

CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERISTY

ORDINANCE No. 05

Conduct Of Examination

[Refer clause VI of Section 38]

- 1- In accordance with direction issued by executive council in consultation with academic council, the Registrar shall make all arrangement for the conduct of examination to be held by the University.
- 2- The Registrar shall prepare and duly publish a programme for the conduct of examinations specifying the date of each examination and the last dates by which applications and fees for examinations shall be paid by the intending examinees.
- 3-
 - i) The executive council shall determine in consultation with the Academic Council the centers of examinations and the Registrar shall in consultation with the Head of the institution where there is an examination center appoint Superintendent and Assistant Superintendent if any, for each examination center and shall issue instructions for their guidance:

Provided that for the purpose of appointment of an Assistant Superintendent at a center, the minimum strength of examinees appearing therefrom shall be atleast 200 in number.

ii) The Superintendent of the examination at each center shall be personally responsible for the safe custody of question papers and the answer books sent to him and shall render to the University office a complete account of used and unused question papers and answerbooks

iii) The superintendent shall supervise the work of invigilator working under him and shall conduct the examinations strictly according to the instruction issued to them by the University.

iv) The superintendent of the examination shall, whenever necessary a confidential report to the Registrar about the conduct of examination, mentioning therein the performance the invigilators and the general behavior of the examinees, He shall send a daily report on the number of examinee attending each of examinations, absentee roll numbers and such other information relating to the examinations being held at the center as may be considered necessary, alongwith any other matter which he thinks fit to be brought to the notice of the University. He shall also be responsible for maintenance and submission, of the account of advance money received and expenditure incurred in connection with the conduct of the examinations to the Registrar of the University.

v) The Centre Superintendent shall have the power to expel an examinee, from examination on subsequent examination days, on any of the following ground.

- a) That the examinee created a nuisance or serious disturbance at the examination centre.
 - b) That the examinee showed a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.
 - vi) If necessary, the superintendent may ask for police assistance to meet any unpleasant situation created by the candidate. The Registrar should be informed at the earliest about such incident.
 - vii) Unless otherwise directed, only teachers of colleges, University Teaching Department and Schools of studies shall be appointed as Invigilators by the superintendent, provided that a teacher of the subject of the written examination at any session shall not be an invigilator at such session of the examination.
- 4). It shall be the duty of center superintendent to ensure that an examinee is the same person who had filled in the form of application for appearing at the examination, by way of checking the photograph pasted on the form in case of male ex student and non-collegiate candidates and signatures (One already on the form and the other to be obtained in the examination hall) in case of all candidates.
 - 5). The University may change the examination center of the examinees, irrespective of a college to which they belong anytime it deems proper without assigning any reasons.
 - 6). The Registrar may, on the recommendation of the Center Superintendent appoint an amanuensis to write down dictation pertaining to answers to questions at the examination on behalf of an examinee who is unable to write himself / herself on account of severe short sightedness or sudden illness, provided that such an amanuensis shall be a man/woman possessing qualification of atleast one class examination lower than the examination concerned.
 - 7). The University may from time to time appoint observers or Board of observers to see that the conduct of the examination is strictly according to the rules and procedure laid down. In the event of the observer pointing out serious breach or procedure, the Kulpati may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination at the center and if any such action is taken, a report of the action taken shall be made to the Executive Council at its next meeting.
 - 8). The Executive Council may cancel an examination at all centres, if it is satisfied that there has been a leakage of question papers or any other irregularity which warrants such a step.
 - 9). The Executive Council may issue such general instructions for the guidance of the Examiners, Centre Superintendent, Tabulators, Collators, as it considers necessary for the proper discharge of their duties.
 - 10). Subject to the provision of this Ordinance, the Executive Council may from time to time make, alter or modify rules and procedure about the conduct of examinations.

- 11). (1) The result of Committee for each of the Faculties will be constituted by the Academic Council.
- (2) The functions of the Results Committee shall be as follows:-
- (a) To scrutinise and pass the results of the examinations conducted by the University after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards and to recommend to the Kulpati the action to be taken in any case where the result is unbalanced.
 - (b) To scrutinise complaints against question papers and to take necessary action;
 - (c) To decide cases of candidates who answered wrong paper;
 - (d) To decide cases of candidates whose answer books were lost in transit;
 - (e) To exercise such other powers as the Academic Council may delegate to it from time to time.

Note : If any action is to be taken against any Examiner, Centre Superintendent or Invigilator the matter shall be referred to the Executive Council with the recommendation of the Result Committee.

12). The Kulpati shall appoint two tabulators or two sets of tabulators for tabulating the results of the examinations and collators as necessary and he may issue general instructions for the guidance of tabulators in preparing the result of the examination.

13). If a candidate has any communication to make on the subject of his/her examination paper, it shall be made in writing to the Registrar directly.

14). Any attempt made by or on behalf of a candidate to secure preferential treatment in the matter of his/her examination shall be reported to the Registrar who shall place the matter before the Executive Council.

15). Except as otherwise decided by the Executive Council the examination answer books and the documents regarding the marks obtained by the examinees, except the tabulated results, shall be destroyed or otherwise disposed off after 6 months from the date of the declaration of the results.

16). The Executive Council may, by a resolution, authorize the Registrar to publish the results of the University examination as passed by the Results Committee on the notice board of the office of the University. The results, when published, shall simultaneously be communicated to the Principals of the colleges concerned.

17). The remuneration of the Examiners, superintendents, Assistant Superintendents, Invigilators, Tabulators and Collators and the deductions to be made in remuneration for errors noticed shall be as decided by the University from time to time.

18). No examinee shall leave the examination hall within half an hour of the start of the examination for any purpose whatsoever and no late comer will be permitted for the examination after half an hour of its commencement.

19). Examinees desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of 5 minutes. The absence shall be recorded & if the examinee fails to return within this limit of 5 minutes, he/she shall not be permitted to enter the examination hall, unless he/she gives convincing explanation.

20). A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues talking in spite of the warning by the invigilator, the answer book of such examinee shall be withdrawn and a second answer book supplied. Only the second answer book shall be sent for valuation. The first answer book shall be cancelled & sent to the Registrar by the Superintendent.

21). The superintendent of an examination center shall take action against an examinee who is found assisting or attempting to use unfair means in the examination hall or within the premises of the examination center during the hours of examination, in the following manner:

- i) The examinee shall be called upon to surrender all the objectionable materials found in his or her possession including the answer book and a memorandum shall be prepared with date and time.
- ii) The Statement of the examinee and the invigilator shall be recorded.
- iii) The examinee shall be issued a fresh answer book marked 'Duplicate-Using Unfair Means' to attempt answer within the remaining time prescribed for the examination.
- iv) All the material so collected and the entire evidence alongwith a statement of the examinee and the answer book duly initialed shall be forwarded to the Registrar by name, in a separate confidential sealed registered packet marked 'Unfair means' alongwith the observations of the Superintendent.
- v) The material so collected from the examinee together with both the answer book collected while using unfairmeans and the other supplied afterward, will be sent to the Examiner by the Registrar for assessing both the answer books separately and to report if the examinee has actually used unfairmeans in view of the material collected.
- vi) The cases of the use of unfairmeans at the examination as reported by the Centre Superintendent alongwith the report of the Examiner shall be examined by a Committee to be appointed by the Executive Council every year.

The Committee shall consist of

- a) One member of the Executive Council, one of the Deans of Faculties, and one teacher who is a member of the Academic Council nominated by the Executive Council.
 - b) One Student who is in the academic session immediately preceding was a member of any Board of Study, nominated by the Kulpati.
 - c) Registrar (Secretary).
- The Executive Council shall appoint one of the members included under (a) to be the Chairman of the Committee.

- d) The Committee shall after examining the cases, decide the action to be taken in each case and report to the Executive Council all cases of the use of unfair means together with the decision of the Committee in each case.

22). Where a candidate applies for revaluation the answer book in which revaluation is sought will be sent for valuation by the Kulpati, to two examiners (other than the one who initially valued it) at least one of whom shall be from a place outside the State of Chhattisgarh. Ten answer books valued by the same examiner and a copy of the memorandum of Instructions for the guidance of examiners if prepared by the paper setter will be sent to each of the two examiners to enable them to evaluate the answer book concerned in the light of the standard set by the examiner and the memorandum of instructions. If less than ten candidates had appeared at the examination in the paper concerned the answer book of all the candidates shall be sent to each of the examiners. Each of two examiners shall receive remuneration as decided by University for the revaluation of an answer book.

- 2) If the marks awarded in the paper by any of the two examiners varies from the marks given by the original examiner by more than 10% of the maximum marks in the paper, the average of the marks awarded by two of the examiners, the original examiner and the two revaluers and nearest to each other will be taken to represent the 'correct valuation'. This average of marks will be awarded to the candidate for the revision of his result.

Provided that subject to the condition that atleast one of the variations from the original marks is more than 10% of the maximum marks in the paper if two difference in marks allotted by the three examiners are equal, the two marks to the best advantage of the candidate shall be taken into account for arriving at the correct valuation.