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| Under Graduate Courses | : | Rs. 1000/- per semester |
| Diploma Courses | : | Rs. 750/- per semester |
| Certificate Courses | : | Rs. 500/- per course |

The Board of Management of the University can change any of the above fees or conditions for the examination (clause 1 to 25) as and when the situation so warrants.

ORDINANCE NO. 05

CONDUCT OF EXAMINATIONS

1. All arrangements for the conduct of examinations to be held by the University shall be made by the Controller of Examinations in accordance with such directions as may be issued by the Board of Management.
2. The Controller of Examinations shall prepare and duly publish a programme for the conduct of examinations specifying the date of each Examination and the last dates by which applications and fees for examinations shall be submitted by the intending examinees.
3. (i) The Board of Management shall in consultation with the Head of the Institution appoint Superintendent and Assistant Superintendents, if any, for the examination centre and shall issue instructions for their guidance.
(ii) The Superintendent of the Examination shall be personally responsible for the safe custody of question papers and the answer books sent to him and shall render to the University office a complete account of used and unused question papers and answer books.
(iii) The superintendent shall supervise the work of invigilators working under him and shall conduct the examinations strictly according to the instructions issued to him by the University.
(iv) The Superintendent of the Examination shall, whenever necessary send a confidential report to the Controller of Examinations about the conduct of examination, mentioning therein the performance of the invigilators and the general behavior of the examinees. He shall send a daily report on the number of examinees attending each examination, absentees roll numbers and such other information relating to the examination being held at the centre as may be considered necessary, alongwith any other matter which he thinks fit to be brought to the notice of the University. He shall also be responsible for maintenance and submission to the CFAO of the University, of the account of advance money received and expenditure incurred in connection with the conduct of the examinations.
(v) The Centre Superintendent shall have the power to expel, an examinee, from examinations on subsequent examination days, on any of the following grounds :
 - a. That the examinee created a nuisance or serious disturbance at the Examination Centre.
 - b. That the examinee showed a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.
 - c. If necessary, the Superintendent may get police assistance. Where a candidate is expelled, the Controller of Examinations shall be informed immediately.

- (vi) Unless otherwise directed, only teachers of University Teaching Departments and Schools of Studies shall be appointed as invigilators by the Superintendents. Invigilators can also be drawn from other educational institutions.
4. It shall be the duty of the Centre Superintendent to ensure that an examinee is the same person who had filled in the form of application for appearing at the examination. It shall be the duty of the Centre Superintendent to see that on each day on which a candidate appears in the examination his signature is obtained on the form and to make sure that it tallies with the one already on it.
5. The Controller of Examinations may, on the recommendation of the Centre Superintendent appoint an alternative person to write down dictation pertaining to answers to questions at the examination on behalf of an examinee who is unable to write himself/herself, on account of severe short sightedness or sudden illness (must be supported by a certificate issued by a Medical Officer), provided that such an alternative person shall be a man/woman possessing qualification of atleast one class examination lower than the examinee concerned.
6. The Vice Chancellor may cancel an examination if he is satisfied that there has been a leakage of question papers or any other irregularity which warrants such a step.
7. The Vice Chancellor may issue such General Instructions for the guidance of the Examiners, Centre Superintendents, Tabulators, Collators, as he considers necessary for the proper discharge of their duties.
8. Subject to the provision of this Ordinance, the Board of Management may from time to time make, alter or modify rules and procedures about the conduct of examination.
9. (1) The Results Committee for each faculty shall consist of the following :
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| (i) Vice Chancellor | Chairman |
| (ii) Chairman of Concerned Board of Studies | Member |
| (iii) Registrar | Member Secretary |
- (2) Two members shall form the Quorum,
- (3) The term of the Results Committee shall be one academic year.
- (4) The functions of the Results Committee shall be as follows :
- (i) To scrutinise and pass the results of the examinations conducted by the University after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards and to recommend to the Vice Chancellor the action to be taken in case the result is unbalanced.
 - (ii) To scrutinise complaints against question papers and to take necessary action.
 - (iii) To decide cases of candidates who answered wrong paper.
 - (iv) To decide cases of candidates whose answer books were lost in transit.
 - (v) To decide cases of mistakes made by the paper-setters, Modcrators, Examiners, Invigilators, Superintendents of the Examination Centres, Tabulators, Collators, Coordinators and any other person concerned with the examinations whose cases are referred to the Committee.
 - (vi) To exercise such other powers as the Board of Management may delegate to it from time to time.

9. The Vice Chancellor shall appoint Tabulators and collators as necessary and he may issue general instructions for the guidance of tabulators in preparing the results of the examination.
10. If a candidate has any communication to make on the subject of his/her examination paper, it shall be made in writing to the Controller of Examinations direct.
11. Any attempt made by or on behalf of a candidate to secure preferential treatment in the matter of his/her examination shall be reported to the Controller of Examinations who shall place the matter before the Board of Management.
12. Except as otherwise decided by the Board of Management, the examination answer books and the documents regarding the marks obtained by the examinees, except the tabulated results, shall be destroyed or otherwise disposed off after 6 months from the date of declaration of the results.
13. The Registrar will publish the results of the University examinations as passed by the Results Committee on the notice board of the office of the University. The results, when published, shall simultaneously be communicated to the Heads of Institutions of the schools of studies. If any clerical error or error in the process of calculation or computerisation is discovered in the results so declared, the Vice Chancellor shall have the power to rectify the same.
14. The remuneration of the Examiners, Superintendents, Asstt. Superintendents, Invigilators, Tabulators and Collators and the deductions to be made in remuneration for errors noticed shall be decided by the Board of Management from time to time.
15. No examinee shall leave the examination hall within half an hour of the start of the examination for any purpose whatever and no late comer will be permitted in the examination hall after half an hour of its commencement.
16. Examinees desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of 5 minutes.
17. A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues talking in spite of the warning by the invigilators, the answer book of such examinee shall be withdrawn and a second answer book supplied. Only the second answer book shall be sent for valuation. The first answer book shall be cancelled and sent to the Controller of Examinations by the Superintendent.
18. The Superintendent of an examination centre shall take action against an examinee who is found using or attempting to use unfair means in the examination hall or within the premises of the examination centre during the hours of examination, in the following manner :
 - (i) The examinee shall be called upon to surrender all the objectionable materials found in his or her possession including the answer book and a memorandum shall be prepared with date and time.
 - (ii) The statement of the examinee and the invigilator shall be recorded.
 - (iii) The examinee shall be issued a fresh answer book marked "Duplicate Using Unfairmeans" to attempt answer within the remaining time prescribed for the examination.
 - (iv) All the materials collected and the entire evidence alongwith a statement of the examinee and the answer book duly initialled shall be forwarded to the Registrar by name, in a separate confidential sealed registered packet marked "Unfair Means" alongwith the observations of the Superintendent.

- (v) The material so collected from the examinee together with both the answer books, viz, the answer books, collected while using unfair means and the other supplied afterward, will be sent to the examiner by the Registrar for assessing both the answer books separately and to report if the examinee has actually used unfair means in view of the material collected.
- (vi) The cases of the use of unfair means at the examination as reported by the Centre Superintendent alongwith the report of the Examiner shall be examined by a Committee to be appointed by the Vice Chancellor every year.
19. (i) Where a candidate applies for revaluation, the answer book in which revaluation is sought will be sent for valuation by the Controller of Examinations to Two Examiners (other than the One who initially valued it).
- (ii) The average of the nearest two of the three valuations (one initial and two revaluation) shall be taken as corrected marks.
- (iii) If the revaluation marks deviate 20% or more from the initial valuation, a fourth examiner shall be appointed by the Vice Chancellor. In such cases the marks awarded by the fourth examiner shall be final.
20. All the records of examinations and results will be maintained by the university for a maximum period of three years from the date of declaration of results of the concerned examination.

ORDINANCE NO. 06

AWARD OF FELLOWSHIPS AND SCHOLARSHIPS

1. (a) For award of fellowships and scholarships, the University shall invite applications through an advertisement in the newspapers for the awards to be made, in the month and time to be fixed by the Board of Management.
- (b) All awards of Fellowships, Research Scholarships and other Scholarships shall be made on the recommendation of the Academic Council by the Board of Management.
2. The value and duration of Research Scholarships instituted by the University will have the following conditions-
- (i) The Fellow/Scholar will do whole time Research Work under an approved guide on a subject approved by the University.
- (ii) The Fellow/Scholar shall not accept or hold any appointment paid or otherwise or receive any emolument, salary stipend etc. from any other source during the tenure of the award nor shall he engage himself in any profession or trade during that period. He may, however, undertake teaching assignment of not more than nine hours a week in the institution, where he is working without accepting any remuneration.
- (iii) The Fellow/Scholar shall not join any other course of study or appear in any examination after commencing work under the Fellowship/Scholarship.
- (iv) Provided that the Vice Chancellor may, on the recommendation of the guide, permit the Fellow/Scholar to join a Language Diploma Course and appear in an examination therefor.
- (v) Provided further that exemption could be provided for those also who wish to appear in an examination or a subject relevant to the problems of research without supplicating for a degree.