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## **1. POST-EXAMINATION WORK/ ACTIVITIES**

### **Pre-Evaluation Processing of Theory Answer scripts**

- Code Number Printing of Answer-scripts may be undertaken after due random shuffling of the Answer-scripts. The part revealing the identity of the candidate is then cut off from the cover page of the Answer-script in a secure manner and stored safely in the custody of the COE as quickly as possible.
- The Identity masked and code number printed Answer-scripts are then packed in packets.
- On the day of commencement of Central Valuation (if any), the Identity masked Answer script packets shall be transferred to Valuation Centre and Custody Transfer to Chairman of the respective BoE. In the case of the valuation done by the course teacher himself/herself, he/she has to collect the answer scripts from the examination section after verifying the number of papers.

## **2. CENTRAL EVALUATION OF THEORY ANSWER SCRIPTS (IF IMPLEMENTED)**

- A period of Central valuation of answer scripts is finalized by the COE in consultation with the respective Chairman of the Board of Examiners.
- The shortlisted examiners are issued appointment order to evaluate the answer-scripts of the University examination along with a form in which they shall express their acceptance/ decline of the offer within the stipulated period.
- All theory answer scripts shall be sent to the central valuation center (CVC) securely after the due process of assigning Dummy numbers and removal of the flap containing the examinee's Register number.
- Only examiners duly appointed by COE/ the Chairman, Board of Examiners, approved by the University should be assigned valuation work and none else.
- The Chairman of the Board shall ensure that the Registers pertaining to issuing of Answer- scripts to the Examiners, receiving of assessed answer-scripts from the Examiner are maintained properly.
- Only one packet of answer-scripts shall be given for valuation, one after another i.e., after completing the Valuation of answer scripts of the previous packets. Only 40-60 answer scripts should be issued for evaluation to each examiner in a day.
- The Chairman of the Board shall remind the examiners to ensure that the papers are valued strictly in accordance with the scheme of valuation, if any, and that the papers are notvalued in a hurry.






- Daily account to be maintained regarding the number of answer packets valued and number of OMR sheets sent to the COE from time to time with acknowledgement.

### **3. APPOINTMENT, DUTIES AND RESPONSIBILITY OF EXAMINERS**

- No one can claim appointment as examiner or any other examination work as a matter of right.
- The COE shall appoint examiners for each examination from among the list of eligible examiners approved by the Vice-Chancellor 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. Under no circumstances can the Chairman of the BoE issue appointment orders on his/ her own. All Examiners will be required to submit their acceptance of the offer or otherwise.
- The Internal examiners shall normally not decline the assignment of examination work except in extraordinary situations since examination duty is treated as an essential service by the University.
- The external examiners shall intimate their acceptance or otherwise as soon as they receive the communication from the University or in the prescribed time limit. The acceptance of the offer may also be informed by email to the COE. If no communication is received within the prescribed time limit, it will be presumed that the assignment is not accepted by the examiner.
- If by chance, a subject has been assigned wrongly to the examiner, he shall indicate the same and decline the offer. He shall NOT accept an offer that is NOT related to his subject/ expertise/ knowledge domain.
- The Examiners shall maintain strict secrecy regarding their appointment and other work allotted in connection with the examinations.
- The Examiners shall NOT evaluate the answer scripts NOT related to his/ her subjects.
- The Examiners have to count the number of answer scripts in the packet and ensure that it tallies with the claim on the Packet. The Examiners must ensure that code Number (if any) printed on the answer script shall not value the packets in case of any discrepancy. Discrepancies, if any, should be brought to the notice of the Chairman, BoE immediately.
- The examiners shall value the scripts strictly in accordance with the scheme of valuation given by the paper setters, if any.
- 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.




  
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- The examiners shall write 'ZERO' wherever answers do not deserve any marks. The examiner should give marks only up to the first decimal places and should round off at the end to the nearest whole number. The examiner shall total up the marks.
- The examiner shall ensure that no answer or part of any answer is left out in valuation. The examiners should read the answer script in detail and evaluate the scripts.
- The marks awarded for each question shall be entered in the appropriate row & column on the mark-table on the Front Page of the Answer-booklet. The total marks shall be entered both in figures and words with his/ her signature.
- The examiner shall not take the answer scripts out of the valuation center under any circumstances.
- If the examiner during valuation of the scripts suspects any case of malpractice, he/she shall immediately report it to the Chairman of BoE through the Custodian. He/she shall submit the suspected script after valuing it fully along with his/her report to the Chairman of BoE, who in turn shall forward the same to the COE. He/she shall enter such references in the marks list against the register number / code number.
- The examiner shall report to the COE, 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.
- The examiner shall prepare marks lists in the prescribed proforma provided for the purpose.

#### **4. PRACTICAL/ CLINICAL/ VIVA-VOCE EXAMINATIONS**

- The University shall notify the examination schedule of conduct of Practical/ viva-voce examinations at least two weeks prior to the Practical examinations. Detailed time table of the Practical examinations, subject wise, batch wise etc. shall be announced by the Chairman, BoE, wherever necessary.
- The University shall appoint Examiners (preferably Internal) for Practical examinations for different courses/ subjects from the panel of examiners submitted by the respective Boards of studies. Whenever Internal Examiners are appointed, all efforts should be made to appoint the faculty who handled the practical classes during the respective academic period. When several teachers are involved in handling the classes, they shall be appointed by rotation. The HOD of the concerned department/ Chairman of BoE shall be responsible for the conduct of the practical/ viva- voce examination(s) in the respective departments.




  
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- The required number of answer booklets and other material shall be demanded and obtained from the University by the Chairman, BoE/ HOD well in time for practical examinations.
- Candidates shall be in possession of Hall Tickets on all the days of Practical examinations. In the event of non-possession or loss of Hall Tickets the HOD is empowered to permit the Candidate to appear in the examination in exceptional circumstances and after verifying the identity of the candidate.
- Practical answer scripts after the practical examination shall be packed in separate covers and sent to the University after completion of all the Practical examinations.
- Marks allotted by the examiners for the practical and viva-voce examination shall be entered in words and figures on prescribed format and enclosed in covers prescribed for the same.

## **5.REMUNERATION/ HONORARIUM/ ALLOWANCES**

- Remuneration/ Honorarium/Allowances etc., shall be paid to the Chairman and the Members of the BoE (if permissible), Paper-setters, Examiners, Chief Superintendents, Hall Superintendents, Observers 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. After completion of the assigned duties and after necessary documentation, at the University, along with TA/DA, remuneration for valuation, as per the decision taken by CUJ from time to time.
- Remuneration for the appointed staff other than examiners shall be consolidated and claimed from the University on the prescribed form at approved rates.
- In cases of practical/ viva-voce examinations, the Examiners shall submit their remuneration claims in appropriate Form along with the marks-sheets, Answer-scripts, attendance statement of candidates to the COE.
- The claims of assistants at practical/ viva-voce examinations shall be prepared by the assistants themselves on separate prescribed Form, countersigned by the examiners concerned and the Chairman of the BoE.



  
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## **6. Post-Evaluation Data Processing/ Tabulation**

- There shall be restricted/ classified zones within the office of COE with adequate security measures to ensure that no unauthorized person has access to sensitive materials or information that would affect the outcome of examination process. Only authorized persons shall have access to these areas.
- All the data processing relevant to the marks shall be done in these restricted/ classified zones.
- Marks Tabulation and Validation
  - i. The results of each of the examinations shall be tabulated in the Examination Database maintained on well secured Computer server with restricted access. The person responsible for such activity may be referred to as Marks-Tabulators.
  - ii. Marks-Tabulator(s) shall be appointed by COE with the approval of Vice-Chancellor. Marks-Tabulator(s) shall be staff members of the University working in the office of COE. They shall possess sufficient computer programming and database (SQL & RDBMS) skill and experience.
  - iii. The marks tabulated by the Marks-Tabulator shall be scrutinized and validated by a Validator who shall be appointed by the COE. Validator(s) shall be drawn from the teaching faculty of the University.
  - iv. The Validator shall: Check the posting made by the Marks-tabulators from the original statement submitted by the examiner Check totals/aggregates posted by Marks-tabulator; Check the implementation of the resolutions of the Passing BoE; Check the result prepared by the Marks- Tabulator for failures, honors such as Distinction, Pass, Fail, and Absentees etc. Validate the Grades, GPA and CGPA etc. computed on the basis of the marks obtained by the candidates in examination. Any other discrepancy/ errata/ manipulation/ inconsistency etc. that might have crept into the marks database.

## **7. PASSING BOARDS OF EXAMINERS MEETING**

### **General Guidelines**


- The Passing Board shall meet at within the University campus on the assigned day with select members as appointed by COE from the respective Board of Examiners.
- The members shall consider any moderation issues arising out of wrong/ out-of-syllabus questions/ unsolvable problems, etc. and the amount of marks to be awarded to the candidates affected by such issues.
- The members shall review the shortfall in marks of failed candidates for each subject and arrive at the criteria for awarding grace marks in such a manner that marginally failed candidates may clear the course/subject. The award of grace marks shall be subject to the conditions given in Section 7.2.



### **Award of Grace Mark/ Moderation of Marks**

- Moderation of marks may be carried out in special/ unique circumstances such as, out- of syllabus question, wrong question etc., so as to benefit all the candidates in a paper/ subject of the examination irrespective of the marks secured by candidates individually.
- The moderation of marks may be done on the basis of the representation by the examinees concerned or on the basis of the unanimous decision of the Board of Examiners concerned for valid reasons that have to be substantiated in the minutes of the BoE meeting.
- Grace marks to a maximum of 3 marks prescribed for an examination will be awarded to a candidate failing in not more than 1 theory papers, as the case may be in which minimum pass marks have been prescribed; provided the candidate passes the examination by the award of such Grace marks. This will be applicable only to those students who have not availed any exgracia with reference to the attendance on medical grounds etc.
- No grace marks shall be awarded in the case of failure in Practical examination(s).
- If a candidate who passes in all subjects and heads of passing in the examination without the benefit of any grace marks but misses Distinction or First Division by marks less than 3 his/ her aggregate in the final examination, such grace marks shall be awarded to him/ her so as to entitle him for the respective higher division, as the case may be. Such marks shall be added to the paper in which he/ she gets the least marks in the final. The marks entered in the marks-sheet will be inclusive of such grace marks and it will not be shown separately.
- The Grace marks will be awarded only, if candidate appears in all the papers prescribed for the examination in case of regular candidates or all the failed papers in case of candidates writing supplementary examinations. Absence of a candidate in any paper(s) that he or she has registered for the examination will make him ineligible for grace marks.
- While awarding grace marks for more than one paper/ subject, the papers/ subjects of passing shall be selected for award of grace marks in the order of decreasing (maximum => minimum) grace marks required for obtaining the required marks for passing so as to give maximum benefit for the candidate.
- Grace marks shall be awarded only to the required extent to help the candidate pass the paper/subject and not more even if the candidate has a higher limit of eligible grace marks in that examination.
- In case of professional degree/ diploma programs, the grace marks awarded shall be in concurrence with the rules and guidelines, if any, of professional statutory bodies at the All India level such as AICTE, MCI, DCI, PCI, Bar Council, etc.



  
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## **8.Result Finalization and Publication**

The results of the concerned examinations shall ordinarily be declared within 15 days of the last examination and the University shall dispatch the result along with the statement of marks and passing certificates (wherever necessary) to the Departments for distributing the same to the concerned students. The results shall be published on the University website.


### **Results Withheld and their Declaration**

- If there is discrepancy in the subjects mentioned in the examination form and actual examination given by the candidate, the results of such examinee will be withheld and will be declared after due confirmation of the term that he/she had kept with approval of the Chairman, BoE & Controller of Examination.
- The results of those candidates held in reserve for malpractice and/or lapse in the examination will be declared as per the resolution passed by the Examination Malpractice Enquiry Committee.
- The result of the candidate writing wrong subject in the examination form and actually appearing for the different subject shall be withheld. The result of such candidate will be declared after confirming from the Chairman of BoE regarding the subject and payment of a prescribed fine.
- The results reserved for dues payable to University and/or College shall be declared on confirmation of payment of the said dues.

## **9. GRIEVANCES IN EXAMINATIONS**

- The examination system of the University shall also provide for mechanisms to redress/ resolve any reasonable and valid issue(s) of grievances and provide relief to the concerned Candidates. All such matters shall be resolved subject to the University rules and regulations.



  
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## **Re-evaluation**

- Re-evaluation is applicable only for theory papers and shall not be entertained for other components such as practical/ Thesis/ Dissertation etc.
- Every application for revaluation should be submitted by the candidate in the prescribed form along with the prescribed fee so as to be received by the Controller of Examinations within TWO WEEKS of publication of the result.
- Re-evaluation of answer-scripts can be sought only with at least one affirmation by a teacher relevant to the subject as mentioned below and that any of the criteria below are satisfied: Finds that any answer(s) to question(s) that has/ have not been evaluated Finds that the answer-script valuation in full or part is not justified and there is reasonable ground for re-evaluation.
- The application for revaluation shall be submitted to the Controller of Examinations through the HOD of the concerned Department of study with proper justification from HOD.
- The COE shall arrange for re-evaluation of such answer-scripts by an examiner from the approved panel of examiners. If there is a difference of more than 25% of maximum marks between the first valuation and Re-evaluation, the average of the original and re-evaluated marks shall be awarded to the candidate. Otherwise the candidate is entitled to the marks advantageous to him/ her.
- The marks awarded by the original examiner if marked on the answer scripts shall be concealed from the answer script and sent for revaluation.
- In cases of Re-evaluation(s), the University may provide two Answer-scripts of candidates who have secured high marks in the concerned paper/ subject to serve as bench-mark for re-evaluation.
- In all cases of Re-evaluation, Fees once paid will not be refunded. Applications which are late and not in the prescribed form and which are found defective in any respect will not be entertained and will be summarily rejected without notice. In the case of applications which are found in order, the University shall take steps to get the answer-scripts reevaluated.
- The result of the revaluation shall ordinarily be made known to the student through the Head of the Department within 2 months of the last date of receipt of applications by the Office of the Controller of Examinations. No interim enquiries of any kind will be entertained in this regard. It may be noted that the University can never set in any case a time limit for the issue of the results of revaluation. The University will also therefore, not be liable for loss of any kind sustained by candidates concerned on account of the delay, if any, in issuing the results of revaluation.





- Issue of Duplicate Hall Ticket/ Mark Statement/ Transcripts/ Consolidated Marks Statements/ Degree Certificate may be done after due application process with the necessary fees/ fine.

### **Name Change Of The Candidate During Study**

- A student who is currently enrolled may change or alter his/ her full, legal name on the permanent academic record by presenting the appropriate application along with the necessary supporting documentary evidence to the COE.
- The change of name in the records of the university may be sanctioned on any one of the grounds such as Marriage (Ladies), Adoption, Assuming a new name by any person which has been notified by the order of the Central Govt. or a State Govt.
- A female student who wishes to discontinue the use of her married name and resume use of her maiden name, or another name, shall present a copy of the divorce decree, or signed court order, showing court restoration of the maiden or other name.
- No change in his/her name will be made in the past records of the University.
- Students should send this application through the Head of the Department and Dean of the Faculty.
- The candidate should apply along with the attested copy of the 12th Standard and/or last eligible examination (on which candidate's eligibility is finalized).
- Documents required for change in name are as follows and must accompany the application for change in name: Govt. Gazette (Original copy) Affidavit (Ladies) (Original copy) Marriage Certificate (Ladies) (Original copy) Photocopy of the Statement of Marks of last examination
- After the necessary changes in permanent documents, corrected copy/ copies of the statement(s) of the marks and other certificates shall be issued on the payment of the fees applicable at that time.

### **Error Correction in Name**

- To correct the spelling or the proper sequence of the name which are not due to data entry errors, the student shall present a copy of his/ her birth certificate/ Secondary School Certificate/ other Government record such as Passport.
- Any errors in the Name of candidates printed in the Marks statement/ Certificate/ Hall Ticket may be brought to the notice of COE for necessary correction with appropriate evidence.



  
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## **10. Miscellaneous**

### **Internal Assessment Marks**

- The Internal Assessment marks shall be awarded as per the academic regulations of the individual programme.
- The Internal Assessment marks shall be submitted to the Controller of Examinations at the end of each academic session before the commencement of the University Examinations in the prescribed form provided by the COE.


### **Post-evaluation Custody and Disposal of Answer-scripts**

- The evaluated Answer-scripts shall be preserved safely for a period of at least six months from the date of publication of results in their original packets bundled together. The bundles are to be stacked in racks with proper ventilation and free from termites/ pests. The answer-book storage area to be fumigated and aired periodically so that they are preserved without any damage.
- Appropriate staff shall be assigned the responsibility of safe-keeping of the answer-scripts till they are approved by the VC for safe disposal.
- Records of all such bundles shall be maintained in appropriate computer database/ Register for easy retrieval at a later stage if necessary. Any retrieval and return of the answer-script(s) shall also be documented with date and time in the Register/ database.
- Answer-scripts shall be made available from the storage area for purposes such as Photocopying/ Re-totaling/ Re-evaluation etc. Such transactions shall be recorded.
- The details of all Answer-scripts so shredded/ destroyed/ disposed shall be documented and certified by the COE.

### **Scribes For Disabled Candidates.**

- The facility of Scribe/Reader/Lab Assistant may be allowed to any person who has disability of 40% or more if so desired by the person. Such candidates may be given compensatory time of one hour for examination of 3 hours duration.




  
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## **11. EXAMINATION AUDIT**

- Efforts shall be made to audit critical processes in the entire examination system by appropriate/designated team of academicians drawn from the senior faculty of the University.
- Efforts shall be made to audit the evaluation of theory answer scripts by examiners on a regular basis. Answer-scripts awarded with high, average and low marks shall be randomly sampled for such process. The marks shall be masked before the auditing, which shall be carried out by external examiners who shall not be from the same institute as the original examiner evaluating the Answer-scripts.



  
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