



DHANAMANJURI UNIVERSITY, MANIPUR

**EXAMINATION REGULATIONS
(2025)**

(Approved by the Academic Council vide Resolution No. 10/8/16.10.2025)

**DHANAMANJURI UNIVERSITY
IMPHAL, MANIPUR – 795001**

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DHANAMANJURI UNIVERSITY MANIPUR

In exercise of the powers conferred by Section 23 of the Dhanamanjuri University Act, 2017, the Vice-Chancellor of Dhanamanjuri University, hereby makes the following regulations, namely:

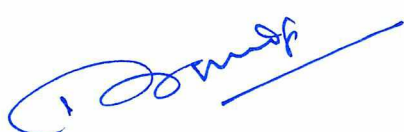
SHORT TITLE AND COMMENCEMENT:

- (a) These regulations may be called the Dhanamanjuri University (Examinations) Regulations.
- (b) These regulations shall come into force from on such date as the Syndicate may, be notification, appoint.

DEFINITIONS

(1) In these Regulations unless the context otherwise requires-

- i). **“University”** means the Dhanamanjuri University, Manipur established and incorporated as a University under the Dhanamanjuri University Act, 2017
- ii). **“Regulations”** means the Dhanamanjuri University’s Regulations for Undergraduate and post graduate Programmes in Science, Arts, Commerce, Physical Education & Sports and Law.
- iii). **“Controller of Examinations”** means the Controller of Examinations of the Dhanamanjuri University.
- iv). **“College”** means a constituent College/ college affiliated to the University / if any;
- v). **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
- vi). **Semester:** Each semester will consist of 15-16 weeks of academic work equivalent to 90 actual teaching days. In a bi-semester system, an academic year consists of two semesters. The odd semesters may be scheduled from July/August to December/January, and even semester from December/January to May/June.
- vii). **“Programme”** means an academic programme leading to award of UG certificate/diploma/degree and honours degree with or without research and Post graduate degree whichever is applicable.
- viii). **“Course”** usually refers to as 'paper', is a component of a Programme.
- ix). **“Credit”** defines the quantum of work-load for a course usually measured in terms of number of hours of instructions required per week in a semester. Generally, one credit is taken as one hour of lecture/tutorial or two hours of

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practical/ field work, per week in a semester or one week of internship. In terms of evaluation, one credit is roughly equivalent to 25 marks.

- x). **“Grade Point”** is a numerical weight allotted to each letter grade on a 10-point scale.
- xi). **“Letter Grade”** is an index of the performance of students in a course. Grades are denoted by letters O, A+, A, B+, B, C, P, F and Ab.
- xii). **“Semester Grade Point Average (SGPA)”** is a measure of performance of work done in a semester. It is the weighted average of the grade point, the weights being the credits of the various courses in a semester secured by a student in various courses registered in a semester. It shall be expressed up to two decimal places.
- xiii). **“Cumulative Grade Point Average (CGPA)”** is a measure of overall cumulative performance of a student over all semesters of a programme. The CGPA is the weighted average of the SGPA secured by a student in various courses in all semesters the weights being the total credits of all courses in each semester. It is expressed up to two decimal places.
- xiv). **“Transcript or Grade Card or Certificate”** is a grade certificate to be issued to all the registered students after every semester, based on the grades earned. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.
- xv). **“Core”** means a core course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a programme.
- xvi). **“DSE”** means a Discipline Specific Elective Course which is an elective course offered to advance knowledge and skill in the core domain.
- xvii). **“GEC”** means a Generic Elective Course which is an elective course to be chosen generally from an unrelated discipline/subject, with an intention to seek wide exposure.
- xviii). **“AEC”** means an Ability Enhancement Compulsory Course which is a course that leads to knowledge enhancement in the areas of either Modern Indian Language (MIL) or English Language.
- xix). **“SEC”** means a Skill Enhancement Course designed to promote skills pertaining to the main discipline/subject of study.
- xx). **“VAC”** means Value Addition Course designed to help develop all capacities of human beings - intellectual, aesthetic, social, physical, emotional, and moral in an integrated manner.

- xxi). **“Dissertation/Project/Internship”** is an elective course designed to acquire special/advanced knowledge through involvement in solving/ analysing/ exploring a real-life situation/ difficult problem.
- xxii). **Academic Bank of Credit (ABC):** It is a national-level facility for onboarding of Higher Educational Institutions (HEIs) and Academic Account by students. ABC will digitally store the academic credits earned by students from HEIs registered with ABC for awarding degrees/diplomas/certificates considering credits earned by students. ABC will ensure the opening, closure and validation of Academic Bank Accounts, credit verification, credit accumulation, and credit transfer, redemption for students.
- xxiii). **Multiple Entry and Exit Points:** These are stages where the students may have options for entry and exit in the academic programmes in HEIs to be facilitated through the facility created by the Academic Bank Credit scheme.
- xxiv). **“Candidate”** means the students to whom permission to sit for an examination has been accorded by the University, on his or her fulfilment of conditions, as may be specified and prescribed by the University for the Examination;
- xxv). **“Examination”** means the examination conducted by the University;
- xxvi). **“Examination Standing Committee”** means the committee in respect of the examination for the award of a degree or certificate in a course of Post-Graduate/Under-Graduate studies including B.VOC consisting of such members, as may be appointed by the Vice Chancellor;
- xxvii). **“Government”** means Government of Manipur;
- xxviii). **"Police Station"** refers to any police outpost or station.
- xxix). **"Professional College"** denotes an institution providing education in professional fields like Law, and other subjects designated as professional by the university statutes.
- xxx). **"Recognised Institution"** means any higher education institute affiliated, recognised, or associated with the university.
- xxxi). **"Recognised Teacher"** refers to an individual authorised by the university to teach at a college or institution affiliated with the university.
- xxxii). **"Statutes", "Ordinances", and "Regulations"** refer to the University's governing documents created under this Act.
- xxxiii). **“Syndicate”** means the university's executive council.
- xxxiv). **“Teacher of University”** means an Assistant Professor, Associate Professor and Professor and such other person as may be appointed for imparting instructions or conducting research in the University or in any college or institution maintained by the University and is designated as such by Ordinances and under this Act;
- xxxv). Unless otherwise defined in these regulations, all words and expressions shall have the same meaning as assigned to them in the Dhanamanjuri University, Manipur Act 2017, or any subsequent amendments thereto."

ADMISSION TO EXAMINATION(S)

3.1. Attendance:

- i). Attendance will be calculated from the date of commencement of classes or the date of admission, whichever is later.
- ii). A student attending at least 75% of the total number of classes held shall be allowed to appear at the concerned Semester Examinations subject to fulfilment of other conditions laid down in the regulations.

3.2. Applications for admission to university examinations shall be made in the prescribed form and forwarded to the Controller of Examinations by the Principal of the Constituent College/Affiliated College/Institution, or where the instruction is imparted exclusively by the University, through the Head of Department concerned.

3.3. Applications for admission to examination shall be accompanied by prescribed fees. Fees once paid shall not be refunded under any circumstances.

3.4. While forwarding the applications for admission to various examinations to be held in any year the Principal of the College or the Head of the Department, as the case may be, shall be required to certify in respect of each applicant as follows:

“that the candidate has satisfied him/her by production of a competent authority that he/she has passed/appeared the examination which qualified him/her for admission to the examination, and that the candidate has put in the requisite attendance at lectures, etc. and has paid the prescribed fee, and is otherwise eligible to appear in the respective examination.”

SCRUTINY OF APPLICATIONS

4.1. Applications received within the prescribed date shall be scrutinized at the Examination Section of the University under the supervision of the Controller of the Examinations and the eligibility of the candidates to sit for the examination applied for, be determined finally by the Controller of Examinations.

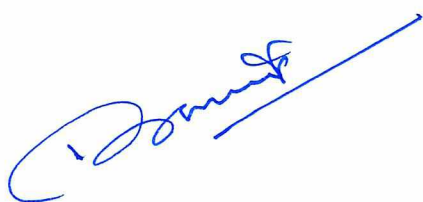
ALLOTMENT OF ROLL NUMBERS

5.1. Every candidate whose application has been accepted by the University for admission to an examination shall be allotted a Roll Number.

ADMIT CARD

6.1. Every candidate eligible to sit for the examination shall be issued an Admit Card by the controller of examinations through the Officer-in-charge of the concerned centres. On the back of the Admit Card, the instructions/rules to be followed/observed by the examinee in the Examination Hall be printed for information of the candidate.

6.2. Notwithstanding the issue of the Admit Card, the permission to appear at a University examination may be withdrawn before or during the course of examination for misconduct or otherwise, which in the opinion of the Vice-chancellor, justifies the candidate's expulsion.




- 6.3. Notwithstanding anything contained expressly or impliedly in these Regulations, the Vice-chancellor may, even after the publication of the result, withdraw retrospectively the permission granted to any candidate to appear at a University examination or may cancel the result of the candidate within four months of the publication thereof, if he is satisfied that:
- i) the candidate was ineligible for admission to the course but was wrongly admitted, or
 - ii) the candidate was ineligible to take the examination on account of shortage of attendance, but was permitted to do so by some mistake, or
 - iii) a discrepancy was found in the attendance record on account of which the candidate who had taken the examination was in fact ineligible, or
 - iv) a discrepancy was discovered in the award of marks, subject combination etc. which rendered the result of the candidate liable to be cancelled to his disadvantage. Provided that no such action shall be taken by the Vice-chancellor without giving an opportunity to the concerned candidate to show cause against the proposed action and provided further that such action shall require the confirmation of the Academic Council and the Syndicate.

EXAMINATION FEES

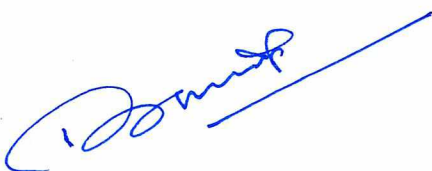
- 7.1. The fees for examinations shall be at the rates prescribed by the University from time to time.

RULES TO BE OBSERVED BY THE CANDIDATES

- 8.1. The doors of the Examination Hall/Room will be opened in the morning of the first day half an hour, and in the afternoon and on other days, fifteen minutes before the time fixed for the commencement of the examination.
- 8.2. The candidates should occupy their allotted seats 10 minutes before the commencement of the examination.
- 8.3. No candidates should be admitted to the Examination Hall after half an hour of the commencement of the examination in each session.
- 8.4. The candidates are required to bring their own pens, pencils, etc. They are also required to provide themselves with pencils, erasers, pencil sharpener, compasses and a straight ruler showing centimetres and inches or other drawing instrument wherever necessary in particular subjects like Geometry, Geography, Engineering subjects/Mathematics etc. They may also provide themselves with protectors and setsquares for similar proposes.
- 8.5. The candidates should not take any articles into the Examination Hall/Room except articles mentioned above and their Admit Cards and University Registration Receipt. They should leave their books, notes, mobile phones, etc. outside the Examination Hall/Room. Any articles carried in the Examination Hall/Room or found in possession of the candidate in contravention of the above instructions shall be liable to expulsion.



- 8.6. No candidate should be allowed to leave the Examination Hall/Room until an hour has elapsed after the commencement of the examination.
- 8.7. A candidate with permission of the Invigilator may leave the Hall temporarily for a short period of time for satisfying a call of nature under proper safeguards to render recourse to unfair practices impossible. Such permission will not normally be given during the last 30 minutes of the examination.
- 8.8. As soon as a candidate receives the blank answer book, he/she should check that it is numbered at the right top corner of the cover of answer book. If it is found unnumbered, he/she should at once get it replaced by a numbered one.
- 8.9. The candidates should write clearly in ink or ballpoint pen their respective University Roll No., Registration No. with year, name of the Examination, subject/paper at the appropriate space provided for the purpose on the answer book. In case, any correction/changes are required to be made in the Roll Number, the corrections/changes should be initialled by the Candidate as well as by the Invigilator.
- 8.10. The candidates should not write any objectionable or improper remarks in their answer scripts or attempt in any form to render identification of the script difficult by giving false Registration Nos., Roll Numbers or intentionally omitting to state Registration/Roll Numbers. The candidates must not write anything either on the question paper or on the Admit Card.
- 8.11. Loaning or interchanging of erasers or any other articles by the candidates is not permitted in the Examination Hall.
- 8.12. No candidate shall copy from the answer scripts of any other candidate nor permit his/her own answer scripts to be copied by other candidates. No. candidate shall give nor attempt to give nor obtain nor attempt to obtain irregular assistance of any description.
- 8.13. The candidates are required to produce their Admit Cards and Registration Card at the time of verification and marking of attendance of the candidates in the Roll Sheets by the Invigilator on duty. A candidate failing to produce them without satisfactory explanation shall be liable to be warned.
- 8.14. The candidates are required to sign their names on the Roll Sheets when they are directed to do so by the Invigilator/Officer-in-charge.
- 8.15. No candidate should leave the Examination Hall/Room unless permitted by the Invigilator to do so. He/She must not carry any examination materials e.g. question paper, answer book with him to the toilet or outside the Examination Hall/ Room. Before going to toilet the candidate must turn his/her answer script upside down.
- 8.16. Smoking or taking tea, etc. in the Examination Hall/Room is strictly prohibited.
- 8.17. Silence must be observed in the Examination Hall.
- 8.18. A candidate on the expiry of the allotted time must hand over his/her answer scripts; even it is blank, to the Invigilator before leaving the Examination Hall/Room. The answer scripts should not be left on the desk.



- 8.19. A signal will be given at the beginning of the Examination and 5 (five) minutes before the closing time. A signal will also be given at the closing time, when the candidates must stop writing or revising their answers. The candidates must not continue to write or revise their answers after expiry of the time allotted for the paper. Any candidate, who is found doing so, will be penalised.
- 8.20. The candidate must abide by such further instructions as may be given by Officer-in-charge/Invigilator of the Examination. If any candidate fails to do so or indulges in disorderly or improper conduct he/she will render himself/herself liable to expulsion from the examination/or imposition of such other punishment as the University Authority may deem fit.

EXAMINATION CENTRE

- 9.1. The University examination shall be held in the Examination Centres, viz. University Centres and Private Centres.
- 9.2. The University Centres shall function under the direct control of the University. For every University Centre there shall be an Officer-in-charge and Assistant Officer-in-charge who shall be appointed by the University and his/her subordinate Centre staff will be appointed by him/her according to the norms prescribed from time to time by the University.
- 9.3. A Private Centre shall be managed by a Centre Committee. The formation of the private Centre Committees must have the approval of the University. All expenses for conducting the examination at the Private Centres shall be borne by the concerned Centre Committee from the Centre fees realized from the candidates. The rates of expenses/remuneration for Private Centre staff and also centre fees will be determined by the University from time to time. The University will bear the expenses for dispatch of blank Answer Books and confidential papers only.

WITHDRAWAL/CANCELLATION OF A CENTRE

- 10.1. An Examination Centre may be withdrawn/cancelled on one of the following grounds:
 - i) A centre may be withdrawn if the college(s) fail to send up the required numbers of regular students prescribed by the University in the previous/last University examination.
 - ii) A centre may be withdrawn on the closer/shifting of the Police Station from the original place of the centre to a place beyond the radius of 8 km. or as may be determined by the University.
 - iii) A centre may be withdrawn on the failure of the Centre Committee to conduct the University examination smoothly.
 - iv) A centre may be withdrawn on failure on the part of the Centre Committee to comply with the Rules, Regulations and instructions framed by the University for the smooth conduct of the University examination.



APPOINTMENT OF OFFICER-IN-CHARGE OF EXAMINATION CENTRE

- 11.1. As mentioned above, for every Examination Centre there shall be an Officer-in-charge and Assistant Officer-in-charge who shall be appointed by the Vice-chancellor and his/her subordinate centre staff will be appointed by him/her according to the norms prescribed by the University from time to time.

DUTIES AND RESPONSIBILITIES OF OFFICER-IN-CHARGE

- 12.1. The Officer-in-charge has a great responsibility. Efficient administration/conduct of the examination at his/her centre is of prime concern to the University and the candidates.
- 12.2. The Officer-in-charge should specially brief the Invigilators and the Assistant Officer-in-charge with regard to their duties and responsibilities at least 3 days ahead of the Commencement of the examination.
- 12.3. The Officer-in-charge shall prepare a seating plan well in advance and notify/display the seating plan one day before the examination commences.
- 12.4.
 - a) The Officer-in-charge shall arrange for special accommodation for candidates who are suffering from any contagious infectious disease or where their presence is otherwise likely to be prejudicial to the general body of examinee. In such cases he shall ensure to have the answer scripts or other materials handled by the candidates properly fumigated or otherwise rendered innocuous. The Officer-in-charge may allow such a candidate to write his/her answers with lead pencil where necessary for the purpose of fumigation, etc. and forward the answer scripts to the Controller of Examinations under separate cover.
 - b) The Officer-in-charge shall arrange a suitable room for the blind or permanently physically disabled candidate and appoint one Invigilator for the Room.
- 12.5. A copy of the consolidated seating plan for all Rooms/Halls should be displayed in a suitable place inside the Examination Campus on the morning of the first day of examination.
- 12.6. A copy of the room-wise seating plan must be forwarded to the Controller of Examinations, Dhanamanjuri University, Manipur when the examination is over.
- 12.7. Before receiving the Confidential Packet(s) from the Controller of Examinations or any Officer of the Examination Section of the University duly authorized by the Controller of Examinations, the Officer-in-charge shall verify the subject/paper, date and time of Examination given on the cover of each packet.
- 12.8. The Officer-in-charge shall be responsible for the safe custody of the answer books, question papers, additional loose sheets and other materials supplied by the University and shall be responsible for any loss or theft of the same.
- 12.9. On receipt of the packets containing question papers, the outer cover may be removed in presence of the Officer-in-charge of Police Station to verify that the entries in the label of sealed packets tally with the statement of question papers. The sealed packets should be kept in a steel trunk under


two locks, one key must be kept by the Officer-in-charge of the Examination Centre and the other, by the Officer-in-charge of the Police Station.

- 12.10. The Officer-in-charge, on receipt of the Roll sheets/statement of candidates from the University, shall prepare a statement to determine the number of candidates against each subject and ascertain from the statement supplied by the University if sufficient number of copies of question papers have been received. In case any shortage or omission of any subject, the fact must be reported to the Controller of Examinations immediately.
- 12.14. (a) On the first shift of the first day of the examination, the doors of the examination Halls/Rooms should be opened half an hour before the commencement of the examination to enable the candidates to find out their seats. The Officer-in-charge shall ensure that no friends/relatives of candidates and other persons not connected with examination are loitering in or around the examination Hall after the distribution of the Answer Book and question papers.
- (b) On other shifts, no person except the candidates should be allowed to enter the Room. Five minutes before the commencement of the examination both in the morning and afternoon, a warning bell shall be rung as a signal for the candidates to take their seats. Another bell shall be rung at the time fixed for commencement of the examination, when question papers shall be given out to the candidates.
- 12.15. No candidate who is late by more than 30 minutes shall be admitted in to the examination Hall.
- 12.16. No candidate should be allowed to carry into the examination Hall any books, notes, papers, mobile phones, writings or other materials. Frisking may be done before allowing the candidates to enter the examination Hall.
- 12.17. The Officer-in-charge should arrange to set apart a place outside the Examination Room/Hall where the candidates may leave their books notes, mobile phones, writings or other materials which are forbidden to be carried into the Examination Hall/Room.
- 12.18. The Officer-in-charge must collect for every shift the confidential packets(s) from the Controller of Examinations/Police Station not more than one hour before the commencement of examination under no circumstances the question papers for the evening shift shall be collected along with the morning shift. He/She must accompany the Assistant Officer-in-charge for taking out the confidential packet(s). The Officer-in-charge shall open the Confidential packets(s) in his/her office Room in the presence of (i) Assistant Officer-in-charge and (ii) two or three invigilators who shall satisfy that the packet(s) is/are intact, seals not broken or tampered with and sign the Certificate of Opening in the prescribed form.
- 12.19. The Officer-in-charge before room-wise distribution shall count the copies of question papers and ascertain if the number tallies with that shown on the sealed envelope. He/She shall issue question papers to the Invigilator in-charge of each Room/Hall according to the number of candidates shown in the seating plan.
- 12.20. The Officer-in-charge shall collect from every Room the surplus copies, if any, after half an hour of distribution of the question papers to the

- candidates and ascertain if the number of copies distributed exactly tallies with the number of candidates present. Discrepancy, if any, must be investigated immediately and reported to the Controller of Examinations.
- 12.21. He/She shall arrange for the safe custody of surplus question papers till the examination in that particular subject is over.
- 12.22. The Officer-in-charge shall ensure that not a single copy of the question paper is allowed to be kept in the Examination Hall/Room or with any Invigilators.
- 12.23. He/She shall ensure that the candidates occupy their allotted seats.
- 12.24. The Officer-in-charge shall ensure that the relevant Rules, Regulations, etc. are strictly followed. He/She shall supervise the works of the Invigilators personally on each day of the examination.
- 12.25. The Officer-in-charge shall co-operate fully with the Inspection team/Flying Squad.
- 12.26. Necessary precautionary measures may also be taken to prevent candidates' attempts at consulting books/notes/mobile phones, etc. concealed otherwise in bathrooms or any other premises.
- 12.27. As soon as the examination is over, the Officer-in-charge shall arrange to return the following to the Controller of Examinations:
- (a) Roll sheets, Logarithmic and Trigonometrical tables, and unused squared papers, drawing papers, and other materials, if any, supplied by the University; and
 - (b) all unused answer books and unused stationery and other articles.
- 12.28. The Officer-in-charge shall forward/furnish the following documents to the Controller of Examinations as soon as the examination is over:
- (i) a statement of number of answer scripts distributed amongst the examinees each day and number remaining unused;
 - (ii) a seating plan showing the relative position of the candidates and their numbers;
 - (iii) Roll sheets containing the signatures of the examinees present and absent;
 - (iv) a list of absentees, in a separate cover; and
 - (v) names and addresses of the Invigilators and their specimen signatures/initials countersigned by the Officer-in-charge.

BLIND OR PERMANENTLY PHYSICALLY DISABLED CANDIDATE

- 13.1. A blind/permanently physically disabled candidate who cannot write for himself/herself will be provided with a writer/amenuense by the University if such a request is made in writing to the Controller of Examinations at least on month ahead of the examination date. The writer/amenuense must be of a lower class/grade of education than that of the blind or permanently physically disabled candidate.
- 13.2. The Officer-in-charge shall arrange a suitable Room for the blind or physically disabled candidate and the writer/amenuense and appoint one Invigilator for that Room.



DUTIES AND RESPONSIBILITIES OF THE ASSISTANT OFFICER-INCHARGE

- 14.1. The Assistant Officer-in-charge, like the Invigilators, are under the control of the Officer-in-charge of the Centre during the period they are on such duty. They should not leave the examination centre without the permission of the Officer-in-charge.
- 14.2. They are to co-ordinate, advise and help the Invigilators in their work, and assist the Officer-in-charge in confidential matters, preparatory and closing work of the examination and any other work assigned to them from time to time.
- 14.3. In addition to the supervising work, the Assistant Officer-in-charge should see that the attendance of the candidates is marked properly and correctly in the attendance sheets and the Roll Sheets.
- 14.4. The Assistant Officer-in-charge must get themselves satisfied –
 - (i) that no clandestine communication takes place between the examinees and the outsiders;
 - (ii) that for the purpose of answering the call of nature candidates do not go to places other than those specially arranged for them;
 - (iii) that two or more candidates do not meet outside the hall in going to answer the call of nature;
 - (iv) that no candidate writes, reads any slip or piece of paper while going to answer the call of nature;
 - (v) that no paper, note book , mobile phones, etc. are taken inside the examination room by a candidate.

APPOINTMENT OF PAPER SETTERS AND MODERATORS

- 15.1. A panel of eligible persons for appointment as Paper Setters and Moderators shall be prepared by the Controller of Examinations. Controller of Examinations will issue appointment letter from the panel approved by the Vice-Chancellor preferably three months before the scheduled date of examination. The Controller of Examinations will be responsible for maintaining the secrecy in this respect.
- 15.2. No one whose son, daughter or any near relatives will appear at the concerned examination be appointed as paper setter or moderator for that examination. A declaration to this effect be obtained from the person concerned along with his/her acceptance of such assignment.
- 15.3. The paper setter and the moderator shall also be responsible for maintaining the secrecy of the questions/question papers.

ELIGIBILITY CRITERIA FOR PAPER SETTERS AND MODERATORS

- 16.1. No one shall be appointed paper setter or moderator unless he/she possesses the following:
 - (i) Teaching experience in a university or recognized college for at least 10 years in the subject concerned; and
 - (ii) Participated in a workshop on Evaluation works conducted by University.



Provided that where the Vice-Chancellor is of the opinion that there is dearth of persons possessing the above teaching experience, he may relax the prescribed eligibility criteria.

Provided further that a person shall not be appointed paper setter or moderator for more than three years consecutively.

FRAMING OF QUESTION PAPER

- 17.1. Every Paper Setter shall be provided with the syllabus and previous question, if any.
- 17.2. A setter should follow the prescribed weightage to types of questions, objectives etc., given by the university.
- 17.3. The Question Setters should submit typed copy of question paper along with a soft copy each in Microsoft word and pdf format directly to the Controller of Examinations under a sealed cover address to the Controller of Examination by name and in case the Controller of Examinations is not available to a responsible officer duly authorized by the Controller of Examinations.
- 17.4. If a Question Setter is appointed for framing question for more than one subject/paper for an examination and submit them simultaneously to the Controller of Examinations, each manuscript question should be put inside a sealed cover under a single outer sealed cover. The inner sealed cover containing manuscript question paper should bear the name of the subject or subject code as the case may be, to facilitate identification of the envelope containing question paper of a particular subject as and when required.

MODERATION

- 18.1. On receipt of the question paper from the paper setter or the Controller of the Examinations for moderation, one or more competent person(s) on the subject shall moderate the question paper.
- 18.2. It shall be the duty of the moderator to see that the wordings of the question are clear, precise and unambiguous, as far as practicable.
- 18.3. The moderator shall ensure that the questions are of required standard and within the scope of syllabus and that the division of marks is clearly indicated.

TYPING & PRINTING OF QUESTION PAPER

- 19.1. Question papers will be typed and printed either in a printing press or in the controller's office with the approval of the Vice-Chancellor.
- 19.2. The typing, proofreading and printing of question paper should be done under strict supervision of the Controller of the Examinations or any other responsible officer duly authorized by him.
- 19.3. The manuscript question before sending them to the press for printing if not printed in the University itself, should be scrupulously checked by the Controller of the Examinations or a responsible person authorized by him in this behalf. After printing also, the printed questions should be compared with the manuscript question paper meticulously.



- 19.4. In case any mistake in the printing of question paper is detected, the Controller of Examinations should instruct the Officer-in-charge of Examination Centre(s) concerned to announce the correction to the Candidates soon after distribution of question of the concerned question paper/subject. The Officer-in-charge should forward a certificate to the effect that above-mentioned announcement has been duly made to the candidates.

CUSTODY OF PRINTED QUESTION PAPERS

- 20.1. On receipt of the printed question papers the Controller of Examinations shall keep them in his/her safe custody.

DISPATCH OF QUESTION PAPERS

- 21.1. The sorting and dispatch of question papers shall be done under the supervision the Controller of Examinations himself. The question papers for each centre shall be well packed and sealed properly in the Examination Section of the University before despatching to the Examination Centre/Officer-in-Charge. The Controller of Examinations shall also ensure that the packets have been properly sealed and that the required number of question papers have been duly dispatched to the Officer-in-charge.

APPOINTMENT OF INVIGILATORS

- 22.1. The Officer-in-charge shall prepare a list of college/University teachers for appointment of Invigilators of the examination centre under his charge. The Officer-in-charge shall ensure, as far as practicable, that the subject teachers are not appointed Invigilators on the Examination of that subject.
- 22.3. Generally, one Invigilator may be appointed for every 30 candidates at most, but the average ratio should not be greater than 1:25. However, in every Room, there must be at least two Invigilators even if the number of candidates is less than 25.

DUTIES AND RESPONSIBILITIES OF INVIGILATORS

- 23.1. An Invigilator shall not accept the assignment if any of his/her relative is taking the examination.
- 23.2. The Invigilator should inform the Officer-in-charge, if he/she is unable to accept the assignment, owing to any unforeseen circumstances, at least 24 hours before the commencement of the examination.
- 23.3. The Invigilator should arrive at least 30 minutes before the time fixed for commencement of the examination on the first day and 20 minutes before the commencement of the examination on subsequent days and make sure of the Room to which he/she has been posted, ascertain the name(s) of the other Invigilator(s) who will share duties with him/her and the number of candidates in that Room.
- 23.4. The Invigilator should see that the candidates occupy their respective seats in the Room/Hall under his supervision and that they do not possess any books, notes, mobile phones, incriminatory documents, etc. An announcement to that effect should also be made at the beginning of each shift and the candidates should be asked to leave such books, mobile

- phones and papers at the place outside the Room/Hall reserved for the purpose.
- 23.5. No candidate should be allowed to enter the examination Hall/Room after half an hour of the commencement of examination in each session/shift.
 - 23.6. The Invigilator should remain in the Hall during the time allotted for the paper.
 - 23.7. The Invigilator should verify the identity of the candidates under his/her charge by checking their Admit Cards issued by the University and by tallying their signatures on their Admit Cards and Attendance Sheets. The identity of the candidates should further be verified with their photographs affixed and countersigned on the Admit Cards and the Attendance sheet.
 - 23.8. The Invigilator should distribute the answer books, question papers, and collect the answer books back as soon as the examination is over.
 - 23.9. The Invigilator should ensure that every candidate has written correctly his/her Roll Number, University Registration Number, and subject paper, half, etc. on the space provided for the purpose on the front page of the answer book. The candidates must be instructed not to write his/her name, Roll number or name of college or any distinguishable sign or mark anywhere on the body of the answer book except on the space provided on the front page. The Invigilator should put his signature on the space provided on the answer book after having verified the above particular on the front page filled in by the candidates in his/her charge.
 - 23.10. It would be seen that every candidate gets the correct question paper. The Invigilator should return all surplus answer books and question papers to the Officer-in-charge after 30 minutes of their distribution and no late comer be allowed to enter the examination Hall except with the permission of the Officer-in-charge.
 - 23.11. If, by chance any question paper, which is not scheduled for the shift, is found mixed up with the question paper for the particular shift, it should be returned to the Officer-in-charge immediately without reading.
 - 23.12. Invigilators are responsible for the discipline, order and proper conduct of the examination in the Room/Hall under their supervision and as such they should constantly be watchful and move about in the Room taking particular care not to disturb the candidates/examinees in any way. In no case they should read any book, newspaper during the time of the examination. They must not smoke in the Examination Hall.
 - 23.13. No additional loose sheets should be supplied to an examinee unless the first one is used. The Additional sheets shall be given against the signatures of the examinees.
 - 23.14. No examinee/candidate should be allowed to leave the examination Hall/Room before the prescribed hours without handing over the answer scripts. In special cases, a candidate may be permitted to leave the Room temporarily for a short time for satisfying a call of nature under proper safeguards to render recourse to unfair practices impossible.
 - 23.15. The Invigilator should ensure that the question papers, answer books, etc. do not go outside the examination Hall/Room.



- 23.16. The Invigilator should sign the answer books and additional sheets, both first and last page on which the answer has been written and shall score out the blank page(s).
- 23.17. The Invigilator shall search an examinee, if he suspects the examinee of having in his/her possession any discriminatory materials and provided that in case of a female candidate the search shall be conducted by a lady Invigilator. If any such materials are found, the Invigilator should report to the Officer-in-charge, together with documentary evidence and a written statement from the examinee concerned, if any, of any unbecoming or disorderly act or use of dishonest or unfair means in the examination.
- 23.18. An Invigilator must not talk or communicate with any candidate on the subject matter of the examination.
- 23.19. Invigilators must not explain anything to a candidate if asked to do so or even if there happen to be any printing or other mistake in the question paper.
- 23.20. Invigilators should see that no answer scripts are left by any candidate on his/her desk, but are handed over to them before the candidate finally leaves the Hall.
- 23.21. On each day of the examination, the Invigilators are required to mark on the copy of the examination Roll sheet forwarded by the University for the purpose against the name of each candidate entered for the examination, whether he/she is actually present or absent. If a candidate being present in the examination Hall fails to submit answer script, this fact should also be noted in the Rolls, and a report should be made to the Controller of Examinations at the same time, which should include a statement from the Invigilator or Invigilators in charge of the candidate, as also a statement from the candidate concerned, whenever possible.
- 23.22. Invigilators are also required to obtain on the copy of the Roll sheet forwarded by the University, the signatures of all the candidates who are sitting for the examination. The Roll sheet should be carried round for the purpose.
- 23.23. They should co-operate fully with the Inspection Team.

EXAMINATION DISCIPLINARY COMMITTEE

- 24.1. There shall be an Examination Disciplinary Committee (Malpractice Scrutiny Committee) in respect of examinations.
- The committee shall consist of the following:
- i) One of the Deans to be nominated by the Vice-Chancellor - Chairman
 - ii) Three University teachers to be nominated by the Vice-Chancellor - Members
 - iii) Two Principals of UG Colleges to be nominated by the Vice-Chancellor - Members
 - iv) Controller of Examinations - Member Secretary
- 24.2. The tenure of the office of this Committee shall be same as that of Examination Standing Committee.

- 24.3. The Committee shall meet on such dates and at such times as the Chairman may fix and shall consider all cases of disorderly conduct and/or use of dishonest or unfair means, and such other matters as may be referred to it by the University authorities and forward its recommendations to the concerned authorities for necessary action.
- 24.4. The Controller of Examinations, or any person authorised by him/her in this behalf, shall communicate to the person, in respect of whom a report has been received, a precise nature of allegations against him/her and shall require him/her to furnish his/her written explanation within a stipulated period.
- 24.5. On receipt of the explanation from the person or on the expiry of the stipulated period for submission of the explanation, if no explanation is received from him/her, the Controller of Examinations shall assign his case for consideration to the Examination Disciplinary Committee.
- 24.6. After considering all the materials on record the Examination Disciplinary Committee, if satisfied that the candidate is guilty of the use of dishonest or unfair means or disorderly conduct in the examination shall recommend to the concerned authorities the punishment that may be imposed on the candidate according to the nature of offence.
- 24.7. The concern University authorities may, after considering the report of the Examination Disciplinary Committee take such action against the person, as it may deem fit, in accordance with the provisions of these regulations.
- 24.8. A candidate on whom any punishment has been imposed may, within 30 days from the date of the receipt of communication in that behalf make representation to the Vice-chancellor, who may, if satisfied that the case is fit for reconsideration, refer the same to the concerned authority. The authority concerned may thereupon review the case and pass such orders as it may consider fit.
- 24.9. In the case of a candidate who has been expelled from the University in terms of provisions of these regulations the Syndicate may, on the recommendation of the Vice-Chancellor, on the expiry of three years after such expulsion including the examination in connection with which he was punished, exempt a candidate from further operation of the punishment awarded.
- 24.10. If it is brought to the notice of the Controller of Examinations within four months of the publication of the result that a candidate was guilty of the use of dishonest or unfair means at the examination in respect of which his result was declared, the provisions of these regulations shall apply *mutadis mutandis* to the case of such a candidate provided that before imposing any penalty including the penalty of cancellation of his result, he/she shall be given another opportunity to show cause against the proposed punishment and his/her explanation, if any, shall be consider.
- 24.11. A candidate against whom an enquiry is pending about his/her allegedly having resorted to the use of unfair means or disorderly conduct in the examination or against whom action is initiated under the provisions of these regulations, shall, if he/she takes or has taken any subsequent examination, be deemed to have been only provisionally admitted to that subsequent examination. That examination will stand cancelled and his/her result thereof would not be declared if on account of the punishment imposed on him/her as a result of the said enquiry or action,

he/she would not have been entitled to take that examination but for his/her provisional admission thereto.

- 24.12. If a person, not otherwise covered by these provisions, is found guilty of having impersonated a candidate or of having written outside the examination Hall, an answer book or its any page or additional sheet which he/she knows or has reason to believe will be smuggled into the examination Hall for the benefit of the candidate or having managed otherwise to replace the answer book or its any page of the candidate after the examination, he/she shall be disqualified from appearing in any University examination for a period to be stated. The provisions of these regulations relating to the manner of imposition of penalty shall, in so far as they may be applicable, apply to the case of such a person.

INSPECTION TEAM/FLYING SQUAD

- 25.1. Each Inspection team will consist of three members of whom one member as may be appointed by the Vice-Chancellor, shall be the leader of the team provided that the leader shall not be below the rank of an Associate Professor.

DUTIES AND RESPONSIBILITIES OF INSPECTION TEAM/FLYING SQUAD

- 26.1. The team, on arrival at the Examination Centre, will hand over a copy of the appointment/constitution of the team to the Officer-in-charge of the Examination Centre concerned.
- 26.2. The team shall with information to the Officer-in-charge inspect the examination Rooms and ascertain that the examination is being conducted as per examination Regulations/Rules of the University.
- 26.3. The team, if it is of the opinion that an examinee is adopting unfair means and/or indulging in misconduct, may ask him/her to surrender the incriminating materials to the team. In case he/she does not voluntarily hand over the materials to the team, the leader of the team may cause him/her to comply and also take further suitable action in consultation with the Officer-in-charge.
- 26.4. The leader of the team shall report such incident in writing to the Controller of Examinations, together with the written statement and other materials, if any, recovered from the examinee, with his/her recommendation. He/She shall endorse a copy of his/her report to the Officer-in-charge. The Officer-in-charge shall give a signed receipt of the documents received by him/her from the leader indicating the action taken or being taken by him/her on the recommendation of the leader of the team.
- 26.5. The team may verify whether the Officer-in-charge has deposited the answer scripts, etc. immediately after the examination in sealed bags/packets in the prescribed manner with the Controller of Examinations/treasury/sub-treasury/police station or any other agency authorised by the University.
- 26.6. The team shall submit a daily inspection report of each Examination Centre to the Controller of Examinations. Besides, a detailed and comprehensive report of inspection of the centres shall be submitted to the Controller of Examinations when the examination is completed.



EXPULSION OF CANDIDATE

- 27.1. Any candidate found guilty of violation of any rule for which he/she is liable to expulsion under the rules, shall be expelled and shall not be allowed to continue the examination. In each such case the Officer-in-charge shall report in the prescribed form to the Controller of Examinations, stating fully the facts and circumstances, and the evidence against the candidate. This report, together with his/her answer script and incriminating documents, if any, should be forwarded in a separate sealed cover addressed to the Controller of Examinations by name. If a candidate throws away or destroys the incriminating paper or documents when the Invigilator goes to seize it, the paper or document is to be collected if possible, and a report made to that effect.
- 27.2. A candidate under examination possessing any documents or paper or mobile phones other than the Admit Card or the Registration Receipt is liable to expulsion. The Officer-in-charge may not expel the candidate if he is of opinion that the paper or the document has no bearing on the examination in question.
- 27.3. Candidates consulting with one another, copying from others' answer scripts looking at others' papers, trying to help others or trying to receive help from others or somehow suspected to be attempting unfair means will be warned by putting down a "W" on their answer scripts and the facts immediately reported to the Officer-in-charge who may expel a candidate if warned more than once.
- 27.4. No candidate shall make use of any dishonest or unfair means or indulge in disorderly conduct in the Examination. "Disorderly conduct in the examination" includes:
- i) misbehaviour in connection with the examination with the Invigilator on duty, the Officer-in-charge, or the other staff working at the examination centre, or with any candidate, in or around the examination centre, before, during or after the examination hour;
 - ii) leaving the examination Room before the expiry of an hour or without handing over the answer book to the Invigilator or without signing the attendance sheet;
 - iii) intentionally tearing off the answer book or a part thereof or an additional sheet;
 - iv) disturbing or disrupting the examination;
 - v) inciting other to leave the examination Room or to disturb or disrupt the examination; and
 - vi) carrying into the examination centre any weapon of offence.
- 27.5. "Misconduct or use of unfair means in the examination" includes:
- i) assisting in any manner whatsoever any other candidate in answering the question paper during the course of the examination;
 - ii) taking assistance from any other candidate or any other person or from any book, paper, notes, mobile phones or other materials in answering the question paper during the course of the examination;

- iii) carrying into the examination Hall any book, paper, notes, mobile phones or other material whatsoever likely to be used directly or indirectly by the candidates in connection with the examination;
 - iv) smuggling of an answer book or an additional sheet, or a question paper;
 - v) taking out or arranging to send out an answer book or additional sheet;
 - vi) replacing or getting replaced an answer book or any page or additional sheet during or after the examination;
 - vii) getting impersonated by any person in the examination;
 - viii) deliberately disclosing one's identity or making any distinctive mark in the answer book for that purpose;
 - ix) communicating with or talking to any other candidates or unauthorised person in or around the examination Hall during the examination;
 - x) communicating or attempting to communicate directly or through a relative, guardian, and friend with an examiner with the object of influencing him in the award of marks' and
 - xi) smoking in the examination hall.
- 27.6. The names of candidates using violence against or threatening or intimidating any Invigilator or officer conducting the examination will be reported immediately to the University as well as the local police. The Officer-in-charge shall have powers to expel such candidates forthwith.
- 27.7. Any candidate who, in the opinion of the Invigilator on duty or the examiner conducting a practical or oral examination or the Officer-in-charge of the examination centre, contravenes or is suspected of contravening the provisions enumerated above, in the examination Room, shall be forthwith challenged by such Invigilator, examiner, or Officer-in-charge who shall ask for a signed statement from the candidate. The candidate may be subjected to search of his/her person to recover any incriminating material from him/her by the examination staff on duty.
- 27.8. The Officer-in-charge or the Invigilator may at any time search the person of any candidate provided that in case of female candidates the search shall be conducted by a lady Invigilator.
- 27.9. When a student is expelled at a University examination the following formalities shall be observed:
- i) A statement from the expelled candidate should always be enclosed with the expulsion report. If the candidate refused to make any statement or runs away, the fact should be reported to the University;
 - ii) The fact should be duly notified and copy of the notice served to the candidate is to be forwarded with expulsion report;
 - iii) The notice should clearly state that the expulsion case will be finally decided by the University. Pending decision of the University the expelled candidate is not eligible to appear at a University examination.



APPOINTMENT OF EXAMINERS, HEAD EXAMINERS, ETC.

- 28.1. The Controller of Examinations shall prepare and maintain a list of eligible persons for appointment as Head Examiners, Examiners, Scrutinisers, codifiers, moderators, tabulators, etc.
- 28.2. The Controller of examinations shall appoint examiners and head examiners, scrutiners for every examination, out of the panel approved by the Vice Chancellor in accordance with the relevant ordinances/regulations.
- 28.3. The Controller of Examinations also shall appoint codifiers and code writers. A person employed as a codifier for an examination shall not be eligible for appointment as examiner/head examiner/scrutinizer/tabulator for that examination.
- 28.4. The Dean of the School, in consultation with the concerned Head of the post graduate department of the University, shall prepare a list of examiners for each subject. For subjects for which there is no corresponding University post-graduate department, the Dean may consult a senior teacher of the subject from the constituent/affiliated colleges.
- 28.5. The Controller of Examinations shall prepare and maintain a list of examiners for consideration of the concerned authorities.

FOR DEGREE EXAMINATIONS

EXAMINER

- i) A teacher of the University with a minimum of three years teaching experience in the subject concerned.
- ii) A teacher of a constituent/an affiliated college/any college having a minimum of five years' experience of teaching in degree class in the subject concerned.

HEAD EXAMINER

- i) A teacher of the post-graduate departments of the University not below the rank of Associate Professor in the subject or an Assistant Professor at least five years post-graduate teaching experience.
- ii) A teacher of a constituent/an affiliated college not below the rank of Associate Professor /Professor in the subject concerned.

FOR POST-GRADUATE LEVEL EXAMINATIONS

EXAMINERS

A teacher of the University with a minimum of three years of teaching experience in the concerned paper/subject/courses.

Provided that in the case of newly opened departments, a teacher of under-graduate colleges with post-graduate teaching experience may be appointed.

HEAD EXAMINER

Present Head of the department will be the head examiner.



NOTES:

1. For appointment of Head Examiners, the number of answer scripts in one subject/paper shall not be less than 500 for UG and 100 for PG. There will be no Head examiner for Pre-Ph.D course. The number of examiners, scrutinizers, etc. to be appointed in each instance shall be determined by the appointing authority. Normally, an examiner will be given not more than 400 scripts for evaluation.
2. Any person, whose relatives(s) is/are appearing in any of the examinations conducted by the University for the award of a degree, etc. shall be rendered ineligible for appointment, as an examiner/paper setter, moderator, scrutinizer, tabulator, temporarily, for that examination.

CANCELLATION OF APPOINTMENT OF QUESTION SETTERS, EXAMINERS, ETC.

- 29.1. Notwithstanding anything contained in the Regulations, Rules, etc. in cases where, in the opinion of the Vice-Chancellor, there is inordinate delay on the part of an examiner to complete the work assigned to him/her, the Vice-Chancellor may without prejudice to the provisions of these Regulations:
 - i) in the case of a paper setter, cancel his/her appointment as such and appoint another person as paper setter in his/her place; and
 - ii) in the case of an examiner, cancel his/her appointment and take back from him the answer scripts assigned to him and take such other steps as the authorities may deem fit.

DUTIES AND RESPONSIBILITIES OF EXAMINERS, HEAD EXAMINERS, SCRUTINIZERS, ETC.

- 30.1. **Paper Setters:** Paper Setters will set papers for the respective examinations in accordance with the regulations and within the syllabus and the textbooks prescribed.
A paper setter must submit i) the question paper, ii) Blueprint/Table of specifications (weightage to levels of difficulty, types of questions and objectives) and iii) Evaluation Rubrics/Scoring Guide, to the controller of examinations within the stipulated time.
- 30.2. **Moderators:** It shall be the duty of the moderators to see that the questions have been set strictly in accordance with the guidelines given in the syllabus. Normally, the moderator will not change the content of a question but if he/she considers it necessary to change the content he would do so in consultation with the Controller of Examinations.
- 30.3. **Head Examiners:**
 - a) In case of the Head Examiners, where there is one, the Head Examiner will prepare the instructions to the examiners for evaluation. He/She shall at the time of preparation of instructions will consult the instructions given by the paper setter, if any;
 - b) He/She will set the standard of evaluation of answer scripts and ensure uniformity to the standard of evaluation by issuing written instruction in detail to the examiners working under him/her and by systematic sampling of at least five percent of the answer scripts and by revising the markings up to a maximum of 10 per cent wherever necessary.



- c) It will also be the duty of the Head Examiner to supervise scrutiny of answer scripts to ensure that all questions are marked and totals are correctly calculated and entered into the mark-slips;
 - d) The Head Examiner will report to the Controller of Examinations the results of the examinations and the performance of the examiners and the scrutinisers. The Head Examiners will also report in the prescribed proforma the performance of the candidates and similar other matters connected with the examination.
 - e) If the Head Examiner finds any examiner erratic in his/her evaluation, he/she will have authority to recommend re-evaluation of the scripts of that examiner. The Head Examiner will do such other work in connection with the evaluation as may be assigned to him/her from time to time by the authorities of the University.
- 30.4. **Examiners:** The Examiners will evaluate the answer scripts in accordance with the instructions of the Head Examiner, if any, and where there is no Head Examiner, in accordance with the standard and system of evaluation as may be communicated to him/her in writing by the University Authorities.
- 30.5. **Scrutinizers:** The duties and responsibilities of the scrutinizers shall be to check each answer script and ensure that each question has been marked and that the totals are correctly calculated and entered into the mark slips and to perform such other duties as may be assigned to them by the Head Examiner, if any, and/or by the University Authorities.
- 30.6. **Tabulators:** The duties and responsibilities of the Tabulators shall be to tabulate the marks awarded in the prescribed form for declaration of results and to decodify the Roll Numbers and to perform such other duties as may be assigned to them by the University authorities.

DUTIES AND RESPONSIBILITIES OF EXAMINERS OF PRACTICAL EXAMINATION

- 31.1. The Internal and the External Examiners are jointly responsible for the smooth conduct of the Practical Examinations.
- 31.2. The sealed envelopes containing question paper and the Instructions to Examiners should be opened in presence of both External and Internal Examiners on the day of examination.
- 31.3. The reports submitted by the students as the outcome of their Field/Study Tour as per syllabus of the University should be assessed by the External Examiner/Internal Examiner.
- 31.4. The viva-voce should be conducted by the External Examiner/Internal Examiner.
- 31.5. The Practical Examiners should mark the attendance of the candidates in the Attendance sheet sent by the University.
- 31.6. The assessment of identification of specimens should be done by the Internal Examiner/External Examiner.
- 31.7. The assessment of records on Laboratory work/Laboratory Notebooks should be done by the Internal Examiner.
- 31.8. The evaluation of the answer scripts may be done by the Internal Examiner and the External Examiner.

- 31.9. Each answer script and award sheet/marks slips should be signed both by the External and the Internal Examiners.
- 31.10. The Internal Examiner and the External Examiner should be present in the Practical Laboratory during the prescribed hours for the practical examination. In case, one of the two examiners is unable to be present on the day of the practical examination under unforeseen and unavoidable circumstances the practical examination for the day should be postponed and the matter should be reported to the Officer-in-charge immediately for further necessary action.
- 31.11. As soon as the Practical Examination is over, the answer scripts and the Award Sheets/Marks slips should be sent simultaneously to the Controller of Examinations under separate sealed packets through the Officer-in-charge of the Examination Centre concerned. The Candidates' Attendance Sheet duly completed and countersigned by the Examiners should be placed inside the sealed packet containing the Answer Scripts.

DISPATCH OF ANSWER SCRIPTS

- 32.1. As soon as the examination in the subject/paper is over, the Answer Scripts for each subject, full or half paper should be arranged in the order of Roll Numbers and checked with the Attendance Sheets/Lists. The number of Answer Scripts should tally with the number of candidates present as indicated in the Attendance Sheet.
- 32.2. The Answer Scripts of each shift/session should be separately packed. Packing of Answer Scripts, etc. should be done with extreme care ensuring that no damage is caused to the Answer Scripts. No packet should ordinarily contain more than 250 scripts.
- 32.3. The Answer Scripts written in different languages should be separately arranged and put separate covers. Each cover must have a separate Top Sheet in the prescribed form firmly affixed to it. One question paper on the subject concerned must be put inside each packet containing Answer Scripts.
- 32.4. Immediately the examination in the subject/paper is over, the Officer-in-charge shall sort out the Answer Scripts of that shift/session, serially arranged according to Roll Numbers. The Answer Scripts so arranged together with the following papers should be tied up securely, wrapped up in durable paper and sealed in presence of the Assistant Officer-in-charge and two Invigilators:
- i) All spare copies of Question Papers;
 - ii) Certificate of opening the Question Papers packet(s); and
 - iii) Attendance Sheet/List for that subject/paper.
- 32.5. The packet(s) containing Answer Scripts should be despatched the same day. In case, however, for some unforeseen reasons the scripts, etc. cannot be despatched the same day, these should be kept in the local Police Station after duly packed and sealed until these are despatched by the Officer-in-charge the next day as early as possible.
- 32.6. The Officer-in-charge should submit a report at the close of the examination informing the University authorities if the examination has been conducted in accordance with the rules/regulations. The cover of this report should be addressed to the Controller of Examinations by name.

REMUNERATION TO THE EXAMINERS, MODERATORS, TABULATORS, SCRUTINIZERS ETC.

- 33.1. The examiners, moderators, scrutinizers, tabulators, officer-in-charge, etc. shall be paid an honorarium at the rates approved by the University, soon after the examination is over and the results declared.
- 33.2. For smooth functioning of the above, respective examinations section must collect the bills along with appointment letters from those who were involved and should submit the same to the bill section after authentication.

WITHHOLDING OF RESULTS/CANCELLATION OF EXAMINATION

- 34.1. The University may withhold the result of any candidate:
 - i) Who is suspected of adopting unfair means and/or misconduct as per report of Officer-in-charge or Flying Squad or Head Examiner till the final disposal of the case. If on investigation, it is satisfied that the candidate had adopted unfair means, it may debar him from appearing in future examination or examinations besides cancelling the examination involved. All cases of unfair means and misconduct shall be scrutinised and processed by the Examination Committee.
 - ii) Who has not paid fees or other dues till the clearance of such fees and dues;
 - iii) Against whom complaint of irregularity of any kind is received, till the disposal of the complaint.
- 34.2. The University may also withhold the result of a group of candidates/candidates of the whole centre/venue on the report of Officer-in-charge/Flying Squad about mass copying, and after due enquiry, and on the recommendation of the Examination Committee, may cancel the examination of such candidate(s).
- 34.3. As far as possible, it should be endeavoured to bring about settlement/finalisation of cases of outstanding fees and other dues; and enquiries pending against erring persons before announcement of the results of the examination so that the number of candidates whose results to be withheld can be minimised.

TABULATION SHEETS

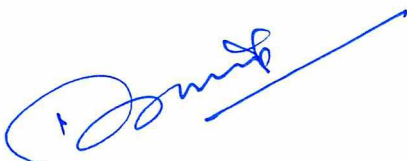
- 35.1. For every examination the Tabulation Sheet should be kept in the safe custody of the Controller of Examinations.

PUBLICATION OF RESULTS

- 36.1. On the recommendation of the Examination Committee and approval of the Vice-Chancellor, the Controller of Examinations may order publication of results.

GRADE CARDS

- 37.1. The GRADE CARDS/MARKS SHEETS of the candidates shall be sent to the Institution/College/Department from which they were sent up for the examination.



DEGREE/DIPLOMA CERTIFICATE

- 38.1. The University shall issue degree/diploma certificate to the candidates who are declared to have passed in the Examination in the term and manner it decides from time to time.

RE-SCRUTINY OF ANSWER SCRIPTS

- 39.1. A candidate who appears at any examination conducted by the Dhanamanjuri University may apply to the Controller of Examinations for re-scrutiny of his/her marks and re-checking of his/her result. Such an application should be duly signed by the candidate and forwarded and recommended by the principal (Head of the Department in the case of post-graduate students) along with the fee prescribed by the University from time to time within 30 days from the date of issue of the Grade Card/Mark Sheet.
- 39.2. The work of re-scrutiny does not include re-examination of the answer scripts. It is confined to verification of marks awarded for each question, mistakes in totalling and carrying over, and examination of any answer or part of an answer which has been left unevaluated by the examiners.
- 39.3. In no case the re-scrutiny referred to above shall be done in the presence of a candidate or his representative or shall the answer script be shown to him or his representative.
- 39.4. Re-scrutiny shall be done by the Head Examiner and one faculty member appointed by the Vice-Chancellor.
- No re-scrutiny shall be done in respect of the Answer Scripts for the examinations, viz., practical examinations, sessional marks, dissertation, thesis, viva-voce, project report, internal assessment, survey report, practical training reports, tutorials, etc.
- 39.5. The decision of the University in the matter of re-scrutiny shall be final.
- 39.6. The candidates can apply for certified copies of the answer scripts through RTI within 60 days from the date of issue of the Grade cards/Mark sheets. Such candidates should have applied for rescrutiny earlier and only those candidates who are not satisfied with the rescrutiny result can apply for certified copies of the answer scripts.

DUPLICATE COPIES OF ADMIT CARD, MARK SHEET AND CERTIFICATE

- 40.1. Duplicate copies of Admit Card, Mark Sheet and Certificate will be issued in case of loss, theft, damage of the original one, on application in the prescribed form as per procedure below, and on payment of necessary fees:
- a) **Degree/Diploma Certificate:** Duplicate copy will be issued on loss, theft or damage of the original one, provided the application for such duplicate copy is forwarded by the Head of the Institution/College/Department through which he/she appeared at the examination along with –
 - i) An affidavit sworn before a 1st Class Magistrate by the father/guardian of the candidate or the candidate if he/she is not a minor;
 - ii) A police report with Case Diary Number testifying the loss or theft in case of loss or theft; and

- iii) A copy of the insertion in the Newspaper for the loss or damage of the certificate.
- b) **Admit Card, Mark Sheet:** The application for issue of duplicate Admit Card must be submitted through the Head of the Institution/College/Department from which he/she appeared at the examination. For issue of duplicate Mark Sheets within three months from the date of issue of original one, the application must accompany the documents stated in (i) and (iii) above.

NOTE: In case of partially damaged, the damaged document(s) be submitted along with the application and police report or paper notification is not necessary.

REMOVAL OF DIFFICULTIES

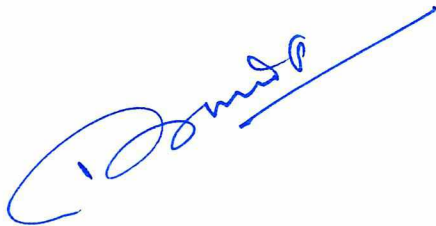
- 41.1. The Vice-Chancellor shall have the powers to deal with any case and to pass orders thereon whenever circumstances which cannot be dealt with under the provisions of these Regulations arise.

RELAXATION

- 42.1. Where the University is satisfied that the operation of any of the Regulations causes hardships in any particular case, the University may order to dispense with or relax the requirement of that Regulation to such extent and subject to such conditions as the University may consider necessary for dealing with the case in a just and equitable manner.

REPEAL AND SAVING

- 43.1. (1) On the commencement of these Regulations, every rule, regulation Or orders in force immediately before such commencement shall, in so far as it provides for any of the matters contained in these Regulations, cease to operate.
- (2) Notwithstanding such cessation of operation, anything done or any action taken under the said rules, regulations or orders shall, in so far as such thing or action is not inconsistent with the provisions of these regulations, be deemed to have been done or taken under the corresponding provisions of these Regulations and shall continue in force until superseded by anything done or any action taken under these Regulations.




ASSESSMENT AND EVALUATION

44.1 For assessment and evaluation, the following scheme will be followed:

Nature	End semester Mark (Theory/practical)	Internal	Practical	Total	Credit
Theory	80	20	x	100	4/6
Practical	100	x	x	100	4/6
Theory+Practical	60	15	25	100	4
Theory	40	10	x	50	2
Theory+Practical	30	10	10	50	2
Practical	50	x	x	50	2
Project/Dissertation/Field work		100		100	4/8/12

Internal Examinations

- 45.1. Value Addition Courses (VAC) shall be conducted and evaluated internally by the respective colleges as per the Guidelines of the University. The minimum for passing a VAC course shall be 40% marks.
- 45.2. The internal assessment should, as far as possible, be woven into normal classroom teaching and not be a separate activity conducted after a course has been taught.
- 45.3. Internal Assessment shall be performed during the semester in which a candidate becomes eligible to appear in the concerned End Semester Examination.
- 45.4. Evidence for conducting Internal Assessment and VAC courses need to be presented/uploaded by the colleges as per directions of the Controller of Examinations, for verification.
- 45.5. There will be no Internal Assessment for Practical Paper(s).
- 45.6. Marks of Internal Assessments and VAC courses shall be submitted to the Controller of Examinations by the respective Colleges within a week from the date of the University's notification of an end semester examination.
- 45.7. Marks obtained in Internal Assessment for a theory paper shall be retained for the entire duration of enrolment of the candidate.
- 45.8. There will be no pass marks for Internal Assessment.
- 45.9. For UG course, marks for internal assessment will be purely based on the marks obtained in tests and assignments. There will be no weightage on the percentage of attendance.
- 45.10. For PG, Internal assessment will be as follows:



Total IA marks	Marks in		
	Test/Assignment	Seminar	Attendance
20	10	6	4
10	5	3	2

End Semester Examinations

- 47.1. There shall be Theory and Practical examinations at the end of each semester, ordinarily during November-December for odd semesters and during May-June for even semesters.
- 47.2. The University shall hold the end semester examination for the courses/papers under Core Courses (CC), Discipline Specific Elective Courses (DSE), Generic Elective Courses (GEC), Ability Enhancement Compulsory Courses (AEC) and Skill Enhancement Courses (SEC). Such examinations shall be held as per the syllabus currently in force.
- 47.3. Practical examinations shall be completed before theory examinations start. They shall be conducted by two examiners - one internal and one external. The candidate shall submit the record book for practical examination duly certified by the course teacher and the HOD/staff in-charge before the examiners for assessment and evaluation.
- 47.4. The pass marks for all theory/practical/tutorial papers in an end semester and internal assessment examinations shall be 40%.
- 47.6. The statement of marks sheet and the answer books of practical examinations shall be sent to the Controller of Examinations by the respective Colleges immediately after the practical examinations are over.
- 47.8. For PG, all the papers will have end semester examinations except for research projects, dissertations.

Medium of Instructions

- 48.1. The medium of instructions for all courses other than language-based courses (e.g. Manipuri, Hindi etc.), shall be English.
- 48.2. All candidates shall write their answers in English for all courses other than language-based courses.

Duration of End Semester Examinations

- 49.1. End Semester Examination in theory papers carrying full marks above 50 (e.g. 80, 100 etc.) shall be of 3 hours duration and that of practical paper carrying full marks 50 shall be of 3 hours and full marks of 100 shall be of 6 hours. On the other hand, theory papers carrying 50 marks or below shall be of one and half hour's duration.

Minimum for a Pass in Semester Examination

- 50.1. For a pass in an end Semester Examination, a candidate shall be required to secure at least 40% marks separately in all theory/practical/tutorial papers covered in that semester.
- 50.2. A candidate shall be declared to have passed an examination if he/she secures at least CGPA of 4.0 ('P' Grade) in the 10-point grading system in all the credit courses over all semesters covered by the programme.

Transcript/Grade Certificate

- 51.1. After the result of a Semester Examination is published by the University, a grade certificate shall be issued by the Controller of Examination to all the registered students who have appeared in that semester examination. The grade certificate will display the course details (code, title, number of credits,



grade secured) along with SGPA of that semester and CGPA earned till that semester.

Grace Marks

- 52.1. A candidate who fails to obtain pass mark in any paper(s) in any semester due to shortage of 2 marks shall be awarded one grace mark in such paper(s).

Award of Certificate/Diploma/Degree/Degree with Honours

- 53.1. If a candidate clears all the papers and secures a minimum of CGPA 4.00 in the 1st Year/2nd Year/ 3rd Year/ 4th Year Bachelor's programme examinations, as the case may be, he/she shall be declared as obtaining Bachelor's Certificate/Diploma/Degree/Degree with Honours respectively, with his/her CGPA and corresponding Letter Grade (O, A+, A, B+, B, C, P).
- 53.2. For PG, if a candidate clears all the papers of the four semesters and secures a minimum of CGPA 4.00 he/she shall be declared as obtaining Master's Degree, with his/her CGPA and corresponding Letter Grade (O, A+, A, B+, B, C, P).

Ranking and eligibility for ranking

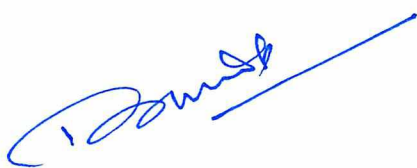
- 54.1. Ranking of successful candidates will be based on the CGPA.
- 54.2. In case of tie of the ranks, the third digit of CGPA will decide the ranks (not shown in the grade card). However, if the third digit of the CGPA is also the same, the candidate will be considered getting the same rank.
- 54.3. The candidates who pass all the end semester examinations in the first attempts are eligible for ranks provided they secure at least CGPA of 7.00 ('B+' grade).
- 54.4. A candidate who passes the end-semester examinations in parts is eligible for only Class, CGPA and Letter Grade but not for ranking.

Re-appearance

- 55.1. A candidate who fails to secure pass marks in one or more papers of a semester may appear in those paper(s) when the concerned End Semester Examinations will be held next, provided that such a re-appearance is within the allowed stipulated period as laid down in the Ordinance.
- 55.2. A candidate who is eligible to appear at any of the End Semester Examinations but does not enrol/ appear at or fails to pass the examination, he/she will be allowed to attend the classes in the next higher semester, as applicable.

Rejection of Results

- 56.1. A candidate may be permitted to reject result of the whole examination of any semester. Rejection of result course/paper wise or subject wise shall not be permitted.
- 56.2. The candidate who has rejected the result shall appear in the corresponding subsequent semester examination.
- 56.3. The rejection shall be exercised only once in each semester and the rejection once exercised shall not be revoked.
- 56.4. Application for rejection of results along with the payment of the prescribed fee shall be submitted to the Controller of Examinations through the College of study together with the original statement of marks within 30 days from the date of publication of the result.
- 56.5. A candidate who rejects the result is eligible for only SGPA/CGPA or Class but not for ranking.



Duration of the courses

- 57.1. A candidate must complete a i) 2 years course in 4 years' time; ii) 3 years course in 5 years' time and iii) 4 years course in 7 years' time

Letter Grade and Grade Point

- 58.1. The 10-point grading system of the UGC, as presented below will be followed.

Letter grade signifies the level of quantitative academic achievement and Grade point signifies the numerical weight of the Letter Grade.

Letter Grade	Grade Points	Range of Marks	Description
O	10	90 - 100	Outstanding
A+	9	80 - 89	Excellent
A	8	70 - 79	Very good
B+	7	60 - 69	Good
B	6	55 - 59	Above average
C	5	50 - 54	Average
P	4	40 - 49	Pass
F	0	00 - 39	Fail
Ab	0		Absent

Computation of SGPA and CGPA

- 59.1. The performance of a student will be evaluated in terms of two indices – Semester Grade Point Average and Cumulative Grade Point Average for the completed semesters in any point in time.

CALCULATION OF SGPA

The SGPA is the ratio of sum of the product of credits with the grade points and the sum of the number of credits of all the courses undergone by a student, i.e.

$$SGPA = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the student in the i^{th} course.

CALCULATION OF CGPA

The CGPA is also calculated in the same manner taking into account all the courses undergone by student over all the semesters of a programme, i.e.

$$CGPA = \frac{\sum(T_i \times S_i)}{\sum T_i}$$

where S_i is the SGPA of the i^{th} semester, T_i is the total number of credits in that semester and $\sum T_i$ is the total number of credits of all the semesters.

Conversion of SGPA/CGPA into % of marks

- 60.1. For computation of % of marks from either SGPA or CGPA, two formulas will be followed as follows:

For SGPA/CGPA less than 6,

$$\% \text{ of marks} = SGPA/CGPA \times 7.5 + 14.5$$

For SGPA/CGPA equal to or more than 6,

$$\% \text{ of marks} = SGPA/CGPA \times 10 - 0.5$$

INTERPRETATION

- 61.1. If any doubt arises about the interpretation of any of the provisions of these regulations, the decision of the University shall be final and binding.

