



## Contents

G-1	Short Title
G-2	Enrolment
G-3	Attendance
G-4	Application and fee for examination
G-5	Admission Card
G-6	Loss of admission card, enrolment form etc
G-7	Appointment of Examiners
G-8	Instructions for chief superintendent (CS) for the conduct of examination
G-9	Duties and responsibilities of the additional chief superintendent (ACS)
G-10	Duties and responsibilities of the deputy chief superintendent (DCS)
G-11	Duties and responsibilities of the University appointed centre supervisor (UCS)
G-12	Duties and responsibilities of room superintendent (RS)
G-13	Duties and responsibilities of the relieving officer (RO)
G-14	Unfair means
G-15	Amanuensis
G-16	Grace Marks
G-17	Supply of statement of Marks
G-18	Re-evaluation
G-19	Provisional Certificate
G-20	Back paper Examination
G-21	Migration Certificate
G-22	Drop out students
G-23	Bar to appearance at examination
G-24	Improvement
G-25	Contingency arising from loss of answer books
G-26	Correction of error noticed after declaration of result
G-27	Bar to claim damages for delay
G-28	Production of answer books
G-29	Disposal of Marked answer books
G-30	On-Line process of pre & post examinations
G-31	Appeal

### **G-1 Short Title**

- 1) These regulations may be called the Regulations of University Examination of Guru Kashi University, Talwandi Sabo.
- 2) These regulations shall come into force with effect from the date of adoption by the Board of Management

### **G-2 Enrolment**

- 1) Every candidate for an examination of the University shall, except when exempted by any of the Regulations, be allotted an Enrolment number and be enrolled by the Dean Academics as a student of a constituent college of the

University before entering upon the course prescribed for such examination and should have undergone a regular course of study at that college. Candidate has to apply for enrolment in the very academic session of year of the admission, failing which his admission shall automatically stand cancelled.

**G-3 Attendance**

- 1) The expression 'regular course of study' means attendance required to be put in by a candidate in the lectures, tutorials and practical as provided hereinafter for the respective examination to be taken by the candidate. A candidate who fails to put in the required minimum attendance as provided hereinafter shall be detained from appearing at the examination.
- 2) For the purpose of this regulation minimum attendance required in respect of a particular examination will be as per ordinance of that particular course of students.

**G-4 Application and fee for examination**

- 1) A candidate appearing for any examination of the University shall apply in the prescribed form made available by the University.
- 2) The last date for receipt of application forms for admission to an examination of the University shall be as notified by the University.
- 3) A candidate who for any reason whatsoever is unable to present himself for an examination shall not get a refund of his fee. However if a candidate dies before the commencement of the examination his fee may be refunded.
- 4) A candidate when applying for admission to one or more subsequent examinations shall pay the prescribed fee for such examination on each occasion on which he applies for admission.
- 5) The fee structure for Examination and related activities shall be as notified by the University from time to time.
- 6) Fee for Degree, Provisional Certificate and Consolidated Mark Sheets at the end of Course (to be deposited with the examination fee for the examination after which the degree is scheduled to be awarded) shall be as approved by University from time to time.

**G-5 Admit Card**

- 1) On receipt of the fee prescribed, the University shall, if the candidate is admitted, furnish the candidate with an admit card permitting him to appear at the examination.
- 2) A candidate may not be admitted to the examination hall unless he produces to the officer conducting the examination his examination admit card or satisfies such officer that it will be produced.
- 3) The Center Superintendent may, if he is satisfied that an examination admit card has been lost or destroyed, grant on payment of a further fee as approved by University from time to time duplicate examination admit card. The card so granted shall show at a prominent place the number and date of the card originally granted.

**G-6 Loss of admission card, enrolment form etc**

- 1) A student who has lost his enrolment form, admit card, degree etc. may apply for the issue of an extra copy/duplicate of the same for charges of fee as notified by the University.

**G-7 Appointment of Examiners**

- 1) Examiners shall be appointed by the COE office.
- 2) If any examiner is unable to act for any cause and fresh appointment cannot be made in time in the manner prescribed by sub-section (1), the COE shall have power to appoint another examiner to fill the vacancy.
- 3) For each question paper of a course of study three paper setters shall be appointed on terms, conditions and instructions determined by the controller of Examination in prescribed format of the University.

- 4) (a) The maximum remuneration to a person for examinations shall be as notified by the University from time to time.  
(b) If the total remuneration payable exceeds the above limit the excess amount shall be retained by/refunded to the University.
- 5) Any person who either not qualified to be appointed as an examiner or is debarred from being an examiner in any subject in the University shall ipso-facto cease to be associated with the process of the appointment of examiners.  
All work relating to examinations, tests and evaluation (such as paper-setting, assessment, Invigilation, superintendence, viva voce, Practical, tabulation, checking and inspection etc.) with or without payment of remuneration shall be deemed to be a part of normal duty of every teacher in the University.

#### **G-8 Instructions for Local COE (LC) for the conduct of examination.**

These instructions shall be read in conjunction with the following documents as Notified by the University:

- 1) General instructions for the guidance of the candidates appearing for Examination.
- 2) Duties and responsibilities of Superintendent, Deputy Superintendent, Relieving Officer, and invigilators.

#### **G-8.1 General**

- 1) The University shall declare the Examination Centres for the conduct of respective examination from time to time.
- 2) Each institute, which is declared as Examination Centre for the conduct of the University Examination, shall have a local controller who shall be, generally, the head of the institution and shall be appointed by the University.
- 3) The LC shall be responsible for the smooth and proper conduct of the examination examinations at his/her centre. He/ She shall take necessary precautions and actions before, during and after the examinations as per stipulated guidelines of the University and shall be responsible, till the Answer Books reach the place, as per the directions of the Controller of Examination (COE).
- 4) The LC shall remain available at the centre during the period of both theory and practical examinations and shall remain at the Headquarter/ Centre during and on all the days of the examination. In case of any emergency, he/she shall make all the necessary arrangements for the proper conduct of examination by entrusting the responsibility to the next senior staff member of his/ her confidence, with intimation to the Controller of Examination.
- 5) The LC shall convene a meeting of all the staff members involved in the examination work, two or three days prior to the commencement of examinations and explain them the duties and responsibilities. He shall also inform to strictly follow the instructions laid down by the University. The LC shall impress upon them the need for prevention of any kind of malpractice during the examination.
- 6) The LC shall also ensure that all the officials involved in the examination conduct duties are aware of their duties/ responsibilities as well as of other officials in order to have smooth & better coordination during the examination period.
- 7) The LC shall obtain any kind of help from the local authorities to maintain law and order in the premises of the examination centre.
- 8) LC shall ensure to provide necessary instructions to the security staff for allowing University Officials (University Appointed Centre Supervisor, Observer, Flying Squad etc.) unhindered access to the centre to make sudden visit, immediately after establishing their identity by inspection of their cards/ orders issued by the University. In no case they should be detained at the gate for want of permission of LC However, subsequently he may inform the same to the LC.

## **G-8.2 Appointment of officers and staff**

- 1) The LC shall appoint required number of Officials for conducting the examination smoothly, as below:
  - a) One Additional Superintendent, only if examinees are more than 250 or sessions of examination are more than two.
  - b) The person to be appointed as an supdt shall normally be the senior most person from amongst the faculty of the college.
  - c) One deputy Superintendent (DS) for every 200 students. DS shall be, generally, the senior faculty amongst the teaching staff members by rotation.
  - d) The LC shall appoint supdt/DS whatever necessary, and intimate their name(s) to CoE for record. Approval of the University for the appointment of Supdt/DS is not necessary.
  - e) The supdt/DS shall not leave the station during the examination days for any purpose without obtaining prior permission of the LC.
  - f) One invigilator for every 30 students.
  - g) One Relieving Officer for every 100 examinees with minimum one number. In case of emergency, RO shall act as reserve invigilator.
  - h) Teachers accompanying their students from outside colleges may also be taken as invigilators.
  - i) The University, if necessary, may appoint University Appointed Centre Supervisor, observer, flying squad for the centre to ensure the fairness of conduct of examination.
  - j) The duties of Supdt/DS/Invigilator should be made available to these officials in advance. The LC shall also go through all these instructions including instructions to the candidates thoroughly.
- 2) Norms of the staff which may be engaged by the LC for examination work:-

<b>S. No.</b>	<b>Staff</b>	<b>No. of persons to be Engaged</b>
I.	Class III Staff (Clerical)	
	No. of Registered Candidates for the session	
	- Upto 200 candidates	03
	- Upto 500 candidates	04
	- For subsequent 500 candidates or part thereof	One
II.	Daftari	
	One Daftari irrespective of number of candidates	
III.	Class IV Staff	
	Upto 100 candidates	02
	Above 100 for every 50 candidates or part thereof	01
IV.	Sweeper	01
	For every 500 examinees, one extra peon may be engaged over and above the peon engaged as per above norms.	
3)	The LC shall take care not to allot a particular invigilator to the same Room successively.	

## **G-8.3 Advance Preparation**

- 1) Immediately after receiving the appointment letter from the University, the LC shall look into the requirements, depending upon the number of candidates appearing for the examination and ensure that the required material (e.g. answer books & other stationery) is received from CoE in time. LC shall also be responsible for arranging the manpower required for the conduct of examination.
- 2) The LC shall prepare well in advance, the statement regarding seating arrangements for the candidates (Table Chair) as below:
  - a) A defined seat for each candidate in good condition.
  - b) Examination halls with seating capacity more than 40 shall be preferred.

- c) As far as possible, candidates appearing in the same subjects should not be allowed to sit together (at least side by side).
  - d) A plan of seating arrangement showing the position of candidates (according to their roll number) in each room for each day must be displayed at accessible place for the examinees & copy of the same shall be sent to CoE.
- 3) General instructions that are made available to each candidate should be pasted on notice board & candidates should be advised to read them carefully before appearing for examination.
  - 4) LC shall check requirements (if any) for additional material to be supplied to examinees during examination such as – Drawing sheets, Steam tables, IS codes etc. and keep them ready for distribution to examinees.
  - 5) He shall ensure that the list of detained students is received from the concerned head of the Institute to which the examinees belong.
  - 6) Before giving answer-books to the candidates, the facsimile seal of CoE shall be affixed on answer-books/answer sheets on the space specified for the purpose using blue ink only. In addition, space below cancel stamp be affixed in all Answer sheets after the paper is own.

(a) The LC shall be solely responsible for safe custody of facsimile stamps.

This is intended as a precaution against blank answer-books being smuggled into the Examination hall. If the Centre Superintendent finds any answer-book in bed shape, he is requested not to issue such answer-books to the candidates to avoid any manipulation. Answer-books should, therefore, in no case be stamped in larger quantity than required for each day's use so that if by any chance blank answer-books are stolen at a centre and afterwards smuggled into the answer-books collected at the end of an examination.

#### **(4) Punishment**

A candidate found guilty of unfair means or disorderly conduct at or in connection with an examination shall, at the discretion of the UM committee, be punished, in addition to the punishment that may have been already awarded by the Principal/Director/Chief Centre Superintendent, with one or more of the following:

- (a) Cancellation of the examination of the paper in respect of which he is found to have been guilty; and/or
- (b) Cancellation of the examination of the semester examination for which he was a candidate; and/or
- (c) Cancellation of the examination of one year for which he was a candidate; and/or
- (d) Debarring the candidate from securing admission to a class and appearing at any future examinations of the University for a stated period; and/or
- (e) Any other punishment deemed suitable by the committee

#### **(5) Norms of Punishment:**

The following norms for award of punishment are laid down:

- (a) If a candidate is found guilty of seeking admission to an examination by making a false representation pertaining to his eligibility to appear at the examination, he shall be disqualified from appearing at any examination for a period of one semester to four years including the present examination.
- (b) Where a candidate is found having in his possession or within his reach any material relevant to the syllabus of the examination paper concerned but has not copied from or used it:
  - i) If the behaviour of the candidate on being caught is satisfactory: Present semester examination shall be cancelled. If the material found in possession of the candidate is of insignificant nature the punishment may be relaxed to the

extent of cancellation of the examination of that particular paper (theory or practical as the case may be) and he/she will be treated as having obtained 'Zero' mark in that paper with all the consequences to follow. However, if the candidate so desires, he/she will be given the option of appearing in the subsequent whole examination by cancelling the present examination as a whole.

- ii) If the behaviour of the candidate on being caught is unsatisfactory: Present semester examination shall be cancelled and he shall be further debarred for one subsequent semester examination.

Note: if a candidate uses resistance or violence against the invigilator or any other person on examination duty, the punishment may be enhanced according to the gravity of the offence.

- (c) Where a candidate is found to have copied from or used the material caught:
  - i) If the behaviour of the candidate on being caught is satisfactory: present semester examination shall be cancelled and he shall be further debarred for one subsequent semester examination depending upon the significance and extent of use of the recovered material.
  - ii) If the behaviour of the candidate on being caught is unsatisfactory: two semester examinations (Current plus next) of the candidate shall be cancelled and he shall be further debarred from appearing in examinations of next two subsequent semester.

Note: if the candidate uses resistance or violence against the invigilator or any person on examination duty or consistently refuses to obey the instructions of the superintendent(s), the above punishment may be enhanced according to the gravity of the offence.

- (d) If a candidate is found talking to another candidate or to any unauthorised person inside or outside the examination hall, during the examination hours without the permission of a member of the supervisory staff, his examination in that particular paper may be cancelled.
- (e) If a candidate is found reading or possesses some incriminating material relevant to the syllabus of the paper in the verandas, urinal etc. his examination in that particular paper or his whole semester examination depending on the gravity of the offence, shall be cancelled.
- (f) If a candidate leaves the examination hall;
  - i. Before the expiry of half-an-hour after the commencement of the examination, and/or
  - ii. Without obtaining the permission of the invigilator; and/or
  - iii. Without handing over the answer book to the invigilator; and/or
  - iv. Without signing the attendance sheet;His examination in the paper concerned may be cancelled.
- (g) If a candidate during the course of practical examination presents to the examiner practical or class work, or note book, which does not belong to him, that particular examination shall be cancelled.
- (h) If a candidate,
  - i. Leaves the examination hall without handing over his answer book to the invigilator concerned and take it away with in him, or

- ii. Tears it off, or otherwise disposes of his answer-books or any part thereof inside or outside the examination hall, or
  - iii. Incites/ compels any other candidate to leave the examination hall, or attempts to disturb, or disrupts the conduct of examination or indulges in any kind of activity in the campus of the examination Centre which is violative of the sanctity, or purpose of the examination. He shall be disqualified from appearing or passing in any University examination for two to six semesters including the present semester examination, depending upon the nature and gravity of the offence.
- (i) If a candidate on being caught by an invigilator, a member of the flying squad or any other authorised member of the supervisory staff, runs away from the examination hall along with the piece of paper/ material in his possession or destroys any piece of paper believed to be of doubtful nature by the member of the supervisory staff either by swallowing/throwing it away, or by any other means, he shall be disqualified from appearing/ passing in any University examination for a period up to four semesters including the present semester.
- (j) If a candidate is found guilty of-
- i. Smuggling an answer-book in whole or in part inside the examination hall, or
  - ii. Taking out or arranging to send outside the examination hall an answer-book or question paper, in whole or in part, or
  - iii. Replacing his answer book or getting it replaced in whole or in part during or after the examination, or
  - iv. Impersonating a candidate or being impersonated by any person,  
He shall be disqualified from appearing/passing in any University examination for a period of four to six semesters including the present semester examination.

Note: A person other than the candidate assisting him in the above shall be liable to such action as may be decided by the Director/ Principal of the College.

- (k) If a candidate is found guilty of disobeying the instructions of the invigilator/Centre Superintendent (or any other person authorised by him) or if he occupies a seat other than that allowed to him without permission of the proper authority, the examination of that particular paper may be cancelled.
- (l) If a candidate deliberately disclosing his identity or writes any other candidate's Roll Number, mobile number etc. on his answer book, he shall be disqualified from appearing/passing any University examination for that particular paper to a period of two semesters depending upon the nature and gravity of the offence.
- (m) When a candidate is found guilty of misconduct/misbehaviour and/or indiscipline in connection with the examination before, during or after the examination hours, inside or outside the examination centre, the extent of punishment may vary from the cancellation of the present paper to disqualifying him from appearing/ passing in any University examination for a period up to six semesters including the present semester examination depending upon the nature and gravity of the offence.
- (n) If a candidate carries into the examination Hall Centre any weapon or a mobile phone and does not hand over the same to the invigilator or any other authorised member of the supervisory staff, he shall be disqualified from appearing/passing in any University examination up to four semesters including the present one, depending upon the nature and gravity of the offence.

- (o) Where a paper or any other material connected with the examination or use of any other unfair means is found or detected even after the examination is over, the candidate concerned may be disqualified from appearing/passing in any University examination upto six semesters including the present one depending upon the nature and gravity of the offence.
- (p) If a candidate deliberately attempts to bribe/luring the examiner by putting/offering each or kind inside, he shall be disqualified from appearing/passing any University examination for a period up to six semesters depending upon the nature and gravity of the offence.
- (q) Cases of use of unfair means or of disorderly conduct not covered under the above categories from (5)(a) to 5(p) or those which, in the opinion of the unfair means Committee, deserve some other punishment shall be decided by the Examination Committee.
- (r) When a candidate is found guilty of disobeying the instructions of the Invigilator/Centre Superintendent (or any other person authorised by him) or of deliberately changing his seat with another candidate or writing other candidate's Roll Number on his answer-book or of misconduct, indiscipline or misbehaviour including causing any kind of disturbance for other examinees in the examination hall or for including in any activity in the campus for the examination centre which is violative of the sanctity and purpose of the examination, the Centre Superintendent may turn him out of the Centre, cancel his day's examination and also further disqualify him for appearing at the examination in subsequent papers; provided further that in all such cases, the report of each case shall be sent to the University for approval. The Board may, however, according to the gravity of the offence, further enhance the punishment.

#### **Explanation of punishment described in above paras according to semester scheme**

- (a) If the examination in a particular paper/subject (theory/practical) is cancelled: The marks secured by the candidates in mid-term/practical and sessional will be carried forward for the next examination; however, marks in the term end (theory) examination of the paper/subject will be treated as ZERO.
- (b) If the present semester examination is cancelled: All the theory papers (i.e. end term examination along with lower and higher back papers) if appeared shall be cancelled. However the marks obtained in mid-term, practical and sessionals shall be carried forward. The student shall reappear in theory papers as back paper examinee.
- (c) If the examinations of two semester (one year) are cancelled  
 Odd Semester: Theory Term End, Mid Term, Sessional & Practical Examination of current semester including all the upper as well lower examinations (if appeared) held during current semester will be treated as cancelled. Such candidate will not be permitted to attend following even semester classes and any other examination to be held in next semester and he will be eligible to re-register in odd semester (being treated cancelled) as regular student in the next academic session. Even Semester: Theory Term End, Mid Term, Sessional & Practical Examination of current semester including all the upper as well lower examinations (if appeared) held during current semester (even semester) be treated as cancelled. The odd semester examination of next academic session, if candidate appeared shall also stand cancelled including term end/mid-term/sessional/practical and back paper exams. The candidate will have to register in even semester of the next academic year as a regular student. The candidate need not attend/register in odd semester (in which already appeared) in next academic session as a regular student. However, the candidate is free to register himself as regular student if he so desires.

(d) If the candidate is further debarred for two or more semester examinations.

The candidate will be eligible to appear in the examination after expiry of duration of academic year(s) for which candidate has been debarred.

**(6) Procedure for dealing with the cases of unfair means and disorderly conduct:**

The following shall be the procedure for dealing with the cases of candidates found using or suspected of using unfair means or showing disorderly conduct in connection with the examinations:

- (a) Where a candidate is suspected of using unfair means as defined above, the invigilator or the Centre Superintendent or any other member of the supervisory staff including the flying squad shall search the candidate and/or his belongings. Where any written or printed material is found in his possession in consequence of the search, the case shall be referred to the unfair means committee for the purpose indicating the nature of unfair means used by the candidate.
- (b) As soon as a candidate is suspected, found or reported to have resorted to unfair means and the Invigilator/Superintendent or any member of the Flying squad feels satisfied that unfair means have been used, his answer-book shall be seized along with the material recovered and a fresh answer book given to him to answer the questions of the question paper. The answer-books shall be marked as U.M.C-I and II respectively.
- (c) The invigilator/ member of the Flying Squad concerned shall generally give his report in writing in the form prescribed by the University. This report shall be brought to the notice of the candidate who shall normally be required to give his statement in the
- (d) above form and sign the material caught. This form duly completed along with the material recovered duly signed by the candidate, the invigilator-member of the Flying Squad and the Centre Superintendent (as far as possible) will be sent by the Centre Superintendent to the COE of the University for Consideration.
- (e) If a candidate refuses to give his statement on the spot and/ or refuses to sign the material recovered or leaves the centre without giving his statement or if the candidate is found guilty of showing dis-orderly conduct, his case will be reported by the Centre Superintendent to the University in prescribed form of the Examination Manual. An intimation notice to this effect, will be sent to the candidate under registered cover calling upon him to show cause why action should not be taken against him for using unfair means or showing misconduct and asking him to submit/furnish his explanation/reply, if any, directly to the COE of the University by registered post
- (f) Within fourteen days from the date of dispatch of the intimation notice. If the intimation notice due to any reason has not been sent by the COE, it shall be sent to the candidate positively by the University before finally disposing of the case.
- (g) Where the Centre Superintendent refers a case of use of unfair means or disorderly conduct to the COE, he shall record such evidence as is available in support of the allegations made by the Invigilator/member of the Flying Squad or any member of the Flying Squad or any member of the supervisory staff and after giving his own remarks, he shall send all the relevant material to the unfair means committee for further action.
- (h) The unfair means committee will consult the Head Examiner/Examiner or any other expert appointed by the University, where-ever necessary, and get his report on the prescribed form regarding the use of unfair means.
- (i) All cases of suspected use of unfair means or of disorderly conduct reported by the Centre Superintendent or by any other person concerned with the examination

including the examiner shall be considered and decided by the Vice- Chancellor. The Vice-Chancellor may, however, appoint unfair means committee(s) to examine the cases on his behalf and give the recommendations for consideration and his approval.

(j) (i) The cases of suspected use of unfair means or of disorderly conduct will be considered and decided by the committee in the candidate's absence on the basis of the reports of the Invigilator/Centre Superintendent and the statement, if any, made by the candidate in the prescribed form of the Examination manual and/or the reply statement, if any, received from the candidate in reply to the notice issued to him by the COE. No further representation or protest from the candidate will be entertained afterwards.

(ii) In case a candidate desires to be given a personal hearing and/or if the unfair means Committee thinks it necessary, it shall fix a date and time and notify to the candidate by registered post to appear before the Committee for personal hearing. Sending such a notice by registered post to the candidate at the address given by him in his examination application form. No adjournment of the meeting will ordinarily be granted to the candidate. If considered necessary the Committee may ask the Invigilator/Superintendent or nay other member of the Supervisory Staff to be present in the meeting at the time of holding the enquiry.

On the date fixed for hearing which will ordinarily be not less than 14 days from the date of dispatch of the notice the Committee shall meet at the notified place on the date and time specified in the said notice for giving personal hearing to the person(s) concerned.

The statement/reply of the candidate will be recorded by the Committee which may also seek and record clarifications or further explanations, if necessary, from the Invigilator/Centre Superintendent/any other member of the supervisory staff, who may be present at the time of the enquiry.

(k) In no case shall the candidate be allowed to be represented by a lawyer or any other person. Also no adjournment of the hearing will be granted to the candidate unless deemed necessary by the Committee. Further, it will not be obligatory for the University to furnish a copy of the incriminating material or any other material recovered from the possession of the candidate. However, the candidate will be shown the incriminating material at the time of hearing if he so desires.

(l) On the basis of the report(s)/statement(s) of invigilator(s)/ Member(s) of the Flying Squad or the supervisory staff, the statement, if any, of the candidate, the remarks of the Centre Superintendent and also the statements recorded at the time of personal hearing, the Committee will record its recommendations regarding the punishment to be awarded to the candidate, if the candidate is absent, the Committee may consider and decide the case in his absence.

(m) If during the course of enquiry, the unfair means Committee, while examining a particular case(s) comes to the conclusion that the candidate(s) resorted to copying from the answer-book(s) of any other candidate(s) or where the committee is of the opinion that such copying could not have been done without the connivance/negligence of the Invigilator(s)/any other member(s) of the Supervisory staff, the Committee may recommend such disciplinary action as it deems fit against the invigilator(s) or the members of the Supervisory Staff after giving him/them an opportunity of personal hearing.

(n) The Committee may, for reasons to be recorded, also recommend to the Vice-Chancellor if any action is desired to be taken against an examiner or any member of

the supervisory staff or any other person involved in a case of unfair means and disorderly conduct.

- (o) The said report and recommendations of the Committee shall be placed before the Vice-Chancellor who shall be the Final authority to take such action as he may think necessary in each case.

**Notes:**

- (a) If a candidate appearing in uncovered/uncleared subject(s)/paper(s) of a lower examination along with the higher examination is found guilty of use of unfair means in a paper of the lower or the higher examination, his uncovered papers at the lower examination as well as the complete higher examination shall be cancelled and if required under this regulation will be further debarred from appearing at the subsequent examination in the same.
- (b) A candidate may approach a court of Justice for redress, if any, within 90 days from the date of dispatch of the decision of the University to the candidate.
- (c) The records of the cases of unfair means/disorderly conduct may be destroyed after the expiry of six months from the date of dispatch of the decision of the University to the candidate.
- (d) The period for which a candidate is debarred will not be counted towards the maximum period laid down in any Regulation within which a candidate must pass a particular examination failing which his examination would stand cancelled or he would lose status to appear as an ex-student or minimum pass marks shall be taken into account for working out his result.

**G-15 Amanuensis**

- (i) An amanuensis may be allowed by the Centre Superintendent on the request by a visually handicapped candidate and also a candidate suffering from any of the following physical handicaps:
- (a) Whose dominant hand is in a plaster cast due to fracture or injury.
- (b) Who is suffering from Rheumatoid Arthritis and other painful conditions of dominant hand.
- (c) Who is suffering from nerve injuries under paralytic condition of dominant hand.
- (d) Who is suffering from any condition interfering with writing performance of dominant hand.
- (ii) The amanuensis will be provided subject to the following conditions
- (a) The Centre Superintendent is satisfied that the request is genuine.
- (b) The amanuensis is a student of the standard specified below and selected by the Centre Superintendent:

For Post-graduate Examination : Degree standard

For final year of under-graduate Examinations: First Year standard

For first & second year Examinations : Senior/higher Secondary standard

- (c) The candidate's request for grant of an amanuensis is accompanied by a medical certificate from an Orthopaedic Surgeon/ Junior Specialist in Orthopaedic Surgery/ Senior Specialist in Orthopaedic Surgery duly countersigned by the Senior Medical Officer of the concerned Hospital.
- (d) The candidate will remit to the University an amount equal to double the amount payable to an invigilator for the total number of sessions in which he is to be examined.

- (iii) Half an hour extra time may be given to a Physically Handicapped candidate who has defects in his dominant hand and its finger and to whom no amanuensis has been allowed by the Centre Superintendent.
- (iv) (a) The centre superintendent will report each such case to the University with full detail about both the candidates, i.e. the examinee and the amanuensis writing for him, on the prescribed form.  
 (b) The words Answer written by the Amanuensis shall be written in red ink by the Centre Superintendent on the top (left side) of title cover of the Answer Book.
- (v) An amanuensis may be provided to a candidate who meets with an accident during the days of examination and request for an amanuensis. The following procedure should be adopted in this connection:
  - (a) The candidate who meets with an accident during the days of examination and requests for an amanuensis, should normally meet the Centre Superintendent, at least 24 hours before the commencement of the examination, together with the following declarations:
  - (b) The amanuensis should be a student of the standard as specified in a para (2) above.
  - (c) The examinee who meets with an accident should submit a medical certificate from the principal Medical and Health Officer of the District or by a Medical Board.
  - (d) The same amanuensis should continue for all the examination days.
  - (e) The candidate will have to pay an amount equal to double the amount payable to an invigilator for each day/ session. This amount should be remitted to the University.
  - (f) The Chief Centre Superintendent should report each such case to the University with full, details about both the candidates(original candidate and the amanuensis.)

N.B.: The words "Answers written by the Amanuensis" should be written in red ink by the Centre Superintendent on the title cover of the answer-book.

**DECLARATION BY THE CANDIDATE**

I \_\_\_\_\_ son of shri \_\_\_\_\_ Resident of (write full postal address) \_\_\_\_\_ Telephone/Cellphone No. \_\_\_\_\_ do hereby affirm as under:

- (1) That I am taking paper \_\_\_\_\_ of my \_\_\_\_\_ Examination, 20.....
- (2) That I have suffered an injury \_\_\_\_\_
- (3) That I was treated by Dr. \_\_\_\_\_ of (Write the name of the hospital) \_\_\_\_\_ and that the Medical Certificate furnished by me is genuine one.
- (4) That the amanuensis Shri \_\_\_\_\_ son of \_\_\_\_\_ Resident of \_\_\_\_\_ is a student of \_\_\_\_\_ class of \_\_\_\_\_ (College/School).

I understand that the permission granted by the Centre-Superintendent for amanuensis is purely provisional. If any of my statements are found to be incorrect, my examination may be cancelled without prejudice to any legal action that may be taken in the matter by the University.

.....

Date:

Signature of the Candidate

**DECLARATION BY AMANUENSIS:**

I \_\_\_\_\_ Son of Shri \_\_\_\_\_  
Resident of \_\_\_\_\_ hereby affirm as  
under:-

1. That I am a student of \_\_\_\_\_ of \_\_\_\_\_ College.
2. That I have been asked to act as an amanuensis for  
\_\_\_\_\_ Son of \_\_\_\_\_ Resident of  
\_\_\_\_\_ who is not in a position to write in  
the examination himself.
3. Shri \_\_\_\_\_ is not related to me.

I understand that if any of the statements made above are found to be  
incorrect I am liable to legal action which may be taken by the  
University in this matter.

-----  
-----

Signature of Amanuensis  
With postal Address  
And Telephone No.

**G-16 Grace Marks**

Under graduate / post graduate (Main/ back examinations)

Grace marks to the extent of 1% of the aggregate marks prescribed for an examination will be awarded to a candidate failing in not more than 25% of the total number of theory papers, practical's, sessionals dissertation, viva-voce and the aggregate, as the case may be in which minimum pass marks have been prescribed; provided the candidate passes the examination by the award of such Grace Marks, For the purpose of determining the number of 25% of the papers, only such theory papers practical, dissertation, viva-voce etc. would be considered, of which, the examination is conducted by the University.

N.B.:- If 1% of the aggregate marks or 25% of the papers works out in fraction the same will be raised to the next whole number, for example, if the aggregate marks prescribed for the examination are 450, grace marks to the extent of 5 will be awarded to the candidate, similarly, if 25% of the total papers is 3.2, the same will be raised to 4 papers which grace marks can be given.

**General:-**

- a. A candidate passes in a per/practical or the aggregate by the award of grace marks will be deemed to have obtained the necessary minimum for a pass in that paper/practical or in the aggregate and shown in the marks sheet to have passed by grace. Grace marks will not be added to the marks obtained by a candidate from the examiners nor will the marks obtained by the candidate be subject to any deduction due to award of grace marks in any other paper/ practical or aggregate.
- b. If a candidate passes the examination but misses First or Second Division by one mark, his aggregate will be raised by one mark so as to entitle him for the first or second division, as the case may be. The one mark will be added to the paper in

- c. Which he gets the least marks and also in the aggregate by showing +1 in the tabulation register below the marks actually by the candidate. The marks entered in the marks-sheet will be inclusive of one grace mark and it will not be shown separately.
- d. Non appearance of a candidate in any paper will make him ineligible for grace marks. The place of a passed candidate in the examination list will, however be determined by the aggregate marks he secures from the examiners, and he will not, by the award of grace marks, become entitled to a higher division.
- e. Distinction won in any subject at the examination is not to be forfeited on the score that a candidate has secured grace to pass the examination.

Note: - The Grace marks will be awarded only, if candidate appears in all the papers prescribed for the examination.

### **G-17 Supply of Statement of marks**

The statement of marks will be supplied after the publication of the result of an examination.

### **G-18 Re-Evaluation**

- (i) A candidate who wishes to apply for revaluation of his answer-book(s) must submit his application in the prescribed form together with the requisite fee to the Principal of the college, where candidate is studying, before expiry of 15 days excluding the date of the declaration of his examination result. Application not received in the prescribed form or by the due date or without the requisite fee shall be rejected. Incomplete application forms will be rejected.
- (ii) A candidate shall be required to pay a fee per paper (not subject) shall be as notified by the University from time to time for re-evaluation of each answer-book, which will not be refunded, except when the candidate is allowed to withdraw his application.
- (iii) Revaluation of answer books shall be permissible in not more than 25% of the theory papers in which candidate actually appeared at an examination. Where the number of papers in which a candidate appeared at an examination happens to be an odd number, revaluation will be permitted up to whole number i.e. if an examination consists of 5 papers, a candidate can apply for revaluation of answer-books up to 2 papers.
- (iv) Notwithstanding the aforesaid provisions, revaluation of answer-books shall not be permitted in respect of (i) the scripts of practical examination/ sessional/ periodical tests, dissertation, thesis and viva-voce and (ii) part examination- back papers and boycotted papers.  
N.B.: (i) Part Examination means an examination at which candidate appears in those subjects(s)/paper(s) only which he has yet to clear.  
(ii) 'Boycotted Papers' means the papers in which a candidate having boycotted the examination earlier is allowed another chance to appear.
- (v) In case a candidate does not submit his/her original marks sheet along with the application form for revaluation, his/her application shall stand rejected.
- (vi) The Principals of the colleges are required to send all the applications positively on the next day of the last date so as to reach the Controller of Examination within 15 days excluding the date of declaration of result of the examination.
- (vii) Forms must not be sent directly to the University in any case.

- (viii) The required fee should be remitted to the University through the Principal of the College where candidate is studying. Separate Demand Draft must be submitted by each student.
- (ix) The process of revaluation includes scrutiny of answer-books and therefore, it will not be necessary for a candidate requesting for re-evaluation of answer-books to apply for security of the paper for which he/she has applied for revaluation. However, if a candidate wants his/her answer-book of any other paper also to be scrutinized he/she will have to apply for the same separately in accordance with the provisions of these rules. In such cases if the marks of the candidate, in any paper(s) are increased as a result of scrutiny; a reference shall be made to the candidate only if his/her result is changed favourably in pre-revaluation scrutiny i.e. from fail to supplementary (back papers), supplementary to pass, pass to II<sup>nd</sup> Div. And II<sup>nd</sup> Div. to I<sup>st</sup> Div., or if there is an increase of at least 20% of marks in pre-revaluation scrutiny. In other cases the answer-books will be sent for revaluation without making a reference to the candidate. In such cases where the marks of the candidate in any paper(s) are increased favourably as a result of pre-revaluation scrutiny and thereafter if he/she does not want his/her answer-book(s) to be revalued, he/she will be permitted to withdraw his/her application for revaluation in which cases his fee will not be refunded.
- (x) If the award of the re-evaluator is more than the award of the Main Examiner subject to a limit of 20% of the maximum marks prescribed for the paper, the award of the re-evaluator shall be taken as the marks obtained in revaluation. In case the award of the re-evaluator exceeds the above limit of 20% of the maximum marks prescribed for the paper, the average of the marks awarded by the main examiner and the re-evaluator will be taken as the marks obtained with at least 20% of maximum marks as minimum, and 50% of the marks in excess of 20% be also added to the final award of the marks. If on account of revaluation, the marks of the candidate decrease, then the average of the marks awarded by the Main Examiner and the re-evaluator shall be taken as marks obtained subject to the condition that: Such decrease upto 10% of the maximum marks will be considered as the final award of the marks, and his/her result/division is not adversely affected.
- (xi) The answer-book(s) shall not be subjected to any inspection or production before any external or internal authority except at the instance of the Vice-Chancellor.
- (xii) A candidate who is declared eligible for taking examination of back paper(s) as a result of revaluation shall be permitted to appear at the next main examination related to his/her back papers or if the same is already over, at the time of next main examination related to his/her back papers. Such a candidate will also be eligible to appear at the next higher examination as an ex-candidate, if such facility exists for the examination concerned.
- (xiii) A candidate who becomes eligible to seek admission to the next higher semester consequent upon the improvement of his/her result of revaluation in the middle of session shall be considered eligible for admission to that semester within 21 days positively from the date of communication of the revaluation result. In such cases the attendance shall be counted from the date of admission.
- (xiv) (a) a candidate desirous to apply for re-evaluation may treat his result as "No Change" for purposes of submission of application forms for appearing at the ensuing examination within due date.

- (b) a candidate whose result of the revaluation has not yet been declared and he appears at the ensuing examination shall have an option in respect of considering either the result of re-evaluation or of the marks obtained at the back papers examination. Such a candidate shall be required to opt all the papers as a whole either of re-evaluation or of all back papers and not in parts separately. The application of option to this effect shall be made in the prescribed form of the Examination Manual of the University.
- (xv) Candidates should presume their result as unchanged for all purposes until declaration of the result of re-evaluation of their scripts.
- (xvi) All court cases shall be subject to the jurisdiction of the University headquarters at Kota and not at any other place.
- (xvii) The rate of remuneration for revaluating the answer-books of various U.G. and P.G examinations shall be double the rate of remuneration prescribed for evaluation of the answer-books for such examination in the subject/paper concerned. Minimum charges for revaluation of answer books shall be as notified by the University from time to time.
- (xviii) Postal expenses incurred by the examiner shall be reimbursed in full.

### **G-19 Provisional certificate**

A candidate who has been declared successful at a University examination after the declaration of his result, before the degree or diploma is delivered to him at the next convocation or otherwise, may apply to the Controller of Examinations for provisional certificate for passing that examination. The application should come through the officer who forwarded the application of the candidate for appearing at the examination. A fee as notified by the University from time to time shall be remitted to the University office for the issue of the provisional certificate.

### **G-20 Back paper examination**

- (i) A student who fails in any theory paper of semester examination shall be eligible to appear in the back papers at the next ensuing examination(s) of the same semester. He shall have to clear all the papers, including back papers, of all the semesters in a time period equivalent to double the course duration (from the year of enrolment) without ceiling of number of attempts or as per check point scheme as notified by the University from time to time.
- (ii) A candidate whose result of revaluation has not been declared and he appears at the next ensuing examination shall have an option in respect of considering either the result of revaluation or of the marks obtained at the back papers examination. The application of option shall be made in the prescribed form of the examination Manual of the University.

### **G-21 Migration certificate**

A migration certificate shall, on application, be issued on payment of a fee, as notified by the University from time to time, by the controller of Examinations in cases where it is required for migration to other Universities. Duplicate copy of a migration certificate shall be granted on payment of prescribed fee.

### **G-22 Drop out students**

- (i) Drop out students (on medical ground), if appeared in previous semester examination, shall be permitted to take admission in next semester on production of medical certificate issued by a competent government authority.

- (ii) Drop out students due to any other reason without intimation to college/university, if appeared in previous semester examination, shall have to apply for admission to university, such cases shall be decided by the University in the case to case basis depending upon the genuineness of the case.
- (iii) If a candidate due to some other reasons fails to appear in the University examinations of any semester/academic year, he shall be eligible to take admission in the next academic year. However he has to complete the course as per the limit of course duration as per University norms.

### **G-23 Bar to appearance at examination**

- (i) Notwithstanding anything contained in these Regulations, no member of the Board or of a Board of Studies shall be admitted to an examination of the University, except with the special permission of the Vice-Chancellor; provided that this will not apply to a research degree.
- (ii) Notwithstanding anything contained in these Regulations, a candidate shall in no case be permitted to appear at two main examinations of the University simultaneously in the same year.
- (iii) In an examination which is held full time for collegiate and part time candidates, no candidate shall be permitted to appear at both the examinations in one and the same year. If a candidate appears or attempts to appear at both the examinations, he shall render himself liable to cancellation of his appearance at both the examinations and forfeiture of the marks-sheet and degree/diploma certificate etc., as the case may be.

### **G-24 Improvement**

#### **G-24.1 M.Tech. Course**

- (i) Candidate who fails in Term End Theory Examination, he/ she shall reappear in the Back Examination. Candidate who fails in course work, he/she shall improve the course work. However, marks secured in Term End Theory Examination shall be carried forward.
- (ii) A candidate who has obtained his Master's Degree of the University and desires to improve his performance, may be permitted to re-appear in the same subject and in the same papers once again by taking all the papers of the examinations (taken together) in the same year according to the syllabus in force on the following conditions:
  - (a) He shall not re-join a college for the purpose
  - (b) He shall re-appear in the practical/viva-voce also, wherever prescribed.
  - (c) A candidate who had offered dissertation (where prescribed) will be required to submit a fresh dissertation on a new subject.
  - (d) His result shall be released only if he obtains more marks in the aggregate than those obtained by him in his previous attempt and thus improves his performance. In case the performance shall stand.
  - (e) He shall not be included in the merit list
  - (f) Only one chance shall be given to a candidate for improvement of his performance under this regulation.
- (iii) A candidate who desires to re-appear at the examination under the above provisions must submit his application along with the examination fee for all the semesters of the examination and other requisite fee by the last date fixed for the purpose duly forwarded/countersigned by the same officer who had forwarded it at his last appearance at the examination.

- (iv) A candidate who improves his performance shall submit to the University his original marks sheet of all semester examinations and also the degree (in case of improvement of division) within three months from the date of declaration of his result for issuing a fresh marks-sheet and a fresh degree, if the degree is already in the custody of the University, he shall intimate this fact to the University.

Note: Once a candidate clears the midterm/practical & sessional he/she shall not be permitted for midterm/sessional improvement.

#### **G-24.2 MBA Course**

- (i) If a candidate fails in internal exam, he/she shall appear in the internal back exam, marks secured in term end theory of that subject shall be carried forward.
- (ii) A candidate shall be eligible to appear in the next higher semester exam irrespective of the number of papers cleared in the previous semester. However the candidate will have to clear the remaining unclear papers by appearing in back examinations of the respective semester (Maximum duration 4 years) to pass any theory exam.
- (iii) If a candidate fails to secure 50% semester aggregate marks but has cleared all the papers. He/ she may be eligible to improve maximum two theory papers (excluding internal exam) in which marks obtained are less than 50%. However, in semester aggregate only 50% marks shall be considered irrespective of the marks secured after improvement.

Note: Once a candidate clears the midterms/ practical & sessional he/she shall not be permitted for midterm/sessional improvement.

#### **G-24.3 MCA Course**

- (i) If a candidate fails in internal exam, he/she shall appear in the internal back exam, marks secured in term end theory of that subject shall be carried forward.
- (ii) A candidate shall be eligible to appear in the next higher semester exam irrespective of the number of papers cleared in the previous semester. However, the candidate will have to clear the remaining unclear papers by appearing in back examinations of the respective semester (Maximum duration 6 years) to pass any theory exam.

Note: Once a candidate clears the midterms/practical & sessional he/she shall not be permitted for midterm/sessional improvement.

#### **G-24.4 BHMCT Course**

- (i) If a candidate fails in internal exam, he/she shall appear in the internal back exam, marks secured in term end theory of that subject shall be carried forward.
- (ii) If a candidate fails to secure 50% (aggregate of the academic year) marks but has cleared all the papers. He/she may be eligible to improve maximum two theory papers (excluding internal exam) in which marks obtained are less than 50%. However, in semester aggregate only 50% marks shall be considered of respective of the marks secured after improvement.

Note: Once a candidate clears the midterms/ practical & sessional he/she shall not be permitted for midterm/sessional improvement.

#### **G-24.5 B.Tech./ B.Arch. Course**

- (i) Term Test- The student is allowed to improve the term test, if he/she is appearing in the University Examination of that theory paper again and if failing earlier, if a student who has registered for improvement of term tests marks, then the marks

secured by him/her in that theory papers in previous term test shall stand automatically cancelled. The marks of the latest examinations/tests shall only be considered for working out the result and is such a candidate has absented himself/herself from the tests. Then he/she shall be treated as absent.

- (ii) Sessional Improvement- If the student is failing in any practical and sessional subject, he/she can make improvement in the sessional component, if the earlier marks in the sessional component are less than 40%. The candidate will be required to register in both practical and sessional components of the subject and his/her earlier marks will automatically stand cancelled. The marks of the latest
- (iii) Examinations/tests shall be considered for working out the result. If such a candidate has absented himself/herself from any or both components, then he/she shall be treated as absent.

Note: Students shall be permitted to appear only once in midterm/practical & sessional improvement in subsequent year and thereafter there will be no change in his midterm/practical & sessional marks.

#### **G-25 Contingency arising from loss of answer books**

- (i) In a contingency arising from the loss or misplacement of one or more written answer-books beyond reasonable hope of retrieval, or from damage, destruction or mutilation of one or more answer-books making evaluation or checking thereof in whole or in part impossible, the Vice-Chancellor may permit every candidate either to re-appear in the paper concerned at a special examination to be arranged or the average of marks of the other theory papers of the same examination to be taken into account in the paper concerned.

Note: For working out average marks, the marks obtained by the candidate in external assessment only will be taken into account. To be more specific, in no case the marks of internal assessment, the assessment of which is done by the Department/Institution concerned, shall be taken into account.

- (ii) In a contingency arising similarly from the loss, misplacement, damage, destruction or mutilation of award-lists of a viva-voce or a practical examination before tabulation of result, the Vice-Chancellor may order a fresh viva-voce/practical examination.
- (iii) Where security of marks and/or re-evaluation of answer-books is not possible due to loss, misplacement, damage or mutilation of answer-book(s), the candidate shall be permitted, if he so desires, to re appear in the paper concerned as soon as possible (special arrangements shall be made for the purpose, if necessary) or the average of marks of the other theory papers of the same examination to be taken into account in the paper concerned and in that case the marks obtained by the candidate in the aforesaid examination shall be taken as the marks obtained by him as a result of scrutiny/re-valuation.
- (iv) No candidate shall be entitled to claim any damages from the University in such cases.

#### **G-26 Correction of error noticed after declaration of result**

- (i) If an error is noticed after the declaration of result or issue of marks-sheet or certificate (including provisional certificate) or degree or diploma and as a result of necessary correction the candidate is put in advantageous position, the Vice-Chancellor or an Officer authorised by him for the purpose shall have the power to allow necessary correction in the result/marks-sheet/certificate degree/ diploma, as the case may be.

- (ii) If an error is noticed after the declaration of the result/issue of marks-sheet/certificate/degree/diploma, as the case may be, and rectification of the error involves a change in the marks obtained by the candidate or in his result to his disadvantage, the Board shall have the power to order necessary correction in result/marks-sheet/provisional certificate/degree/diploma, as the case may be, in the event of the candidate refusing to submit or not responding to the requirement of submitting the marks-sheet/certificate/degree/diploma, as the case may be, for necessary correction, the Board may cancel his examination and further take such other action as may be deemed proper.
- (iii) In special cases, if exigencies demand the Vice-Chancellor may exercise his power for reassessment of answer books by subject experts.

#### **G-27 Bar to claim damages for delay**

No candidate shall be entitled to claim any damages whatsoever, from the University on account of late declaration of the result or on account of delay in the issuance of marks-sheet/certificate/degree/diploma or on account of delay in the declaration of result on the basis of scrutiny of marks or re-evaluation of answer-books or other like cases.

#### **G-28 Production of answer books**

- (i) The answer-books of the University examination shall not be subject to production before any Court (Civil or Criminal) or before the candidate or anybody else on his behalf or before any internal or external authority.
- (ii) In compliance of Hon'ble Supreme court decision, answer-books shall be made available for inspection to the students only as per the notification of the University on deposition of non-refundable requisite fee.

#### **G-29 Disposal of Marked answer book**

All the marked answer books for the various examination of the University will be destroyed after the declaration of result of revaluation of the examination concerned.

#### **G-30 On- Line process of pre & post examinations**

In addition to the off-line process explained earlier, University may opt a process of on-line for pre and post examination activities viz., submission of enrolment forms, examination forms, deposition of fee, generation of admission card, centre copy, attendance sheet, submission of revaluation form, marks of Mid Term, Practical Marks, Sessional Marks, Theory marks and other examinations related activities.

#### **G-31 Appeal**

Any person aggrieved by an order or decision of the Vice-Chancellor/Registrar/CoE/Director/Head of the Department or any other Officer of the University shall be entitled to file an appeal from the said order within two months from the date of receipt of the same before the following.

- (i) Appeal to the Vice-Chancellor from the order of the COE/Registrar/Director/Head of the Department or any other Officer.
- (ii) Where the Vice-Chancellor is the punishing authority the appeal shall lie with the Board.
- (iii) No appeal shall lie from the order or decision of the Board.