practical examination.

iii. The number of candidates to be included in each batch shall be fixed as per the concerned Course Regulations.

iv. The time table of the practical examinations approved by the CE shall be published in the University website before the date of last theory examination.

v. The CE, in exercise of his/her delegated powers, shall appoint the Chairperson and the examiners from the approved panel of examiners and in consultation with the Convenor of Practical examinations. The Chairperson shall ordinarily be the senior most faculty among the Internal Examiners.

vi. University may appoint Observers for University practical examinations if the University has sufficient reason to believe that the presence of an Observer would be necessary in a particular centre of examination.

vii. Uploading marks of practical examination - The Chairperson shall ensure that the marks scored by the candidates in the practical examination are uploaded to the University website within the prescribed time limit.

viii. The marks once uploaded shall not be edited under normal circumstances. However, during the course of uploading of practical marks, editing of uploaded marks may be permitted with the written consent of the CE and under his directions.

ix. In case the Examiners/ Chairperson feel that editing of mark/s is necessary after sending the marks, it may be permitted subject to the condition that the Chairperson and Internal and External examiners shall be present in the University with necessary proof of an error having been committed in the entry of marks.

x. The Chairperson shall ensure that if a candidate is absent in the examination, the relevant column shall be marked as 'Absent' without fail.

xi. If a candidate fails to attend examination on the day allotted by the University, the CE may permit the candidate upon request duly recommended by the Principal to appear on any other date available in the schedule fixed for that particular examination centre.

xii. The printout of the practical mark statement signed by the Chairperson, Internal and External examiner/s with date and seal of the college/department affixed shall be sent to the University preferably on the same day as specified in the covers supplied for this purpose.

xiii. The answer books of the practical examinations shall be kept in the centre of examination in the custody of Principal/HOI for a period of one year from the date of publishing of the result of the particular examination. However, in cases where the answer book is the subject matter of litigation, it shall continue to be kept until the litigation has reached finality.

H. Preparation of Tabulation Registers

i. The tabulation registers are prepared electronically. However, hard copy of the electronic sheets containing all the details of marks of all the students for each examination including the result of withheld cases will be prepared course wise and kept bound with proper authentication. Tabulation sheets are prepared according to the regulations of each course.

ii. Access to the tabulation register, both the soft copy and the hard copy shall be restricted to the persons authorized to maintain the same and their controlling officers and shall be deemed to be a confidential record.

iii. Changes, if any, in the marks awarded to a candidate, ordered after publishing of results as provided in this examination manual shall be made in the Tabulation Register with proper authentication.

Safe custody of evaluated answer books and score sheets

Once the evaluation process is over, the camp officer shall return the packets of evaluated answer books and packets of corresponding score sheets as recorded in the concerned register to the Section officers in the sorting section for safe custody for the required period.

I. Finalising the results

i. The concerned examination section shall arrange entry of 'Part I' data received from the Officer in custody of Part I details. On completion of Part I entry, the copy of data with completion note is handed over to the Confidential Section of the CE.

ii. On completion of the evaluation process of an examination, the Evaluation section shall forward a note informing the completion of the process to the examination section concerned with a copy to IT section. A copy of the data will be handed over by the evaluation section to the Confidential Section of the CE.

iii. Results are prepared after joining the Part 1 details with the Evaluation data details using the decoding software installed in the Confidential Section of the CE

iv. The Tabulation data is finalized including those results which are withheld due to various reasons.

v. If a candidate secures the minimum marks prescribed for each part of the examination and the total minimum marks required for a pass as per the course regulations concerned, his/her result is marked as 'Passed' in the result column of the Tabulation Register. The class in which the candidate is placed based on the total marks secured by the student is also recorded in the Tabulation Register (for final year examinations only). The concerned examination sections shall verify the accuracy of entries of marks (except theory marks) with the original documents containing the marks secured by each candidate. Hard copy of the Tabulation Register shall be authenticated by the officers concerned.

vi. As the theory marks are recorded against a barcode and the original OMR score sheets are packed separately, it will not be possible for the examination section to conduct a physical verification of the same with the marks in the Tabulation Register. But other details such as Internal Assessment Marks, Practical Marks, Pass Criteria

(as per course regulation) etc. can be subjected to verification in the section itself before the Pass board is convened.

vii. The confidential section of the Controller of Examinations may make random verification of the results using the electronic result matching test.

J. Statistics of Results

The IT section of the University dealing with an examination shall prepare the interface for generation of statistics of the results with the details which will include:

(a) The name of the examination with month and year.

(b) The year of admission/scheme.

(c) Total number of candidates registered for the examination

(d) Total number of candidates who appeared for the examination

(e) Total number of candidates whose results are withheld.

(f) Total Number of candidates passed with and without grace mark

(g) Percentage of candidates passed with and without grace mark

(h) Total number of candidates placed in Distinction, First Class and Second Class (in the case of final year examination).

(i) Any other details which may be required for the Pass Board Meeting as directed by the CE.

The statistics report of the results prepared and authenticated by the System Manager and signed by the CE shall be furnished to the Pass Board of the examination concerned for finalizing the results.

K. Pass Board Meeting

i. When the tabulation of marks/grades of an examination is completed as above, a meeting of the Pass Board for each examination shall be convened by the CE. The overall and subject wise statistics of the results shall be presented to the Board for consideration. The Board may recommend the results as such, or with such modification as it may deem fit. The minutes of the Board shall be signed and forwarded by the CE for approval by the Vice Chancellor.

ii. The modifications, if any, recommended by the Pass Board and approved by the Vice Chancellor shall be effected in the marks tabulated. The concerned section shall ensure that the grace marks are effected correctly in the Tabulation register. Final checking of totals of the revised marks are done and the lists of register numbers of successful candidates are prepared for publishing in the college login. The results shall then be published in the official website of the University by the CE.

iii. Name and Register Number of candidates whose results are withheld for various reasons shall also be published.

iv. A list of candidates who have secured the first, second and third rank (wherever applicable) in each Branch of the examination shall also be published after the re-total procedure.

L. Issue of Statement of Marks

i. All candidates who have appeared for the examinations shall be issued a statement of marks (Mark List).

ii. The statement of marks shall be issued with the required signatures and the seal of the University. It shall include the name of the examination, the year and month of the examination, year of admission, name of the College/Institution, name and register number of the candidate and the name of the course including Optional/ Electives/ Branch/ Specialty chosen by the candidate.

iii. After publishing the results of an examination, Statement of marks of all candidates who appeared for the examination except withheld cases shall be sent to the colleges where the candidate studied for the course. The Principal of the institution/HOI shall keep a register for issuing the Statement of Marks. This will be done on production of Admit cards/ ID card issued by the University by the candidates within a period of 15/30 days from the date of receipt of the same from the University. The unclaimed Statement of Marks shall be returned to the University after 3 months of receipt of the same from the University. Students can collect the same from University by remitting the fine fixed for the purpose.

General guidelines for preparation of Statement of Marks

i. Statement of Marks shall be prepared through computer printing.

ii. The name of the candidate, the register number, and Name of College shall be printed exactly as given for registration and as stated in the Tabulation Register.

iii. Month & year of examination and year of admission shall also be printed in the statement.

iv. The date of the Statement of Marks/grade card of an Examination shall be the same as the date of publishing of the results of the Examination. The date of Statement of Marks issued to candidates, whose result have been withheld at the time publishing of results and which are released subsequently, shall be the date of release of the results. An additional Statement of Marks may be issued in plain paper in emergent cases with the signature of the Controller of Examinations.

v. There shall be no corrections or over writings in a Statement of Marks/grade card.

vi. If any error occurs in the preparation of a Statement of Marks, it may be cancelled and a fresh statement may be issued after making necessary entries in the register(s) concerned.

vii. The Statement of Marks shall be put up for verification and attestation by the Section Officer. It is the duty of the concerned Section officer to ensure that folio numbers of the statement of marks of each candidate are recorded in the tabulation register against each register number.

viii. The Statement of Marks approved by the Section Officer shall be put up for the signature of the Deputy Controller of Examinations/ Assistant Registrar/ Deputy Registrar/ Joint Registrar who shall attest the Statement of Marks after such verification as he/she may deem fit. The mark statements shall be issued only after affixing the stamp and signature/facsimile of the CE and the seal of the University after the approval of the Controller of Examinations.

ix. The Statement of Marks returned to the section concerned shall be carefully checked to ensure that all the officers have signed in the appropriate places and all the seal mentioned above have been properly affixed on them.

x. All Statement of Marks for one centre shall be bundled together and arranged for dispatch to the respective colleges.

xi. There shall be a provision for downloading the Provisional Marks Statement after the publishing of the results.

xii. Statement of Marks shall not be prepared in respect of candidates who were absent for all subjects in an examination.

M. Data base of Candidates

The IT section of the University dealing with examinations shall prepare and maintain a data base in respect of candidates. The data base shall contain the following details:

(a) Register number

(b) Name of the candidate

(c) Examination Fee remitted

(d) Particulars of examination taken

(e) Results

(f) Remarks

The details of the total number of students registered, the total amount of fee collected and the total amount due from the centre towards fee may be recorded at the end of the entries relating to each centre. The Section shall verify and ensure that the entry of fee remittance report agrees with the actual fee paid.

N. Demand, Collection and Balance (DCB) Register

A Demand, Collection and Balance Register (DCB) of fee collected for each Examination shall be prepared by each Assistant in the examination section concerned. Further steps to realize the balance amount shall be taken and noted in the register.

CHAPTER IX

PROCEDURE FOR CONDUCTING MEETINGS OF BOARDS AND COMMITTEES

1. Procedures for Conducting the Meeting of Board of Examinations

The Board of Examiners (BoE) shall meet ordinarily twice in each academic term and as and when required by the Hon'ble Vice Chancellor who is the Chairperson of BoE. Half of the total members shall constitute the quorum for a meeting. The term of office of a member except ex-officio members is four years. The Controller of Examinations, the ex-officio secretary shall prepare the minutes of the meeting and submit to the Vice Chancellor for approval through the Registrar. The approved minutes shall be circulated among all the concerned.

2 Procedures for Conducting the Meeting of Pass Board

Pass Board, constituted for each examination shall meet when the tabulation of marks of an examination is completed. The Controller of Examinations shall convene the Pass Board. The overall and subject wise statistics of the results shall be presented to the Board for consideration. The Pass Board may recommend the result as such, or with such modifications as it may deem fit. The Controller of Examinations shall forward the minutes of the Board to the Hon'ble Vice Chancellor for approval and declare the result of that particular examination.

3. Procedures for Conducting the Meeting of Examination Committee

The meeting of the Examination Committee, constituted for each examination, is convened as per the orders of Pro-Vice Chancellor who is the Chairperson of the Committee. The Committee schedules the Practical examinations and C.V. Camp and proposes the names of faculties to be appointed as University Practical Subject Conveners/ Evaluation Chairpersons and Practical Chairpersons of each centre. The Controller of Examinations who is the ex-officio Secretary shall prepare the minutes of the meeting and submit to the Pro Vice Chancellor for approval.

CHAPTER X

CERTIFICATES

1. Provisional Certificate

A provisional certificate signed by the CE/authorised officer is issued to a candidate after the successful completion of the course and before the issue of the Original Degree/Diploma certificate. Wherever Provisional certificate is needed for starting internship, a provisional pass certificate shall be issued to the candidate after he has passed all the examinations. On production of certificate of successful completion of internship, another Provisional certificate shall also be issued which shall be valid till the issue of Degree certificate.

The Provisional certificate shall ordinarily be sent to the college/institution. It shall be the responsibility of the Principal/HOI to distribute the same to the candidates within 15 days from the date of receipt. In exceptional cases, the CE may issue the Provisional certificates directly to the candidates from the University if the situation warrants the same.

The CE/Designated Officers shall sign the provisional certificates. The Assistant who prepares the certificate, the Assistant who verifies the entries on the certificate and Section Officer shall attest them before getting it signed by the CE/Designated officers. The seal of the University shall be affixed on the certificates. The folio number of the Provisional certificate issued shall be noted in the remark column of the Tabulation Register.

There shall be no provision for issue of duplicate provisional certificates ordinarily. However, duplicate provisional certificates can be issued in exceptional cases by the CE after levying the prescribed fee.

A Stock Register of Provisional certificates shall be maintained in the Section and the details of the certificates received from the confidential section and the number issued for use and balance available in the section shall be noted in the Stock Register.

2. Diploma and Degree Certificate

Degree/Diploma Certificate will be issued to the eligible candidates at Convocation. If the candidate is absent for convocation, the degree certificate shall be despatched in the address of the candidate as available in the University.

3. Issue of duplicate Certificates/Statement of Marks

If the Degree/Diploma Certificate/statement of Marks issued to a candidate has been reported irrecoverably lost, a duplicate of the same shall be issued, subject to following conditions:

1. Application for duplicate shall be submitted in the prescribed format remitting the required fee as applicable at the time of application.
2. In the case of loss of the original, a duplicate shall be issued only after publication of an advertisement. Copy of the full page of the newspaper containing the advertisement about the loss of the documents in the prescribed format, evidence for payment of prescribed fees and an affidavit detailing the circumstance in which the loss occurred, duly attested by a Notary Public shall be produced along with the application for the issue of the duplicate. Duplicate Certificates/ statement of Marks shall be issued only after the expiry of a period of two weeks from the date of advertisement regarding loss.
3. The applicant for issue of duplicate shall also undertake in his affidavit, to be filed after the expiry of two weeks from the date of advertisement, that he would return the duplicate to the University for cancellation if the original happens to be recovered subsequently.
4. Applications for issue of duplicate shall be posted in a separate register and the procedure for the issue of original shall be followed for the issue of duplicate also.
5. The section concerned shall also record the details of issue of duplicate in the concerned Tabulation Register.
6. The duplicate certificate/Statement of Marks issued by the University shall bear the date of issue of the same and also a stamp indicating that it is a 'DUPLICATE'.

4 **Award of Rank**

As per the course regulations concerned

5. **Reporting of marks secured by students confidentially**

There is a provision for confidentially reporting the marks secured by a candidate in an examination of a course to other Universities or Institutions for purposes of applying for admission to other courses or for employment, before the official publishing of result, provided the candidate has successfully completed his/her course of study. Candidates, who wish to avail the benefit of this provision, shall apply to the CE in the prescribed form after remitting the prescribed fee. The applicant shall state the purpose and the details of the Institution to which the marks are to be reported along with evidence of need there for. A stamped envelope with the address of the Institution to whom the marks are to be reported shall also be enclosed with the application. The marks shall be communicated to the Institution concerned with a request to keep the marks confidential till the official publishing of results by the University.

6. **Corrections in Certificates and Statement of Marks**

i. If the error in a Statement of Marks/certificate issued to a candidate has occurred due to oversight by the office and it is found out / pointed out subsequently, fresh Statement of Marks/certificate shall be issued without charging fee. In cases where the defect is pointed out by the candidate, he shall submit a written request to the CE and surrender the defective Statement of Marks/certificate for cancellation. If the defect arises from any error caused or contributed by the candidate, he shall also pay the fee prescribed along with the application/request.

ii. The corrections so effected shall also be made in all the records in the Section pertaining to the candidate and attested by the Section Officer.

iii. The cancelled Statement of Marks/certificate shall be kept in safe custody in the section after effecting proper entry in the stock register. **Attestation and/or verification of genuineness of certificates and Statement of Marks**

iv. Candidates who pass various examinations of this University and who seek admission in other Universities/Institutions are often required to furnish attested copies of

transcript of marks, Statement of Marks and certificates in respect of the examinations passed by them. Prospective employers also sometimes send copies of the certificates and Statement of Marks issued by the University with request to verify genuineness of the documents. In such cases, if the request comes from a candidate/ private agency, it shall be supported by the remittance of the prescribed fee. The CE or other designated officer shall attest the documents issued from the Examination Branch of the University.

v. If the documents produced are found to be fake or with manipulations, the fact shall also be communicated to the concerned individual/institutions immediately. Such cases shall also be brought to the notice of the Registrar for initiating criminal proceedings against such manipulators.

CHAPTER XI

ATTENDANCE AND CONDONATION OF SHORTAGE OF ATTENDANCE

Following are the Rules regarding attendance requirements:

1. Every candidate is to secure a minimum attendance as insisted in the University Regulations for each course for appearing University Examination.
2. Candidates can seek condonation of shortage of attendance ***only once*** in the entire course.
3. Normally a shortage of attendance of up to 10% alone can be condoned on an application filed by a candidate. However, in cases where the concerned Statutory Council Regulations insist on a higher minimum attendance, the condonation of shortage can be only for the remaining period.

4. The Head of the Institution shall grant condonation of attendance shortage on genuine grounds under intimation to the CE and produce evidence of payment of the prescribed fee. The register maintained by the Principal/HOI may be called for and verified by the University wherever necessary. The concerned section in the Examination branch shall also maintain a Condonation Register in which the details of the condonation shall be duly entered.

5. Unless the shortage of attendance is condoned, candidate concerned is not eligible to appear for any examination.

6. No condonation for shortage of attendance is permitted in the case of PG/Super specialty courses.

CHAPTER XII

MALPRACTICES AND MISCONDUCT AND THE PROCEDURE TO TACKLE THEM

1. 'Malpractice' in relation to an examination includes –

   a) i. the copying at an examination from any book, notes, answer book of some other candidate or from any other source;

      ii. receiving help from another candidate or person, or the giving of any help to another candidate;

      iii. the use of any other unfair means aimed at influencing the result of the examination;

      iv. the attempt to do any of the things in items (i) to (iii) above

      v. gaining or attempting to gain admission to any examination on the basis of any forged or tampered document,

vi. tampering with or being instrumental in tampering with any University records including answer books, mark sheets, result sheets, diplomas and the like, and

vii. writing / drawing anything other than answers in the answer books.

b) Malpractice shall also include presentation of thesis, dissertation, practical record or class work/note-book not prepared by the candidate himself; forging a document or using a forged document knowing it to be forged in any matter relating to the examination;

c) Offering or actually giving cash or any other form of inducement/threat/influence to anyone connected with the conduct of University Examinations or the valuation of the answer books or other assessment with intent to secure unfair or unlawful advantage in the result of the examination/assessment.

2. 'Misconduct' in relation to an examination includes-

a) Refusal to obey the orders of the Chief Superintendent /Asst. Superintendent/any officer on duty or misbehaviour or causing disturbance of any kind in and around the examination hall;

b) any other insolent or unbecoming behaviour towards the staff engaged in Examination duty;

c) organizing walk out or instigating others to walk out or threatening the officer in charge or any person in or outside the examination hall with any injury to his person or to any of his relations by words, either spoken, or written or by signs or by visible representations or assaulting the officer in charge, or any person on duty in or outside the examination hall or any of his relations;

d) indulging in any other act of mischief which results in damage to or destruction of property in the examination hall or to any part of anything in the college campus

e) abusing/ insulting/ intimidating/ assaulting/ manhandling/ injuring the Chief Superintendent, Invigilator or other Examination officials/ personnel of the College/ University,

f) being found in the examination centre under the influence of liquor/drugs

g) any act which amounts to use of unfair means or having the tendency to disrupt the orderly conduct of the examination,

h) engages in any other act which, in the opinion of the officer in charge of conducting the examination, amounts to misconduct.

Malpractices and Lapses Enquiry Committee (M & LEC)

i. The Board of Examinations shall constitute a Malpractices and Lapses Enquiry Committee (for short (M&LEC) consisting of five members including a legal practitioner. Two of the members shall be nominated members of the Board of Examinations and the remaining members shall be members of the faculty nominated by the Board of Examinations. One of the members of the committee shall be nominated as its Chairman by the Board of Examination. Term of the committee shall be four years. On the cessation of the capacity as faculty member, such nominated member shall vacate his membership in the committee forthwith and the Board shall take appropriate action for substitution at the earliest. The CE will be the non-member Ex-Officio Secretary of the Committee. Three members including the Chairman shall form the quorum for the meeting of the Committee. The Committee will deal with all cases related to the malpractices and deal with all lapses in the conduct of the examinations. The proposals/enquiry report of the committee shall be submitted to the Board of Examinations/Governing council for necessary further action.

ii. The committee shall meet as and when required. The CE shall convene the meeting in consultation with the Chairman of the M&LEC.

iii. Procedure to be followed in instances of malpractice (s)/misconduct(s)

a. A student found involving/involved in malpractice or guilty of misconduct in an examination shall not be permitted by the Chief Superintendent to write the remaining part of the examination unless the candidate tenders an unconditional written apology at the spot.

b. The Chief Superintendent shall send a report to the CE detailing the malpractice, supported by documentary and any other evidence available.

c. The malpractice detected at the time of verification of answer books or valuation or subsequently shall also be reported to the CE with supporting details by the evaluator or the person concerned through the Chairperson.

d. On receipt of the report of a malpractice or misconduct, the CE shall refer the case to the Malpractices and Lapses Enquiry Committee. The committee shall conduct an enquiry and make a report.

e. At the enquiry the student shall be given a reasonable opportunity to defend the charge against him/her and shall be allowed to cross-examine the witnesses, if any examined on behalf of the College/University. However, representation through counsel will not be allowed.

f. The minutes of the meeting of the committee containing its findings and recommendations will be submitted to the Vice Chancellor, for necessary further action.

g. If the malpractice or misconduct is held as proved, one or more of the punishments indicated in the second column of the table below may be imposed on the candidate by the Governing Council considering the gravity of the malpractice or misconduct.

h. A Register of Malpractice should be maintained by the examination section concerned.

GUIDELINES / REGULATIONS / DISCIPLINARY ACTION / PENALITIES IMPOSED FOR MALPRACTICES / IMPROPER CONDUCT OF EXAMINATIONS

I (A): MALPRACTICES COMMITTED BY STUDENTS OR ON THEIR BEHALF

Sl. No	Nature of Malpractice/ Improper Conduct	Punishment
1	If the candidate unauthorizedly possesses or keeps accessible in examination hall any paper, Notes, Book, cell Phone, Pager, Palm Computer, tab, any other electronic gadget or any other material for use in connection with or related to the subject of the examination in which he/she is appearing (either in theory or practical) on his body or table or chair or concealed under clothes worn by him/her,.	For the candidate: 1. In case of mere possession shall be disqualified from appearing in the university examination at the next chance besides cancellation of his appearance in the whole examination (all subjects) in which malpractice was detected. 2. and if found having copied will be disqualified for a period up to the next two chances besides cancellation of his appearance for the whole examination (all subjects) in which malpractice was detected. **Note: On detection, the candidate shall be permitted to write the examination only after he/she has surrendered such objectionable materials and has given a written statement of apology detailing the**

		nature of detection and the materials used, to the Chief Superi -ntendent. In case of failure to comply with the above requirements he shall be expelled from the examination hall by the CS after seizing the materials and his/her hall ticket/admit card. A detailed report shall also be submitted by the CS to CE on the same day.
2.	If the candidate is found communicating to another candidate or person available inside or outside the examination hall directly or using signs, gestures or other body language methods, or using cell phones, Bluetooth, or other mechanical or electronic gadgets of any kind	Warning and other steps for avoiding continuance of the malpractice including, if necessary expulsion from the examination hall. The committee, if convinced of the malpractice, may recommend cancellation of his appearance in the particular examination. The abettor from outside, will also be dealt with in accordance with law.
3.	If the candidate shows his/her answer book to another candidate or receives or attempts to receive help from any source, including consulting books, notes or papers or any other material available outside the examination hall or has given help or attempted to give help for the malpractice.	Shall be disqualified from appearing in any university examination for up to two chances including that in which he/she is found guilty.
4	If the candidate swallows or attempts to swallow a note or paper or runs away with the paper or causes disappearance or destruction of any such material(s).	Shall be disqualified from appearing in any university examination for two chances including that in which he/she is found guilty.

5	If the candidate deliberately exchanges his/her seat or writes the register number of another candidate on his/her answer book or creates any disturbance during the examination or refuses to obey the supervisory staff.	Shall be disqualified for a period up to three chances including that in which he/she is found guilty.
6.	If the candidate smuggles in or out or replaces answer book during or after the exam with or without the connivance of any staff or arranges to send the question paper out of the hall during the examination.	Shall be disqualified for up to two chances including that in which he/she is found guilty.
7.	If the candidate takes away the answer book outside the examination hall or intentionally tears off or otherwise disposes off his answer book or any part thereof.	Shall be disqualified for up to two chances including that in which he/she is found guilty.
8.	If the candidate is found guilty of serious misconduct in the examination hall or of misbehaviour towards the supervisory staff inside or outside the examination hall or at any other place during the period.	He/she shall be disqualified for a period up to three chances including that in which he/she is found guilty.
9.	If impersonation is detected	The impersonator shall be dealt with in accordance with law at the spot. If he/she is on the roll of the University, the committee may also recommend to disqualify him from appearing for any university exam for up to five

		chances including that in which he/she is found guilty. If he/she is not on university rolls, he/she will not be admitted to any course under the University for a period up to five chances besides initiating criminal proceedings for the offence of impersonation. The candidate for whom impersonation was attempted also will be disqualified for up to five chances.
10.	If the candidate uses objectionable, abusive or offensive language or writes or assigns any marks which will help identification of the answer book or writes any letter or other communication or makes any request seeking the help of the examiners for award pass marks or undue marks	Cancellation of the performance in that paper/ subject/s as decided by the Governing Council.
11.	If the candidate is found in possession of any lethal weapon, firearm or explosives in the examination hall.	Expulsion from the examination hall and report to the Police shall be done by the CS forthwith. After enquiry the committee may also recommend to cancel the performance in that subject as well as in all other subjects for which the candidate has already appeared including in practical examinations and project work and he shall not be permitted to appear for the remaining examinations of that chance. His admission to the course may also be cancelled by the Governing Council in appropriate cases.

12.	Copying by the candidate is detected during valuation or during special scrutiny on the basis of internal evidence.	Recommend cancellation of the performance in that subject and in all other subjects for which the candidate has appeared including practical examinations and project work of that examination or further examinations for a period up to two chances including that in which he/she is found guilty.
13.	a) Insertion of pre-written answer papers by the candidate or Reading out the answer to the questions or communicating in any manner answers or information leading thereto in the Examination Hall so as to benefit the other candidates taking the examination.	Recommend to cancel the entire examination of that term taken by the candidate and also debar him from appearance in three subsequent chances of the examination and may also initiate criminal proceedings against him in appropriate cases.
	b)Approaching or influencing directly or indirectly a question paper setter, examiner, evaluator, moderator, tabulator or any other person connected with the University examination to leak out the question paper or any part thereof or to enhance marks or favourably evaluate, or to change the award of marks in favour of the candidate.	Recommend to cancel the entire examination of that chance and also debar from appearance in three subsequent chances of the examinations. Criminal proceedings may also be initiated against the candidates in appropriate cases.
14.	Detection of misconduct on the part of any candidate or candidates by the Chief Superintendents/Assistant Superintendents/ Invigilators.	All such cases shall be reported to the Chief Superintendent by the Assistant Superintendent/ Invigilator, as the case may be. The Chief Superintendent, on getting the report, or on his

	own information, should collect forthwith all possible material evidence available including the answer-book and get a written explanation from the candidate. His report together with the statement from the candidate as also other materials, if any, collected, shall be sent by registered post with acknowledgement due on the same day addressed to the CE by name. In all such cases the Chief Superintendent may use his discretion and decide whether the candidate in question shall be permitted to continue his appearance for the rest of the examination or not and his decision in the matter shall be reported to the CE without delay.
15. The candidate refuses to give a statement with regard to his conduct justifying inference of malpractice.	In such cases, the candidate need not be forced to give a confession statement. If he refuses to give a statement truly setting forth the details of the incident, only the fact of his refusal need be recorded by the Chief Superintendent and attested by two other members of the supervisory staff on duty who have witnessed the incident. A detailed report shall be sent to the CE in this regard at the earliest.If the offence is proved, the MLEC may recommend to impose the punishment of debarring the candidate for up to three chances including that in which he/she is found guilty. This will be in addition to the punishment that might be imposed for other items of misconduct under preceding heads.

16 If a candidate is found to have committed/involved in the same (as the one for which the candidate is already punished) or different mal practice, in the subsequent Examination/s repeatedly, beyond any doubt, whatever be the circumstances leading to the incident:	**Punishment**: In addition to the cancellation of her/his appearance in the whole examination (in the sense of all Subjects of an Examination written by her/him) in which mal practice was detected, he/she shall be debarred from appearing the University Examinations for a period up to and including the next 2 chances.

NOTE: If any malpractice is detected at the examination hall or during evaluation which is not covered in the above clauses 1 to 15, it shall be reported to the University for further action to award suitable punishment.

In all cases covered by clauses 1 to 15 above and also in cases of detection of use of unfair means not covered by these rules, the Governing council may, on the recommendation of the Malpractices and Lapses Enquiry committee, award/impose any of the prescribed punishments mentioned above as it may deem fit, taking into account the gravity of the offence, circumstances of the case and the details of the malpractice reported.

I (B): MALPRACTICES COMMITTED BY EXAMINERS/EVALUATORS/ INVIGILATORS/CS/SKILLED ASSISTANTS etc.

Sl. No	Nature of Malpractice/ Improper Conduct	Punishment for use of Unfair means
1)	a) Tampering with the marks by the Examiners. b) Boosting of marks of candidates during centralized Valuation/Practical Examination under the influence of another person or otherwise. c) Demanding money or gift to pass/help the candidate in Theory / Practical examination. d) Blackmailing or intimidating or using a body language to hint or indicate the outcome of the practical / clinical examination.	If the person involved is a Government/ University employee, debar him/her from Examiner-ship or duties connected with examination permanently and inform the competent authority to proceed against the individual under disciplinary rules governing his employment. If the person involved is employed as a faculty in the private affiliated colleges, debar him/her from Examination duties permanently and inform the competent authority to proceed against the individual under disciplinary rules governing his employment. Further the University may initiate action to remove the name of the particular faculty from the faculty registration for a fixed period.
	e) Seeking sexual favours to pass the candidate.	-do- Action as for offence under clause a) to d) above and also report the matter for appropriate action under criminal law.

NOTE: For a case of unfair means not covered by these rules, the Governing Council may, on the recommendation of the Malpractices and Lapses Enquiry committee, award/impose any such punishment as they deem fit taking into account the gravity of the offence, circumstances of the case and the details of the malpractice reported.

I (C): MALPRACTICES COMMITTED BY CHIEF SUPERINTENDENTS / INVIGILATORS / STAFF

Sl. No.	Nature of Malpractice/ Improper Conduct	Punishment for use of Unfair means
1	a) Helping the candidates to copy by any means.	If the person involved is a Government/ University employee, the competent authority shall be informed to proceed against the individual under disciplinary rules governing his employment. He/she will not be appointed as Invigilator/Supervisor by the University for a period which may extend to five academic years; but with a minimum of at least two years.
	b) Giving wrong directions to the candidates violating the University Regulations / Instructions.	If the person involved is employed in private affiliated college the competent authority shall be informed to proceed against the individual under disciplinary rules governing his employment. He/she will not be engaged for duties connected with the conduct of examinations by the University for a period which may extend to five academic years; but with a minimum of at least two years. Further the University may initiate action to remove the name of the particular faculty from the faculty registration for a fixed period.

	c) Keeping the theory answer books in the college without sending to the University within the prescribed time after the examination is over or sending the answer books without ensuring that the answer books sent correspond to the candidates who appeared for the examination as per the attendance sheet concerned.	-do-

I (D): MALPRACTICES COMMITTED BY THE INSTITUTION

Sl. No	Nature of Malpractice/ Improper Conduct	Punishment for use of Unfair means
1.	Any institution through its officials/ staff/ representatives approaching or influencing directly or indirectly a question paper setter, examiner, evaluator, moderator, tabulator or any other person connected with the University examination to leak out the question paper or any part thereof or to enhance marks or favourably evaluate in favour of the candidate or to help the candidate/candidates in copying by any means.	Impose penalty or cancellation of examination and/or examination centre for a period of up to five years and/or any other punishment including suspension or withdrawal of affiliation for a definite period as decided by the Governing Council taking into account the gravity of the malpractice. All expenses incurred in connection with the conduct of examination in alternate centres have to be met by the defaulting institution.

II) INDISCIPLINE OF STUDENTS AGAINST THE UNIVERSITY

Sl. No.	Nature of Malpractice/ Improper Conduct	Punishment for use of Unfair means
1.	If any candidate from the affiliated colleges has committed an offence or is caught red handed or is found involved in any acts leading to leakage of question paper, removal of answer sheets, hacking of computer system or tampering of records relating to the examinations.	He/she shall be disqualified for a period up to 3 years or may be removed from the course depending upon the gravity of the offence. The matter will also be reported for initiating criminal proceedings in accordance with law.

III) VIOLATION OF UNIVERSITY RULES BY THE STUDENTS & STAFF

Every examiner / examination staff shall at all times take reasonable steps to ensure and protect the interests of the University and carry out his / her duties diligently in accordance with the provisions in the Act, Statutes, Regulations, Ordinances, Bylaws, Orders and instructions issued from time to time by the University and do nothing which is unbecoming of an examiner or examination staff.

If the Governing council is satisfied after enquiry that the integrity of a university examination has been violated in any examination centre, in consequence of unfair assistance rendered to examinees, the Governing Council may order re-examination besides taking action under rules relating to unfair means and may also disqualify the examination centre permanently or for a specified period.

(IV) DISCIPLINARY CONTROL OVER EXAMINERS AND EXAMINATION STAFF

Every employee of the University or the employee of any college or Institution affiliated to the University or any constituent college/department shall be bound to function as an examiner or as an examination staff, if appointed as such by the University. Refusal to discharge the assigned duty may render such person liable for debarring from all future examination related duties. Any such order of debarring made by the Vice-Chancellor may be withdrawn by him/her, at any time subsequently. Such proceedings will be in addition to the consequences contemplated in Section 84 of the Act. During the course of the examination the personnel on examination duties shall be under the administrative control of the CE.

CHAPTER XIII

CONCESSIONS TO PHYSICALLY DISABLED CANDIDATES

1. Candidates who come under provisions of Persons with Disabilities Act 1995 are eligible for compensatory time for writing the examination. Until revised, the compensatory time permissible shall be 20 minutes for each hour of examination.
2. A candidate with 40% disability, if recommended by the competent Medical Board can be allowed by the University to write the examination with the aid of a scribe.
3. The application in white paper for permission for compensatory time and for the assistance of a scribe should be forwarded to the CE through the Principal/Head of Institution. The application shall normally be filed 30 days before the commencement of the examination along with the certificate of disability and recommendation issued by competent Medical Board. Such application shall be accompanied by details of the proposed scribe duly recommended by the HOI / Principal of the institution concerned. The scribe shall not be a student for the same or higher course or one possessing qualification similar to or higher than the course in which the applicant is a student.
4. The authority to grant compensatory time/assistance of scribe is the Vice Chancellor.

CHAPTER XIV

CANCELLATION OF AN EXAMINATION

If it is found, based on complaints or otherwise, that the examination conducted suffers from substantial irregularities like leakage of question paper, supply of erroneous question papers, mass copying, exact repetition of the immediately preceding question paper, or such other special circumstances, the Controller of Examinations shall report the matter to the VC and if recommended by the Examination Committee to which the matter is referred, the Controller of Examination may direct cancellation of the examination and arrange for conduct of fresh examination instead. Full details of such cases with reports concerned shall be placed before the Board of Examination at the earliest for ratification. If any practical examination is conducted violating the course regulation, the CE may recommend to the VC to cancel the examination conducted at the particular centre(s) and arrange for re-conduct of the examination.

CHAPTER XV

REGISTERS TO BE MAINTAINED

a) Register of Publishing of results

The office of the CE shall maintain a register showing the details of results of examinations published every year in the format given below:

Sl No	Name of Examination	Date of Commencement of Examination	Date of Last Examination	Date of Publishing of results	Total No. of Students Appeared	No of Students passed	Initials of the CE

Before approving the result of an examination, the necessary details shall be entered in the register and the register, along with the results, shall be put up to the CE for approval of the results. The section concerned shall keep such a register with regard to the examinations under them.

b) Preservation of Documents

Sl. No.	Name of Document	Period of preservation
1.	Tabulation Register	Permanent
2	Register of Publishing of Results	Permanent
3	Calendar of Examinations	Permanent
4	Minutes Book of Board of Examinations	Permanent
5	Minutes Book of Examination Committee	Permanent
6	Minutes Book of Pass Board	Permanent
7	Stock Register of Mark lists, provisional degree certificate, degree Certificates and Rank certificate (in the Confidential section and concerned examination section)	Permanent
8	Minutes Book of MLEC	Ten Years
9	Stock Registers	Ten Years
10	DCB Register	Five Years
11	RTI Register	Permanent
12	Tapal Register	Eight Years
13	Despatch Register	Permanent
14	Counterfoils of answer books – Part I	Six months

15	Answer books of Examinations	Six months after publishing of results
16	Applications for Examinations- First and last year	3 months after issuing Degree Certificate
17	Mark sheets received from Examiners/Custodians	Two years
18	Closed files	As per provisions in the Office Manual
19	Registers of financial transactions such as Contingent Bill Register, Cheque Payment Register, Register of advances etc.	Permanent

CHAPTER XVI

THESIS/DISSERTATION FOR PG COURSES

Thesis/Dissertation shall be submitted to the university preferably before six months prior to the commencement of the final year examination as per the notification or as per the course regulation. Fine fixed for the purpose as per the Ordinance will be charged for the late submission.

However, a grace period up to 14 days, with fine fixed, for the submission of thesis/ dissertation for PG courses shall be granted as per the special order of the Hon'ble Vice Chancellor if a candidate applies for it pointing out genuine reason.

CHAPTER XVII

EXAMINATION SYSTEM AUTOMATION

Pre-Examination activities

The following shall be the various stages in the conduct of examination performed by the IT section and other sections of the University

1. Tentative Examination calendar approved by the Board of Examinations is published in the University website in the beginning of the academic year. Times to time modifications are done as and when required with the prior approval.
2. Each examination notification is published in the website preferably 45 days prior to the commencement of examination.
3. Facilitating for assigning of new QP Code/Scheme (if any).
4. Setting the basic parameters of scheme of examination as per respective course regulations.
5. Facilitating online generation of Examination schedule as per Examination Notification.
6. Facilitating online preparation and publishing of Theory Examination Time Table.
7. Facilitating online generation of monthly consolidated list of theory examinations.
8. Facilitating online attendance and internal assessment entry from the various affiliated colleges / centers.
9. Facilitating subject wise online entry of details of willing and eligible faculty to be appointed as Internal Examiner/External Examiner/Evaluator for each University Examination.
10. Facilitating online examination registration for 'eligible candidates' as per course regulations.

11. Facilitating online entry of fee remittance details of eligible candidates for each examination.
12. Facilitating online interface for marking candidates/institutions (if any) whose admit cards are to be withheld for want of fulfilment of eligibility criteria.
13. Facilitating online allotment of Theory examination center.
14. Facilitating online generation of Admit cards for eligible candidates.
15. Facilitating online interface for printing and distribution of admit card to eligible candidates.
16. Facilitating online interface for sending of 'passwords' for theory examination to the examination centers.
17. Facilitating online preparation of practical examination time table with details of eligible candidates, center wise and date wise, for publication in the website.

Question Paper Transmission

18. Facilitating online interface for setting date wise and center wise allocation of QP codes for each examination.
19. Question Papers are transmitted from the question paper bank of each day examination which is randomly selected by the system and transmitted to the respective examination center(s). Intimation of No-Correction or Corrections/modifications/replacements (if any) are transmitted to the examination centers within the prescribed time.

Examination activities

20. Facilitating online entry of theory examination attendance entry (Invigilator's Diary).
21. Facilitating online entry of practical marks/viva marks/project marks/record marks etc. from the practical examination centers on the day of examination itself.

Post Examination activities

22. Facilitating online verification of pre-examination data and transferring it to Compact Disk (CD). The data is submitted to the Controller of Examinations along with a completion note.

23. Facilitating online mark entry of theory examination marks from evaluation camp(s) and transferring the data to CD.
24. Facilitating the generation of list of all answer books that has to be subjected to 3rd valuation, as per university rules.
25. After completion of valuation, the data is submitted to the Controller of Examinations along with a completion note.

    Exceptions: Exceptions are handled as per the direction from Controller of Examinations on the recommendation of the IT section and is operated through a special software interface.

    A few of such exceptions will be -

    a) Barcode duplication
    b) Barcode tampering
    c) Answer book misplaced
26. Facilitating online entry of Part-I (that part of the answer book where candidate writes his/her register number along with question paper code) and transfer of the data to CD. The data is submitted to the Controller of Examinations along with the completion note.

    Exceptions if any are handled in the same way as mentioned above.
27. Results preparation – The process begins after receiving completion note of Part-I, evaluation mark entry and pre-examination verification from concerned sections.
28. Facilitating provision for verification of result criteria by the concerned section which will include marks (min/max), pass criteria, class criteria (as the case may be), grace mark/ moderation criteria etc.
29. Facilitating online interface to various examination sections for re-verification of the list of withheld candidates.
30. Barcode Matching: Using a software interface, the part 1 data submitted to the Controller of Examinations is decoded to identify the candidates.

    Exceptions: Wrong part 1 entry in respect of combined QP codes will be cancelled (on orders from the Controller of Examinations), and item 24 above will be repeated.

31. Result Processing: - The result is processed by the system as per the various approved course regulations and the prepared results will be submitted to confidential section in CD for archival and verification.

Exceptions: In situations where orders of the Board of Adjudication of student grievances and/or from Hon'ble Courts that affect basic data of a candidate leading to possibility of change in result, the result of such candidate will be revised based on the orders of the Hon'ble Vice Chancellor and later executed through special authenticated interface.

32. Result Integrity Check - The result integrity check software is built to identify any variations in pre-processing and post-processing data with respect to the result prepared and a report will be generated by the confidential section.

33. Facilitating online generation of Tabulation Register – The tabulation registers (tabulation register for marks) are prepared separately for each examination and verified using a secured login.

34. Facilitating online generation of result statistics –The statistics based on results are prepared and submitted to the Controller of Examinations on the day of pass board meet.

35. Publishing of results – The results are published in the website after random internal verification by the concerned section and approval by the Hon'ble Vice Chancellor.

36. Facilitating online interface for submitting applications for retotalling of score sheets. Online provision for generating lists of candidates who have applied for retotalling based on list of all valid requests is provided. The score sheets in respect of the applicant are traced after processing of the examination data. Any changes in marks will be updated through the interface provided and a specific report of this updating is generated which shows the final mark of candidate for the specific QP code. This report showing the changed marks is got approved and attached to the original Tabulation Register.

Exceptions: There may be cases that need to go for third valuation after retotalling of marks. Facility for generating a report of such cases is provided to the concerned section for enabling third valuation.

37. Photocopy of answer books and score sheets – Online interface is provided for getting photocopy of answer books and score sheets. A QP code wise report showing packet details is generated by the section using the online facility provided by the IT section.

Exceptions: Cases of error in Part-I entry may lead to error in results for a student, that may be identified only after verifying photocopy of answer book by the student. Such results are revised after getting special orders from the Controller of examinations.

38. Online facility is provided for generating lists of toppers in the examinations which are generated after the re total results are published.
39. Mark lists are generated after re total results are published and are verified.
40. Normally Provisional degree certificates are generated after re total results are published and are verified.
41. Normally Degree Certificates are generated after re total results are published and are verified.
42. Duplicate Mark List and Degree Certificate are generated after getting orders on valid requests received in the concerned sections. The prepared documents are verified.
43. Various statistics based on the results are prepared college wise, subject wise, etc.
44. The data regarding examination are maintained and preserved securely in the corresponding servers by the IT section.

Note:

1. Errors, Corrections and Omissions (if any) shall be rectified only after obtaining orders of Controller of Examinations.
2. All unforeseen exceptions shall be handled according to the orders of the Controller of Examinations.
3. Data goes into the examination system only from five places – student, college, examination center, evaluation camp and examination section.
4. All necessary software will normally be prepared by the IT section.

CHAPTER XVIII

Kerala State Right to Service Act 2012 (Act 18 of 2012)

The Kerala State Right to Service Act 2012 (Act 18 of 2012) has been implemented in the University. The details of time schedule for delivery of services and the officers responsible for the services under this Act are given below.

Sl.No	Service	Period (in days)	Executing Authority	Ist Appeal Officer	IInd Appeal Authority
1	Mark List	90	Assistant Registrar (Exam)	**Controller of Examinations**	Pro.Vice Chancellor
2	Duplicate Mark List	7	Assistant Registrar (Exam)	**Controller of Examinations**	Pro.Vice Chancellor
3	Provisional Certificate	10	Assistant Registrar (Exam)	**Controller of Examinations**	Pro.Vice Chancellor
4	Original Degree Certificate	90	Assistant Registrar (Exam)	**Controller of Examinations**	Pro.Vice Chancellor
5	Examination Result a) Except BSc Nursing b) BSc Nursing	 90 120	Assistant Registrar (Exam)	**Controller of Examinations**	Pro.Vice Chancellor
6	Migration Certificate	3	Assistant Registrar (Exam)	**Controller of Examinations**	Pro. Vice Chancellor
7	Equivalency Certificate	7	Assistant Registrar (Exam)	**Controller of Examinations**	Pro. Vice Chancellor

CHAPTER XIX
MISCELLANEOUS ITEMS

1. IT Section of KUHS

IT section of KUHS imparts all the technological supports for the conduct of works in the examination branch, since these works depend heavily on Information technology. The development/providing of necessary software/hardware, its modification, maintenance and support including training shall be the sole responsibility of the IT section. The IT section shall be under the supervision and control of the CE in all the works related to examination branch.

2. Examination Confidential Section

Confidential section shall deal with the following matters

- Question paper setting as per the course regulation.
- Scrutiny of the question paper.
- Assisting the transmission of the question paper and related work.
- Safe keeping of question papers, Part I entry data from examination sections, matching data from IT section and transmitted question paper Compact Discs.
- Cross checking of examination results with pre-processed data on random basis.
- Maintaining of question paper transmission register, CD destroying register, result publication register, and attendance register of staff involved in the QP transmission.
- Stock register of mark list, provisional degree certificate, degree certificate and rank certificate.
- Processing and payment of remuneration claims of question paper setters and scrutinizers, and

- Such other confidential works entrusted by the CE.

3. Examination Tappal and Despatch sections

All communications regarding matters connected with registration for examinations, conduct of examinations, issue of certificates and Statement of Marks etc. are to be addressed to the CE. The documents received in this regard shall be sorted, put up to the CE and distributed to the concerned sections with proper acknowledgement.

All communications regarding the matters connected with examination will be despatched through Examination Despatch. The tappal and despatch section shall maintain proper registers of tappals and despatch.

4. Examination Store

There shall be a separate store for storing examination materials including answer books under the immediate control of an Officer.

The officer in charge of the store shall assess the requirements of the colleges for answer books and other stationery based on the tentative examination calendar and shall issue these items to the examination centres sufficiently in advance. The issue shall be made under proper acknowledgment.

There shall be a Stock Register and an Issue Register properly maintained in the section dealing with examination stores. Necessary entries will be made in the stock register when all items are received and similarly necessary noting and attestation will be made when the same is distributed to various sections/departments. Annual verification of physical stock shall be made at the proper time.

APPENDICES

Appendix I: Duties and Responsibilities of CS

Various pro forma (available in the website):

- form of application for duplicate certificates
- form of Affidavit for Duplicate certificates
- Self-assessment pro forma for allotment of theory examination Centre.

Appendix I:

Duties and responsibilities of Chief Superintendent

1. The chief superintendent shall be responsible for the efficient and prompt conduct of the theory examination at each centre. She/ He is responsible for receiving sufficient number of theory answer books and all examination related materials from the Principal/ Head of the Institutions well in advance. She / He is solely responsible for downloading, printing and distributing the question papers among the candidates in time. It shall be the duty of the Chief Superintendent/Head of the Institution to appoint Deputy/Assistant Chief Superintendents, Asst. Superintendents (Invigilators) and other supporting staff for the smooth conduct of examinations as per the instructions of the University. In cases of clubbing of theory examination centres, the CE shall appoint Additional Chief Superintendents, if required.

   For the smooth conduct of the examinations, the following guidelines shall be followed:

   The Chief Superintendent shall provide necessary facilities to the observer who is the representative of the university.

2. The Chief Superintendent shall go through the **'Instructions to the Invigilators'** and give necessary directions as and when required.

Answer Books:

3. The chief superintendent shall ensure the following;

a. Required number of answer books and examination related stationery are obtained from the Principal/HOI well in advance.

b. The Instructions to the candidates and nominal roll is published on the notice board in front of the examination hall and besides an "OUT OF BOUNDS" (No Entry) Board.

c. The type and version of the answer books shall be strictly verified before issuing to the candidates.

d. A candidate shall not be allowed to write examinations, if she/ he do not have a valid Admit card and ID card issued by the University. However, if a candidate reports that her/his Admit card/ID card is lost; the Chief Superintendent can permit her/him for the examination, after obtaining a written request from her/him, and shall report the matter to the University. In such cases the university shall take steps to issue duplicate Admit card.

Budget:

4. The chief superintendent shall prepare and submit a tentative budget for the conduct of the examination concerned, in accordance with the instructions given by the University from time to time. This should be sent through the Head of the Institution for getting advance money from the university. It is the duty of the Chief Superintendent to disburse remuneration to all the personnel involved in the examination work. She/ He should settle the account within 7 working days, after the particular examination through the Principal/ Head of the Institution.

Arrangements:

5. She/ He shall ensure that all the technical arrangements are made at the examination centre, as per the existing guidelines of the University, to download question papers through online, print it as per the requirement. For this he should check, at least one day prior to the examination, and ensure that the personal computers, internet connection, printer, fax, UPS, generator etc. are proper). The arrangements that are to be made for the conduct of the examination include:

a. Seating arrangement for the candidates (register number to be written on the desk/ table at the right upper corner)

b. Ensure that the examination hall(s) is kept clean and that there is no writing on the desks /walls or board.

c. Appointment of appropriate number of invigilators and supporting staff, well in advance as per the norms in this regard.

6. The CS shall ensure that the examination hall(s) is opened only one hour before the commencement of the examination and that the candidates are instructed to occupy their seats at least 45 minutes before the commencement of the examination. He will also ensure that all the candidates enter the examination hall latest by 30 minutes before the commencement of the examination. **No candidates are permitted to enter the examination hall after this stipulated time.** CCTV shall be switched on from the time of downloading the question paper.

7. He shall ensure that examination procedures until the sealing of theory examination answer book cover are recorded in DVD and sent to the university along with the answer book. Mobile Jammer shall be switched on during the conduct of the examination in the examination hall.

8. The CS shall make sure availability of clean drinking water facility and clean toilet facility in the proximity of the examination hall for use of the candidates.

9. The Chief Superintendent shall ensure that the instructions to the candidates printed in the first page of the answer book are read out 15 minutes prior to the commencement of the examination.

10. The Chief Superintendent shall keep utmost vigilance throughout the examination process. He/she shall frequently visit examination hall(s) and ensure that the invigilators are doing their duties properly and are not indulging in talking, standing in the veranda, keep reading or writing inside the examination hall(s).

11. Any paper, notes, books, mobile phones, blue tooth devices, programmable calculators and other electronic equipments and gadgets are strictly prohibited in the examination

hall(s). The Chief Superintendent shall also extend full cooperation to the Observers/ members of the vigilance squad appointed by the University for performing their duties.

12. The CS shall ensure that arrangements are made for ringing the bell as detailed below:

- 45 minutes before the commencement of the exam - *long bell* – for entry
- Half an hour before the commencement of exam – *2 strokes* – for distribution of answer books
- Ten minutes before the commencement of examination – 2 strokes –for distribution of question papers
- Time fixed for the commencement of examination – 3 strokes – for starting writing
- Thirty minutes before the closing of the examination – 1 stroke – for warning that only 30 minutes are left for the end of the examination
- Five minutes before the closing of the examination – 2 strokes – for warning that only five minutes are left for the end of the examination.
- Time fixed for the closing of the examination – 3 strokes –For information that the time for writing the examination is over.

13. In an unforeseen event of late commencement of examination, the lost time shall be compensated. Any such instance shall be immediately reported to the CE by the Chief Superintendent by official email/fax. The Chief Superintendent shall ensure that he is available on the landline for receiving any emergency communication from the University.

Question Paper and Answer book distribution:

14. The chief superintendent shall be responsible for distribution of proper theory answer books (as per the published time table), to the candidates preferably 30 minutes prior to commencement of the examination. He /she shall also be responsible for the proper distribution of the question paper to the candidates preferably 10 minutes before the commencement of the examination. Chief Superintendent shall ensure that no additional

answer book is supplied to the candidates under any circumstances and that the candidates are permitted to start writing the examination only from the prescribed time.

15. The CS shall keep one copy of the question paper and correction file, if any, signed by himself for his records.

16. In an unforeseen event of late commencement of examination, the time lost should be compensated. Any such instance shall be immediately reported to the CE. However, late commencement of examinations beyond 30 minutes is not permitted under any circumstances unless specifically ordered otherwise by the University. The Chief Superintendent shall contact the nodal officer appointed by the University and also may contact the University as and when required during the conduct of the examination.

Chief Superintendent and Invigilators' Diary:

17. It is the responsibility of the Chief Superintendent to send the Chief Superintendent's diary in the prescribed format along with the answer books to the University. The Chief Superintendent shall verify and countersign the Invigilators' diary downloaded from the University website and send the same along with the theory answer books to the University.

18. The Chief Superintendent shall be present in person in the confidential room during the process of downloading and printing of the question papers. It is his responsibility not only to download, print and distribute the question paper to candidates on time, but also to download and print the 'correction/no correction file' from the University website and intimate the same to the candidates in time. The downloading and printing shall be done in the presence of an Invigilator and the Observer/Additional Chief Superintendent appointed by the University. They should sign a declaration to the effect that downloading and printing of question paper was done as directed by the University.

19. The Chief Superintendent shall report in writing to the CE, the cases of suspected malpractices noticed during the conduct of the examination for further action. In case of impersonation, CS shall file FIR and submit the acknowledgment obtained there for to the CE preferably on the same day.

20. It is the responsibility of the Chief Superintendent to make sure that all the answer books of the particular session of the examination are collected and the Part I slips concerned are torn off in the presence of the candidates. The part I slips which contains the reg. nos. and name of the candidates are packed and supplied in packets of 25 numbers each. The theory answer books without the Part I slip (25 numbers each), are arranged in the order of register number and packed in the respective covers supplied by the University for the purpose. The Chief Superintendent shall make sure that the details on the cover are filled up and got signed by the Invigilator concerned and signed by himself.

21. The Chief Superintendent shall make sure that the sealed bundles of the theory answer books and related documents including the recorded DVD proceedings are sent to the University as per the direction on the day of the examination itself under proper acknowledgement. In cases of examination held in the afternoons, the said documents shall be sent on the next working day itself. These proceedings shall be done under the CCTV surveillance.

22. The Chief Superintendent shall make sure that all the theory answer books, Part I slips, Chief Superintendent & Invigilator's diary, DVD recordings etc. are sent to the CE by name and only the Question Paper code and date of examination shall be super-scribed on the outer cover.

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