

ORDINANCE NO - 18

Conduct of Examination

(Approved by Governor Office letter no.:2369/2999/2017/रास/यू-4 dated 25.05.2017)

Date of Examination :

1. The dates of all Vishwavidyalaya Examinations shall be fixed by the Shiksha Samiti in accordance with the Ordinance relating to those examinations.

Appointment of Examiner :

2. (1) That the examiners shall be appointed for the votions examinations of the Vishwavidyalaya in accordance with the provisions laid down in the Statute No. 32.
- (3) Two other persons appointed by the Shiksha Samiti from among professors and Readers of the Vishwavidyalaya their term of appointment being three years.

Provided that :-

In case in which, in the opinion of the Kulapati, immediate action is necessary, examiners may be appointed by the Kulapati.

- (2) The committee shall recommend persons for appointment as examiners from among persons approved by the Shiksha Samiti in this behalf.
- (3) In the absence of the Kulapati, the senior Dean shall preside at meetings of the Committee.

Moderation Committee :

3. (i) There shall be a Committee for moderating question papers for examinations in the subject or subjects comprised in each Department of study, which shall consist of the following persons, viz :-
 - (1) The Head of the Department of study.
 - (2) One Professor or Reader, other than the Head of the Department, appointed by the Shiksha Samiti.
 - (3) The Dean of the Faculty (Chairman).
 - (4) One member to be appointed by the Vice-Chancellor from among teachers of the University.

Conduct of Examinations :

4. (i) The Shiksha Samiti shall appoint officers-in-charge for each examination center and shall issue instructions for their guidance;
- (ii) Copies of question papers shall be printed or cyclostyled at such time as may be determined in each case by the Kula Sachiva with the approval of the Kulapati.
- (iii) The Kula Sachiva shall, at least a fortnight before the commencement of each examination forward to the officer-in-charge of each center the following papers :-
 - (a) The Numerical Return showing the number of candidates in each subject at the center;
 - (b) A programme of the examinations;
 - (c) The roll list of the candidates for the particular Examination;

- (d) A statement showing the names of the examiners in the subjects concerned;
- (e) Such other papers as are required for the proper conduct of the examination.
- (iv) (a) The Officer-in-charge of each center shall forward all answer books relating to the written part of the examination, to the Registrar of the Vishwavidyalaya, who shall forward all answer books for each written paper received from the various centers of examinations to the examiner concerned.
- (b) All answer books shall be stamped by the Officer-in-charge of examination with the Vishwavidyalaya stamp to be supplied by the Kula-Sachiva.
- (v) The Karyakarini Samiti shall issue such general instructions, approved in this behalf by the Shiksha Samiti for the guidance of examiners, as it considers necessary for the proper discharge of their duties, and shall prescribe suitable forms for the recording of the marks obtained by the examinees.
- (vi) Subject to any special directions made by the Shiksha Samiti in this behalf the Kula Sachiva shall be responsible for the arrangements connected with the conduct of all examinations of the Vishwavidyalaya.
- (vii) Invigilators at the Vishwavidyalaya examinations at all centers shall be appointed from the following persons in the order of preference in which they are named :
 - (a) Professors and teachers including the physical training instructors of colleges.
 - (b) Registered Graduates of the Vishwavidyalaya.
- (viii) The Kulapati shall appoint senior invigilator or center Superintendent for each center. The fee payable to the center Superintendent shall be as decided by the university from time to time day.
- (ix) Accompanists shall be appointed by the Centre Superintendent.

Preparation of results :

5. (i) A special examination committee consisting of three members, shall be appointed by the Shiksha Samiti each year to prepare the results of examinations and report these to the Karyakarini Samiti for publication. The Chairman of this Committee shall be the senior Dean of the Vishwavidyalaya.
- (ii) The Special Examination Committee shall recommended to the Shiksha Samiti the names of persons suitable to be appointed tabulators for the examinations of the year, and the Shiksha Samiti shall forward to the Karyakarini Samiti its recommendations after considering the recommenddations of the special Examination Committee. The Karyakarini Samiti after considering such recommendations, shall appoint two tabulators or two sets of tabulators and a scrutineer for tabulating the result of the examinations.
- (iii) The Karyakarini Samiti shall appoint the Kula Sachiva of the Vishwavidyalaya as Checker.
- (iv) Any discrepancy between the marks, as reported by the examiner to the tabulators and to the Kula Sachiva shall be reported to the special Examination Committee for such action as it deems fit.
- (v) The Kula Sachiva shall forward to the tabulators before the close of each examination all the necessary papers relating to it, e.g. the names of examiners the roll list of examinees, the forms for recording the marks, the statement showing the last dates by which the examiners are required to send their examinations. The tabulators shall keep strictly confidential all communications received by them by them in the course of the discharge of the duties,

- (vi) The tabulators shall receive the marks direct from the examiners and shall, on or before a date to be prescribed by the Karyakarini Samiti submit to the Kula Sachiva the results prepared in accordance with the instructions of the Special Examination Committee.
- (vii) The Kula Sachiva, after checking the results, shall place them before the Special Examination Committee which shall meet to scrutinize them, and shall prepare the results.
- (viii) Any attempt made by or on behalf of a candidate to secure preferential treatment in the matter of his or her examination shall be reported to the Kula Sachiva who shall place the matter before the Karyakarini Samiti.
- (ix) There shall be no re-examination of examinees answer papers. If an omission to mark any paper is discovered, the matter shall be placed for consideration before the Special Examination Committee, which shall order such action to be taken as it deems fit. If any such omission is discovered after the results are published by the Karyakarini Samiti, the Kula Sachiva shall call a meeting of the Special Examination Committee to consider the matter and it shall take such action with respect to it as it deems fit. If it orders the question or the paper to be marked, and if as a result of such marking, the examinee, having previously been declared to have failed, passes, the Kulapati shall be requested in the exercise of his powers under sub-section (4) of section 13 of the Act, to declare him to have passed in the division in which his marks entitle him to be placed.
- (x) Except as decided otherwise by the Karyakarini Samiti the examination answer-books and the details regarding the marks obtained by the examinees, except the tabulated results, shall be destroyed or otherwise disposed of after four months from the date of publication of the results in the Chhattisgarh Gazette.

Publication of Results :-

6. The Karyakarini Samiti shall publish the results of the Vishwavidyalaya examinations in the Chhattisgarh Gazette.

The Kula Sachiva shall place the proceedings of the Special Examination Committee before the Karyakarini Samiti along with the list of successful examinees as prepared by the Committee. The cross lists of examinees showing the subject or subjects in which examinees have failed to obtain the prescribed minimum number of marks, shall be prepared by the tabulators before the results are published; and it shall be the duty of the Kula Sachiva to compare with the cross lists, the list of examiners reported as Successful and, where necessary to ask the tabulators to make the necessary corrections in the lists.

(A) *Scrutiny of Results'*

- (1) Any candidate, who has appeared at an examination conducted by the University may apply to the Registrar for scrutiny of his marks in the written two papers in any subject and rechecking of his/her results such application must be made so as to reach the Registrar within 40 days or within 15 days after the dispatch of marks sheet by the University (whichever is earlier).

No such application for scrutiny shall be accepted after expiry of the aforesaid dates.

- (2) Application shall be accompanied by a fee as per schedule given below :-

¹ *(Approved vide Governor letter No. F 28-72001/RS/U.4/5780 Dated 16-10-2001)*

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|-----|------------------|---|---|
| (a) | For one paper | - | as declared by the Vishwavidyalaya
from time to time |
| (b) | For two papers | - | |
| (c) | Application Fees | - | |

Provided that for the purpose of this paragraph, each paper of post Graduate Examination in a subject shall be reckoned as a subject.

- (3) It is compulsory to submit the original marks sheet alongwith the application for retabulation.
- (4) As regards retabulation, such examination of a subject comprising of only one paper shall be treated one subject.
- (5) The result of retabulation shall be informed to the candidate after three months from the date of application.
- (6) A candidate shall not be entitled to a refund of the fees.
- (7) The result of the scrutiny shall be communicated to the candidate.
- (8) It has been decided that the permission to submit the Examination Form (Application) shall be accorded without late within 15 days after the declaration of examination results.
- (9) On receipt of such an application, the Kulpati shall cause the marks of the applicant as recorded on his answer books, to be scrutinized by one of the tabulators or a member of the Karyakarini Samiti as he may deem fit.
- (10) If as a result of scrutiny it is found that the candidate should be declared as passed or placed in higher division, the result of the candidate shall be revised accordingly.
- (11) If the student of B.F.A. and M.F.A. passes/qualifies the examination resulting retabulation, one month duration shall be granted after the last date of taking admission as regular student so that he/she may seek admission in UTD. Institution as a regular candidate as there is no provision to appear as private candidate in B.F.A. and M.F.A. examination.
- (12) For improving the division, all rules regarding the re-checking of his/her results shall be applicable to him/her treating such examination as usual one.

(B) *Revaluation of Answer Books*

- (1) Any candidate who has appeared at an examination conducted by the University may apply to the Registrar for revaluation of two papers.
- (2) Such application must be made so as to reach the Registrar within 40 days of the publication of result of the examination or within 15 days after the despatch of marks sheet by the University (Whichever is earlier).

No such application for revaluation shall be accepted after expiry of the aforesaid dates.

- (3) It is compulsory to submit the original marks sheet along with the application for revaluation.
- (4) There is no provision for revaluation of practical Examination, sessional work, Annual Assignmeny and Dissertation.
- (5) As regards revaluation, such examination of a subject comprising of only one paper shall be treated as one subject.
- (6) The result of revaluation shall be informed to the candidate after three months from the date of application.
- (7) Application shall be accompanied by a fee as decided by the university from time to time.

1. For one paper
2. For two papers
3. Application Fee

Provided that for the purpose of this paragraph, each paper of post Graduate Examination in a subject shall be reckoned as a subject.

- (8) A candidate shall not be entitled to refund of the fees.
- (9) Where a candidate applied for revaluation, the answer book, in which the revaluation is sought to 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. Five Answer Books valued by the same examiner and a copy of the Memorandum of instructions for the guidance of examiner if prepared by the paper Setter shall be sent to each of the examiners to enable them to evaluate the answer book concerned in the light of the standard set by the examiner and the memorandum or instructions. If less than five candidates had appeared at the examination in the paper concerned, the answer books of all the candidates shall be sent to each of the examiners. Each of the two examiners shall receive remuneration for the revaluation of an answer book as declared by the Vishwavidyalaya from time to time.
- (10) 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 05% 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 revision of his/her result provided that subject to the condition that at least one of the variations from the original marks is more than five percent of the maximum marks in the paper. If two differences in marks allotted by the three examiners are equal, the two marks to the best advantage of the candidate shall be taken into the account for arriving at the correct valuation.²
- (11) It has been decided that the permission to submit the Examination Form (Application) shall be accorded without late fees within 15 days after the declaration of examination results.
- (12) As there is no provision to appear as private candidate in B.F.A. and M.F.A. examinations, as such the failed candidate shall appear as an ex-student. If such student passes that examination resulting revaluation, one month duration shall be granted after the last date of taking admission as regular student so that he/she may seek admission in UTD/Institution as a regular candidate.
- (13) For improving the division all the rules regarding the revaluation shall be applicable to him/her treating such examination as usual one.³
- (14) A candidate, who has appeared in the papers of all the subjects of an Annual/ Semester examination and whose result has been declared and is not satisfied with the valuation, may apply to the Registrar in the prescribed form within 15 days from the date of the declaration of result.
- (15) When a candidate applies for revaluation the answer book in which revaluation is sought, will be sent for valuation by the Kulpati, to two revaluers (other than the original examiner) from a places outside the state of Chhattisgarh. Ten answer books valued by the initial 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 revaluers to

² (Approved by Governor Office letter no.:2369/2999/2017/रास/पू-4 dated 25.05.2017)

³ (Approved by Governor Office letter no.:3051/4016/2012/रास/पू-4 dated 19.06.2012)

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 two revaluers. Each revaluer shall receive a remuneration of per revalued answer-book, as prescribed by the co-ordination committee from time to time.

Provided that a candidate who has appeared either in part of an examination either annual or semester or supplementary examination in any of the subjects or papers as a backlog shall not be eligible to apply for revaluation.

Provided also that no revaluation may be allowed in case of scripts of practicals, fieldwork, sessional work, internal assessment, internal tests, tutorials & project work and dissertation submitted in lieu of the paper at the examination.

Provided also that a candidate who has appeared in all the subjects at the undergraduate examination shall not be eligible to apply for revaluation in more than two papers of two subjects unless he/she has secured at least 33% marks in each of the remaining subjects separately.

Provided also that a candidate who has appeared either at a semester or annual examination system of a postgraduate examination shall not be eligible to apply for revaluation in more than two papers, unless he/she has secured at least 36% marks in each of the remaining papers separately.

Provided also that a candidate appearing at a semester examination as ATKT/Second exam candidate shall not be eligible to apply for revaluation for his backlog subjects/papers as the case may be.

Provided also that a candidate who has appeared in all the subject/papers at the UG or PG examination either at annual or semester examination and has been declared pass at the said examination may also apply for revaluation in not more than two papers.

- (16) If the marks awarded in the paper by any of the two revaluers is higher than 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 the two nearest examiners shall be taken to represent the correct valuation. This average of marks shall be awarded to the candidate for the revision of his result.
- (17) Provided also that if after revaluation of answer-books there is a change in the original marks by more than 20% marks of the paper concerned, the answer script shall be referred to the third revaluer out of Chhattisgarh state and the average of three nearest revaluer shall be taken to be the correct valuation of the answer-book.
- (18) Provided also that in the event of change, the variation in the original award by the original examiner and the revaluers is more than 30% of the total marks of the paper concerned the original examiner shall be debarred from any examination work given to him at least for two years after adopting the proper procedure for such an action to be taken by the Executive Council.⁴
- (19) If student wants the photocopy of the Answer sheet (Theory paper) after revaluation, they must deposit the required fee (as defined by the University from time to time).
- (20) If the student got the certified copy of the Answer Sheet (Theory Paper) and still not satisfied from the obtained marks after revaluation, he can again apply for the revaluation

⁴ (Approved by Governor Office letter no.:3051/4016/2012/ररर/यू-4 dated 19.06.2012)

addressing to the Vice Chancellor with the required fee per paper (as defined by the University from time to time) within 15 days from the receipt of the certified copy of the Answer Sheet (Theory Paper).

In this regard, the Vice Chancellor will make a three member panel for valuation of the particular revalued Theory paper. The marks awarded by the three member panel will be treated as final marks but the calculation will be done as per the rule of revaluation defined earlier.

Supply of marks :

8. After the publication of the results of an examination, an examinee shall, on submission of an application, accompanied by the prescribed fee of Rs. 2/- and presented within six months of such publication, be furnished with the marks obtained by him thereat; provided that, with the special sanction of the Kulapati, the statement of marks may be supplied after the expiry of the above period, on submission of an application for the purpose together with additional fee of rupee one.
9. Notwithstanding any provisions to the contrary the Kulapati may, in exceptional circumstances, vary the various dates fixed for preparing the lists of persons suitable to be appointed examiners and appointing them under this Ordinance.