

EXAMINATION ORDINANCE 2011

University Notification No.SYN/S1/ORD/2011 Dated 29-3-2011

(Approved by the Chancellor vide letter No. GS6BUM2011Dated 6-4-2011)



BANGALORE UNIVERSITY, BANGALORE

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Statements of objects and reasons

Where as the Bangalore University Bangalore has been conducting examinations under the examination manual which was introduced w.e.f., 1999-2000

Whereas the University has noticed certain deficiencies in the said manual in conduct of examinations which were delaying the announcement of the results in time and to deal with other related matters

The University in exercise of the power conferred under Sec. 42 and all other enabling provisions of the Karnataka State Universities Act 2000, has framed the following Ordinance

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University Notification No.SYN/S1/ORD/2011 Dated 29-3-2011

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An Ordinance to replace the present Examination Manual relating to Examination of Bangalore University by comprehensive Ordinance

Whereas it is expedient to replace the present Examination Manual by comprehensive Ordinance to consolidate the law relating to examination of Bangalore University

- I. 1. Short title and commencement:** (1) This Ordinance may be called as Examination Ordinance 2011, Bangalore University, Bangalore
(2) It shall come into force at once.

2. Definitions: In this Ordinance, unless the context otherwise requires:

- (1) The “Act” means the Karnataka State Universities Act 2000.
- (2) “Ordinance” means the Ordinance made under Sec.42 R/w Sections 73,74,75 and 77 of the Act
- (3) ‘Examination Centre’ means any premises consisting of examination halls.

- (4) 'Examination Hall' includes any Rooms, Laboratory, workshop or any other premises used for conducting examinations.
- (5) 'Computer Center' means the computer center established by the University to attend examination related work
- (6) Chief Superintendent' means any person appointed by the Registrar (Evaluation) to be in overall control and supervision of the examination centre
- (7) 'Deputy Chief Superintendent' means any teaching staff of the college appointed by the Chief Superintendent with the approval of the Registrar (Evaluation) to assist him in conducting examination
- (8) 'External Chief Superintendent' means any person appointed by the Registrar (Evaluation) to an examination centre for conduct of examination
- (9) 'Room Superintendents' means any teaching staff of the College/Department/ other institutions appointed by the Chief Superintendent under intimation to the Registrar (Eval.) for invigilation work.
- (10) 'Relieving Room Superintendent' means any teaching staff of the College/Department/ other institution appointed by the Chief Superintendent under intimation to the Registrar (Eval.) for giving relief to the Room Superintendent
- (11) 'Board of Examiners' means Board constituted by the Syndicate consisting of Examiners from among the panel of Examiners prepared and submitted by the concerned Board of Studies
- (12) 'Chairman of the Board of Examiners' means any examiner appointed by the Syndicate from among the panel of Examiners to act as Chairman of the Board of Examiners
- (13) 'Paper setter' means any person appointed by the Syndicate from among the panel of examiners furnished by the concerned Board of Studies for setting question papers
- (14) 'Vigilance Squad' mean any persons appointed by the Registrar (Evaluation) to supervise the examination centers, and to check any malpractices in the examinations, if any.
- (15) 'Valuation Center' means the premises where the valuation of the theory papers/dissertation/project of the examination is conducted by the University.
- (16) 'Custodian' means teacher appointed by the University to be in charge of the valuation center and to conduct valuation of theory papers/dissertation allotted to the valuation centre
- (17) 'Deputy Custodian' means teacher/s appointed by the Registrar (Evaluation) to assist the Custodian.

- (18) 'Assistant Custodian' means teacher/s appointed by the Registrar (Evaluation) to assist the Custodian.
- (19) 'Reviewers' means the examiners who have been appointed by the Registrar (Evaluation) to Review the papers valued by the Examiners.
- (20) 'Examiners' means any teachers appointed by the Registrar (Evaluation) from among the list of eligible examiners approved by the Syndicate for valuation of theory/practical papers/dissertation
- (21) 'Verification Officer' and Scrutinizers, means any persons appointed by the Registrar (Evaluation) to discharge such duties and functions as provided under this Ordinance
- (22) 'Malpractices' means any one or more of the acts prescribed as malpractice under this Ordinance.
- (23) 'Malpractices Enquiry Committee' means the committee appointed by the Vice-Chancellor
- (24) 'Answer Booklet' means booklet issued by the University to the students at the examination center to answer the question paper of a subject.
- (25) 'Photocopy of answer paper' means a photographic reproduction the original answer booklet used by the student in the examination.
- (26) 'Re-Valuation /Challenge Valuation' means request of the candidate for fresh valuation of his/her answer paper/papers after announcement of the result.
- (27) Expressions used but not defined in these Ordinances and defined in the Act, Statutes or Regulations shall have the meanings assigned to them in the Act, Statutes or Regulations.

II. Work to be attended to by the Office of the Registrar (Evaluation)

The following works shall be attended by the University officials/ if necessary, any agency appointed to assist the University.

1. Issue of Calendar of Events and schedule of examination, notification of examination fees and inviting applications from the candidates for various University examinations and such other items of work.
2. Preparation of detailed time – tables and their publication in time.
3. Fixing up of centre of examinations for theory and practical examinations.
4. Scrutiny of examination application forms of candidates and the statements sent from the college should be done at least 30 days before the commencement of Practical/theory examinations with respect to the following items:
 - a) Names of candidates, including correct spelling and initials.
 - b) Scheme and subjects offered at the examination by the candidate
 - c) Previous attempts with regard to repeaters Reg. No., Year and Month.
 - d) Exemptions obtained in the subject, Year and Reg. No. in which exemptions were secured.
 - e) Rejection of previous results if any, with Reg. No., Year and Month.
 - f) Checking cross reference in respect of candidates appearing simultaneously in a particular Examination along with other subjects of the previous year examination under the carry over system.
 - g) Allotment of Reg. No's to the applicants and to prepare statement of the amount of fees paid, Date of payment, whether paid in full to cover the subject/subjects offered including the carry-over subjects.
 - h) Preparation of the statements of refund of fees if any, along with the financial statement, institution/Department wise.
 - i) Schemes under which improvement is taken and candidates' eligibility.
 - j) A change of college /University by a student in between a course will have effect only after getting new register number from the Registrar (Evaluation)
5. Printing of candidates lists and issue of the same to the centre of examinations and hoisting on the website.
6. Preparation of the subject wise, paper wise and date wise statement to print question papers with code numbers and arrange to issue them to the notified centre of examinations.

Note: Question Papers to be printed shall be 20% in excess of what is actually required in each subject, 15% of these excess shall be retained by the Registrar (Evaluation) and the balance of 05% shall be dispatched to concerned Colleges to use in examinations and/or keep in the Library for reference.

7. The question paper packets shall indicate course, subjects, semester, date of examinations, Code and name of examination center, time of examinations, No. of question papers in each packet etc.
8. Maintenance of records
 - (a) One set of candidates list, pertaining to each examination duly bound and labeled
 - (b) One set of result sheets pertaining to each examination duly bound and labeled
 - (c) Registers relating to Statistics of passes and failures, examination wise and subject wise
 - (d) Stock Registers of the above records.
 - (d) Maintenance of the above said documents in soft form also i.e., in C.D/hard disk etc.,
9. Printing of various kinds of OMR forms, Forms, Answer Books, Registers, Marks card, Candidate lists, Degree Certificate etc
10. Inviting of Tenders/Quotations for printing and supply of all types of Examination related material, except for those items exempted under KTPP Act or any other Law.
11. Processing and passing of Bills of remuneration of TA., DA, other Conveyance/Allowance, and Maintenance of correspondence thereon.
12. Registration, Distribution and dispatching of day to day tappals.
13. Appointment of Chief Superintendents for examination centre and issue of instructions regarding the conduct of examinations.
14. Appointment of officials and other staff required for conduct of examination.
15. Issue of permission letters to blind and all type of disabled students
16. Arrangements for the work for dispatching of all examination material to examination centers, valuation centers etc.,
17. Facilitate the Syndicate in constituting and appointment of the Board of Examiners.
18. Announcement of selection and issue of appointment orders to the Chairperson, members and internal and external examiners, Paper –Setters etc.,
19. Arrangement for conducting examination, collection of answer papers, collection of OMR Marks lists, scanning, processing and declaration of results
20. Preservation and disposal of valued answer scripts six months after the announcement of results.

21. Arrangement for preparation and distribution of marks cards, correction of mistakes in marks cards, and other certificates to the candidates.
22. Collection and maintenance of statistical data regarding the number of examinations, number of candidates registered for each examination, the number of boys, girls, regular candidates and repeaters, percentage of passes, receipts and expenditure on each category of examination etc.,
23. Preparation of merit lists and their transmission to appropriate authorities/bodies.
24. Collection of work done statements from the Chairmen, Paper-Setters and Examiners/Custodians and forwarding them to the Finance Section for payment of remuneration.
25. Preparation of the lists of lapses and irregularities committed by the valuers and others and forwarding the list to the competent authorities for consideration and necessary action.
26. Appointment of custodians, squad chief, coding officers, tabulators, etc.,
27. Arrange for re-totaling of valued answer scripts requested by the candidates on his identifying the mistake in totaling after obtaining the photocopy copy of the script as provided in this Ordinance.
28. Scrutiny and passing of the bills of printing and purchase of stationery etc.
29. Purchase, maintenance and issue of stationery articles to various boards of coding, dispatching, tabulation, office use and to the centre of examination.
30. Maintenance of cash account and stamp account.
31. Preparation of A.C. Bills and D.C Bills of office
32. Sanctioning of contingent expenditure to colleges/ post – graduate departments/valuation centers to conduct theory and practical examinations.
33. Assisting the Vice Chancellor in constitution of mal-practice cases, detected before, during and after examinations.
34. Dealing with matters pertaining to the fixing of remuneration for the staff of section for various items of extra work connected with the examination.
35. Dealing with matters of examination fees and refunds if any.
36. Passing of conveyance bills, postal reimbursement bills and such other remuneration matters.
37. Announcement of results of examinations, dealing the cases held over for future announcement of follow up work in cases of discrepancies.

38. Issue of migration certificates, duplicate marks card/ duplicate degree certificate, consolidated marks card, provisional Degree certificate, rank certificate, corrected certificate etc.,
39. Preparation of National Merits scholarships lists, in collaboration with the Director of Collegiate Education, University Grants Commission and State Youth Board.
40. Work related to Convocation is as under:-
 - (a) Inviting applications for award of Degrees.
 - (b) Preparation of Eligibility lists for convocation, faculty wise and year wise.
 - (c) Receipt and scrutiny of applications for conferring degree in person and in absentia at the Convocation.
 - (d) Preparation of Presentation lists, faculty wise, year wise, in person and in absentia separately.
 - (e) Preparation of lists of Prize winners, and medal winners.
 - (f) Print of the lists of students attending the convocation and preserving the bound volume of such list.
 - (g) Writing/printing of degree certificates/Rank certificate/prize or medal certificate, Ph.D certificate.
 - (h) Intimating the candidates about the date and venue of convocation, and other literature relating to swearing etc.,
 - (i) Distribution of admission cards and parent passes to candidates for the convocation.
 - (j) Distribution of Degree Certificates.
 - (k) Seating arrangements in the convocation hall.
 - (l) Arrangement for obtaining degrees online by candidates
 - (m) To attend legal matters relating to examination.

III Powers and Functions of the Registrar (Evaluation)

- 1 The Registrar (Evaluation) shall prepare periodically list of those persons who have committed lapses in discharging the examination related responsibilities entrusted to them and refer them to the enquiry committee of the University with the approval of the Vice chancellor and thereafter place it before the Syndicate for taking appropriate action against them.
- 2 The Registrar (Evaluation) shall be responsible for maintenance of records, maintenance of marks lists and valued answer scripts. The valued answer scripts shall be preserved for six months after the announcement of results and thereafter dispose them off through tenders except the scripts regarding which court cases are pending.

- 3 The Registrar (Evaluation) shall maintain the cash accounts and stamp accounts for his section.
- 4 The Registrar (Evaluation) shall prepare the budget estimates for his section and draw the sanctioned amount for his office expenses through A.C. bills and account for the amount drawn through D.C. Bills
- 5 He shall sanction the contingent expenditure to the centre of examination in accordance with the rate sanctioned by the Syndicate with the approval of Vice Chancellor.
- 6 He shall arrange to fix the rate of remuneration payable to the persons other than the staff drafted for various items of work connected with the examinations for the approval of Syndicate and shall have to issue sanction order after obtaining the approval of the Syndicate.
- 7 He shall draw up and notify a Calendar of events for various examinations in the beginning of each Academic year. It is incumbent on the part of the Registrar(Evaluation) to ensure adherence to the Calendar of events
- 8 He shall arrange for the tabulation and announcement of results expeditiously and arrange for the distribution of marks cards to the colleges/ Post – graduate department simultaneously.
- 9 He shall arrange to prepare the eligibility list of candidates and presentation lists for each convocation and arrange to write/print the distribution of the Degree Certificates to be conferred at the convocation.
- 10 He shall arrange to prepare the merit list and rank list and list of prize winners and medal winners list.
- 11 He shall be responsible for the proper custody and maintenance of marks registers and other valuable and permanent records of the section.
- 12 He shall pass the DA and TA bills and other remuneration bills of the staff drafted for the examination work subject to rules.
- 13 He shall arrange for the re- totaling of valued answer scripts, in case of any reported totaling mistakes, re-valuation, challenge valuation, redressal of grievances of students.
- 14 Make enquiries into all types of malpractices committed during examination, valuation, revaluation/challenge valuation and process of results etc.,
- 15 He shall arrange for printing of question papers and supply them to the centre of examinations in accordance with the scheme laid down by the Syndicate.
- 16 He shall arrange for the preparation of statements college wise, subject wise, paper wise and date wise for printing the question papers.
- 17 He shall issue marks card, duplicate marks card, consolidated marks card and rank certificates, Duplicate Degree Certificate.

- 18 He shall exercise all these powers subject to the general control and supervision of the Vice-Chancellor.
- 19 He may make any structural changes in the examination administration as and when required

IV. Appointment, Powers and Functions of the Special Officers (Evaluation)

The required number of special officers for U.G., P.G and Ph. D Courses may be appointed from among the teaching staff of the University/ any persons, having rich experience in examination related works, on such terms and conditions as determined by the University to oversee the examination works and to assist the Registrar (Evaluation) in discharge of his functions.

The Special Officers (Evaluation) shall have the following powers and functions, duties and responsibilities:

1. Shall oversee the conduct of examination and evaluation work
2. Shall attend to all the confidential files regarding appointment of examiners, custodians, squad chief etc.,
3. The Special Officer Ph. D shall attend to matters pertaining to Ph. D programme in consultation with the Registrar (Evaluation).
4. Shall obtain I.A/Grading marks from the colleges online/hard and soft form before commencement of theory examinations
5. Shall assist the Registrar (Evaluation) in evolving and implementation of examination related reforms.
6. Discharge such duties as entrusted to them by the Vice-Chancellor/Registrar (Evaluation).

V. Duties and responsibilities of the Deputy Registrar (Evaluation)

Subject to the general control and supervision of the Registrar (Evaluation), the Deputy Registrar (Evaluation) shall have the following powers and functions, duties and responsibilities:

1. With the approval of the Syndicate/Vice-Chancellor, the Deputy Registrar (Evaluation) shall issue Notifications inviting applications, fixing the dates of commencement of examination. He shall arrange to issue these notifications 60 days in advance.
2. He shall prepare the detailed time-tables of all examinations in consultation with the Chairman of PG Departments and the Principals of constituent colleges, and arrange to notify them for the information of candidates registered for the examinations 30 days in advance of the commencement of examinations as per calendar of events.
3. He shall declare and notify the centre of examinations for both theory and practical, 30 days in advance of the commencement of practical examinations.

Note: An institution may be declared as a centre of examination, if the number of candidates taking the examination at that institution is about 500, in case of U.G and 100, in case of P.G., courses.

4. He shall arrange to scrutinize the examination application forms and the statements sent by the respective Departments/Colleges with reference to the records maintained at the office of the Registrar (Evaluation).
5. He shall arrange to print and supply the candidate lists to the centre of examinations 10 days earlier to the commencement of examination.
6. He shall arrange to prepare the subject wise, date wise, and examination wise statements of candidates who are taking the university examinations and furnish them to the Registrar (Evaluation) 30 days in advance.
7. He shall be responsible for the proper maintenance of the following records in the Section.
 - (a) One set of candidates' lists, examination-wise
 - (b) One set of result sheet, examination-wise
 - (c) Other registers like stock registers of furniture stationery etc., required for the work as per office manual issued.
8. He shall assist the Registrar (Evaluation) to print and supply the various forms, registers, marks cards, etc., required for the office work and for the centre of examination.
9. He shall assist the Registrar (Evaluation) to print and supply the answer books, additional answer books, if any and other stationery required to the centre of examination.
10. He shall assist the Registrar (Evaluation) to purchase/ procure the required stationery articles for the use of office and centre of examination as per rules, maintain the stock-account and supply them to various Boards and Centre of Dispatching, Tabulation etc.,
11. He shall assist the Registrar (Evaluation) to pass the bills of printing and stationery for payment. He shall also countersign and pass the bills of proof reading of question papers, postal reimbursement charges.
12. He shall assist the Registrar (Evaluation) to arrange to fix the examination fees for various examinations with the approval of the Syndicate.
13. He shall assist the Registrar (Evaluation) to arrange for the proper distribution and disposal of day-to-day tappals in the Section
14. He shall assist the Registrar (Evaluation) to issue of migration certificate, provisional Degree certificate, marks cards and rank certificate, Duplicate marks card, Duplicate Degree Certificate etc.
15. He shall assist the Registrar (Evaluation) to arrange to prepare through the tabulators, the statistics relating to the number of candidates registered for the examinations, passed in various examination subject wise, college wise etc. The statistics required by the UGC, Govt. of India, Karnataka Govt., Director of Collegiate Education and such other authorities shall be prepared and furnished.

16. He shall assist the Registrar (Evaluation) to arrange for the preparation of registers for tabulation, coding and arrange for their supply to the concerned officers.
17. He shall facilitate for convening the meetings of mal-practice enquiry committee constituted for the purpose. He shall be the custodian of all the records connected with the mal-practice committee by the students during examinations and shall place the relevant records before the enquiry committee.
18. He shall attend to tabulation and other post-examination work under instructions of the Registrar (Evaluation) and take necessary action for the announcement of results on the due date.
19. He shall personally attend to the re-totalling of valued scripts, in case of re-totalling mistake reported by the candidate, challenge valuation, redressal of grievances, etc., under instructions from the Registrar (Evaluation)
20. He shall attend to all the types of work connected with the convocation under instructions by the Registrar (Evaluation)
21. He shall assist the Registrar (Evaluation) to place before the Syndicate the Panel of Examiners suggested by the Board of Studies for its final approval.
22. He shall prepare and supply relevant extracts from this Ordinance for the guidance and benefit of several Officers/officials entrusted with any kind of examination work/assignment. These should be sent along with the letters of respective appointments.
23. He shall prepare a list of defaulting subordinate staff who has failed to attend files within 3 working days and submit the same to the Registrar (Evaluation) for appropriate action
24. He shall in addition to the above duties do any other duty entrusted to him by the Registrar (Evaluation), Vice-Chancellor, Syndicate and carryout the above duties seeking orders directly from the authorities or officers concerned.

VI. Duties and responsibilities of the Assistant Registrar (Evaluation)

1. He shall discharge all the duties and responsibilities entrusted to him by the Registrar(Evaluation)/Special officers/ Deputy Registrar (Evaluation)
2. He shall supervise and ensure the compliance of all examination related work of all subordinate staff working in the sections under him.

VII. Duties and responsibilities of Section Officer/Superintendent

1. Section Officer shall exercise general control over the Section including supervision and co-ordination of work, discipline of staff and punctuality of attendance.
2. He shall ensure that all communications received in the section are accounted for and those that require action are brought before the appropriate officer promptly. No correspondence

shall be kept pending without appropriate action for more than 3 working days in the section.

3. He shall scrutinize the cases put up by the Assistants, with particular attention to the accuracy of acts noted. The submission of files should include proper reference to page and paragraphs of the correspondence. There should be an independent office note in each case of submission. He should see that all cases are submitted for orders within 3 working days of the receipt of the cases.
4. In case of any delay in disposing of the cases within the time as stated above will be treated as a lapse on his part employee and repetition of such lapses for five times, the same shall be treated as misconduct dereliction, negligence and or incompetence and he/she shall be liable for being enquired as per service rules
5. He shall personally attend to confidential and important cases and be in charge of the custody of the concerned files.
6. He shall scrutinize and supervise in particular the following registers maintained by each case worker.
 - (a) Personal Dairy
 - (b) Receipt and Dispatch Register
 - (c) Weekly and Months arrears list
 - (d) Candidates lists
 - (e) Result sheets
 - (f) Progress Charts
 - (g) Work charts and
 - (i) Such other files and Registers
7. He shall work particularly on pending cases, issue timely reminders and obtain orders for further disposal.

VIII. Duties and responsibilities of Computer Center

The Examination Computer Centre shall be headed by senior most System Analyst. He/She shall be assisted by system analysts, Programmers, Operators and Data Entry Operators. All of them must work under the direct control of Registrar (Evaluation). The Computer center shall be an exclusive restricted area. Entry and exist to the center shall be regulated through permission of Registrar (Evaluation) or any authorized officer of the University. The nature of work carried out at the Centre is as follows:

1. Collection of college and students data from Academic Section
2. Collection of data of students who have got transferred from other University/colleges year wise /semester wise/ course wise
3. Printing of Examination Application Forms for all Courses.
4. Printing and issuing of candidates list for all courses.

5. Printing and issuing of Practical Subjects list with code for conducting practical examination 30 days before commencement of practical examination
6. Printing and issuing of question paper requirement subject wise, college wise, center wise 30 days before commencement of theory examination.
7. Printing and issuing of Hall Tickets to the colleges and hoisting in websites.
8. Receiving of original Marks Lists of all Courses of theory (OMR)/practical/I.A/Grading/Viva- voce through on line/soft and hard form from the Colleges for U.G. Courses and from custodian for P.G. Courses.
9. Making arrangements for data entry or processing of scanned data provided by the scanning section/ agency authorized by the University for the said purpose.
10. After collection of practical/theory marks data, the Computer Section/the authorized Agency should process and tabulate the result and declare the same and hoist in the University website.
11. Printing of marks Registers, Marks cards and Passing Certificates of all computerized courses.
12. Preparing of Merit lists and Rank lists/ eligibility list /presentation list course wise in U.G. Courses and subject wise in case of P.G. Courses.
13. Printing and issue of Results Statistical Data for all courses.
14. Maintain all pertinent records in the computer center both in hard and soft form and one set of same documents shall be handed over to the record section.
15. Periodic upgradation of soft ware and hardware shall be ensured
16. Any other work entrusted by the Registrar(Eva) from time to time

Keeping in view the above said nature of work, the roles and responsibilities of computer staff working at different cadres is specified as follows:

B. SYSTEM ANALYST:

He/She shall be Head of the section and take care of all computerized examination activities from enrollment to convocation and following other activities:

1. The head of the computer center shall be responsible for establishing, coordinating and maintaining a set of operational activities pertaining to the examinations and its related activities and services.
2. Shall be responsible for performance of recurring operational tasks related to the support of an enterprise infrastructure including servers, workstations etc.,
3. Process review and improvement, Programmme planning/management, Operational requirements, systems requirements etc.,

4. System development, /purchase/customize/integrate/training
5. System analysts define software requirements and specification and guide programme design and development
6. Responsible for evaluation and design of technical architecture, software and hardware.
7. Analyzing problems in execution and development of software and guiding , defining program parameters and specifications
8. Undertaking analysis of current software products and determining approaches, which will improve the user interface, performance and integrity.
9. Creating logical and innovative solutions to complex problems working closely with programmers and different end users to ensure smooth functioning.
10. Ensuring that calendar of events is adhered to and dead lines met. Providing training to users of new system etc.,

C. COMPUTER PROGRAMMERS: The principle function is to apply knowledge of programming techniques and computer systems to write and execute a specification under the guidance of system analysts.

1. Establishing detailed program specifications through discussions and documents
2. Creating sample data, sets to check that output and to verify whether the program works as intended
3. Seeking out problems and correcting the programs as necessary installing the programs and conducting final testing
4. Studying the computer printout like checklists, results sheets, ledgers, marks cards, degree certificates before dispatching to the users for accuracy.
5. Taking steps for constant updation of backups/ data and programs
6. Guiding the operators to run the programs and allocating the roles time to time to the operators to get the work done as per the calendar of events and adhere to the time schedule laid down by the authorities.

D. COMPUTER OPERATORS: Computer operators shall carry out the following works under the guidance and supervision of System Analyst/Programmers:

1. Schedule and co-ordinate daily computer operations
2. Ensure that all updations are done as per the corrections indicated by the verifiers or users before taking printouts
3. Issue problem reports and help programmers debug associated software applications

4. Maintain routine records and report to Programmers
5. Shall discharge all works assigned to them by the System Analyst/Programmers

E. DATA ENTRY OPERATORS: The data entry operator shall carry out the following works:

1. Schedule and co-ordinate daily operations like data entry or uploading or scanning of data/processing of scanned data
2. All the updations should be done by the data entry operator including the data entry and make sure that the corrections are transferred perfectly in to the computer database.
3. Keeping track of all data entry operations and reporting to the computer operator for further action
4. Receiving and maintaining all the documents for data entry or scanning from the concerned authorities
5. Reporting any data entry related problems to the operator for rectification before closing of that work.

The pre and post examination work may be processed in the following manner:

FIRST PHASE

1. On receipt of the list of eligible/approved candidates from the Academic Section and OMR Examination Application Forms from the concerned colleges/departments with due verification of both the lists, all the candidates who are eligible to take the University examination and who have kept the minimum statutory requirement of attendance as certified by the principal/Chairperson, should be kept ready for scanning/ feeding to the computer. While feeding data by the feeder and reader, all care should be taken to type the name of the candidate correctly and the subjects offered by him and all other relevant data in this regard. After completion of the data feeding /scanning, as the case may be, a list of students who are eligible to take examination with their subjects shall be printed by the Computer Center. In case of supplementary examination on receipt of examination application the list of students who will take the examination will be required to be activated.
2. The List of eligible candidates along with Hall Tickets shall be hoisted in official website of the University so as to enable the Colleges/Departments to download and issue the hall tickets to the respective students.
3. In case of any correction in name, subjects, etc. the appropriate correction should be made under the authorization of the Registrar (Evaluation)/authorized officer only.

SECOND PHASE

1. **Scanning/Feeding of Marks:** On receipt of OMR Marks lists from the custodian/ scanned marks data, as the case may be, the Computer Section shall arrange to feed the data with the help of Readers and Feeders/ process the scanned data provided by the

authorized agency. It shall be the joint responsibility of the feeder/reader for correct feeding of the data into the computer/ authorized scanning agency. It shall also be the responsibility of the concerned reader and feeder to feed absentee data, gap list, and any other data for computing the result of the concerned courses for which they were entrusted with.

2. On completion of the feeding of marks list by the concerned feeder/reader, the computer centre shall arrange to give a gap list to which the data is yet to be fed. It shall be the responsibility of the concerned case worker/computer programmer/operator to give required information for completing the gap list.
3. On completion of feeding of data by the reader/feeder and filling up of gap list/scanning; the Computer Centre shall arrange to give a draft ledger of marks for verification of the data by the scrutinizers/custodian with the marks list.
4. The draft ledger prepared by the Computer Centre shall be verified with the original OMR marks list by the scrutinizers appointed for this purpose. It shall be the responsibility of the scrutinizers/Custodian to correct the mistakes, if any, and to tally the marks with reference to the Register Numbers. After verification of the draft ledger, it shall be the responsibility of the scrutinizers to carry out corrections to be made, if any, to the draft with the help of the Computer Centre. Thereafter, a final print of the ledger to be taken for declaration of result

THIRD PHASE

1. On verification and certification from the scrutinizers/custodian, the Computer Centre shall arrange to take a print out of the result sheet for declaration and publication of result and to be sent to the concerned colleges.
2. The result should be hoisted in the website of the University on the same day of announcement of the result without fail.
3. After declaration of the result, the Computer Centre/authorized agency shall arrange to print marks cards and Marks Cards should be accounted properly. The Computer Centre shall maintain a Register for this purpose.
4. In Case of final year, the Computer Centre shall also arrange to print Provisional Passing/Degree Certificate after following the procedure prescribed in this regard.
5. After printing Marks cards etc., the concerned section/officer of the University shall be informed to collect the same for distribution to the colleges through the section.
6. Apart from this, the Computer Centre shall also assist in preparation of statistical data required for various agencies, viz., preparation of convocation list, strength list, Number of candidates appeared/passed/failed in the examination including sex wise, category wise etc.

IX. Duties and responsibilities of office staff

A. Assistants/Junior Assistants

1. The Assistants shall submit the proper file with relevant papers and references within 3 working days of receipt of cases. Urgent cases shall be attended to on top priority basis.
2. The Assistants shall carefully examine cases with reference to rules and precedents and shall be personally responsible for the facts mentioned in the office note.
3. The Assistants shall maintain personal register and up to-date entries regarding submission of files, disposal of papers, progress and work charts, candidates lists and result sheets etc., They shall maintain the records neatly compiled in proper files.
4. The Assistants shall compare typed fair copies with approved drafts and attend to the prompt dispatch of orders.
5. The Assistants/Junior Assistant shall ensure proper scrutiny of application forms received from candidates and prepare a correct statement of candidates taking the examination, noting the correct name, subjects offered, subjects exempted, year of exemption with register number scheme etc.
6. The Assistants/Junior Assistant shall arrange to print the candidates' lists under orders of superior officers and deliver them to the centre of examinations as per the dates fixed in accordance with the ordinances. Proof reading of printed lists shall be the responsibility of case-workers.
7. The Assistants/Junior Assistant soon after the results of various examinations are declared, shall prepare a statement containing the number of failures, number of register numbers marked for later announcement/ Not Process, 'with-held' cases for not completing previous examination etc. and take appropriate action as expeditiously as possible to clear all such cases.
8. The Assistants/Junior Assistant in charge of particular examinations shall prepare and arrange to publish the eligibility list of candidate passing the examination within 60 days from the date of announcement of results
9. In case of any delay in disposing of the cases within the time as stated above will be treated as a lapse on his part employee and repetition of such lapses for five times, the same shall be treated as misconduct and dereliction of duty, negligence and or incompetence and he/she shall be liable for being enquired as per service rules

B. Stenographers:

1. Stenographers shall attend to taking down drafts given by officers and the typing work. He shall also assist other typists of the Section.
2. He shall ensure that no urgent cases are delayed or kept in arrears beyond 3 working days.
3. He shall attend the meetings of committee or conferences draft and report the proceedings of Committees or conferences.

4. He shall maintain the personal diary of work done; day-to-day noting to file number, the case, and number of pages typed on each day and submit personal diaries to superintendents for weekly checkup.
5. He shall be personally responsible for maintenance of accuracy of cases attended by him.
6. He shall preserve and maintain confidential records and other papers which are given to his personal custody by his officer and maintain dairy of files received and sent. He shall also maintain the records of interviews and other correspondence.
 1. The Stenographers also responsible for the proper maintenance of the Computers/typewriters and other machinery under their custody.
 2. In case of any delay in disposing of the cases within the time as stated above will be treated as a lapse on his part employee and repetition of such lapses for five times, the same shall be treated as misconduct and dereliction of duty, negligence and or incompetence and he/she shall be liable for being enquired as per service rules

C. *Typists/Computer operators*

1. The typists shall attend to all the typing work of routine nature. He/she shall ensure clear, neat and accurate typing and prompt attendance to work. No urgent cases shall be delayed or kept in arrears for more than 3 working days.
2. The typists shall maintain personal diaries of work done; make notes of day – to day work, records of submission of files, number of cases attended to, number of pages typed on each day and submit weekly reports to the Superintendent.
3. They shall also be responsible for the proper maintenance of the typewriter/computers and other machinery under his/her custody.
4. In case of any delay in disposing of the cases within the time as stated above will be treated as a lapse on his/her part employee and repetition of such lapses for five times, the same shall be treated as misconduct and dereliction of duty, negligence and or incompetence and he/she shall be liable for being enquired as per service rules

D. *Attenders*

1. Attenders shall carry files and papers within the University office and outside as directed by the Section Superintendents / Officers.
2. They shall attend to the pasting and sealing of covers and bags etc. to assist in the dispatch of outgoing mails.
3. They shall attend to the preparation of covers and envelopes/multicopier/Stenciling work, Xeroxing, etc.,
4. They shall ensure safe custody of stationery forms etc.,

5. They shall attend to the stitching of files and assist the assistants in the arrangement of records.
6. They shall ensure the proper cleaning of floor and furniture in the section before starting of daily work and assist the arrangement of books, papers, etc.
7. They shall attend to all miscellaneous items of work required to be done for the proper and efficient functioning of the office.
8. They shall carryout any other instructions/directions given by the officials of the Section.

E. Peons

1. They shall attend to the distribution of tappals and files within and outside the office, including mailing of letters in the post office and attend to local delivery work.
2. They shall clean the office furniture and attend to the work of keeping the office premises clean and tidy.
3. They shall paste and seal covers and prepare the covers and envelopes for office use, attend to stenciling work, Xeroxing etc.,
4. They shall attend to any other work entrusted to them by the officials of the section.

F. Watchmen/Security

1. Watchmen/Security shall ensure the safety of all University properties in premises and prevent unauthorized persons from entering into various sections of the Examination Departments.
2. They shall prevent theft, damages, loss etc., of any property in the premises.
3. In case of trespass, loss et., they shall report the matter immediately to the concerned officers.
4. They shall work in any shift allotted to them.
5. They shall carry out any instructions given to them by the officials.

X Declaration of Centers of Examination

The University at its discretion shall declare the institutions having total student strength of at least 500, in case of U.G, and 100, in case of P.G., as Centers of Examinations.

XI Appointment, Duties and Responsibilities of Chief Superintendents/ Principals

1. The Registrar (Eva) shall appoint the Chief Superintendents. Each institution which is declared as Centre of examination shall have a Chief Superintendent who shall ordinarily be the Head of the Institution. If, it cannot be done, the senior member of the institution suggested by the Head of the Institution may be appointed as the Chief Superintendent. The letters of appointment shall be conveyed immediately to the Registrar (Evaluation).
2. The Chief Superintendent shall be responsible for the proper and smooth conduct of examinations at his/her centre. He/she shall take all necessary action before, during and after the examination for the smooth conduct of examination and dispatch of answer scripts promptly.
3. He/she shall immediately after receiving the orders of his/her appointment, take stock of things that he has to attend, regarding the number of answer scripts and other stationery required for his/her centre and arrange to procure the same from the office of the Registrar (Evaluation). Further, immediately after the declaration of examination centre from the University, he/she shall.
 - a. Confirm the number of colleges attached to the centre and the total number of candidates appearing for the Examination, course wise and subject wise.
 - b. Call for a meeting of Principals of all colleges attached to the centre. If any Principal is absent, contact the college and confirm whether candidates are appearing for the examination or not and also confirm the total number of candidates appearing for the examination.
 - c. Request the Principals of attached colleges to send the required number of staff for examination work (For Invigilation work and also to verify the identity of the candidates).
 - d. Verify and confirm that the attached colleges have submitted the question paper requirement indent to the University.
 - e. Prepare well in advance the statement regarding seating arrangements of the candidates including attached colleges. All candidates are treated equally without any discrimination.
4. He shall arrange to prepare a statement of candidates taking the examinations at his/her centre, examination wise, subject-wise, paper wise and forward the same to the Registrar (Eva)
5. He/she shall arrange for satisfactory seating of candidates at least a day earlier to the examination in the ground or first floor only and shall arrange to notify at a prominent place register number for which seating arrangements are made, room or block-wise. He/she shall allot not more than 30 to 40 register numbers in a single room. If there

are big halls, he shall arrange to appoint one room superintendent for every 40 candidates.

6. He/she shall appoint the required number of Room Superintendents, Relieving Superintendents, Deputy Superintendent, Office Staff and Class - IV staff etc., as per the norms of the University.
7. The Chief Superintendent shall prepare well in advance the statement of allotment of work, seating for candidates and the number of Room Superintendents required and draft all the teachers of his/her institution for supervision work depending upon the need. If the staff of his/her institution is not adequate, he/she shall take the staff of neighboring colleges or PG Departments with the prior permission of the Registrar (Eva).
8. The Chief Superintendent shall convene a meeting of all the supervisory staff at least one day prior to the commencement of examination and explain to them their duties and responsibilities. He/she shall particularly impress upon them the need to prevent malpractices by scrupulous observation of rules. He/she shall also explain to the supervisory staff the procedure of reporting when a case of malpractice is detected. The Chief Superintendent shall send the proceedings of such a meeting to the Registrar (Eva).
9. He/she shall not post as far as possible any Room Superintendents in the same room successively. No Room Superintendents shall have advance information of the Room to which he/she shall be posted.
10. He/she shall inform the Room Superintend and candidates personally that **no additional answer book will be provided** and the candidates have to write their answer in only one answer booklet containing of 40 pages supplied to them in the Examination by the University.
11. He/she shall not leave the Centre of Examinations during the period of examination without the prior permission of the Registrar (Eva). In case of emergency, he/she shall make arrangements for the proper conduct of examinations by entrusting the responsibility to the next senior member of the staff of his/her institution, and report the arrangements made to the Registrar (Eva) and obtain approval, before leaving the centers of examination.
12. Soon after confirmation of the college as examination center he/she shall contact the Registrar (Eva) to know the mode of sending of question paper by the University and accordingly make necessary arrangement to receive, store in safe custody and distribution of the same with utmost care
13. He/she shall also verify and confirm the mode of dispatching answer bundles to the notified valuation units.
14. He/she shall either by himself / herself or through the Deputy Superintendent collects the question paper packets on each day of the examination from the Registrar (Eva) from the place informed from time to time. He/she shall take special care to see that the right question paper packets with required number of question papers are received and carried in a box with locking system from the place of delivery to the Institution,

and the question paper packets are always kept in his/her personal custody and that no one else is permitted to have access to the packets.

15. The sealed packets of question paper shall be opened in the office of the Chief Superintendent by the Chief superintendent on the date of the Examination not earlier than half an hour fixed for the commencement of the examination in that subject in the presence of the Room Superintendent/Deputy Superintendent/External Chief Superintendent after carefully examining the seals and the packet. He/she shall also verify the subject with reference to time – tables and check the number of papers written on the packets and whether they are sufficient before the packets are opened. The question papers packets shall be opened leaving the seals intact after signing the certificates duly witnessed. If the seals of the question paper packets are found tampered with, the matter shall be reported immediately to the Registrar (Eva) telephonically, but on that score the examinations shall not be stopped. The certificate of opening shall be preserved for 90 days.
16. He/she shall see to it that the right question paper is given to the candidates.
17. He/she shall arrange to send the question papers required for each room in separate covers which shall contain only the actual number of papers required in a particular room for which it is meant.
18. He shall arrange to collect back the undistributed question papers from examination rooms after half an hour.
19. He/she shall immediately report to the Registrar (Eval.) either by phone followed by a letter or through a messenger in writing any serious misprint, wrong time, mistranslation, omissions or ambiguity etc, noticed or reported to him in the question papers. He shall not, on his own account or at the instance of any other person, give any clarification, unless it is clear case of misprint apparent on the face of it. In such cases a report of clarification given shall be sent to the Registrar (Eval.) by name immediately.
20. He/she shall see that only candidates with admission tickets issued by the head of the college/ University are allowed to take examination. If in case a candidate has lost the admission ticket, the Chief Superintendent shall arrange to issue a duplicate admission ticket on payment of Rs. 100/- which should be credited to University Funds.
21. He/she shall admit a candidate provisionally entirely at the candidate's own risk and responsibilities under the following circumstances:
 - (a) When a candidate has not been issued admission ticket by the University, but satisfies the Chief Superintendent by production of original documentary proof that he had duly sent communication separately to the Registrar (Evaluation) with a covering letter explaining in detail all the developments.
 - (b) When the subject/paper is wrongly indicated in the admission ticket issued, the Chief Superintendent shall give the correct subject/paper provisionally subject to the approval of the University. The student shall be made aware that in case the

contention of the candidate is found to be not valid; his/her answer script may not be valued.

All such cases of admissions are provisional till they are approved by the University.

22. He/she shall arrange to keep open the examination room/halls half an hour before the schedule time of commencement of examination on each day session of the examination. He/she shall ensure that no candidate is admitted to the examination hall/room, 30 minutes after the commencement of the examinations and no candidate is allowed to leave the examination hall/room within 30 minutes of the commencement of the examination. The Chief Superintendent shall arrange for the ringing of bells to mark the examination timings.
23. He/she shall obtain any help required to maintain law and order during the period of examinations at his/her centre, under intimation to the Registrar (Eval.)/Deputy Registrar (Eval.).
24. The Chief Superintendent shall ensure that the “Warning Note” to candidates taking the examinations is read out five minutes earlier to the commencement of examinations.

NOTE TO BE READ BY Room Superintendents:

“You should follow the instructions printed on the admission ticket and on the facing and last sheet of the answer book. You should search your pockets, desks and tables and handover to the Room Superintendent any paper/book/notes/manuscripts/electronic gazettes which you may find there and round about, before commencing to answer the examination paper”.

25 Procedure for reporting of Malpractice cases:

The Chief Superintendent immediately on getting a report from the room Superintendent of malpractices, committed shall send the concerned candidate/s out of the examination hall/room after seizing the admission ticket, the answer script and the question paper/s. The Chief Superintendent shall thereafter obtain a statement from the candidate and report details of case to the Registrar (Evaluation) by name, In obtaining the statement of the candidate and the room Superintendent and in making a report, he shall adopt the proforma given for this purpose, If any candidate refuses to give written statement, the same may be recorded and sent to the Registrar (Eva). He/she shall not permit such candidates to appear for subsequent paper/s, subject/s, and practical/viva voce examinations.

- 26 He/she shall not forward more than one case of malpractice in the same report. Each case shall be forwarded with a separate report unless it is inter – related with another case. Every report shall be accompanied with a plan of the seating arrangement made in the hall/room where the malpractice cases are said to be committed, indicating the direction the candidate was facing and the place where the room Superintendent was stationed. All the documents and answer script recovered from the candidate/s along with the report/s, plans et,. Shall be signed by both the Chief Superintendent and the Room Superintendent and forwarded to the Registrar (Eval) by name.

27. After receiving the written answer scripts from the concerned invigilators, count and tally the actual number of used answer scripts with the total number of candidates appeared for the examination (First tally the number of answer scripts room wise as per the entries in the nominal roll). Verify the correctness of the entries on the answer sheet with the data available on the nominal roll. After ensuring the accuracy, he/she shall prepare the packets of answer scripts containing **such number of scripts as instructed by the University** from time to time and then all the packets have to be inserted in a cloth bag along with one question paper, A-Form Plus Invigilator's Diary , stitch and seal the cloth bag and arrange to deliver the answer book bundles at the office of the Registrar (Eval.)/ at a place indicated by the Registrar (Eval.) / to the Valuation Centre notified by the University on the day of the examination and obtain proper acknowledgement. Wherever there are two sessions of examination in a day, the answer bundles of the first session shall be sent before commencement of the of the second session including out stationed centers and the papers of the second session before 7 PM of the day to the notified valuation center and in case of out stationed exam centers the bundles shall be sent through insured Registered post next day morning.
28. On each cover write the Register Numbers of the candidates who remained absent pertaining to the respective session IN RED INK without fail. The Chief Superintendent has to maintain all the acknowledgements for having handed over the written answer script bundles of each session/day of examination to the authorized person appointed by the Registrar (Evaluation).

Write the details in red ink on cloth bag and subscribe with the following information without fail:

1. Name of the valuation centre
2. Semester
3. Subject
4. Subject code, Paper Name/Number.
5. Course
6. Date and time of Examination
7. Total numbers of scripts.
8. Total Number of Packets.
9. Signature& Seal of Chief Superintendent.

(The contents of the bundle shall be in accordance with the information given in form "A")

29. He/she shall ensure that the answer scripts/packets are not mixed and the address of the valuation center and other details that are to be written on the cloth bags are written properly and legibly as per the directions of the University.
30. He/she shall send daily accounts of answer scripts dispatched in the form prescribed to Registrar (Evaluation)/ Deputy Registrar (Eval.) by name. This statement shall contain the actual numbers of candidates present for each subject/paper under different schemes of examinations and the number of candidates absent for each subject/paper.

31. He/she shall submit within three days absentee statement to the Registrar (Eval.)/Deputy Registrar (Eval.) by name. The envelope containing this statement should be super scribed "Consolidated absentee Statement".
32. He/she shall arrange to collect the marks list of the practical/clinical/viva-voce examination in sealed covers from the examiners and send all such marks lists relating to his/her centre subject-wise/paper wise in a sealed cloth cover to the Registrar (Eval.)/Deputy Registrar (Eval.) by name, soon after the completion of such examinations. The cloth cover shall be super scribed giving the following information.
 1. Name of the Centre
 2. Examination and semester scheme
 3. Subject/Paper of the practical/clinical/viva-voce
 4. Total number of packets.

Marks lists /forms shall be sent in separate packets for each subject and examination.

33. He/she shall send in the proforma given below within three days after the completion of the practical Examination in each subject, two copies of consolidated statement of work-done by the examiners to the Registrar (Eval.)/Deputy Registrar (Eval) and two copies to the Chairman, Board of Examiners.

The statement of work done in connection with the practical examinations of 200

Centre	Examination	
Date & Time Batch No.	Name of the Setter	Name of the Examiner
Name of the Examination.	Subject/Paper:	
Reg. No. Assigned :	Reg. No. of Absentees :	

The Chief Superintendent shall send to the Registrar (Eva) by name, the consolidated statement of absentees.

34. He/she shall be responsible for maintenance and proper accounting of all the stationery, answer books, additional books, and cloth bags etc., required for the conduct of exams.
35. He/she shall render accounts of advanced drawn on A.C. Bills within two weeks of the completion of all examinations at his/her centre. The statement of accounts shall be supported by vouchers. Unutilized amount, if any, shall be credited to the university funds promptly. Separate accounts shall be furnished for stamps, approved contingent expenditure, practical examinations, answer books, cloth bags and articles of Stationery etc.,
36. He/she shall maintain all relevant records such as invigilators diaries etc., concerning the examination.
37. The Chief Superintendents, Room Superintendents and other staff engaged for examination work shall be entitled to remuneration and other allowance, if any, as per the rates of remuneration fixed by the University. The Internal Chief Superintendent shall submit the

consolidated work done statement in the prescribed format along with receipts of examination expenses, as permissible under relevant rules, soon after completion of the examinations to the Finance Officer, BUB so as to enable the University to arrange for payment of the same.

38. Further, the Principal of those colleges who do not ensure that valuers appointed from their colleges report to valuation work or if they remain absent from the valuation work and also a teacher fails to report for valuation or remain absent for valuation work shall be liable for a penalty as specified in the schedule of penalties.

XII. Appointment, Duties and Responsibilities of Deputy Chief Superintendent

1. The Chief Superintendent shall appoint, soon after his/her college is declared as a Centre with the approval of the Registrar (Evaluation), a Deputy Superintendent to assist him, from his teaching staff preferably on the basis of seniority. When the number of candidates per session is 1 to 300, he/she shall appoint one Deputy Chief Superintendent, from 301 and above two Deputy Chief Superintendents.
2. The Deputy Chief Superintendent who is not in a position to take up the appointment shall intimate the Chief Superintendent in writing well in time.
3. He/she shall assist the Chief Superintendent in general for the smooth conduct of examination at the Centre.
4. He/she shall arrange to assign the register numbers to different room/hall under the guidance of the Chief Superintendent.
5. He/she shall on the days of the examination arrange to supply the blank answer books, and other stationery required for each room/hall and deliver the sealed packets of question papers to the rooms concerned.
6. He/she shall ensure that the room superintendents are supplied with all necessary requirements for the smooth conduct of examinations.
7. He/she shall allot rooms to room superintendents on the days of examination and assign work for relieving superintendents.
8. He/she shall assist the Chief Superintendent in dispatching the answer book bundles in cloth bags duly sealed to the Custodian of the notified valuation centre by name so as to reach the valuation center before 7.00 PM on the day of the examination. Wherever there are two sessions of examination in a day, the answer bundles of the first session shall be sent before commencement of the of the second session to the notified valuation center and also the papers of the second session soon after its completion in case of local canters and in case of outside Bangalore centers, the same shall be sent next day morning by Registered post.
9. The Deputy Superintendent shall prepare the bundles of answer scripts of 10 packets (each packet containing maximum of 18 scripts excluding absentees). The answer books shall be arranged registered number wise, course wise, semester wise, subject wise , paper wise and they are inserted in the covers supplied by the University and these covers/packets shall be

put in cloth bags along with the A Form and Invigilators Diary in duplicate and sealed in the presence of the Chief Superintendent.

10. He/she shall ensure that the answer scripts/packets are not mixed and the address of the valuation center and other details that are to be written on the cloth bags are written properly and legibly as per the directions of the University.
11. The Deputy Superintendent shall ensure that in each cloth bag statement containing the following particular is pasted and duly signed by the Deputy Superintendent and by the Chief Superintendent:

Centre of Examination

Examination :

Date of Examination

Subject :

Paper :

Reg. No. Assigned to the bundles :

Total No. of actual scripts in the bundles:

Signature of the
Deputy Superintendent

Signature of the
Chief Superintendent

12. He/she shall ensure that the answer scripts of different subject are packed separately and dispatched to the Registrar (Evaluation) by name or to the person authorized for receiving the same.
13. He/she shall arrange to prepare and send in the form prescribed to the Registrar (Eva)/Deputy Registrar (Eval) by name daily account of answer books dispatched.
14. He/she shall send to the Registrar (Eval)/Deputy Registrar (Eval) by name the consolidated absentees Statement before three days after the completion of examinations super scribing the envelope with Consolidated "Absentees Statement."
15. He/she shall in addition to the above duties attend to any other work entrusted to him by Chief Superintendent in connection with the examinations and function under the overall Control of the Chief Superintendent.

XIII Appointment of External Chief Superintendent

1. The Registrar (Eva) shall, wherever necessary, may appoint one more external Chief Superintendent to an examination centre
2. The External Chief Superintendent shall have power to communicate any matter pertaining to the conduct of examination to the Registrar (Eval) directly; He/she shall

also submit a detailed confidential report to the Registrar (Eval) at the end of examinations.

3. The remuneration paid to the External Chief Superintendent shall be as fixed by the University from time to time. External Chief Superintendent appointed should be a senior teacher with at least 10 years of teaching experience to his/her credit.

XIV Appointment, duties and Responsibilities of Room Superintendent

1. The Chief Superintendent shall appoint the Room Superintendents from among the teaching staff of his P.G. Department/ college one week in advance of the commencement of examinations under intimation to the Registrar (Eval). In exceptional cases where the teaching staff of an Institution is inadequate, the Chief Superintendent may with the permission of the Registrar (Evaluation) appoint Room Superintendent from the teaching staff of other institutions.
2. The Room Superintendent who finds it impossible to attend to the work assigned shall intimate in writing to the Chief Superintendent at least 24 hours earlier to the time of work scheduled to be started, his inability to take up the work explaining the grounds for it.
3. The room Superintendents shall be incharge of a room containing not less than 30 students and not more than 40 students. If the total number of candidates taking the examination(s) on a particular day is less than 40, one room Superintendent shall be incharge.
4. The Room Superintendent shall ensure that the candidates who enter the examination hall/room occupy their respective seats at least 5 minutes before the time specified for the distribution of question papers. He/she shall immediately read out the following instructions to warn the candidates of malpractices;

“You should follow the instructions printed on the admission card and on the facing sheet and last page of the answer book. You should search your pockets, desks and tables and handover to me any paper, book or note which you may find therein before starting to answer the examination paper. Further, he/she shall inform the candidates personally that **no additional answer book will be provided** and the candidates have to write their answer in only one answer booklet containing of 40 pages supplied to them in the Examination.”
5. The Room Superintendent shall not admit any candidate to the examination hall/room 30 minutes after the commencement of the examination and shall not allow any students to leave the examination hall/room before 30 minutes after the commencement of the examination and question papers of such candidates shall be collected.
6. He/she shall ensure that every candidate has taken his/her proper seat and enters his/her correct register number and shade the circles in the space provided for and other particulars required on the OMR facing sheet of the answer script. The Room Superintendent himself/herself shall not under any circumstances enter the register number of candidates on the answer book. Answer books with doubtful register numbers shall be sent to the Chief Superintendent separately for onward transmission to the Registrar (Eval) with a report.

7. He/she shall not allow candidates to converse among themselves when once they enter the examination hall/room. He/she shall distribute the question papers on hearing the bell rung for the purpose. He/she shall verify the title of the question paper with the subject offered by the student and issue the proper question paper to the candidate. If the paper is not the proper one, he/she shall return the same to the Chief Superintendent immediately.
8. He/she shall make necessary entries in the room Superintendent's diary. He/she shall also enter against candidates roll number in the diary, the printed number of the answer book supplied to the candidate.
9. He/she shall immediately after the first 30 minutes bell, return all the remaining question papers and the blank answer books of absentees to the Chief Superintendent. The Room Superintendent shall not give any question papers to any outsider and he/she shall not take question papers from any candidate for reading it.
10. He/she shall be responsible for the proper accounting of answer books of the candidates supervised by him; He shall ensure that the answer books and additional books/graph, if any, of each candidate are properly stitched together, the answer books are arranged in serial order: Course wise, branch wise, subject wise, semester wise etc., and hand them over to Deputy Chief Superintendent in charge of the work at the office of the Chief Superintendent in separate bundles.
11. He/she shall arrange to issue blank answer books to the candidates after they have taken their seats. Only one blank answer book shall be issued to a candidate unless there are two parts in a question paper for which answers have to be written separately.
12. He/she shall distribute the right question papers among the candidates who may be writing different schemes of examinations.
13. The Room Superintendent shall not be permitted to leave the examination hall during the first and last half an hour of the examination. During intervening period he/she may leave the examination hall with the permission of Chief Superintendent. Relieving Superintendent may take charge of the supervision of the room/hall for not more than 15 minutes. He shall sign in the relieving Superintendent's diary for the relief taken.
14. He/she shall report to the Chief Superintendent on the days of his/her work half an hour earlier to the time scheduled for the commencement of the examination and shall not leave the premises until he/she personally handover the answer books to the Chief/Deputy Superintendent on duty and return the diary and other stationery articles given to his/her charge.
15. He/she shall not allow any candidate to copy from either books paper/from other candidates or have in his/her possession or in his/her desk any book or papers not issued by the Room Superintendent in the examination hall/room. He/she shall further ensure that no candidate detaches or tears off any sheet or part of sheet from the answer book or additional books(S), and that every candidate hands over his/her answer book before he/she is permitted to leave the examination hall/room.
16. He/she shall at once report to the Chief Superintendent of any case of malpractice and prevent the candidate from writing any further answer or removing, displacing or destroying

the materials from which the candidate was copying. Unless it is inevitable, he/she shall not take possession of such materials till the chief Superintendent takes charge of the case.

17. He/she shall be agile, watchful and active throughout the period of examination. He/she shall not relax or show indifference in the examination hall/room.

Relieving – Room Superintendent

1. The Chief Superintendent shall appoint the relieving Superintendent from among the teaching staff of his/her college one week in advance of the commencement of the examination under intimation to the Registrar (Eval).
2. The Relieving Superintendent who finds it not convenient to attend to the work assigned shall intimate in writing to the chief superintendent regarding his inability to attend work at least 24 hours earlier to the time scheduled for the commencement of examinations.
3. There shall be one relieving Superintendent for every Six Room Superintendents. If there are 5 Room Superintendents and less, the Deputy Chief Superintendent, shall act as relieving room Superintendent.
4. He/she shall not allow any candidate to copy from either books/paper/other candidates or he/she in his possession or in his desk any book or papers not issued in the examination hall/room. He shall further ensure that no candidate detaches or tears off any sheet or part of sheet from the answer book or additional books(s) and that every candidate hands over his answer book before he/she is permitted to leave the examination hall/room.
5. He/she shall at once report to the chief Superintendent of any case of malpractice and prevent the candidate from writing any further answer or removing displacing or destroying the materials from which the candidate was copying. Unless it is evitable, he shall not take possession of such materials till the Chief Superintendent takes charge of the case.
6. The Relieving Superintendent shall give relief to the Room Superintendent for about 15 minutes and be incharge of the duties of Room Superintendent during that period and discharge all the duties and responsibilities of the Room Superintendent. He/she shall return the Relieving Superintendents diary duly filled to the Chief Superintendent at the end of the day's examination.
7. The relieving Superintendent shall report for duty half an hour earlier to the time scheduled for the commencement of examination.

XV Board of Examiners

1. The Board of Examiners constituted by the syndicate shall continue to function for two semesters in the semester scheme and for the main and the supplementary examination in the annual examination scheme. No person shall be eligible to be a member of the board beyond two semesters in semester scheme and for more than one academic year in the main and the supplementary examination in the annual examination scheme. However, in the event of non availability of eligible required number of examiners to be appointed as board

of examiners, they may be considered for reappointment after a gap of one year. Further, in the event of non availability of sufficient eligible examiners in a particular subject, the external board may be constituted.

2. The Board of Examiners shall be constituted from among the panel of Examiners prepared and submitted by the Board of Studies.
3. The Examination Section shall prepare a detailed panel of examiners subject- wise and the list shall be updated every year. To prepare the panel, information may be obtained from the constituent and affiliated colleges, Post-Graduate Departments and other Universities in and outside Karnataka State. It shall be the duty of the Registrar (Evaluation)/such officers/B.O.E Chairman as entrusted, to prepare seniority wise detailed panels of examiners and place the same before the respective Boards of Studies for approval. The Chairperson/Principal shall extend all cooperation in preparing the list of examiners. Only names of such teachers who have a minimum of 3 years of full time teaching experience or 5 years of part-time teaching experience shall be included in the panel.
4. It shall be the duty of the Board of Examiners to scrutinize, moderate and approve sets of question papers, with Kannada translation wherever necessary, and submit the same to the confidential section forthwith on the completion of the Board meeting.
5. The Boards of Examiners shall ensure that all the question papers in 3/2 set as the case may be are set within the syllabi approved by the University. It shall also ensure that the correct title of the paper with code, the examination course, duration of the Paper, division of questions into sections, maximum marks allotted for the paper and the number of Questions to be answered by the students, usage of permissible gadgets and other required instructions and any other instructions to the examiners are correctly noted in the question paper.

XVI Method of appointment, duties and responsibilities of the Chairman of the Board of Examiners

1. The Chairman of the Board of Examiners shall be appointed by the Syndicate for May-June/December-January examinations from among the panel of Examiners prepared by the Board of Studies, and furnished by the Registrar (Eval) provided such persons satisfy the following conditions:
 - a) He/she shall be Head of the University Department or Head of the concerned department in a constituent college or teacher not below the rank of Associate Professor in University and P.G. Departments run in affiliated colleges or Head/any senior teacher of the affiliated/autonomous college who have taught the subjects in U.G/P.G. Courses.

or
 - b) He/she should have put in at least 10 years of fulltime teaching experience or as decided by the University from time to time

and
 - c) He/she shall preserve strict secrecy regarding the work allotted to him

2. The Chairman of Board of Examiners shall arrange for the distribution of work of setting question papers. He shall also coordinate for Valuation and review of answer scripts along with Custodian subject to control of Registrar (Evaluation). The said works have to be assigned only to the examiners listed in the panel approved by the Syndicate.
3. The Chairman shall assign the paper setting among the various persons approved by the Syndicate depending upon the field of specialization and experience of each person and ensure that persons who do not have basic qualifications are not assigned the setting of question paper in any subject.
4. The Chairman shall ensure that no question paper setter shall set more than 2 papers and shall also ensure equal distribution of work of valuation among the examiners.
5. The Chairman of the Board of Examiners has to prepare the list of question papers, with title and code, to be set course wise, semester wise, subject wise (scheme wise).
6. After the preparation of the list of question papers to be set, the same has to be entrusted to the eligible paper setters with the following instructions and materials:
 - a. The order of appointment in writing containing information about the question paper to be set for the course, semester, subject with code, maximum marks and number of questions to be answered , instruction regarding use of permissible gadgets in the examination (prohibition for use of mobile, calculators, mathematical tables etc. to be clearly stated on the top of the question paper)
 - b. He/she shall supply syllabus, previous Question papers, blank question paper booklet, covers etc
 - c. He/she shall extend all the required assistance and advice to the question paper-setters in determining the standard of the question paper required in each subject of examination and the manner of packing the question paper so as to ensure packing of each question paper in a separate sealed covers.
 - d. After the examination, at the time of valuation, the Chairman has to collect the model answers/scheme of valuation from the respective paper setters and the same has to be handed over to the custodian of the valuation center with letter for supplying the same to each one of the examiners on the day of valuation.
7. The Chairman of the Board shall ensure that the meetings of the Board of Examiners shall be conducted only in the University premises
8. The Chairman of each Board of Examiners shall ensure that the question papers after they are approved by the board of Examiners are legibly written in Ink or Typed by himself or by any other member(s) of the Board before they are sent to Registrar (Eval).
9. He/she shall also maintain the minutes of the meetings of Board of examiners and send copies of them to the Registrar (Eval).
10. The Chairman shall request the paper-setters who are not the members of the Board of Examiners to attend the meetings of the board when their papers are taken up for discussion, if need be, under intimation to the Registrar (Eval).

11. The Chairman shall arrange with the approval of the Registrar (Evaluation), for the conduct of practical/clinical/projects exams earlier to the commencement of theory examinations in consultation with the principals/HODs of Constituent/affiliated/autonomous colleges, and shall assign practical/clinical /paper setting and valuation among the eligible examiners only, and ensure as far as possible equal distribution of work.
12. He/she shall verify and confirm the required number of valuers and ensure that the completion valuation work is completed within 10-15 days in coordination and cooperation of the custodian
13. No person shall be a Chairman of a Board for more than one term of one year.

XVII. Appointment, Functions and Duties of Paper Setters

1. The Syndicate shall appoint the paper setters for May-June/December-January examinations of such year from among the panel of examiners prepared and furnished by the Board of Studies through the Registrar (Eval).
2. The Paper–Setter shall set the papers only on the texts and courses of study prescribed, and ensure that no question on topics not included in the prescribed syllabus is set.
3. The paper setter shall set as many sets of question papers as required, as per the prescribed pattern containing questions covering a wide range of contents of the courses for which they are set and send them all in sealed packets to the chairman of the Board of Examiners.
4. The Paper –setter shall ensure the papers set carry correct name of the subject, Title and code of the paper, schemes (Old, New etc.), title and the division of the paper. He shall also ensure the proper incorporation of the duration of the paper, the maximum marks allotted to each question of the paper. If the question paper is common to one or more schemes/courses, it shall be clearly indicated. The question paper setter shall indicate the permissible use of mathematical, Physical tables, Charts, data or hand books, gazettes, permitted to be used by the examinee on the top of the question paper. He/she shall affix his/her signature on each page of the question paper manuscript without fail.
5. The Paper setter shall arrange to deliver these question papers to the Chairman, Board of Examiners in person or through Registered Post by name to the Chairman, Board of Examiners, by wrapping them in cloth covers marked “CONFIDENTIAL”.
6. The paper setters shall indicate clearly the instructions if any to the candidates regarding the answering in different section in different answer books or regarding the number of questions from different sections to be answered.
7. The Paper setter shall write the questions legibly in Ink or type personally, they shall avoid additions, alterations and erasures. Abbreviations are to be avoided. Special care shall be taken in the delineation of mathematical signs of index figures. He/she should workout the numerical problems before including them in question papers.
8. The paper setters shall write the questions in the blank booklets specifically supplied for the purpose by the University. The questions should be written clearly and legibly.

9. The Paper setter shall preserve strict secrecy regarding the work allotted to them. Drafts or copies of the paper set should be destroyed as soon as the papers set have been sent to the Chairman.
10. The paper setters shall submit the Scheme of valuation to the Custodian before commencement of the valuation and the custodian shall distribute copies of the same to all the valuers of respective subjects for information

XVIII Appointment, Duties and Responsibilities of the Chief Vigilance Squad and other Members

1. The Chief of Vigilance Squad shall be appointed by Registrar (Evaluation) with the approval of the Vice Chancellor. He/She shall have 5 years of fulltime teaching experience. Other Members of the vigilance squad may be appointed by the Registrar (Evaluation). He/She shall have 3 years of fulltime teaching experience. They shall obtain the I.D Cards from the Registrar (Evaluation) by providing the photograph immediately on receipt of the appointment order. They should invariably Carry the appointment order and identity cards with them and show the same to the Room Superintendents in the Examination Halls, before they enter hall, with a view to avoid unnecessary resistance and inconvenience.
2. The squad members shall assemble at the office of the Registrar (Evaluation), J. B. Campus/ Natural Science Block, Bangalore – 560 001, each day of the Examination, 45 minutes before the commencement of the examinations . They shall make surprise visits to the various examination centres, along with the police Officers, if necessary, in the vehicles provided by the University.
3. Ordinarily, the Squad consisting of only 3 to 4 members, one of whom shall invariably be a lady member, including a Police shall visit the examination centre. However, in exceptional cases, the squad consisting more than 4 members each, as decided by the Registrar (Evaluation), may visit the Centre.
4. The squad members have the powers to get the malpractice reports from the Chief Superintendents, Deputy Chief Superintendents, invigilators and they shall take on-the-spot decision regarding any malpractice committed by any student. The squad members shall also send a copy of the malpractice report as required under this ordinance in the prescribed format to the Registrar (Eval) on the day of the occurrence for being considered by the appropriate bodies and taking decision thereon. Further, if squad members book any student for malpractices with any ulterior intention and if established on a complaint by the student or the Chief Superintendent/Room Superintendent of the examination centre after conduct of enquiry by the University, shall be liable to penalty as prescribed in the schedule of penalties
5. They shall go round the examination hall during the period of three hours of the examination.
6. They shall see that no unfair means are adopted at the examination centre, by the students/any staff involved in conduct of examination and others.
7. They shall see that no person is loitering (other than examiners) within a distance of one hundred meters of examination centre.

8. All the staff involved in conduct of the examination shall wear the I.D. Cards during the examination centre visit
9. Subject to maintenance of dignity of the student, the members of the squad are empowered to make a search of candidate, in case they are suspicious of him/her possessing papers., books or any other aid which might possibly be of assistance in answering the questions, provided only ladies shall search lady candidates at examination centre.
10. The members of the squad shall check the question paper packets that are to be used for next sessions to ensure whether the seals are intact or tampered with. They shall also verify whether all the answer bundles/answer papers of the examinations already completed sent in time as per direction of the University.
11. The members of the squad shall check the dairy maintained by the Room Superintendents.
12. They should get an endorsement from the Chief Superintendent or Deputy Chief Superintendent in the required format on every day of their visit which should be sent back to the Superintendent of concerned section in the Examination Branch, Pareeksha Bhavana, Bangalore University, Bangalore- 56, along with the report.
13. The Chief of the squad shall give a consolidated report along with attendance; extracts, I.D. Cards and daily squad report after the examinations are over.
14. The Squad members shall appear before the Malpractice Enquiry Committee, if desired by the Committee for tendering evidence.
15. Refusal to take up the Squad work will render the teacher ineligible for any examination work-like valuation, tabulation, coding, paper-setting etc in addition to the punishment /penalty provided in the ordinance.

XIX. Appointment, Duties and Responsibilities of Custodian, Deputy/Assistant Custodians:

A. Custodian:

1. The University may appoint any teacher of the University or the Principal of the constituent/affiliated College, who have put in minimum of 10 years of unblemished fulltime service, as Custodian for the valuation of theory papers allotted to that centre.
2. Custodians are appointed by the University for the Valuation of subject/course/semester/year assigned to them. Custodians play the most responsible and very important role in the smooth conduct of valuation and tabulation, etc. His/her first and foremost duty is to check the valuation centre allotted to them and ascertain whether the adequate rooms, with proper ventilation, light, toilet facilities, furniture, etc., are available at the valuation centre.
3. The Custodian shall propose the required supporting staff to Registrar (Eval), in accordance with the guide lines given by the University, for appointment to the Valuation Centre.

4. The University will provide advance contingency to each valuation center to meet the day-to-day expenditure. The Custodians are permitted to draw the required amount of contingency on A.C. Bill through Finance Officer, Bangalore University, and after the conclusion of valuation the accounts with regard to the amount drawn shall be submitted to the Superintendent of concerned section in the exam branch, Pareeksha Bhavana, Bangalore-56, through D.C. bill along with detailed original vouchers.
5. He/she shall ensure that the Valuation Centre is kept open from 9.30AM to 6.30PM and the valuation goes on throughout the day in these sessions with short breaks keeping the workload of the Unit in view.
6. He/she shall arrange for receipt of Answers script Bundles from all the examination centres, coding/scanning for the scripts, before the commencement of valuation. The answer scripts are required to be received on the very day of the examination from different centers of examination, and immediate action may be taken to commence the valuation of scripts on the day and date fixed by the University. The cloth bundles received from the examination centre, should be handed over to the Coding Officers/ scanning firm for scanning answer scripts and coding, and the coded scripts in packets of 18 scripts are to be handed over to the concerned examiners under acknowledgement for valuation. The procedure of coding, decoding etc., shall be as determined by the University from time to time.
7. If any answer book bundles not connected to their unit is received, the same may be intimated to the Registrar (Evaluation) or Special Officer and send it to the notified valuation centre on the same day, and ascertain whether the total number of answer books received at the valuation centre are correct.
8. He/she shall pay special attention to see that coding and decoding mistakes are not made, and make random check to ensure that the mistakes are not committed. He/she shall maintain strict confidentiality of coding and decoding work and other related matters
9. Only those teachers whose names are included in the approved panel and the lists of valuers as given by Registrar (Evaluation)/ the Chairman, Board of Examiners, approved by the University should be assigned valuation work and none else.
10. It shall be the duty of the custodians to ensure marking of attendance through **biometrics** by all the examiners and staff of the valuation unit including the Custodians and observers.
11. He/she shall ensure that the Registers pertaining to i) issuing of Scripts to the Examiners/Reviewer ii) Receiving of assessed and reviewed scripts from the Reviewer/ Examiner/ verifiers are maintained properly.
12. He/she shall ensure that the examiners are punctual in attending to valuation work, and the practice of reserving scripts for members who abstain from valuation, in between, be given up. The custodians and the Chairman, Boards of Examiners shall intimate the names of valuers, who are not punctual, and those who do not attend the valuation work throughout the period of valuation, or are indifferent in their work to the Registrar (Evaluation) without fail. Further, it is to be noted by the custodian that the Principal of those colleges who do not ensure that valuers appointed from their colleges report to valuation work or if they remain absent from the valuation work and also a teacher fails to report for valuation or remain

absent for valuation work shall be liable for a penalty as specified in the schedule of penalties.

13. In case of need for additional examiners, whose names are not included in the list given by the Chairman, Boards of examiners with the approval of the University/the list approved by the University; it should be ensured that the examiner has taught the subject, he/she shall get a declaration from the examiner to that effect, mentioning the year during which he/she taught the subject and a special permission for such additional examiners be obtained from the Registrar (Eval).
14. He/she shall follow the method and instructions issued from the University from time to time regarding coding, decoding through scanning method etc.,.
15. The packets of answer books should be given for valuation, one after another i.e., after completing the Valuation of answer scripts of the previous packets. Only 36 answer books should be got valued in a day, by each examiner.
16. He/she shall ensure that the papers are valued strictly in accordance with the scheme of valuation. He should also ensure that the papers are not valued in hurry and that the valuers spend sufficient time and devote proper attention on each paper.
17. He/she shall arrange for review of answer scripts from the same day of valuation and ensure a review of 15% of papers valued in each subject. However, he/she should ensure that the reviewer shall verify all the valued scripts and to check as to whether there is any mistake in totaling of marks, non valuation of any answer, non carrying of marks from inside pages to the facing sheet etc., The reviewer should not be allowed to value the answer books. In case the answer books in a subject are less than 200, all the answer books may be valued by the Chief Examiner / Paper setter/Reviewer.
18. Daily account to be maintained regarding the number of answer packets valued and number of OMR sheets sent to the Scanning Unit/computer center/ such officer as notified from time to time with acknowledgement.
19. He/she shall provide information on the day-to-day basis about the on going valuation process to the Registrar (Evaluation)/Special Officer.
20. Custodian with the co-ordination and co-operation of Chairman, B.O.E. and University Special Observer, if any, have to maintain healthy atmosphere in the valuation centre and complete the valuation within 10-15 days from the date of commencement of valuation continuously without break.
- 21 He/she shall arrange for picking of evaluated answer scripts for photocopying as per the direction of the Registrar (Eval) and shall follow all directions given by the Registrar (Eval) in this connection
22. The staff allotted to Custodian shall work under his/her direct supervision and control and shall be responsible to him/her.

B. Deputy/ Assistant Custodians

Deputy/ Assistant Custodian shall be appointed by the Registrar (Evaluation) from among panel of teachers who have put in a minimum of 03 years of unblemished full time teaching and are capable of doing confidential work and maintaining of confidentiality.

The Deputy/ Assistant Custodians shall discharges the following duties and responsibilities:

1. They shall work during the specified hours on all the days (including extra hours and holidays) and shall complete the work as per the calendar of events given by the Registrar (Eval)
2. They shall be present on all the days of examination in the valuation centre to receive the answer bundles from all the examination centres. And make entry of all the bundles received from the centres in the Registrars maintained for the said purpose.
3. They shall mark their attendance every day through **biometrics** maintained for the purpose.
4. They shall not abstain from work without prior permission from the Registrar (Evaluation)
5. They shall not leave the Head Quarters until the work of valuation is completed and all the Documents are handed over to the Registrar (Eval) on the completion of the work.
6. They shall discharge scanning/coding, decode, packing repacking of answer scripts as per the directions issued by the Registrar (Evaluation)/Custodian and shall maintain a complete account of the bundles, packets and scripts received.
7. They shall maintain strict secrecy regarding their appointment, the nature of work assigned to them and the code series etc., Deputy/ Assistant Custodians shall take all precautions to ensure that no one else should have any knowledge of the code numbers assigned by them. They shall be held responsible for any leakage of information in this respect.
8. Coding and Decoding , wherever necessary, shall be done in 'RED INK',
9. They shall scrutinize the code series and register numbers given to them and prepare the code blocks with due care and shall ensure accuracy in coding and decoding.
10. They shall report for duty two days in advance of the work scheduled to commence, and shall be on duty till the valuation is completed.
11. They shall arrange answer paper bundles received from the examination centers date wise, subject wise, course wise, semester wise, bundle wise. They shall verify and confirm that they have not received the bundles from exam centers belonged to other valuation centers. If any bundles of other valuation centers are sent by the Chief Superintendent of the exam center by mistake to their valuation center and the same shall be recorded and sent to the concerned valuation center under intimation to the Registrar (Evaluation) on the same day without fail.
12. The code number shall be entered at two places on the facing sheet, in case of manual coding. It shall also be marked on the first page of the answer book used by the

candidate. After entering the code numbers on the scripts, the Deputy/ Assistant Custodians shall check the numbers with the code list to ensure accuracy.

13. After decoding, in case of manual decoding, the Deputy/ Assistant Custodians shall check the decoded numbers carefully to ensure accuracy and hand over all the documents and records to the Custodian.
14. Deputy/ Assistant Custodians after coding manually or mechanically, shall arrange all the packets serially in the order of course, semester, subject wise
15. They shall issue the coded answer books for valuation to the reviewer under acknowledgement.
16. They shall receive the evaluated answer scripts from the reviewers on the same day of review under acknowledgement.
17. They shall ensure that all the packets issued to reviewers are received back on the same day
18. They shall maintain proper account of answer packets, who was issued which packet under acknowledgement and they shall maintain the confidentiality of the same
19. They shall ensure that all answer paper packets of all courses, semesters, papers are valued and no answer script shall remain unvalued
20. They shall handover the OMR sheets of the evaluated scripts to the Registrar (Evaluation) on the same day in the designated boxes with lock and key. They shall also ensure that no OMR sheets are left in the packet/evaluation center.
21. Soon after the completion of valuation, they shall immediately report in writing about completion of valuation of all answer scripts to the Registrar (Evaluation) through the custodian.
22. They shall safely store and protect all the evaluated scripts in the valuation unit for a period of 30 days or for such other period as directed by the Registrar (Evaluation) after completion of evaluation for photocopying of the answer scripts on requests by the candidates. Valued answer scripts should be stored subject wise, semester or year wise, paper wise, paper bundle No. wise for easy retrieval.
23. They shall arrange for picking of evaluated answer scripts for photocopying as per the direction of the Registrar(Eva)
24. They shall keep all the answer scripts given for photocopying after photocopying in safe custody separately and shall handover the said scripts to the concerned person / Coordinator for the purpose of revaluation/challenge valuation.
25. All instructions given in this respect from time to time by the Registrar (Eva) shall be followed by the Deputy/ Assistant Custodians.

XX Appointment, Duties and Responsibility of Reviewers

1. The paper setters shall generally be the reviewers. If there is need for more reviewers, the Registrar (Evaluation) shall appoint as many reviewers as necessary on the recommendation of the Custodian/ Chairman of Board of Examiners who have unblemished service record. They shall mark their attendance through **biometrics** maintained in the valuation center every day without fail.
2. The reviewers shall use “Green Ink” for the review work and put “R” against the answers reviewed. The review work shall proceed alongside with valuation work in the presence of valuers.
3. The review work shall be completed on a day to day basis. The Registrar (Evaluation) shall have the authority to ensure that the review work is completed on the same day, the scripts are valued, by getting the work done with help of senior teachers present for valuation work.
4. The Reviewer shall review **15%** of papers valued in each subject completely. However, he/she should verify each answer script and marks allotted to each question and marks transferred on to the facing sheet. If any discrepancy found regarding valuation, transfer of marks and totaling, etc., warn the examiner and get the mistake corrected and report to the Custodian and Custodian shall inform the Registrar (Evaluation) for necessary action as per the rules.
5. The Reviewer has to verify the inside and facing sheet, signature and date on all the answer scripts valued by his/her team of valuers on the same day without fail. Failing which he/she shall be jointly liable for the penalty/punishment for such mistakes.
6. If the reviewer finds the valuation done by any examiner under him/her unsatisfactory, he/she shall arrange for fresh valuation of the answer scripts by the examiner and report the same to the Registrar (Evaluation). If the examiner refuses to comply with the instructions, another examiner may be entrusted with the work and the one who had erratically valued or not valued correctly may be denied remuneration for the unsatisfactory evaluation work done.
7. The valued answer scripts and marks lists with the signature of the examiner and the reviewer should be submitted to the Custodian of the Valuation Unit, on the same day and the same shall be transmitted to the computer Section for taking action immediately.
8. The Reviewers shall follow such procedure of review as notified by the University from time to time.
9. The Reviewers shall be entitled to remuneration as fixed by the University from time to time.

XXI Appointment, Duties and Responsibility of Examiners

1. The Registrar (Evaluation) shall appoint examiners for each examination from among the list of eligible examiners approved by the Syndicate depending upon the need in each paper. Persons whose names are not in the approved list shall not be appointed. However, under

special circumstances after obtaining the permission of the Vice-Chancellor exceptions may be made and such cases shall be reported to the Syndicate at its next meetings. Under no circumstances can the Chairman of the BOE/or Custodian issue appointment orders on his/her own. All Examiners will be required to submit their acceptance of the offer in the format given (Appendix 'A').

2. The Examiners shall maintain strict secrecy regarding their appointment and other work allotted in connection with the examinations. They shall mark their attendance through **biometrics** maintained in the valuation center every day without fail.
3. Each Examiner, after the receipt of appointment letter from the Registrar (Evaluation) shall report to the Custodian of concerned valuation centre allotted to him/her and affix their signatures/Thumb Impression two times daily, i.e., in the morning and afternoon in the attendance register/Biometrics machine maintained by the Custodian of respective valuation centre.
4. On the day of commencement of valuation, half a day shall be utilized for discussion with regard to filling of OMR marks sheet and shading and other related valuation work.
5. The Examiners shall not evaluate the answer papers not related to his/her subjects.
6. The Valuers have to count the number of answer scripts in the packet and verify the dummy number/code of answer scripts with dummy number/code number printed on the answer book and OMR sheet. Discrepancies, if any, should be brought to the notice of the Custodian immediately
7. The Valuers must make sure that Dummy Number printed on the answer book and OMR sheet are the same and shall not value the packets in case of any discrepancy and inform the same to Custodian for the needful action.
8. The examiners shall value the scripts strictly in accordance with the scheme of valuation given by the paper setters. They shall get 15% of the scripts valued by the reviewer/ by the paper setter, additional reviewer appointed for the purpose and adhere to the instructions given.
9. The examiners shall value the answer scripts assigned to them only with RED INK PEN. The marks shall be assigned at the end of each answer or a part of the answer at the left hand of the margin. Marks awarded for each answer or part shall be awarded in RED INK and on the facing sheet of the answer script along the columns provided for them. After entering both in figures and in words the total marks obtained by the examinee the examiner shall record his/her full signature in the column provided for on the facing sheet.
10. The examiner shall value all the answers and take into account the marks of only the maximum required or permitted questions by considering the marks awarded to the questions advantageous to the candidate and round off those not considered.
11. The examiners shall write 'ZERO' wherever answers do not deserve any marks. The examiner shall total up the marks.
12. The examiner shall ensure that no answer or part of any answer is left out in valuation. The valuers should read the answer script in detail and evaluate the scripts. The marks awarded

in each page should be counted properly and carry out the marks to cover page entered in marks sheet both in figures and words with his/her signature.

13. The examiner shall not take the answer scripts out of valuation center under any circumstances.
14. The examiner shall not value any answer script which bears no register number/code number. All such cases shall be reported forthwith to the Custodian/Registrar (Evaluation) for their instructions.
15. If the examiner during valuation of the scripts suspects any case of malpractice, he/she shall immediately report it to the Custodian/Registrar (Evaluation). He/she shall submit the suspected script after valuing it fully along with his/her report to the Custodian/Registrar (Eva) by name. He/she shall enter such references in the marks list against the register number / code number.
16. The examiner shall report to the Registrar (Eval) by name, cases of any candidates of other person on his/her behalf approaching him/her for any favor or writing letters to him/her indicating the name of the person, the register number/code number of the candidate, subject/paper etc., He/she shall also send the answer scripts of such candidates along with his/her report to the Registrar (Evaluation), forthwith.
17. The examiners shall value not less than 36 full/ 54 half scripts per day i.e., 18/ 27 answer scripts in the morning and 18/27 answer scripts in the afternoon as the case may be.

Note: A half script implies an answer script of a paper of duration of less than 3 hours.

18. The examiner shall prepare marks lists in the prescribed proforma provided for the purpose. The Examiners should have full knowledge of shading and filling of OMR marks sheets
19. Black Ball point pen should be used for shading of OMR marks sheet and if any mistakes made in the OMR marks sheet at the time of shading it cannot be rectified further. Therefore care should be taken while shading.
20. Only after review of answer scripts by the reviewer and after his/her signature on the answer scripts. The valuers shall start entering marks and shading on OMR sheet corresponding to dummy numbers. The Dummy number printed on answer script and OMR sheet should be same.
21. The columns provided in the OMR marks sheet and prescribed for valuers should be verified with due care and caution and shade the columns. The valuers are to be entered their code number clearly if any. If any confusion, with regard to filling and shading of OMR marks sheet, the same may be clarified with Reviewer/Custodian
23. Persons whose family members are taking the University examination shall not be chosen to do any type of work connected with the particular examination except under special permission from the Registrar (Evaluation).

(Son, daughter, grand-son, grand-daughter, nephew niece, brother, sister, husband, wife, sister -in law, Brother - in -law, father, mother, uncle, aunt etc.,)

24. The examiners appointed for the conduct of practical examinations shall ensure that the marks are awarded in the answer scripts to each answer or part of an answer. The marks list of practical examinations entered on the facing sheet of the answer scripts in the columns provided and the examiners shall also enter the marks awarded for class records separately in the marks lists in the column provided for and in case of exceptions shall make the required observation in the remarks column in the marks list.
25. The examiners shall handover the duly sealed marks lists of practical examinations to the chief Superintendent of the centre on the same day. The practical marks lists shall not be sent by the examiner to the Registrar (Evaluation) directly under any circumstances. The Chief Superintendent shall send practical marks lists to the University.

XXII Appointment, Duties and Responsibilities of verifiers and scrutinizers

A. Verifiers

The Registrar (Evaluation) shall appoint required number of teachers as verifiers to valuation centers to discharge the following duties:

1. After their appointment, they shall report for duties to the designated Custodian of the valuation center along with their appointment orders
2. They shall mark their attendance through **biometrics** maintained in the valuation center every day without fail.
3. They shall get the valued answer script packets from the Custodians and take out OMR sheet and all the answer books of each packet.
4. Verify and tally the valued answer books with reference to the Reg. No. or Dummy No.
5. Shall see whether all the answers have been valued and marks awarded and extra answers are rounded off and not considered for totaling of marks
6. Verify the correctness of total marks.
7. Verify the correctness of marks awarded in words and figures.
8. They shall verify and tally that the OMR sheet contains the same total number of marks awarded in the answer script/ on the facing sheet
9. They shall verify correctness of shading in the OMR sheet corresponding to the marks awarded in the answer script
10. They shall verify the existence of the signature of the valuer/reviewer on each script and OMR at the specified places

11. After the completion of the process of verification, they shall authenticate the work done by them by affixing specified sticker on each packet
12. Shall affix his/her signature on each and every verified OMR and he/she shall also keep the OMRs separately subject wise, course wise, semester wise and hand over the same to the custodian on the same day of verification and in turn the custodian shall hand over the same to the Registrar(Eva) on the same day
13. If any discrepancy is found with regard to the above mentioned entries, he/she should immediately bring to the notice of the Registrar (Eval)/Custodian in writing to get it rectified by the concerned examiner.
14. A dairy of the work he/she has carried out on each day should be maintained and signed by him/her on each page and in which discrepancy, if any, found by him/her indicating the subject and the name of the valuer/reviewer, register number, examination and also the total number of scripts verified should be recorded. A bound register for this purpose should be maintained.
15. They should ensure that the above work is being carried out prior to the announcement of examination results and hence he has to maintain utmost secrecy in the matter. This work should however be completed as and when the valuation is over, without any delay.
16. They should not leave the valuation centre until the answer scripts given to him are completely checked, accounted and returned to the Custodian.
17. They are not expected to carry any material related to his work outside valuation centre. He/she should handover all the materials to the custodians before he/she leaves the premises.
18. They should complete the work without keeping anything pending for the next day.

B) Result Sheet and Marks Card Scrutinizers

1. They shall check and verify randomly and /or in doubtful cases, before announcement of the results, the provisional result list with reference to the register numbers, subjects and original OMR/Marks list of candidates in each subject and certify that the entries made in Answer script, OMR and scanned C.D is true and correct and the result may be published.
2. After declaration of the results, the marks cards shall be printed by the computer section/ any agency authorized by the University and the same shall be handed over to the scrutinizers under acknowledgement for verification. The scrutinizers shall verify randomly the marks cards with reference to the provisional result sheet announced by the University and affix their signatures, wherever necessary, for having verified the marks cards
3. They shall Check-up the marks cards whether the name, Reg. No, subjects, month and year of examination etc of the candidate are properly entered.

4. After verification all the marks cards given to them shall be handed over to the Registrar (Eval.) for distribution to the colleges/Departments

XXIII Valuation of Scripts in Under Graduate Courses

1. There shall be a Central valuation for Valuation of Answer Scripts in Under Graduate Courses
2. Each paper shall be valued by only one valuer, whose name appears in the panel of examiners approved by the Syndicate,. The marks awarded by the valuer shall be final unless the same is changed by the reviewer. The marks awarded by the Reviewer shall be final.
3. Each valuer shall value as many number of scripts as prescribed by the University from time to time
4. **Internal Assessment/Practical/Grades:** The Internal Assessment/Practical Marks/ Grades obtained from respective course teachers shall be sent to the Registrar (Evaluation) in sealed covers by the Principal of the college before commencement of theory examination both in hard and soft form/ online on or before the time fixed by the Registrar (Evaluation). The same shall be sent to the computer section for entry and inclusion in the result.

XXIV Photocopy/Re-Valuation (U.G)

1. After declaration of the results of the Under-Graduate Examination, if any candidate wishes to apply for Photocopy, he /she shall apply to the Registrar (Evaluation) in the University or in any office of the firm authorized by the University for the said purpose, by paying the prescribed fees notified by the University from time to time within 10 days from the date of announcement of results of the respective course.
2. The photocopy of the script shall be supplied to the candidate within 20 days after last date for submitting application for the same.
3. After receipt of the Photocopy if any candidate wishes to apply for Re-Valuation, he /she shall apply to the University at the place notified by the University for the said purpose by paying the prescribed fees notified by the University from time to time within 10 days from the date of issue of photocopy by the University. The candidates shall receive the photocopies only through their respective colleges.
4. Candidates who have secured 15% of maximum marks or more in each paper are eligible to apply for Re-Valuation by paying prescribed fee.
5. The Photocopy of the answer scripts shall be enclosed with the revaluation application form, failing which the application shall be rejected.
6. After receipt of applications for Re-Valuation, the Registrar (Evaluation) may, with the prior permission of the Vice-Chancellor, either himself or through the Co-ordinator, specially appointed for the said purpose, shall arrange for valuation by a specialist from among the panel of examiners approved already or specially by the syndicate, to evaluate the concerned scripts. The Co-ordinator so appointed shall fulfill the eligibility and other conditions as specified for the Custodian.

7. In case of Re-valuation, if there is a difference of more than 15% marks between the first valuation and re-valuation, the said script shall be referred to third valuer, who has not valued the script earlier and the marks awarded by the third valuer shall be final. However, the candidate is entitled to the marks advantageous to him/her.

XXV Correction of Totaling Mistakes/Non valuation of any question/s/ Non declaration of results etc.

1. After obtaining the photocopy if the candidate finds any totaling mistakes/non valuation of any question/s, not carrying of marks awarded to the questions to the facing sheet etc., a candidate shall submit application to the Registrar (Evaluation) through the College for correction of such mistakes and to issue corrected marks card, enclosing the Photocopy of the script and xerox copy of the marks card/result sheet, within 10 days from the date of receipt of the photocopy of the script in the college.
2. In case of non declaration/partial declaration of results, the principal of the college shall submit the details of all such candidates with Register number and other relevant documents like A-Form, Invigilation dairy etc., within 15 days from the date of declaration of result by the University. Any such requests made after the period prescribed above shall not be entertained.
3. The Registrar (Evaluation) shall refer such cases to the Computer section/ scanning agency to verify the scanned data and OMR Sheets and in case the required data is not available in the said section the same may be referred to the Custodian of the valuation center to verify the same with the original script along with the valuer and reviewer and to submit the report duly signed by them. On receipt of the said report he/she shall direct the concerned to make necessary correction in the results and to issue corrected marks card. In all such cases the valuer/reviewer shall be punished as per University rules.

XXVI Valuation of Scripts in Post Graduate Courses

1. There shall be a Central valuation for Valuation of Scripts in Post Graduate Courses
2. Each paper shall be valued by two valuers, one ordinarily by an internal and the other by an external examiner whose names appear in the panel of examiners approved by the B.O.S and Syndicate. The results shall be the average of the two valuation marks. However, the Registrar (Evaluation) may get both the valuation done by external valuers.
3. In case there is a difference of more than 20 marks in the two valuations, the script must be valued by a third examiner who figures in the approved panel of examiners but who has not been a valuer in the first or second valuation and his/her assessment shall be final.
4. **Internal Assessment/Practical:** The Internal Assessment/Practical Marks obtained from respective course teachers shall be sent to the Registrar (Evaluation) in sealed covers by the Principal/Chairperson, P.G. Department, before commencement of theory examination both in hard and soft form/online. The same shall be sent to the computer section for entry and inclusion in the result.
5. Wherever special provision is not made for the P.G. Examinations, the provisions made for U.G. Examinations under these ordinances shall apply mutatis-mutandis the P.G. Examinations also

XXVII Re-Valuation (P.G)

1. After declaration of the results of the post-graduate examination, if any candidate wishes to apply for Re-Valuation, he /she shall apply to the University at the place notified by the University for the said purpose by paying the prescribed fees notified by the University from time to time within 10 days from the date of announcement of the results by the University.
2. Candidates who have secured 15% of maximum marks or more in each paper are eligible to apply for Re-Valuation, by paying the prescribed fees notified by the University from time to time. There is no provision for Photocopy of answer script.
3. After receipt of applications for Re-Valuation, the Registrar (Evaluation) either personally or through the Co-ordinator appointed for the said purpose, with the approval of the Vice-Chancellor, ask a subject specialist from among the panel of examiners approved already or specially by the syndicate, to evaluate the concerned script.
4. In case of Re-valuation, the average of the marks awarded to the candidate in the main valuation and Re-valuation shall be final. However, the candidate is entitled to the marks advantageous to him/her.

XXVIII Procedure for Attending to the Problems of students

1. Any problem pertaining to mistakes in declaration of results, in marks cards or degree certificates or revaluation shall be referred by the Principal of the concerned college/Chairman of the P.G. Department to the cell constituted/officer authorized by the Registrar (Evaluation) in the Examination Section for this purpose. Corrections, if any, shall be made only under the orders of the Registrar (Evaluation)
2. All problems pertaining to the examination work of their college must be attended to by a Co-ordinator (Examinations) designated in each college by the principal of the College.
3. The Coordinator shall submit all the cases duly forwarded by the Principal to the Registrar (Evaluation) in person or by Registered Post within specified period.
4. After receipt of such Applications, the concerned section shall attend the work and dispose of the same within **3 days**. In case of non disposal within stipulated period, the reply with cogent reasons shall be sent to respective college within 7 days and bring to the notice of the Registrar (Evaluation)
5. The Registrar (Evaluation)/authorized officer shall organize meetings of Co-ordinators at least once in a month to ensure that no matters are pending within the Examination Section.

XXIX Remuneration/Honorarium/Allowances

Remuneration/ Honorarium/Allowances/Fees etc., are to be paid to the Chairman and Members of the BOE, Paper – Setters and Valuers, Custodians, Co-ordinators, Chief Tabulators, Tabulators, Chief Superintendent and Dy. Chief Superintendents, invigilators, Flying- Squad

members and Chief, and others who have put in work in connection with the conduct of examinations, as per the rates fixed by the University authorities from time to time. If any fine, penalties are to be imposed on any of them, an undertaking should be taken from the payment – receiver at the time of payment that he/she is bound to return to the University any such amount after an order to this effect is passed by the Registrar (Evaluation).

XXX Examination Work as Duty

It shall be the mandatory duty of all the Teaching and Non-teaching staff in the University, constituent and affiliated colleges and the P.G. Departments to perform the examination duties as allotted to them by their immediate superiors and any of the University authorities. However, in exceptional circumstances, such duties may be exempted if justified through proper reasons given in writing.

Obligations of Teachers and Acts of Indiscipline and Malpractice in the University Examination by the Teaching & Non -Teaching Staff under Sections 73, 74 & 75 of Karnataka State Universities Act-2000

Extract of the Karnataka State Universities Act 2000

Section 73: Duties of a Teacher:

(1) Every teacher of a University or an affiliated college shall carry out the work relating to teaching, research, examination or academic work assigned to them by the University from time to time.

(2) For the purpose of sub-section (1) both the teaching and non-teaching employees in the services of the University and also in the colleges affiliated to the University shall be administratively controlled by the University and shall abide by the instructions or orders issued by the University from time to time.

Section 74: Obligations to perform the examination work:

(1) Any person who is entrusted with the examination work relating to paper setting, invigilation, supervision, evaluation, conduct of practical examinations, printing of question papers and answer books, tabulation and preparation of marks cards and all such activities incidental thereto and connected therewith shall discharge such duties prudently and with utmost integrity for attainment of the academic standards.

(2) If any person who has been allotted the examination work under sub-section (1) is found guilty of breach of duties or involves in any misbehavior, shall on conviction be punished with imprisonment for a period which may extend to three years or with a fine up to two thousand rupees or with both;

(3) No court shall take cognizance of offence punishable under this section or the abetments of any such offence save on the complaint made by the Registrar (Evaluation).

Section 75- Punishment for Abetment of Offences:

Whoever instigates or abets the commission of offence punishable under section 74 shall, on conviction be punished with the same punishment provided for in that section.

The punishable wrongs by the teaching and non-teaching staff may occur at three stages viz., Pre-Examination, During Examination and Post-Examination.

XXXI Punishment/Penalty for various mistakes/malpractices committed in Examination by Teaching/Non-Teaching Staff

The Vice Chancellor, on receiving a complaint in writing or otherwise, is empowered to constitute an enquiry committee to enquire into the allegations of mistakes or malpractices committed by the personnel employed/appointed in the conduct of examination, evaluation, processing and declaration of results and all other incidental and ancillary matters. The committee shall conduct an enquiry by providing an opportunity of hearing to the delinquent and submit its report, based on which the Vice Chancellor shall impose the penalties provided here under.

Punishment/Penalty for various mistakes/malpractices committed in Examination by Teaching/Non-Teaching Staff at different stages is indicated below:

A. SCRUTINY OF EXAMINATION APPLICATION FORMS AT COLLEGE LEVEL

1. Not submitting list of candidate's/ question paper indent subject wise, course wise, semester wise and syllabus-wise statistics to the Registrar (Evaluation) in time.	Impose a penalty of not less than Rs. 5,000/- but not exceeding Rs.10,000/- on the college
2 Non submission/ submission of incomplete examination application forms to the Registrar (Evl.)	Impose a penalty of not less than Rs. 5,000/- but not exceeding Rs.10,000/- on the college
3 Non payment/ incomplete payment of prescribed examination fees	Impose a penalty of not less than Rs. 5,000/- but not exceeding Rs.10,000/- on the college
4. Wrong submission/incomplete submission of documents	Impose a penalty of not less than Rs. 5,000/- but not exceeding Rs.10,000/- on the college
5. Issue of Hall tickets to ineligible	Impose a penalty of not less than Rs.

candidates	Rs.10,000/- on the college per candidate
6. Forwarding of Examination application forms after the last date fixed by the University and before 15 days to the commencement of the first paper of the examination.	Impose a penalty of not less than Rs. 5,000/- but not exceeding Rs.10,000/- per candidate

B. SCRUTINY OF EXAMINATION FORMS AT UNIVERSITY

1. Giving Wrong exemptions by the Computer section.	Impose a penalty of Rs. 1000/- for each mistake on the concerned employee after a summary enquiry by the Registrar (Eva).
2. Change of subjects	Impose a penalty of Rs. 1000/- for each mistake on the concerned employee after a summary enquiry by the Registrar (Eva).
3. Accepting the application after the last date without the approval of Registrar (Eval)	Impose a penalty of Rs. 1000/- for each Application.
4. Any other kind of mistake/acts committed	Impose a penalty of Rs. 1000/- for each mistake on the concerned employee after a summary enquiry by the Registrar (Eva).

C. PAPER SETTING AND PRINTING

1. Accepting the confidential work without disclosing the fact in writing when the relatives are appearing for the examinations.	Impose a penalty of Rs. 10,000/- and disciplinary action as per rules
2. Refusing / failure to set question paper in time	Impose a penalty of Rs. 5,000/- per paper
3. Setting of question paper out of syllabus or incomplete question and data	Impose a penalty of Rs. 5,000/- per paper
4. Setting of question paper not in accordance with the prescribed question paper pattern/as per the instructions of BOE Chairman.	Impose a penalty of Rs. 5,000/- per paper
5. Manuscript written by other than paper setters and BOE Chairman/BOE Member.	Impose a penalty of Rs.15,000/- per paper
6. Not signing the manuscripts.	Impose a penalty of Rs. 10,000/- per paper.
7. Not writing the proper title of the question paper/paper code/duration/marks etc by the paper setter	Impose a penalty of Rs. 1000/- each. The Board of Examiners shall preserve the original manuscript and send it on to the Registrar (Evaluation) in sealed packets. If the mistake is done at the time of printing, the penalty of Rs.10, 000/-shall be imposed on the person concerned.
8. Wrong packing of question papers by printer or the agency authorized.	Impose penalty of Rs. 10,000/- each and in addition to the quantified loss of money incurred/spent by the University to

	hold an examination due to this mistake.
9 Submitting the question paper without scrutiny by the BOE.	Impose a penalty of Rs. 10,000/- on each member and chairman per paper
10. Not submitting the question paper within the Prescribed time by BOE Chairman to the University	Impose a penalty of Rs. 10,000/- per paper
11. Accepting the paper setting without competence/eligibility	Impose a penalty of Rs. 10,000/- on each member and chairman per paper
12. Not submitting required sets of question papers by the BOE Chairman.	Impose a penalty of Rs. 5000/- each
13 Failure to get any paper/s set and submit the same to University in time by B.O.E Chairman	Impose a penalty of Rs. 15,000/- and disciplinary action as per rules
14. Leakage of question paper: a) by the paper setter, b) by chairman/members of BOE c) at the stage of printing d) at the exam center by the Chief/Deputy Superintendent	Impose a penalty of Rs.25,000/-+ other disciplinary action as per rules Impose a penalty of Rs.35,000/- each + other disciplinary action as per rules Impose a penalty of Rs.50,000/-+ other action as per terms and conditions of the agreement, if printing is outsourced and disciplinary action in case printing is done in the University Impose a penalty of Rs.35,000/-+ other disciplinary action as per rules
15. Any other kind of mistakes which are not covered above.	Impose a penalty of Rs. 2000/- for each mistake/-+ other disciplinary action as per rules.

D. DURING EXAMINATION: AT THE EXAMINATION CENTRES:

1. Opening of wrong question paper packets by Chief Superintendent	Impose a penalty of Rs.10,000/-+ other disciplinary action as per rules
2. Not keeping question paper under safe custody by the Chief Superintendent.	Impose a penalty of Rs.10,000/-+ other disciplinary action as per rules
3. Distribution of wrong question paper at the examination center.	Penalty of Rs.10,000/- The expenses that are to be incurred to conduct re-examination will have to be recovered from person responsible and disciplinary action as per rules
4. Allowing candidates after half an hour of the commencement of Exam by the Room Superintendent.	Impose a penalty of Rs. 2000/- per candidate
5. Not signing of answer scripts by Room	Impose a penalty of Rs.2000/- for each

	Superintendent by verifying Reg. No's.	mistake.
6.	Allowing candidate without Hall Ticket for Examination.	Impose a penalty of Rs. 5000/- each.
7.	Not writing Sl.No. of script in the Room Superintendent report.	Impose a penalty of Rs. 2000/- each mistake
8.	Wrong entry of Sl. No. of script by the Room Superintendent Diary (Invigilation diary)	Impose a penalty of Rs. 2000/- each.
9.	Writing wrong Reg. No. in the Room Superintendent Diary.	Impose a penalty of Rs. 2000/- each.
10.	Absence of Chief Superintendent at the Examination Centre.	Impose a penalty of Rs. 5000/-
11.	Not reporting the absence of external Chief Superintendent by the Principal.	Impose a penalty of Rs.5,000/-
12.	Allowing any other person other than the candidate in examination (Impersonation)	Impose a penalty of Rs.10,000/- each and disciplinary action as per rules
13.	Dereliction or lapses of duty on the part of Deputy Superintendent / Room Superintendent/Relieving Superintendent	<p>Impose a penalty of Rs.5,000/- each and disciplinary action as per rules</p> <p>The Chief Superintendent shall immediately report the matter to the Registrar (Evaluation) and at his own discretion the Chief Superintendent may stop further assignment of invigilation work to the concerned Room/Relieving Superintendent.</p>
13.	Negligence of the supervising staff in discharging their duties leading to copying/ mass copying unruly behavior etc., on the part of the candidates affecting smooth conduct of examination	<p>1. The Superintendent/Deputy Superintendent and Room/Relieving Superintendent of the centre shall be imposed a penalty of Rs.5, 000/- each per event.</p> <p>2. A report to the management against them is to be sent to take disciplinary action and the action taken in the matter is to be communicated to the University and to the Directorate of Collegiate Education by the Management.</p> <p>3 If the class III or IV Employees involved in such activities, their entire remuneration shall be forfeited and further disciplinary action shall be taken by the Management and University against them</p> <p>4. If such an action is not taken by the management, a penalty of Rs.1 lakh on the management be imposed. In addition to the above, the proceedings for the withdrawal of affiliation of the college shall be instituted.</p>

14	Any other mistakes committed at the Examination Centre	Appropriate penalty as decided by Enquiry Committee appointed by the University
15.	Not dispatching the answer scripts in time to the University as per the instructions given by the University.	Impose a penalty of Rs. 10,000/- for each day of delay and disciplinary action on the concerned persons as per rules and cancellation of examination center for 3 years
17.	Not sending the sessional / term work / project work /Internal Assessment marks/grading before the commencement of theory examination.	Impose penalty of Rs. 10,000/- per student on college
18.	In case marks are sent after commencement of theory examination and before announcement of results. <i>Under no circumstances above said marks sent after declaration of results shall be accepted.</i>	Impose penalty of Rs. 25,000/- per student on college
18.	Not conducting the practical examination by the Examiners after acceptance of the said work	Impose a penalty of Rs.10,000/- and shall be debarred from examination work for 2 years
19.	Allowing an ineligible candidate to write examination, without the permission of the Registrar (Evaluation) or without payment of fees, by the Principal.	Impose a penalty of Rs. 10,000/- each.
20	Insertion /Replacing of answer book/pages at the exam center	Impose a penalty of Rs.15,000/- each and disciplinary and criminal action
21.	Booking any student for malpractices with any ulterior intention by the squad members or for any other related mistakes	Impose a penalty of Rs.5,000/- and shall be debarred from examination work for 2 years
22.	Any other kind of mistake which is not covered above.	Impose a penalty of Rs.2,000/- for each mistake.

E. DURING CODING AND DECODING:

1.	Not keeping proper accounts of answer scripts bundles received from the exam centers.	Impose a penalty of Rs. 1000/- for each mistake
2.	Wrong coding of answer script.	Impose a penalty of Rs. 1,000/- each
3.	Disclosure of code numbers.	Impose a penalty of Rs. 15,000/- and disciplinary and criminal action.
4.	Not completing the work within stipulated time.	Impose a penalty of Rs. 1000/- per day
5.	Wrong decoding	Impose a penalty of Rs.1,000/- each
6.	Tampering with Marks of Examiners	Impose a penalty of Rs. 15,000/- for each case and disciplinary and criminal action

7. Disclosure of result before declaration by the University	Impose a penalty of Rs. 5,000/-
8. If the coding and decoding is done through scanning by any agency authorized by the University and if any above mentioned mistakes are committed by such agency	Any penalty specified above for respective mistakes and forfeiture of deposits and payments and damages of Rs.1 Lakh and other necessary action as per terms and conditions of Agreement

F. DURING VALUATION

1. Erratic valuation by the valuator	Impose a penalty of Rs.2,000/- per paper
2. Valuing the paper without competence by the valuator	Impose a penalty of Rs. 5000/-
3 Non valuation of a part of the answer	Impose a penalty of Rs. 5000/- each
4 Non valuation of a complete answer/non assignment of marks to an answer Five such mistakes	Impose a penalty of Rs. 3000/-each Forfeiture of the entire remuneration, conveyance etc., and a penalty of Rs. 3000/- and shall be debarred for 2 years from valuation work and disciplinary action
5. Wrong/non carrying of marks from inside to the Cover page of the answer script, etc,	Impose a penalty Rs. 3000/- for each mistake
6. Wrong writing of marks in figures and words in the OMR Sheet/marks list	Impose a penalty Rs. 1000/- per mistake
7. Wrong totaling by the valuator/reviewer.	Impose penalty of Rs. 1000/- each
8. Non-entry of marks / Wrong transfer of marks from answer scripts to OMR marks list.	Impose a penalty of Rs. 1000/- for each mistake
9. Displacing the answer script from one packet to another packet.	Impose a penalty of Rs. 1000/- for each mistake.
10. Awarding more marks by valuer/reviewer than the marks fixed for the questions.	Impose a penalty of Rs. 3,000/- per answer
11. Failure to round off the extra No. of answers by the valuator	Impose a penalty of Rs. 500/- each
12. Tampering with the marks given by the valuer/reviewer, indulging in any other malpractice by the Chief Custodian/custodians and other staff of valuation Unit	Immediate cancellation of appointment and relieving from work with forfeiture of remuneration, TA/DA and penalty of Rs 25000 and also disciplinary and criminal action be initiated.
13 Non issuance of instructions to valuers by the Chief Examiners/Custodians	To be debarred for 2 years from all types of examination work with penalty of Rs.5000.
14. Non-compliance with the rules and instructions given and doing the work in a disorderly manner, or deserting in the middle	Debarring from such work for 3 years and no remuneration to be paid for the work done and penalty of Rs.5000/- and disciplinary action
15. Failure of Principal of the college to ensure	Impose a penalty of Rs. 25000/- on

valuers appointed from their colleges to report to valuation or if valuers remain absent from valuation work	Principal of the college
16. Failure of valuer appointed from colleges to report to valuation or if valuer remain absent from valuation work	Impose a penalty of Rs. 5000/- on each valuer

Note: While making over the payment of remuneration, an undertaking from the examiners Chairman, etc. shall be obtained to the effect that fine or penalties would be acceptable by the receiver as provided under the ordinance.

G. VERIFICATION AND SCRUTINY:

1. wrong verification and scrutiny	Impose a penalty of Rs. 1000/- for each mistake.
2. Wrong totaling of marks	Impose a penalty of Rs. 1000/- for each mistake.
3. Tampering with Marks awarded by the Examiners in OMR marks list.	Impose a penalty of Rs. 15,000/- each and disciplinary and criminal action
4. Writing as Absent, though the candidate has appeared for the examination.	Impose a penalty of Rs 5,000/- per candidate.
5. Awarding of wrong exemptions	Impose a penalty of Rs. 1,000/- per such exemption.
6. Not putting initials for the corrections/over writings.	Impose a penalty of Rs. 100/- each
7. Not keeping the account of blank marks cards by the concerned	Impose a penalty of Rs. 5,000/-
8. Wrong carrying forward of previous years marks in ledger.	Impose a penalty of Rs. 1000/- each

H. DISPATCH OF RESULT SHEETS AND MARKS CARDS:

1. Dispatching the marks card without facsimile	Impose a penalty of Rs. 1,000/- each
2. Dispatching the blank marks card with facsimile.	Impose a penalty of Rs. 1,000/- each
3. Late dispatch of marks cards and Result sheet	Impose a penalty of Rs. 1000/-per course
4. Dispatching degree certificate without signature of the Vice-Chancellor.	Impose a penalty of Rs. 1,000/- each

I. GENERAL

1. Any breach of confidentiality relating to the examination work entrusted by the University.	Registrar (Evaluation) shall impose same penalty as provided above.
2. Failure to undertake the examination work assigned by the Registrar (Evaluation) without prior permission in writing	Impose a penalty of Rs.2000/- and disciplinary action as per service rules
3. Leaving the examination work before the completion.	The remuneration/ TA/ DA due to the concerned person shall be forfeited and a penalty of Rs.5000/-
4. In other cases of serious irregularities or gross dereliction of duties	Impose a penalty of Rs. 25,000/- for each case and disciplinary and criminal action

XXXII. Malpractice by Candidates Appearing in Examination, Procedure and Punishment under Section 77 of K.S.U. Act, 2000

1. Acts of Malpractice by Candidates Appearing in Examination

Malpractice means and includes any one or more of the following acts by a candidate appearing for the University Examinations to grant and confer Degree, Diploma and other Academic distinction on persons who have pursued a course of study or have carried on research.

- i. Unruly behavior in or near the examination hall.
- ii. Bringing into the Examination hall or being found while in the examination, in possession of any book, portions of a book, manuscript, material or any other matter not permissible to be brought into the Examination hall.
- iii Copying or taking aid from any material or matter to answer in the examinations.
- iv Communicating with any candidate or any other person in or outside the examination hall with a view to take assistance or aid to answer in the examination.
- v. Copying from the material or matter or answer of another candidate or similar aid or assistance is rendered to another candidate.
- Vi Making any request or representation or offers any threat or inducement to Supervisor/Room Superintendent or/ and any other official or officer of the University/College in the Examination Hall or to the Examiner in the answer script .
- Vii Approaching directly or indirectly the teachers, Officers or Examiners or brings about undue pressure or undue influence upon them for favour in the examination or valuation.
- Viii Inserting or substituting in the answer script sheets or sheets of answer script not supplied in the examination hall.
- ix Impersonating or allowing any other person to impersonate for him in the examination hall.
- x. Committing any other act omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or officers or authorities of the University/College.

2. Authority for imposing Penalty:

The Vice-Chancellor and the Syndicate shall impose penalties taking into account the recommendation of the Mal Practice Enquiry Committee.

3. Constitution, Powers and Functions of the Malpractices Enquiry Committee:

1. The Malpractices Enquiry Committee shall consist of two members one of whom shall be the Chairman, who shall be the Dean of the Faculty of respective course. Another member shall be the legal advisor/any other person authorized by him from out of the Bangalore University Panel Advocates approved by the Syndicate. There shall be one convener, who shall be an official of the University not below the rank of Assistant Registrar (Evaluation)

2. The Committee shall have all the powers to issue notice, summon the candidate and witness, record their statements and recommend appropriate punishment/penalty as per the Schedule of penalties provided hereto.

4. Procedure and Penalties:

1. No penalties may be imposed on a candidate except after an enquiry held, as far as may be, in the manner hereinafter provided.
2. The Malpractice cases reported by the Chief Superintendent/ Squad/Valuer/ Custodian in sealed covers to the Registrar (Evaluation) shall be opened before the Committee only. The Committee after verifying the report and recording the material enclosed thereto shall make an endorsement to that effect.
3. The Malpractices Enquiry Committee shall frame definite charges and cause to issue notice communicating such charges together with a statement or allegation on which they are based, to the candidate in writing and he/she shall be required to submit within 15 days from the date of receipt of notice or within such time as may be specified by the committee a written statement of his/her defence or admission of the guilt. In case the student fails to submit written statement of his/her defence or admission of his/her guilt within the stipulated period, the Committee shall hear the matter ex-parte and make necessary report.
4. In case of contest by the student, the committee shall proceed to conduct a summary enquiry by providing a fair and reasonable opportunity to the student. On conclusion of the enquiry the committee shall record its finding about the commission of guilt by the student or otherwise and shall submit a report along with recommendation of the committee based on the findings recorded.
5. The candidate may present his/her case himself/herself but shall not engage a legal practitioner for the purpose.
6. The Malpractices Enquiry Committee shall, in the course of enquiry consider such documentary evidence and take such oral evidence as may be relevant or material in regard to charge or charges. The candidate shall be entitled to cross examine any witnesses summoned by the committee to give evidence in defence. The person presenting the cases and in support of the charges shall be entitled to cross examine the candidate and the witnesses examined in defence.
7. At the conclusion of the enquiry, the Malpractice Enquiry Committee shall submit a report with findings on each of the charges together with all the documents and recommend either for imposition of penalty or exoneration of the student to the Vice-Chancellor.

8. The Vice-Chancellor in turn shall, place the report before the Syndicate which shall consider and impose the penalty for various types of Malpractices as detailed in the schedule or as recommended by the Malpractices Enquiry Committee or exonerate the student as the case may be

5. The Procedure for Reporting Malpractice Cases:

- a) The Room Superintendent /Invigilator shall seize the incriminating material and the answer script or other substance forming part of answer and report the same to the Chief Superintendent immediately, if he/she notices a malpractice being committed by the candidate.
- b) If the candidate refuses to hand over the incriminating material or destroys or runs away with the material (causes to disappear) the facts shall be noted duly witnessed by two members of the supervisory staff and report the matter to the Chief Superintendent immediately.

If the candidate refuses to give the statement the candidate should be asked to record in writing his refusal to give a statement. If he/she refuses to do even that, the facts shall be noted, duly witnessed by two members of the supervisory staff.

- c) The Chief Superintendent shall hold a preliminary enquiry, record the report of the Room Superintendent, the statement of the candidate in the presence of a teacher other than the Room Superintendent concerned. He/she shall forward a report along with the answer script or other substance or the incriminating material in a sealed cover or box, to the Registrar (Evaluation) by name, who, in turn, shall place before the Malpractice Enquiry Committee all the materials and records received by him/her.

The Chief Superintendent shall forthwith suspend the candidate from writing the examination and withdraw the admission ticket.

- (d). The examiner/reviewer, shall, if he/she suspects malpractice while valuing the answer script shall forthwith stop further evaluation and return the answer script with a report prepared by him under his/her name and signature to the Custodian who in turn shall forward the same to the Registrar (Evaluation) along with his/her remarks under his/her name and signature. If the suspicion arises or malpractice is suspected after script is already valued, marks shall not be entered in the OMR Sheet or marks list along with other students but enter them in a separate list and hand over to the custodian who in turn in a sealed cover shall forward the same to the Registrar (Evaluation).

6. SCHEDULE OF PENALTIES:

Sl.No.	NATURE OF MALPRACTICE	PENALTY TO BE IMPOSED
1.	Revealing the Identity of the candidate by putting any mark, symbol etc., in the answer paper	a) Fine not less than Rs. 5000/- b) Withholding and forfeiture of the performance of the examination.
2.	Possession of manuscript/printed or	To deny the benefit of performance of the

	typed matter, books or notes/ impermissible electronic gadgetes.	examination for which the candidate has appeared and debar him/her for a further number of chances extending up to TWO more examinations and penalty of Rs. 5000/-.
3.	Possession of manuscript printed or typed matter. Book or notes and found copying.	To deny the benefit of performance of the Examinations for which the Candidate has appeared and debar him/her for a further number of chances extending upto THREE more examinations and penalty of Rs. 5000/-.
4.	Identical answers in the answer scripts of different candidates as a result of copying. Copying or allowing a candidate to copy from his/her answer script.	To deny the benefit of performance of the Examination for which the candidate has appeared and debar him/her for a further number of chances extending upto TWO more examinations and penalty of Rs. 5000/-.
5.	Appeal to the examiner with money as enclosures to the answer book, use of abusive/obscene language, or threatening words in the answer book.	To deny the benefit of performance of the said paper of the examination for which the candidate has appeared and penalty of Rs. 10000/-.
6.	Found giving or receiving assistance at the examination, passing on the question paper/ answer script/ additional sheet for purpose of copying	To deny the benefit of performance of the examination for which the candidate has appeared and debar him/her for a further number of Chances extending upto THREE more examinations and penalty of Rs. 5000/-.
7.	Insertion of additional sheets/use of an answer book which is not issued at the examination hall/ insertion of any papers during or after examination at any stage.	To deny the benefit of performance of the examination for which the candidate has appeared and debar him/her for a further number of chances extending upto FOUR more examinations, period of debar, however, not to exceed THREE years, not to exceed THREE years, excluding the Examination already taken and penalty of Rs. 15000/-.
8.	Impersonation, found guilty of deliberate preplanned arrangement to cheat in the examination.	To deny the benefit of performance of the examination for which the Candidate has appeared and debar him/her for a maximum of SIX more examinations and penalty of Rs. 25,000/-..
9.	Abusing, threatening or and man-handling the examination authorities at the examination hall or in the premises of the examination centre, misconduct of a very serious nature.	To deny the benefit of performance of the examination for which the candidate has appeared and debar him/her for a further number of chances extending upto FIVE more Examinations depending on the degree of misconduct and penalty of Rs. 10,000/- and criminal action
10.	Submitting wrong information and claiming any advantage as	To deny the benefit of performance of the examination for which the candidate has

	handicapped/blind	appeared and penalty of Rs. 25000/-.
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11. GENERAL

1. The committee is empowered to recommend suitable punishment for any malpractice which is not covered under any of the items defined in the above schedule of penalties.
2. Candidates involved in malpractice shall not be permitted to keep terms for the next higher course or pursue other alternative courses till their term of punishment is over. They shall also forfeit their scholarship/fellowship/financial assistance/admission in hostel during that period.

XXXIII. Grant of Extra Time in Examination to differently-abled (Blind and Physically Handicapped) Students and appointment of scribe

During Examination, some students having handicap of serious nature due to which they cannot write in normal speed and blind students do need extra time, as they have to dictate to another person.

The granting of extra time to such candidates is subject to fulfillment of the following conditions:

1. The nature of the handicap must be such as it seriously affects the candidate's speed of writing.
2. The candidate must produce a certificate from the concerned District Surgeon/Medical Officer, Health Centre, Bangalore University, clearly spelling out the nature of the handicap or extent of defect which affects the speed of writing.
3. The candidate must submit an application at least 2 months before the commencement of examination with medical certificate to the Principal/Head of the Department/Institution for considering the handicap and his assessment of the writing. Performance of the candidate as observed repeatedly at the institution must also be taken into consideration.
4. Each case shall be examined on merits and decided regarding granting or not granting extra time and where such extra time is granted the ratio or quantum of extra time shall be stipulated in clear terms for compliances at the examination centre. Under any circumstances, the extra time shall not exceed 20 minutes per hour.
5. Any person, suggested by the differently abled examinee for appointment as scribe/helper to write the examination and who is not writing the same examination as the differently abled examinee is writing and also who is not studying in the higher class of the same course, may be appointed by the Principal/Head of the Department/Institution. In case of any change of such scribe/helper appointed earlier, the examinee shall obtain fresh permission from the Principal/Head of the Department/Institution.
6. The Principal/Head of the Department/Institution may grant permission as stated above under intimation to the Registrar (Evaluation).

XXXIV. Repeal and Savings:

1. The provisions of any Ordinance, Order, Rule or Regulations in force shall be inapplicable to the extent of their inconsistency with these Ordinance,
2. The University shall issue such orders, instructions etc and prescribe such format, procedure etc as it may deem fit to implement the Provisions of these Ordinance.
3. In case of any difficulty in the implementation or giving effect to the provisions of these Ordinances, the Vice-Chancellor decisions shall be final.

XXXV. APPENDICES:

A) Acceptance of Examinership

ACCEPTANCE FORM

From

To

Name:
(In Block letters)

The Registrar (Evaluation)
Pareeksh Bhavana
Bangalore University
Jnanbharati Campus
Bangalore 560 056

Address:

College:
Ph/Mobile:

Subject:

Residence
Ph:

Sir/Madam,

I wish to intimate to you my acceptance/non acceptance of the invitation communicated in your letter No.....

I agree to maintain confidentially about this offer.

I have no relative / member of my family appearing at the examination. Nor have I coached any Student/s for the examination at which I have been invited to examine.

I have not written any guides or given any tuitions for students with reference to the examination at which I have been invited to examine.

I have not registered myself for any examination (Regular or External) of this University (Registration for Ph. D is exempted)

I further agree to abide by all the rules and regulations of the University with respect to my assignment.

Date :

Yours faithfully,

Place :

Note: All the confidential letters should be addressed to the Registrar (Evaluation) by name.

B) Requirements of Documents for Issue of Marks Cards, Certificates, Provisional Degree Certificates, Transcripts etc.

1. FOR ISSUE OF DEGREE CERTIFICATE

- a. An application in the prescribed form.
- b. Xerox copies of all attempt wise Marks Cards from first to final.
- c. Prescribed fee in the form of D.D.

2. FOR ISSUE OF PROVISIONAL DEGREE CERTIFICATE

- a. An application in the prescribed form.
- b. Xerox copies of all attempt-wise Marks Cards from first to final or (result sheet attested by the Principal/Chairperson only in case of final year, when result is announced but marks cards not issued)
- c. Prescribed fee, if not paid earlier in the form of D.D.

3. FOR ISSUE OF COMPLETION CERTIFICATE

- a. An application in the prescribed form.
- b. Xerox copies of all attempt-wise Marks Cards from first to final.
- c. Prescribed fee in the form of D.D.

4. FOR ISSUE OF TRANSCRIPT

- a. An application in the prescribed form.
- b. Xerox copies of the certificates on which attestation is to be made.
- c. Prescribed fee in the form of D.D.

5. FOR MARKS/DEGREE CERTIFICATE CORRECTION

- a. An application in the prescribed form.

- b. Original Marks Card/Degree Certificate.
- c. Proof of correct name in case name correction such as Eligibility Certificate, Lower Exam Marks Cards, or any other document acceptable to University.
- d. For any other mistake in the Marks Card, the nature of mistake to be distinctly indicated in the application.
- e. Prescribed fee in the form of D.D, if applicable.

6. FOR ISSUE OF DUPLICATE MARKS CARD/DEGREE CERTIFICATE

- a. An application in the prescribed form.
- b. Sworn affidavit in the prescribed form.
- c. Proof of police complaint in this regard.
- d. Prescribed fee in the form of D.D.
- e. A news paper clipping in case of Degree Certificate in this regard.