

# RAJASTHAN TECHNICAL UNIVERSITY

KOTA



## REGULATIONS

### UNIVERSITY EXAMINATIONS

(as per resolution of BOM agenda item no. 15.6, w.e.f. odd semester examination of Academic Session 2012-13)

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# RAJASTHAN TECHNICAL UNIVERSITY KOTA

No. F(27)/3.32/Sec./RTU/COE/Exam/2013/17464-67

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## **OFFICE ORDER**

As per resolution of BOM agenda item no. 15.6, in its meeting held on 10.11.2012, the **REGULATIONS, UNIVERSITY EXAMINATIONS, RAJASTHAN TECHNICAL UNIVERSITY KOTA (R-1 to R-31)**, have been adopted w.e.f. Odd semester Examinations of Academic Session 2012-13.

*Anil K. Mathur*

Controller of Examinations

*Anil K. Mathur*



# RAJASTHAN TECHNICAL UNIVERSITY KOTA REGULATIONS OF UNIVERSITY EXAMINATIONS

## Contents

- R-1 Short Title
- R-2 Enrolment
- R-3 Attendance
- R-4 Application and fee for examination
- R-5 Admission Card
- R-6 Loss of admission card, enrolment form etc
- R-7 Appointment of Examiners
- R-8 Instructions for chief superintendent (CS) for the conduct of examination
- R-9 Duties and responsibilities of the additional chief superintendent (ACS)
- R-10 Duties and responsibilities of the deputy chief superintendent (DCS)
- R-11 Duties and responsibilities of the University appointed centre supervisor (UCS )
- R-12 Duties and responsibilities of room superintendent (RS)
- R-13 Duties and responsibilities of the relieving officer(RO)
- R-14 Unfairmeans
- R-15 Amanuensis
- R-16 Grace Marks
- R-17 Supply of statement of Marks
- R-18 Re-evaluation
- R-19 Provisional Certificate
- R-20 Back paper Examination
- R-21 Migration Certificate
- R-22 Drop out students
- R-23 Bar to appearance at examination
- R-24 Improvement
- R-25 Contingency arising from loss of answer books
- R-26 Correction of error noticed after declaration of result
- R-27 Bar to claim damages for delay
- R-28 Production of answer books
- R-29 Disposal of Marked answer books
- R-30 On - Line process of pre & post examinations
- R-31 Appeal

Anil K. Mathur



## RAJASTHAN TECHNICAL UNIVERSITY KOTA REGULATIONS OF UNIVERSITY EXAMINATIONS

### **R-1 Short Title**

- (i) These regulations may be called the Regulations of University Examination of the Rajasthan Technical University, Kota.
- (ii) These regulations shall come into force with effect from the date of adoption by the Board of Management.

### **R-2 Enrolment**

- (i) Every candidate for an examination of the University shall, except when exempted by any of the Regulations, be allotted an Enrolment number and be enrolled as a student of a constituent or an affiliated college of the University before entering upon the course prescribed for such examination and should have undergone a regular course of study at that college. Candidate has to apply for enrollment in the very academic session of year of the admission, failing which his admission shall automatically stand cancelled.
- (ii) The fee structure for Enrolment and related activities shall be as notified by the University from time to time.
- (iii) The development fees as notified by the university shall be charged in one installment for the whole duration of the course along with the enrolment fees at the time of submission of the enrolment form.

### **R-3 Attendance**

- (i) The expression 'regular course of study' means attendance required to be put in by a candidate in the lectures, tutorials and practicals as provided hereinafter for the respective examination to be taken by the candidate. A candidate who fails to put in the required minimum attendance as provided hereinafter shall be detained from appearing at the examination.
- (ii) For the purpose of this regulation minimum attendance required in respect of a particular examination, is as follows :—
- (iii) "A candidate shall be required to put in a minimum of 75% attendance in lectures and tutorials (taken together) and 75% in sessionals and practicals at the Semester/Session concerned so as to enable him to appear at the examination."
- (iv) If a candidate for an examination fails to put in the required attendance the name of each such candidate shall be reported to the university by the Head of every college/department well before the commencement of an examination.

Anil K. Mathur

- (v) On account of bonafide illness supported by a medical certificate if the total attendance of a student of a constituent/affiliated college falls short of the required minimum attendance, the Principal of College may condone a shortage not exceeding 3% of the total number of (a) lectures delivered and (b) tutorials and practicals (taken together), done in each subject. If the shortage is larger, but not more than 6% of the total number of (a) lectures delivered and (b) tutorials and practicals, his case shall be referred to the Vice-chancellor for approval. The Vice- Chancellor may, at his discretion, condone a further shortage not exceeding 5% of the total number of (a) lectures delivered in a subject and (b) tutorials and practicals in genuine cases of prolonged illness supported by a proper medical certificate provided the Head of the Institution makes out a strong case for special consideration of the Vice- Chancellor.
- (vi) The NCC cadets sent out to parades/camps, students deputed to represent their colleges in sports, cultural, academic, technical, blood donations etc. be treated as present for the days of their absence for the above purpose and this presence shall be added to the total attendance.
- (vii) The days on which the internal examinations are held in colleges be considered as working days for the purpose of attendance if they appear for the examination on those days.
- (viii) A candidate shall not be permitted to appear in that paper(s) in which his attendance falls short of the minimum requirement and the result of such candidate shall be worked out treating him as having absented at the examination in that paper(s). The Principal of affiliated colleges/Chief Proctor of constituent college shall be responsible for detaining the candidate concerned from appearing at the examination in those paper(s) in which the candidate has not put in the required minimum attendance. The admission cards of candidates sent by the University to the Colleges shall be subject to the provisions of this Regulation i.e. the candidates shall not be eligible for appearing in those paper(s) in which they have fallen short of the required minimum attendance. A statement indicating the names of each of the candidates together with the names of paper(s) in which they have been detained from appearing at the examination on account of shortage in attendance shall be sent by the College concerned to the University immediately. A candidate who is detained from appearing in one or more papers in accordance with the foregoing provisions shall be eligible to appear in those papers at a subsequent examination.

#### **R-4 Application and fee for examination**

- (i) A candidate appearing for any examination of the University shall apply in the prescribed form made available by the University.

Anil K. Mathur

- (ii) The last date for receipt of application forms for admission to an examination of the University shall be as notified by the University.
- (iii) A candidate who for any reason whatsoever is unable to present himself for an examination shall not get a refund of his fee. However if a candidate dies before the commencement of the examination his fee may be refunded.
- (iv) A candidate when applying for admission to one or more subsequent examinations shall pay the prescribed fee for such examination on each occasion on which he applies for admission.
- (v) The fee structure for Examination and related activities shall be as notified by the University from time to time.
- (vi) Fee for Degree, Provisional Certificate and Consolidated Mark Sheets at the end of course (to be deposited with the examination fee for the examination after which the degree is scheduled to be awarded) shall be as approved by University from time to time.

#### **R-5 Admission Card**

- (i) On receipt of the fee prescribed, the university shall, if the candidate is admitted, furnish the candidate with an admission card permitting him to appear at the examination.
- (ii) Permission to appear at a University examination may be withdrawn for conduct which in the opinion of the Board justifies candidate's exclusion.
- (iii) A candidate may not be admitted to the examination hall unless he produces to the officer conducting the examination his examination admission card or satisfies such officer that it will be produced.
- (iv) The Center Superintendent may, if he is satisfied that an examination admission card has been lost or destroyed, grant on payment of a further fee as approved by University from time to time duplicate examination admission card. The card so granted shall show at a prominent place the number and date of the card originally granted.

#### **R-6 Loss of admission card, enrolment form etc**

A student who has lost his enrolment form, admit card, degree etc. may apply for the issue of an extra copy/duplicate of the same for charges of fee as notified by the University from time to time.

Anil K. Mathur

## **R-7 Appointment of Examiners**

- (i) Examiners and/or moderators shall be appointed by the Examination Committee on the recommendation of the Board of Studies concerned for the selection of examiners.
- (ii) If any examiner or moderator is unable to act for any cause and fresh appointment cannot be made in time in the manner prescribed by sub-section (i), the Vice-Chancellor shall have power to appoint another examiner to fill the vacancy and shall communicate such appointment to the Examination Committee.
- (iii) For each question paper of a course of study three paper setters shall be appointed on terms, conditions and instructions determined by the controller of Examination in prescribed format of the University.
- (v) (a) The maximum remuneration to a person for examinations shall be as notified by the University from time to time.  
(b) If the total remuneration payable exceeds the above limit the excess amount shall be retained by/refunded to the University.
- (vi) Any person who either not qualified to be appointed as an examiner or is debarred from being an examiner in any subject in the University shall ipso-facto cease to be associated with the process of the appointment of examiners.  

All work relating to examinations, tests and evaluation (such as paper-setting, assessment, invigilation, superintendence, viva voce, practical, tabulation, checking and inspection etc.) with or without payment of remuneration shall be deemed to be a part of normal duty of every teacher in the University or in an affiliated college/approved institution.
- (vii) Remuneration for Theory, Practical Examination Work and other related activities shall be as notified by the University from time to time. Deductions shall be made from the remuneration bills unless condoned by the Vice Chancellor in special cases. Details for the deductions shall be as notified by the University from time to time.

## **R-8 Instructions for Chief Superintendent (CS) for the conduct of examination.**

These instructions shall be read in conjunction with the following documents as notified by the University:

- (i) General instructions for the guidance of the candidates appearing for Examination
- (ii) Duties and responsibilities of Additional Chief Superintendent, Deputy Chief Superintendent, Relieving Officer, and Room Superintendent.

Anil K. Mathur

### **R-8.1 General**

- (i) The University shall declare the Examination Centres for the conduct of respective examination from time to time.
- (ii) Each institute, which is declared as Examination Centre for the conduct of the University Examinations, shall have a Chief Superintendent who shall be, generally, the Head of the Institution and shall be appointed by the University.
- (iii) No person shall be appointed as CS for the examinations of two bodies held simultaneously at the same institution.
- (iv) The CS shall be responsible for the smooth and proper conduct of the examinations at his/ her centre. He/She shall take necessary precautions and actions before, during and after the examinations as per stipulated guidelines of the University and shall be responsible, till the Answer Books reach the place, as per the directions of the Controller of Examination (CoE).
- (v) The CS shall remain available at the centre during the period of both theory and practical examinations and shall remain at the Headquarter/Centre during and on all the days of the examination. In case of any emergency, he/she shall make all the necessary arrangements for the proper conduct of examination by entrusting the responsibility to the next senior staff member of his/ her confidence, with intimation to the Controller of Examination.
- (vi) The CS shall convene a meeting of all the staff members involved in the examination work, two or three days prior to the commencement of examinations and explain them the duties and responsibilities. He shall also inform to strictly follow the instructions laid down by the University. The CS shall impress upon them the need for prevention of any kind of malpractice during the examination.
- (vii) The CS shall also ensure that all the officials involved in the examination conduct duties are aware of their duties/ responsibilities as well as of other officials in order to have smooth & better coordination during the examination period.
- (viii) The CS shall obtain any kind of help from the local authorities to maintain law and order in the premises of the examination centre.
- (ix) CS shall ensure to provide necessary instructions to the security staff for allowing University Officials (University Appointed Centre Supervisor, Observer, Flying Squad etc.) unhindered access to the centre to make sudden visits, immediately after establishing their identity by inspection of their cards/orders issued by the University. In no case they should be detained at the gate for want of permission of CS However, subsequently he may inform the same to the CS.

Anil K. Mathur



## R-8.2 Appointment of officers and staff

- (i) The CS shall appoint required number of Officials for conducting the examination smoothly, as below:
  - (a) One Additional Chief Superintendent, only if examinees are more than 750 or sessions of examination are more than two.
  - (b) The person to be appointed as an ACS shall normally be the Vice-Principal or the senior most person from amongst the faculty of the college.
  - (c) One Deputy Chief Superintendent for every 500 students. DCS shall be, generally, the senior faculty amongst the teaching staff members by rotation.
  - (d) The CS shall appoint ACS/DCS wherever necessary, and intimate their name(s) to CoE for record. Approval of the University for the appointment of ACS/DCS is not necessary.
  - (e) The ACS/DCS shall not leave the station during the examination days for any purpose without obtaining prior permission of the CS.
  - (f) One Room Superintendent for every 25 students with minimum of two RS in each room.
  - (g) One Relieving Officer for every 100 examinees with minimum one number. In case of emergency, RO shall act as reserve RS.
  - (h) Teachers accompanying their students from outside colleges may also be taken as RS.
  - (i) In the interest of efficiency no person shall be appointed as ACS/DCS/RS/RO for more than two sessions in a day.
  - (j) The University, if necessary, may appoint University Appointed Centre Supervisor, observer, flying squad for the centre to ensure the fairness of conduct of examination.
  - (k) The duties of ACS/DCS/RS/RO should be made available to these officials in advance. The CS shall also go through all these instructions including instructions to the candidates thoroughly.

Anil K. Mathur

- (ii) Norms of the staff which may be engaged by the CS for examination work :—

S. No.	Staff	No. of persons to be engaged
I.	Class III Staff (Clerical)	
	No. of Registered Candidates for the session	
	- Upto 200 candidates	03
	- Upto 500 candidates	04
	- For subsequent 500 candidates or part thereof	One
II.	Daftari	
	One Daftari irrespective of number of candidates	
III.	Class IV Staff	
	Upto 100 candidates	04
	Above 100 for every 50 candidates or part thereof	01
IV.	Electrician	01
V.	Plumber	01
VI.	Chowkidar	01
VII.	Sweeper	01
	For every 500 examinees, one extra peon may be engaged over and above the peon engaged as per above norms.	
	Note—The number of peons engaged as per above norms will be subject to the maximum number of 25 peons.	
(iii)	The CS shall take care not to allot a particular RS to the same room successively.	

### R-8.3 Advance preparation

- (i) Immediately after receiving the appointment letter from the University, the CS shall look into the requirements, depending upon the number of candidates appearing for the examination and ensure that the required material (e.g. answer books & other stationery) is received from University in time. CS shall also be responsible for arranging the manpower required for the conduct of examination.
- (ii) The CS shall prepare well in advance, the statement regarding seating arrangements for the candidates (Table +Chair) as below:
- (a) A definite seat for each candidate in good condition with a card containing roll numbers of candidate fixed on it.
  - (b) Examination halls with seating capacity more than 40 shall be preferred.

Anil K. Mathur

- (c) As far as possible, candidates appearing in the same subjects should not be allowed to sit together (at least side by side). (Floor area per seat recommended is approx. 25 sq. ft.)
- (d) A plan of seating arrangement showing the position of candidates (according to their roll number) in each room for each day must be displayed at accessible place for the examinees & copy of the same shall be sent to CoE together with the dimensions of each room alongwith the diary of CS.
- (iii) General instructions that are made available to each candidate should be pasted on notice board & candidates should be advised to read them carefully before appearing for examination.
- (iv) CS shall check requirements (if any) for additional material to be supplied to examinees during examination such as - Drawing sheets, Steam tables, IS codes etc. and keep them ready for distribution to examinees.
- (v) He shall ensure that the list of detained students is received from the concerned Head of the institute to which the examinees belong.
- (vi) Before giving answer-books to the candidates, the facsimile seal of CoE shall be affixed on answer-books/answer sheets on the space specified for the purpose using blue ink only. In addition to this, one of the alphabet stamps shall be affixed on the space earmarked for the purpose using blue ink only. The following rules shall be observed for putting the alphabet stamp: -
  - (a) Only one alphabet stamp shall be used on all the answer books for a particular day of examination.
  - (b) Different alphabet stamp (to be decided by CS only) must be used on successive days of examination.
  - (c) Only the alphabet stamp supplied by the University must be used as it contains hidden security symbol.
  - (d) The CS shall be solely responsible for safe custody of facsimile and alphabet stamps.
  - (e) The CS shall ensure the confidentiality of alphabet stamp to be used on a particulars day.
  - (f) The CS shall maintain a correct record of serial number and alphabet seal used on the answer-sheet every day.

This is intended as a precaution against blank answer-books being smuggled into the examination hall. If the Centre Superintendent finds any answer-book in bad shape, he is requested not to issue such answer-books to the candidates to avoid any manipulation.

Answer-books should, therefore, in no case be stamped in larger quantity than required for each day's use so that if by any chance blank answer-books are stolen at a centre and afterwards smuggled into the answer-books collected at the end of an examination the absence of the particular alphabet stamp of the day on their title covers might at once prove them to

Anil K. Mathur

be contraband. At an institution, which is a centre for several examinations of the University, the CS shall ensure that answer-books of different examinations are not mixed up. A consolidated statement of the answer-books used should be sent to the CoE after the examination in the prescribed CS Diary. The balance of unused answer-books and other papers may be kept at the centre in safe custody under lock and key for next year's use.

#### **R-8.4 Handling of question paper (QP)**

- (i) The CS shall acknowledge the receipt of packets containing question papers sent by University in the prescribed format to CoE as soon as they receive the QP Packet(s).
- (ii) The CS shall carefully observe the state in which the envelopes reach them. If an envelope appears to have been tampered with or found unsealed, the fact should be reported to the CoE at once and the envelope must be kept securely in the same condition with him duly sealed in a bigger envelope.
- (iii) The name of examination, subject, paper, date and time noted on the envelope should also be checked with the programme of examination and the discrepancy, if any, should be brought to the notice of the CoE immediately.
- (iv) If the packet containing question papers does not reach at least one day before the commencement of the examination, the CS should contact the CoE without delay.
- (v) University may also adopt various measures to handover/deliver the question papers on the same day of examination in order to conduct fair and smooth examinations.
- (vi) All packets of question papers should be kept in strong room with sealed lock. The CS shall be solely responsible for the safe custody of the QPs at his/ her centre.

#### **R-8.5 On the day of examination**

##### **R-8.5.1 Before commencement of examination**

- (i) On the day of the examination, the relevant sealed packets of the QP shall be taken out from the strong room not earlier than half an hour scheduled for the commencement of the examination in the presence of DCS and one or two other officials.
- (ii) Before taking the envelopes to the main examination hall, the officials shall carefully examine the date, time, subject, number of question papers written on the packet. The CS shall also ascertain to avoid wrong opening of a QP envelope of a later session or a later date.
- (iii) Opening of envelopes containing question paper (QP):

Anil K. Mathur

- (a) The envelopes containing question papers must be opened in the main examination hall (containing maximum number of students) by the CS himself after examining the seals in the presence of candidates and other witnesses and not in his office or any other room.
  - (b) Before an envelope is opened, the CS and other witnesses should sign the prescribed certificate pasted/ printed on each envelope. Each person should sign legibly and give his designation below his name.
  - (c) While opening the sealed envelope, the CS should not break the seals but cut the envelope at one end neatly with a pair of scissors. The envelopes so opened with the certificates duly signed should be returned to the CoE after the examination.
- (iv) After opening an envelope, the CS shall ensure to check the number of question paper and the heading of each question paper with the contents noted on the envelope. The heading should be checked very carefully in order to see that no other paper which is fixed for a later day or a later hour is mixed up. If such a paper is found, it should be sealed properly in an envelope and kept along with the envelopes containing copies of the same paper and the fact reported to the CoE. The CS should check the heading printed on the first page of all the copies of the question papers. To facilitate this checking, suitable "catch letters" are printed at the left hand top corner of the first page of each question paper.
  - (v) After opening the question paper packets, the CS shall arrange to put the question papers required for each block/each room in separate cover, which shall contain actual number of papers as per the number of candidates taking the examination in the block/room.
  - (vi) The packet with the required number of answer books and other stationery supplements will be handed over to concerned room superintendents to take to the examination hall as soon as they report for duty (i.e. 45 minutes before on the first day of commencement of examination and 30 minutes before on successive days/sessions). The RS are to be present in the respective examination hall at least 30 minutes before the commencement of the examination on first day and 15 minutes before on subsequent days/sessions.
  - (vii) The CS shall arrange to provide the roll numbers of detained students as verified by the Head of the institution of the concerned college on the RS diary before issuing it to the RS.
  - (viii) The CS shall give instruction to the RS to read out the warning note to the candidates 5 minutes before the commencement of the examination.

### **Warning note**

All the candidates in the examination hall should search desks, tables, their pockets and other belongings before the issue of question papers and handover to RS, if any paper notes/ manuscripts or written material are found.

All the candidates should note that supplementary Answer Book will not be issued. The main Answer Book is itself of sufficient pages; accordingly the candidates are advised to use the Answer Book without wasting the pages unnecessarily.

### **R-8.5.2 During the examination**

- (i) Candidates may be admitted to the examination hall half an hour before the time fixed for the examination on the first day and the first session; and a quarter of an hour before time on subsequent day/ sessions.
- (ii) Normally a candidate arriving late for any paper is not entitled to be admitted to the examination hall. However, with in half an hour of commencement of examination such candidates are allowed to take examination after ascertaining that no candidate had left the examination hall till then or as per the instructions/notification issued by the university in this regard from time to time. No extra time should be given to such candidates.
- (iii) Candidates are not to be admitted to the examination hall unless their names appear in the printed roll list sent separately. CS shall ensure to inform the candidates to bring their admit cards with them which should be inspected every day as far as possible and returned after inspection.
- (iv) The CS shall ensure that all eligible candidates appear in examination i.e. no one having a valid admission card mentioning the subjects for which he is eligible for appearing in the examination is detained.
- (v) If any candidate, whose name appears in the printed roll list, forgets to bring his/her admission card or loses it and does not succeed in getting its duplicate copy from the University office in time, he/she may be admitted to the examination after ascertaining the validity of the claim (given in writing by the candidate), the CS shall issue a provisional admission card valid for that day only) on a payment as notified by the University from time to time. The details of issuing such provisional cards should be sent to CoE along with the fee collected, at the end of examination.
- (vi) The CS shall ensure to notify to all candidates that they should place their belongings i.e. books/notes/any undesirable material at the space specified outside the exam hall for the purpose only. No

guarantee will be given for the custody of such articles. Bringing mobile phones into the examination hall shall be strictly prohibited. This fact shall be well noticed to the candidates. The CS shall also instruct the RS not to allow mobile phones and any study material, notes in the examination hall under any circumstances. The candidates shall be solely responsible for bringing such articles at the examination centre.

- (vii) Pre-entry search of the candidate should be ensured by the CS for any unlawful material to prevent use of unfair-means in the examination. It will be obligatory on the part of the examinee to submit such search. Such search can be made during examination time also. This may be notified to the candidates for the information.
- (viii) Candidates should prepare themselves for giving search physically to the officials appointed by the university/CS for the examination purpose, if they are asked to do so during the examination.
- (ix) The CS shall ensure that no candidate who is actually suffering from an infectious disease, such as small-pox, plague, influenza etc. or who, though convalescent, is not free from infection, is allowed to sit for the examination. If such a candidate is noticed after the examination has begun, immediate steps should be taken to see that his papers are destroyed and that other disinfecting measures are carried out.
- (x) Use of Scientific Calculator is permitted. However, programmable calculators (one which has memory capacity of more than six numbers) are not permitted.
- (xi)
  - (a) Question paper should be distributed punctually at the time of commencement of the examination.
  - (b) If any question paper is printed on more than one page the RS may be asked to announce the number of printed pages to the candidates to enable them to check that no page is missing in the question paper.
  - (c) Immediately after the distribution of question paper to the candidates the CS (through ROs) should collect all spare copies of question papers left with the RS and check the number of spare copies with the number of question paper received minus the number of examinees present. No spare copy of the question paper should be left in the hands of the RS or allowed to go outside the examination rooms till at least two hours after the commencement of examination, If a candidate wishes to leave the examination room earlier, he should not be allowed to take question paper with him. It should be handed over to the RS, to be returned to the candidate after the examinations is over. Similarly, no candidate should be allowed to take the question papers with him while going out to urinal.

- (d) Some extra copies of question papers are always sent but if ever the number of copies of a question paper fall short and therefore, the question paper cannot be supplied to some candidates, the paper may be got photo copied and given to them and as much extra time as is taken in distributing photocopy paper be allowed to them for answering the paper and the matter shall be reported to the CoE at once. However, extra time should not be allowed to other candidates to whom printed papers are given in time.
- (e) In case a candidate asks for a question paper in an optional/elective or an alternative subject, not offered by him according to the entry in the printed roll list, he may be given the question paper he asks for but he should be clearly warned with an undertaking that if it is found afterwards that he had taken a question paper, not actually offered by him according to his declaration in the application form, his examination in that paper shall be liable to be cancelled. The CS should, however, try to satisfy himself by a reference to the entries in the application form with him that the candidate is not asking for a wrong question paper. All such cases should be immediately reported to the University.
- (f) If ever there is a complaint from the examinees that the question paper or a part thereof is out of the prescribed course, or that there is a misprint or some ambiguity in the question paper, they may be instructed to answer the question paper as given to them and send their representation along with a copy of the question paper to the University through the CS within seven days from the date of examination for consideration and necessary action. No announcement regarding cancellation of the paper shall be made by the CS or any other person except the CoE. Representation received after the above time limit shall not be entertained.
- (xii) Candidates found using unfair-means or indulging in disorderly conduct at or in connection with an examination shall be dealt with in accordance with the existing provisions.
- (xiii) On each day of the Examination and as soon as after the commencement of the Examination the CS shall ensure with the help of ACS/DCS/RS that all candidates have correctly written their roll numbers, pasted properly the relevant bar code sticker and other particulars required to be entered on the title cover of Answer books.
- (xiv) (a) An amanuensis may be allowed by the CS on request to a visually handicap candidate and also the candidate who is suffering from any of the following physical handicaps:
- i. Whose dominant hand is in a plaster cast due to fracture or injury;



- ii. Who are suffering from Arthritis and other painful conditions of dominant hand;
  - iii. Who are suffering from nerve injuries under paralytic conditions of dominant hand;
  - iv. Any condition interfering with writing performance of dominant hand;
- (b) The amanuensis will be provided subject to the conditions as specified by Rajasthan Technical University.
- (xv) Where different sections of a question paper are required to be answered in separate answer-books, the CS shall ensure to inform the candidates to note carefully and comply with the requirement of answering questions in separate answer-books. They should write Section A or Section B clearly on the answer book wherever required. If the candidates fail to do so, and answer both the sections in one answer-book, questions of only one section shall be examined and those of the other section treated as cancelled. Similarly, if they have written wrong section on the cover page, answers written in the answer book will be treated as irrelevant.
  - (xvi) Nobody other than the official engaged for examination should be allowed to enter or move around the examination rooms without the permission of the CS College peons or other persons should not be permitted to deliver letters to any candidate during the examination. Any communication with the candidates during the examination is strictly prohibited.
  - (xvii) No one should be permitted to speak to a candidate on any subject pertaining to the questions during the hours of examination, not even for the purpose of correcting a misprint or removing an ambiguity in a question paper.
  - (xviii) Nobody should be allowed to write after the prescribed time is over.
  - (xix) Smoking & other intoxicants are strictly prohibited in the examination hall. This includes chewing tobacco or spitting in the examination hall or around.
  - (xx) Office copy of the Admission card of candidates to be examined at each centre will be sent separately. The CS shall arrange to ensure to check the candidates with their photographs, obtain their signature on the office copy of the admission card a second time and attest them after comparing them with the originals. The office copy of admission cards should be returned to the CoE soon after the examination is over by a separate registered parcel and not along with other papers or packets of answer books.
  - (xxi) Whenever, the CS receives information that any candidate has indulged in malpractice, he/she should immediately take action as per the Unfair-means rules.

Anil K. Mathur

- (xxii) The CS shall ensure to arrange the provision of signal bells (audible to examinees) as below:
- (a) First bell shall be given 15 minutes before the commencement of the examination for allowing the students to enter the examination room.
  - (b) Second bell shall be given at the beginning of the examination for distribution of the question papers.
  - (c) Third bell shall be given 10 minutes before the closing time, when no student is allowed to leave the examination hall and
  - (d) The final bell shall be given at the conclusion of the examination.

### **R-8.5.3 Packing of answer books after the examination**

- (i) Immediately after every session the answer-books of each paper collected from candidates will be arranged in the serial order of Roll Number and after counting them and checking the number of answer-books with the number of candidates appeared, the same will be packed in hessian cloth. The answer books must be packed as below:
  - (a) Answer books of only one subject and one examination must be packed in sealed packet(s). Duly filled prescribed form must be pasted on the packet.
  - (b) The prescribed forms showing the record of answer books, absentees etc. must be packed with the answer books.
  - (c) One or more sealed packets may be put inside an outer packet for transmission to the University.
  - (d) The details of packets must be recorded in the CS diary.
  - (e) One copy of QP must necessarily be packed with every packet of Answer Books.
- (ii) The CS shall send the written answer books of all university examinations by registered parcel/authorized person by the university, on the day of the concerned examination. However, these answer books should be packed & sealed soon after the examination is over.
- (iii) The CS shall keep a record of daily attendance of candidates with their signatures. Roll numbers of candidates absent from the examination in each paper for any reason whatsoever should be reported in the prescribed absentee statement. If any answer-book(s) is/are sent to the Controller of Examinations separately on account of the candidate(s) having resorted to the use of unfair means or for any other reason, this fact should also be mentioned in the absentee statement. If no candidate is absent, a 'Nil' report be given in the absentee statement. On the other hand if no candidate

Anil K. Mathur

turns up for examination in any paper, all the candidates should be reported absent in the absentee statement. The number of candidates examined at each centre as shown in the absentee statement plus the number of candidates shown there as absent must tally with the number registered as shown in the consolidated numerical return of candidates. If there is any discrepancy, the same should be clarified in the absentee statements and also intimated to the CoE separately through a letter.

- (iv) At the end of each examination, three copies of a consolidated statement of absentees in prescribed form should be prepared and sent as per direction on the form. One copy of the same form be retained at the centre.
- (v) In any emergency not provided for in the above provisions the CS may act according to his own discretion and report his action to the CoE. Orders passed by the CS on any matter not provided for in these instructions shall be binding on all.
- (vi) The CS shall note the above instructions and also the details of the subject, time allowed for each paper etc. carefully as given in the printed programme of examination. At the conclusion of the examination, he shall send a report for the information of the Examination Committee that the examinations at his centre were conducted in accordance with these instructions. He may, if he thinks necessary and has some special suggestions to make for improvement for the conduct, of examinations, send a separate report to the CoE.
- (vii) Remuneration for conduct of examinations at various centers shall be as notified by the University from time to time. Centre Superintendents are requested to keep the expenditure within this limit. Actual expenses incurred on railway freight, postal charges and octroi charges shall be paid extra on production of vouchers. All details shall be filled up in the prescribed form.

#### **R-9 Duties and responsibilities of the Additional Chief Superintendent (ACS)**

- (i) The Additional Chief Superintendent shall assist the Chief Superintendent in general, for the smooth conduct of Examination at the centre.
- (ii) The ACS shall remain at the centre during the entire period of University examination. In case of any emergency he/she shall take the permission of the CS requesting him to make alternate arrangements.
- (iii) The ACS shall attend to any work entrusted to him by the CS in connection with the Examination and function under the control of the CS.

Anil K. Mathur

**R-10 Duties and responsibilities of the Deputy Chief Superintendent (DCS)**

- (i) The Deputy Chief Superintendent shall assist the Chief Superintendent in general, for the smooth conduct of Examination at the centre.
- (ii) The DCS shall remain at the centre during the entire period of University examination. In case of any emergency he/she shall take the permission of the CS requesting him to make alternate arrangements.
- (iii) The DCS shall attend to any work entrusted to him by the CS in connection with the Examination and function under the control of the CS.

**R-11 Duties and responsibilities of the University Appointed centre Supervisor (UCS)/Observer**

- (i) The University Appointed Centre Supervisor/Observer will be appointed by the University from amongst the teachers of University/Constituent/affiliated colleges for the smooth and fair conduct of examinations.
- (ii) The UCS/Observer shall visit the centre on the previous day of the date of commencement of the Theory Examinations.
- (iii) The UCS/Observer shall report himself for duty to the Chief superintendent one-hour before the commencement of the first day of examination and at least half an hour before the commencement of the examinations on the other sessions/days.
- (iv) The UCS/Observer shall be present at the time of opening of the sealed packets containing question papers to ensure that the question paper packets were kept in-tact and secrecy is maintained.
- (v) During the Examination, he/she shall ensure that all the Room Superintendents are discharging their duties properly and there is no scope for malpractice.
- (vi) The UCS/observer shall supervise with the Chief Superintendent the packing and sealing of the answer book bundles and their safe custody.
- (vii) In case of answer books, which cannot be dispatched on the very day, the answer book bundles shall be kept under the safe custody of the Chief Superintendent.
- (viii) However, the Chief Superintendent as well as the UCS/Observer shall jointly sign the paper seal pasted to the room where the bundles are preserved.
- (ix) The UCS/Observer shall give his/her own report whenever malpractice cases are detected.

Anil K. Mathur

- (x) The UCS/Observer if observes any irregularity or insincerity by any of the examination official/ staff, he shall bring this fact to the notice of the CS immediately.
- (xi) As soon as his duties are over in that centre, the UCS/Observer shall send a report to the CoE as to whether the examination was conducted properly or he noticed any irregularities. However, he/she shall also report to the Controller of Examination about any improper or irregular aspect in the conduct of examination as soon as it is noticed, taking appropriate measures to rectify the same with the help of the CS.
- (xii) The UCS/Observer shall get himself relieved of his duties after the completion of the duties assigned.
- (xiii) If the UCS/Observer has to leave during the examination for any other work of the University like evaluation or for any extraordinary reasons, he/she shall obtain the prior permission of the CoE and inform the same to CS.
- (xiv) He may get his duration of duties as University Appointed Centre Supervisor/Observer (i.e. days) counter signed by the respective CS.
- (xv) He shall be entitled for remuneration, honorarium, TA & DA as per University norms by sending bill along with the attendance certificate to the University.

#### **R-12 Duties and responsibilities of Room Superintendent (RS)**

- (i) The Room Superintendent shall be the invigilator for the examination room. He shall report to the Chief Superintendent at least 45 minutes before the commencement of the examination on the first day and 30 minutes before on successive days/ sessions of examinations. He shall ascertain the examination room/hall assigned to him/her and the number of candidates in the block.
- (ii) The RS shall go to the examination room/hall allotted 15 minutes before the commencement of the examination with relevant examination material and ensure that no chits or any other material are found in the block.
- (iii) The candidates shall be admitted into the examination hall 15 minutes before the commencement of the examination or as notified by the university from time to time.
- (iv) The RS shall announce to the students to leave the books, papers and other reference materials etc., outside the examination hall and read out the warning note before the issue of Question Papers as below:  

“The candidates in the examination hall should search desks, tables, their pockets & other belongings and handover to RS, if any

Anil K. Mathur

paper/notes/manuscripts or written materials are found in possession of candidate, he will be booked under unfair means.”

- (v) Ten minutes before the commencement of examination, the answer books shall be distributed to those candidates only, who are seated in the examination hall and are not to be placed on the vacant seat.
- (vi) The RS shall distribute the question papers to the candidates seated in the examination hall only when the commencement bell of the examination is given.
- (vii) The RS shall ensure that candidates take their seats before the commencement of examination even though the candidate shall be allowed to enter the examination hall up to half an hour from the commencement of the paper in extra ordinary circumstances.
- (viii) The RS shall ensure that if a candidate decides to stop his writing of examination before one hour of the termination of exam, he/she will not be allowed to take away his/her question paper. He/she shall leave it with the room superintendent and may take it from him/her at the end of examination. However no candidate should be allowed to leave examination hall for any purpose within first hour of the commencement of examination or as per the instructions issued by the university from time to time in this regard.
- (ix) The RS shall put his signature at the place marked as Room Superintendent's Signature only after ensuring that the candidates have taken their seats and have entered the correct roll number, paste the proper bar code stickers and other particulars required on the facing sheet of the answer paper checking the identity of the candidate with photo on admission card and office copy of admission card, and shall obtain the signature of the candidates on the prescribed attendance sheet.
- (x) The RS shall remain alert in the examination hall and shall attend to the requests of the candidates for supply of the graph sheets, codes & other relevant material.
- (xi) RS shall ensure that any undesired materials brought by the students are outside the room at his own risk.
- (xii) Whenever, the candidate wishes to change the pen/ink, the RS shall not affix the signature in the answer book any where inside the names but the university facsimile seal should be put using royal blue ink only.
- (xiii) If any student has not brought his/her admission card and Identity Card, the matter shall be brought to the notice of the CS for issuing provisional card.
- (xiv) If any candidate is absent, the word ABSENT shall be written in capital letters in the appropriate column of the attendance sheet, preferably in red ink, after 30 minutes from the commencement of the examination. A consolidated statement showing the subject-

wise, candidates present and absent be submitted in the prescribed form.

- (xv) After half an hour of the commencement of the examination, the spare answer books and question papers shall be returned to the Relieving Officer(s) or his representative when he/she visits the examination hall.
- (xvi) The RS shall not accept the answer book of any candidate without ensuring that, it bears his/her correct University roll number and other information asked on the title page of the answer books.
- (xvii) The Room Superintendent shall not allow the candidate to use unfair means in the examination hall.
- (xviii) The candidate going for toilet should be escorted properly; however frequent use of toilet by the candidate should be discouraged.
- (xix) Where candidate changes ink while he/she is answering a paper, he/she should bring this fact to the notice of the Room Superintendent on duty who will record this fact at the appropriate place and affix the CoE facsimile stamp with BLUE INK only.
- (xx) The RS shall take rounds in the hall and shall not engage themselves in conversation with other RS, while the examination is going on and also shall not engage in reading magazine or newspaper or doing any work other than his duty for examination.
- (xxi) The RS shall ensure that there is no communication among the candidates in the examination hall.
- (xxii) The violations of instructions by any candidate shall be brought to the notice of the CS immediately and a written report is to be made regarding such cases to the University by the CS.
- (xxiii) Smoking and taking tea/coffee or any other refreshment in the hall or around by the candidate, where the examination is in progress is strictly prohibited (This includes chewing of tobacco etc.).
- (xxiv) The RS should note that, a signal bell shall be given as under:
  - (a) First bell shall be given 15 minutes before the commencement of the examination for allowing the students to enter the examination room.
  - (b) Second bell shall be given at the beginning of the examination for distribution of the question papers (i.e. at the time of commencement of examination).
  - (c) Third bell shall be given 10 minutes before the closing time, when no student is allowed to leave the examination hall and
  - (d) The final bell shall be given at the conclusion of the examination.
- (xxv) After the expiry of the time of the examination, when the final bell is given, the Room Superintendent shall collect the answer books and shall arrange them roll number wise and hand over to the

authorized officials in CS office along with other reports. Candidates shall not be allowed to leave the examination hall till all the answer books are collected.

- (xxvi) The Room Superintendent shall be personally held responsible for the loss/ misplacement of any answer books before handing over to the office of the Chief Superintendent.
- (xxvii) While taking rounds of the examination hall, if the RS notices that, any candidate is indulging in copying or possessing a manuscript or answer book other than that of the candidate, any written material on calculator/geometry box/scale, he/she shall immediately take in his/her possession the candidate's answer book, question paper, and the materials which he/she has used or intended to use for copying and immediately report to the Chief Superintendent. He should not allow the candidate to leave the examination hall till the Chief Superintendent comes to the examination hall and takes over the charge.
- (xxviii) Any dereliction of duty on the part of the RS shall be seriously taken and the CS shall take necessary action as per the guidelines of the University and report the same to the University immediately.
- (xxix) Whenever a flying squad/ University Appointed Centre Supervisor/Observer of the University make a surprise visit, the RS shall ensure their identity and allow to enter the examination hall for surprise check.
- (xxx) The RS shall not leave the College premises until he/she personally hands over the answer books to the CS and return the relevant materials given.

### **R-13 Duties and responsibilities of the Relieving Officer(RO)**

- (i) The Chief Superintendent shall appoint the Relieving officer from amongst the senior faculty.
- (ii) The RO shall be active and shall be moving from room to room (assigned to him) during the examination hours and shall be a communication link between RS and CS/ACS/DCS for any emergent requirement.
- (iii) The RO shall not permit the RS to leave the examination hall during the first and last half-an-hour of the examination. During the intervening period, he/she shall relieve the Room Superintendent to attend nature's calls.
- (iv) The RO shall assist the CS/ACS/DCS in general for smooth conduct of examination at the centre particularly in distribution of question papers to RS room wise.

Anil K. Mathur



- (v) The RO shall in addition to the above duties attend to any other work entrusted to him / her by CS/ACS/DCS.
- (vi) The RO shall relieve the RS for maximum of 10 minutes and be in charge of the duties of RS during that period and discharge all the duties and responsibilities of the RS.
- (vii) The RO shall report for duty 45 minutes before the commencement of examination on the first day and 30 minutes before on successive days/sessions.
- (viii) The RO shall also observe/keep a watch in and around the examination rooms (assigned to him) to ensure overall discipline.

#### **R-14 Unfairmeans**

- (i) No candidate shall use unfairmeans or indulge in disorderly conduct at or in connection with the examinations.

Explanation: Here 'candidate' means an examinee taking an examination in a particular year and also includes every student on the Rolls of the University.

- (ii) Unfairmeans shall include the following:
  - (a) making a false representation pertaining to the eligibility of the candidate to appear in examination;
  - (b) communicating or attempting to communicate with the Controller of Examination of the University or any person of his office or Centre Superintendent, or any person connected with the conduct of examination, or with any paper-setter or examiner, with the object of finding out the name and address of the paper-setter or examiner, or finding out the questions that have been set by the paper-setter or examiner, or with the object of influencing an examiner in the award of marks, or with the object of unduly influencing any one of them in discharge of his duties in connection with the examinations;
  - (c) talking to another candidate or any unauthorised person inside or outside the examination room during the examination hours without the permission of a member of the supervisory staff, before handing over the answer book to the invigilator;
  - (d) giving or receiving assistance in answering the question papers to or from any other candidate/person in the examination hall or outside during the examination hours;
  - (e) during examination time having in possession or access to:
    - i. any paper, book, note or any other unauthorised material which has relevance to the syllabus of the examination-paper concerned;

Anil K. Mathur

- ii. anything written on scale, or any other instrument or any kind of furniture or any other substance, which may have relevance to the syllabus of the examination-paper concerned;
  - iii. anything written or signs made on the body of the candidate, or his clothes/ garments, hand-kerchief etc. which may have relevance to the syllabus of examination-paper concerned;
  - iv. anything written, or signs made on the admission card/question paper which have relevance to the syllabus of the examination paper concerned.
- (f) swallowing or attempting to swallow, or destroying or attempting to destroy a note or paper or any other material, or running away with the material with the intention of destroying the evidence of using unfairmeans, or being guilty of causing disappearance or destruction of any such material either by himself or with the assistance of any other person;
  - (g) smuggling a question-paper or an answer-book (main or supplementary) or part thereof into the examination room/Centre or out of it;
  - (h) replacing or getting replaced an answer-book (main or supplementary) or part thereof during or after the examination;
  - (i) impersonating any candidate or getting impersonated by any person for taking the examination;
  - (j) copying of a substantial part of any work/material without any acknowledgement by a candidate in his dissertation/thesis/field—survey work/ project report;
  - (k) tampering with records of an examination;
  - (l) using any obscene or abusive language in his answer-book;
  - (m) cheating or attempting to cheat the University in any manner; and
  - (n) any act or omission, by or on behalf of the candidate connected with the examination, whether prior to or subsequent to such examination or the result thereof which, in the opinion of the Board, is unfairmeans.
  - (o) Disclosing candidates identity by writing his roll no., enrolment number, name, address, telephone/mobile number etc. or any such act leading to disclosure of his identity.
  - (p) Attempting to bribe/luring the examiner by putting/offering cash or kind inside the answerbook.

- (iii) (a) A candidate in the examination hall or outside but within the campus of the Examination Centre during the examination, shall be under the disciplinary control of the Superintendent of the Centre or his nominee and shall obey his instructions.
- (b) Disorderly conduct includes:
- i. disobeying the instructions of the Chief Superintendent/Additional Chief Superintendent /Deputy Chief Superintendent / University appointed center supervisor / Room Superintendent / Relieving Officer or any member of the Flying Squad;
  - ii. threatening, intimidating or assaulting the Superintendent, Invigilator, any member of the Flying Squad or any other member of staff working at the examination centre, or another candidate in connection with the examination before, during or after the examination hours.
  - iii. misbehaving with the Superintendents, RS/RO or any member of the Flying Squad or any other member working at the examination centre in connection with the examination before, during or after the examination hours;
  - iv. leaving the examination room, before the expiry of half-an-hour after the commencement of the examination or leaving the examination room without obtaining the permission of the Invigilator or without handing over the answer-book to the invigilator or without signing the attendance sheet;
  - v. tearing off or mutilating an answer-book (Main or supplementary) or any part thereof;
  - vi. disturbing or disrupting the conduct of examination or attempting to do so;
  - vii. inciting or compelling any other candidate to leave the examination room or to /boycott the examination;
  - viii. bringing into the Examination Hall/Centre (a) any weapon or (b) any other material objected to by the Invigilator/Centre Superintendent or any other member of the supervisory staff;
  - ix. appearing in the examination without being in possession of the Admission Card unless permitted by the Centre Superintendent;
  - x. refusing to be searched by the Invigilator/Centre Superintendent/any other member of the Supervisory Staff/any member of the Flying Squad, or obstructing or

hindering such search in the Examination Hall, Verandah, Urinal, etc.

(iv) Punishment

A candidate found guilty of unfair means or disorderly conduct at or in connection with an examination shall, at the discretion of the UM committee, be punished, in addition to the punishment that may have been already awarded by the Principal/Director/Chief Centre Superintendent, with one or more of the following:

- (a) cancellation of the examination of the paper in respect of which he is found to have been guilty; and/or
- (b) cancellation of the examination of the semester examination for which he was a candidate; and/or
- (c) cancellation of the examination of one year for which he was a candidate; and/or
- (d) debarring the candidate from securing admission to a class and appearing at any future examinations of the University for a stated period; and/or
- (e) any other punishment deemed suitable by the committee.

(v) Norms of Punishment:

The following norms for award of punishment are laid down:

- (a) If a candidate is found guilty of seeking admission to an examination by making a false representation pertaining to his eligibility to appear at the examination, he shall be disqualified from appearing at any examination for a period of one semester to four years including the present examination.
- (b) Where a candidate is found having in his possession or within his reach any material relevant to the syllabus of the examination paper concerned but has not copied from or used it:
  - i. If the behaviour of the candidate on being caught is satisfactory : Present semester examination shall be cancelled. If the material found in possession of the candidate is of insignificant nature the punishment may be relaxed to the extent of cancellation of the examination of that particular paper (theory or practical as the case may be) and he/she will be treated as having obtained 'Zero' mark in that paper with all the consequences to follow. However, if the candidate so desires, he/she will be given the option of appearing in the subsequent whole examination by cancelling the present examination as a whole.

Anil K. Mathur

- ii. If the behaviour of the candidate on being caught is unsatisfactory : Present semester examination shall be cancelled and he shall be further debarred for one subsequent semester examination.

Note: If a candidate uses resistance or violence against the invigilator or any other person on examination duty, the punishment may be enhanced according to the gravity of the offence.

(c) Where a candidate is found to have copied from or used the material caught:

- i. If the behaviour of the candidate on being caught is satisfactory : Present semester examination shall be cancelled and he shall be further debarred for one subsequent semester examination depending upon the significance and extent of use of the recovered material.
- ii. If the behaviour of the candidate on being caught is unsatisfactory : Two semester examinations (current plus next) of the candidate shall be cancelled and he shall be further debarred from appearing in examinations of next two subsequent semesters.

Notes: If the candidate uses resistance or violence against the invigilator or any person on examination duty or consistently refuses to obey the instructions of the Superintendent(s), the above punishment may be enhanced according to the gravity of the offence.

(d) If a candidate is found talking to another candidate or to any unauthorised person inside or outside the examination hall, during the examination hours without the permission of a member of the supervisory staff, his examination in that particular paper may be cancelled.

(e) If a candidate is found reading or possesses some incriminating material relevant to the syllabus of the paper in the verandah, urinal etc. his examination in that particular paper or his whole semester examination depending on the gravity of the offence, shall be cancelled.

(f) If a candidate leaves the examination hall;

- i. before the expiry of half-an-hour after the commencement of the examination, and/or
- ii. without obtaining the permission of the invigilator; and/or

- iii. without handing over the answer book to the invigilator; and/or
  - iv. without signing the attendance sheet;  
his examination in the paper concerned may be cancelled.
- (g) If a candidate during the course of practical examination presents to the examiner practical or class work, or note book, which does not belong to him, that particular examination shall be cancelled.
- (h) If a candidate,
- i. leaves the examination hall without handing over his answer book to the invigilator concerned and takes it away with him, or
  - ii. tears it off, or otherwise disposes of his answer-books or any part thereof inside or outside the examination hall, or
  - iii. incites/compels any other candidate to leave the examination hall, or attempts to disturb, or disrupts the conduct of examination or indulges in any kind of activity in the campus of the Examination Centre which is violative of the sanctity, or purpose of the examination,
- he shall be disqualified from appearing or passing in any University examination for two to six semesters including the present semester examination, depending upon the nature and gravity of the offence.
- (i) If a candidate on being caught by an invigilator, a member of the flying squad or any other authorised member of the supervisory staff, runs away from the examination hall along with the piece of paper/material in his possession or destroys any piece of paper believed to be of doubtful nature by the member of the supervisory staff either by swallowing/throwing it away, or by any other means, he shall be disqualified from appearing/passing in any University examination for a period upto four semesters including the present semester.
- (j) If a candidate is found guilty of -
- i. smuggling an answer-book in whole or in part inside the examination hall, or
  - ii. taking out or arranging to send outside the examination hall an answer-book or question paper, in whole or in part, or

- iii. replacing his answer book or getting it replaced in whole or in part during or after the examination, or
- iv. impersonating a candidate or being impersonated by any person,

he shall be disqualified from appearing/passing in any University examination for a period of four to six semesters including the present semester examination.

Note: A person other than the candidate assisting him in the above shall be liable to such action as may be decided by the Director/Principal of the College.

- (k) if a candidate is found guilty of disobeying the instructions of the Invigilator/Centre Superintendent (or any other person authorised by him) or if he occupies a seat other than that allowed to him without permission of the proper authority, the examination of that particular paper may be cancelled.
- (l) if a candidate deliberately disclosing his identity or writes any other candidate's Roll Number, mobile numbr etc. on his answer book, he shall be disqualified from appearing/passing any University examination for that particular paper to a period of two semesters depending upon the nature and gravity of the offence.
- (m) when a candidate is found guilty of misconduct/misbehaviour and/or indiscipline in connection with the examination before, during or after the examination hours, inside or outside the examination centre, the extent of punishment may vary from the cancellation of the present paper to disqualifying him from appearing/passing in any University examination for a period upto six semesters including the present semester examination depending upon the nature and gravity of the offence.
- (n) if a candidate carries into the examination Hall/Centre any weapon or a mobile phone and does not hand over the same to the invigilator or any other authorised member of the supervisory staff, he shall he disqualified from appearing/passing in any University examination upto four semesters including the present one, depending upon the nature and gravity of the offence.
- (o) where a paper or any other material connected with the examination or use of any other unfairmeans is found or detected even after the examination is over, the candidate concerned may be disqualified from appearing/passing in any University examination upto six semesters including the present one depending upon the nature and gravity of the offence.

- (p) if a candidate deliberately attempt to bribe/luring the examiner by putting/offering cash or kind inside, he shall be disqualified from appearing/passing any University examination for a period upto six semesters depending upon the nature and gravity of the offence.
- (q) cases of use of unfairmeans or of disorderly conduct not covered under the above categories from (5)(a) to 5(p) or those which, in the opinion of the unfairmeans Committee, deserve some other punishment shall be decided by the Examination Committee.
- (r) when a candidate is found guilty of disobeying the instructions of the Invigilator/Centre Superintendent (or any other person authorised by him) or of deliberately changing his seat with another candidate or writing other candidate's Roll Number on his answer-book or of mis-conduct, indiscipline or misbehaviour including causing any kind of disturbance for other examinees in the examination hall or for indulging in any activity in the campus of the examination centre which is violative of the sanctity and purpose of the examination, the Centre Superintendent may turn him out of the Centre, cancel his day's examination and also further disqualify him from appearing at the examination in subsequent papers; provided further that in all such cases, the report of each case shall be sent to the University for approval. The Board may, however, according to the gravity of the offence, further enhance the punishment.

**Explanation of punishment described in above paras according to semester scheme**

- (a) If the examination in a particular paper/subject (theory/practical) is cancelled: The marks secured by the candidates in mid-term/practical and sessional will be carried forward for the next examination; however, marks in the term end (theory) examination of the paper/subject will be treated as ZERO.
- (b) If the present semester examination is cancelled: All the theory papers (i.e. end term examination along with lower and higher back papers) if appeared shall be cancelled. However the marks obtained in mid-term, practical and sessionals shall be carried forward. The student shall reappear in theory papers as back paper examinee.
- (c) If the examinations of two semester (one year) are cancelled  
 Odd Semester: Theory Term End, Mid Term, Sessional & Practical Examination of current semester including all the upper as well lower examinations (if appeared) held during current semester will be treated as cancelled. Such candidate will not be permitted to attend following even semester



classes and any other examination to be held in next semester and he will be eligible to re-register in odd semester (being treated cancelled) as regular student in the next academic session.

Even Semester: Theory Term End, Mid Term, Sessional & Practical Examination of current semester including all the upper as well lower examinations (if appeared) held during current semester (even semester) be treated as cancelled. The odd semester examination of next academic session, if candidate appeared shall also stand cancelled including term end/mid-term/sessional/practical and back paper exams. The candidate will have to register in even semester of the next academic year as a regular student. The candidate need not attend/register in odd semester (in which already appeared) in next academic session as a regular student. However, the candidate is free to register himself as regular student if he so desires.

- (d) If the candidate is further debarred for two or more semester examinations.

The candidate will be eligible to appear in the examination after expiry of duration of academic year(s) for which candidate has been debarred.

- (vi) Procedure for dealing with the cases of unfairmeans and disorderly conduct:

The following shall be the procedure for dealing with the cases of candidates found using or suspected of using unfairmeans or showing disorderly conduct in connection with the examinations:

- (a) Where a candidate is suspected of using unfairmeans as defined above, the Invigilator or the Centre Superintendent or any other member of the supervisory staff including the flying squad shall search the candidate and/or his belongings. Where any written or printed material is found in his possession in consequence of the search, the case shall be referred to the unfairmeans committee for the purpose indicating the nature of unfairmeans used by the candidate.
- (b) As soon as a candidate is suspected, found or reported to have resorted to unfairmeans and the Invigilator/Superintendent or any member of the Flying Squad feels satisfied that unfairmeans have been used, his answer-book shall be seized alongwith the material recovered and a fresh answer book given to him to answer the questions of the question paper. The answer-books shall be marked as U.M. I and II respectively.
- (c) The invigilator/member of the Flying Squad concerned shall generally give his report in writing in the form prescribed by the University. This report shall be brought to the notice of

the candidate who shall normally be required to give his statement in the above form and sign the material caught. This form duly completed alongwith the material recovered duly signed by the candidate, the invigilator-member of the Flying Squad and the Centre Superintendent (as far as possible) will be sent by the Centre Superintendent to the CoE of the University for consideration.

- (d) If a candidate refuses to give his statement on the spot and/or refuses to sign the material recovered or leaves the centre without giving his statement or if the candidate is found guilty of showing dis-orderly conduct, his case will be reported by the Centre Superintendent to the University in prescribed form of the Examination Manual. An intimation notice to this effect, will be sent to the candidate under registered cover calling upon him to show cause why action should not be taken against him for using unfairmeans or showing misconduct and asking him to submit/furnish his explanation/reply, if any, directly to the CoE of the University by registered post within fourteen days from the date of dispatch of the intimation notice. If the intimation notice due to any reason has not been sent by the CoE, it shall be sent to the candidate positively by the University before finally disposing of the case.
- (e) Where the Centre Superintendent refers a case of use of unfairmeans or disorderly conduct to the CoE, he shall record such evidence as is available in support of the allegations made by the Invigilator/member of the Flying Squad or any member of the supervisory staff and after giving his own remarks, he shall send all the relevant material to the unfairmens committee for further action.
- (f) The unfairmens committee will consult the Head Examiner/ Examiner or any other expert appointed by the University, where-ever necessary, and get his report on the prescribed form regarding the use of unfairmeans.
- (g) All cases of suspected use of unfairmeans or of disorderly conduct reported by the Centre Superintendent or by any other person concerned with the examination including the examiner shall be considered and decided by the Vice-Chancellor. The Vice-Chancellor may, however, appoint unfairmeans committee(s) to examine the cases on his behalf and give the recommendations for consideration and his approval.
- (h) (i) The cases of suspected use of unfairmeans or of disorderly conduct will be considered and decided by the committee in the candidate's absence on the basis of the reports of the Invigilator/Centre Superintendent and the statement, if any, made by the candidate in the prescribed form of the

Examination manual and/or the reply statement, if any, received from the candidate in reply to the notice issued to him by the CoE. No further representation or protest from the candidate will be entertained afterwards.

(ii) In case a candidate desires to be given a personal hearing and/or if the unfairmeans Committee thinks it necessary, it shall fix a date and time and notify to the candidate by registered post to appear before the Committee for personal hearing. Sending such a notice by registered post to the candidate at the address given by him in his examination application form. No adjournment of the meeting will ordinarily be granted to the candidate. If considered necessary the Committee may ask the Invigilator/Superintendent or any other member of the Supervisory Staff to be present in the meeting at the time of holding the enquiry.

On the date fixed for hearing which will ordinarily be not less than 14 days from the date of dispatch of the notice the Committee shall meet at the notified place on the date and time specified in the said notice for giving personal hearing to the person(s) concerned.

The statement/reply of the candidate will be recorded by the Committee which may also seek and record clarifications or further explanations, if necessary, from the Invigilator/Centre Superintendent/any other member of the supervisory staff, who may be present at the time of the enquiry.

- (i) In no case shall the candidate be allowed to be represented by a lawyer or any other person. Also no adjournment of the hearing will be granted to the candidate unless deemed necessary by the Committee. Further, it will not be obligatory for the University to furnish a copy of the incriminating material or any other material recovered from the possession of the candidate. However, the candidate will be shown the incriminating material at the time of hearing if he so desires.
- (j) On the basis of the report(s)/statement(s) of Invigilator(s)/ Member(s) of the Flying Squad or the supervisory staff, the statement, if any, of the candidate, the remarks of the Centre Superintendent and also the statements recorded at the time of personal hearing, the Committee will record its recommendations regarding the punishment to be awarded to the candidate, If the candidate is absent, the Committee may consider and decide the case in his absence.
- (k) If during the course of enquiry, the unfairmeans Committee, while examining a particular case(s) comes to the conclusion that the candidate(s) resorted to copying from the answer-hook(s) of any other candidate(s) or where the committee is

Anil K. Mathur

of the opinion that such copying could not have been done without the connivance/negligence of the Invigilator(s)/any other member(s) of the Supervisory staff, the Committee may recommend such disciplinary action as it deems fit against the invigilator(s) or the members of the Supervisory Staff after giving him/them an opportunity of personal hearing.

- (l) The Committee may, for reasons to be recorded, also recommend to the Vice-Chancellor if any action is desired to be taken against an examiner or any member of the supervisory staff or any other person involved in a case of unfairmeans and disorderly conduct.
- (m) The said report and recommendations of the Committee shall be placed before the Vice-Chancellor who shall be the final authority to take such action as he may think necessary in each case.

Notes:

- (a) If a candidate appearing in uncovered/uncleared subject(s)/paper(s) of a lower examination along with the higher examination is found guilty of use of unfairmeans in a paper of the lower or the higher examination, his uncovered papers at the lower examination as well as the complete higher examination shall be cancelled and if required under this Regulation will be further debarred from appearing at the subsequent examination in the same.
- (b) A candidate may approach a court of Justice for redress, if any, within 90 days from the date of dispatch of the decision of the University to the candidate.
- (c) The records of the cases of unfairmeans/disorderly conduct may be destroyed after the expiry of six months from the date of dispatch of the decision of the University to the candidate.
- (d) The period for which a candidate is debarred will not be counted towards the maximum period laid down in any Regulation within which a candidate must pass a particular examination failing which his examination would stand cancelled or he would lose status to appear as an ex-student or minimum pass marks shall be taken into account for working out his result.

#### **R-15 Amanuensis**

- (i) An amanuensis may be allowed by the Centre Superintendent on the request by a visually handicapped candidate and also a candidate suffering from any of the following physical handicaps:

Anil K. Mathur

- (a) Whose dominant hand is in a plaster cast due to fracture or injury.
  - (b) Who is suffering from Rheumatoid Arthritis and other painful conditions of dominant hand.
  - (c) Who is suffering from nerve injuries under paralytic conditions of dominant hand.
  - (d) Who is suffering from any condition interfering with writing performance of dominant hand.
- (ii) The amanuensis will be provided subject to the following conditions
- (a) The Centre Superintendent is satisfied that the request is genuine.
  - (b) The amanuensis is a student of the standard specified below and selected by the Centre Superintendent:

For Post-graduate Examination : Degree standard.

For final year of under-graduate Examinations: First Year standard.

For first & second year Examinations : Senior higher Secondary standard.

- (c) The candidate's request for grant of an amanuensis is accompanied by a medical certificate from an Orthopaedic Surgeon /Junior Specialist in Orthopaedic Surgery/Senior Specialist in Orthopaedic Surgery duly countersigned by the Senior Medical Officer of the concerned Hospital.
  - (d) The candidate will remit to the University an amount equal to double the amount payable to an invigilator for the total number of sessions in which he is to be examined.
- (iii) Half an hour extra time may be given to a Physically Handicapped candidate who has defects in his dominant hand and its fingers and to whom no amanuensis has been allowed by the Centre Superintendent.
- (iv) (a) The centre superintendent will report each such case to the University with full detail about both the candidates, i.e. the examinee and the amanuensis writing for him, on the prescribed form.
- (b) The words 'Answers written by the Amanuensis' shall be written in red ink by the Centre Superintendent on the top (left side) of title cover of the Answer-book.
- (v) An amanuensis may be provided to a candidate who meets with an accident during the days of examination and requests for an amanuensis. The following procedure should be adopted in this connection:
- (a) The candidate who meets with an accident during the days of examination and requests for an amanuensis, should

normally meet the Centre Superintendent, atleast 24 hours before the commencement of the examination, together with the following declarations:

- (b) The amanuensis should be a student of the standard as specified in para(2) above.
- (c) The examinee who meets with an accident should submit a medical certificate from the Principal Medical and Health Officer of the District or by a Medical Board.
- (d) The same amanuensis should continue for all the examination days.
- (e) The candidate will have to pay an amount equal to double the amount payable to an invigilator for each day/session. This amount should be remitted to the University.
- (f) The Chief Centre Superintendent should report each such case to the University with full, details about both the candidates (original candidate and the amanuensis.)

N.B.: The words "Answers written by the Amanuensis" should be written in red ink by the Centre Superintendent on the title cover of the answer-books.

**DECLARATION BY CANDIDATE:**

I \_\_\_\_\_ Son of Shri \_\_\_\_\_ Resident of (write full postal address) \_\_\_\_\_ Telephone/Cellphone No. \_\_\_\_\_ do hereby affirm as under:

- (1) That I am taking paper \_\_\_\_\_ of my \_\_\_\_\_ Examination, 20.....
- (2) That I have suffered an injury \_\_\_\_\_
- (3) That I was treated by Dr. \_\_\_\_\_ of (write the name of the hospital) \_\_\_\_\_ and that the Medical Certificate furnished by me is genuine one.
- (4) That the amanuensis Shri \_\_\_\_\_ Son of \_\_\_\_\_ Resident of \_\_\_\_\_ is a student of \_\_\_\_\_ Class of \_\_\_\_\_ (College/School).

I understand that the permission granted by the Centre-Superintendent for amanuensis is purely provisional. If any of my statements are found to be incorrect, my examination may be cancelled without prejudice to any legal action that may be taken in the matter by the University.

Date:

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Signature of the Candidate

**DECLARATION BY AMANUENSIS:**

I \_\_\_\_\_ Son of Shri \_\_\_\_\_  
Resident of \_\_\_\_\_  
hereby affirm as under:-

Anil K. Mathur

1. That I am a student of \_\_\_\_\_ of \_\_\_\_\_ College.
2. That I have been asked to act as an amanuensis for \_\_\_\_\_  
 \_\_\_\_\_ Son of \_\_\_\_\_ Resident  
 of \_\_\_\_\_ who is not in a position to write in the  
 examination himself.
3. Shri \_\_\_\_\_ is not related to me.

I understand that if any of the statements made above are found to be incorrect I am liable to legal action which may be taken by the University in this matter.

-----  
 -----  
 Signature of Amanuensis  
 with postal Address  
 and Telephone No.

### R-16 Grace marks

Under graduate/post graduate (main/back examinations)

Grace marks to the extent of 1% of the aggregate marks prescribed for an examination will be awarded to a candidate failing in not more than 25% of the total number of theory papers, practicals, sessionals, dissertation, viva-voce and the aggregate, as the case may be in which minimum pass marks have been prescribed; provided the candidate passes the examination by the award of such Grace marks. For the purpose of determining the number of 25% of the papers, only such theory papers practicals, dissertation, viva-voce etc. would be considered, of which, the examination is conducted by the University.

N.B.:- If 1% of the aggregate marks or 25% of the papers works out in fraction, the same will be raised to the next whole number. For example, if the aggregate marks prescribed for the examination are 450, grace marks to the extent of 5 will be awarded to the candidate, similarly, if 25% of the total papers is 3.2, the same will be raised to 4 papers which grace marks can be given.

General:-

- a. A candidate passes in a per/ practical or the aggregate by the award of grace marks will be deemed to have obtained the necessary minimum for a pass in that paper/ practical or in the aggregate and shown in the marks sheet to have passed by grace. Grace marks will not be added to the marks obtained by a candidate from the examiners nor will the marks obtained by the candidate be subject to any deduction due to award of grace marks in any other paper/ practical or aggregate.
- b. If a candidate passes the examination but misses First or Second Division by one mark, his aggregate will be raised by one mark so as

Anil K. Mathur

to entitle him for the first or second division, as the case may be. This one mark will be added to the paper in which he gets the least marks and also in the aggregate by showing +1 in the tabulation register below the marks actually by the candidate. The marks entered in the marks-sheet will be inclusive of one grace mark and it will not be shown separately.

- c. Non appearance of a candidate in any paper will make him ineligible for grace marks. The place of a passed candidate in the examination list will, however be determined by the aggregate marks he secures from the examiners, and he will not, by the award of grace marks, become entitled to a higher division.
- d. Distinction won in any subject at the examination is not to be forfeited on the score that a candidate has secured grace to pass the examination.

Note:- The Grace marks will be awarded only, if candidate appears in all the papers prescribed for the examination.

#### **R-17 Supply of statement of marks**

The statement of marks will be supplied after the publication of the result of an examination.

#### **R-18 Revaluation**

- (i) A candidate who wishes to apply for revaluation of his answer-book(s) must submit his application in the prescribed form together with the requisite fee to the Principal of the college, where candidate is studying, before expiry of 15 days excluding the date of the declaration of his examination result. Application not received in the prescribed form or by the due date or without the requisite fee shall be rejected. Incomplete application forms will be rejected.
- (ii) A candidate shall be required to pay a fee per paper (not subject) shall be as notified by the University from time to time for revaluation of each answer-book, which will not be refunded, except when the candidate is allowed to withdraw his application.
- (iii) Revaluation of answer books shall be permissible in not more than 25% of the theory papers in which candidate actually appeared at an examination. Where the number of papers in which a candidate appeared at an examination happens to be an odd number, revaluation will be permitted up to whole number i.e. if an examination consists of 5 papers, a candidate can apply for revaluation of answer-books up to 2 papers.
- (iv) Notwithstanding the aforesaid provisions, revaluation of answer-books shall not be permitted in respect of (i) the scripts of practical



examination/sessional/periodical tests, dissertation, thesis and viva-voce and (ii) part examination- back papers and boycotted papers.

N.B.: (i) 'Part Examination' means an examination at which candidate appears in those subject(s)/paper(s) only which he has yet to clear.

(ii) 'Boycotted Papers' means the papers in which a candidate having boycotted the examination earlier is allowed another chance to appear.

- (v) In case a candidate does not submit his/her original marks sheet alongwith the application form for revaluation, his/her application shall stand rejected.
- (vi) The Principals of the colleges are required to send all the applications positively on the next day of the last date so as to reach the Controller of Examination within 15 days excluding the date of declaration of result of the examination.
- (vii) Forms must not be sent directly to the University in any case.
- (viii) The required fee should be remitted to the University through the Principal of the college where candidate is studying. Separate Demand Draft must be submitted by each student.
- (ix) The process of revaluation includes scrutiny of answer-books and therefore, it will not be necessary for a candidate requesting for revaluation of answer-books to apply for scrutiny of the paper for which he/she has applied for revaluation. However, if a candidate wants his /her answer-books of any other paper also to be scrutinized he/she will have to apply for the same separately in accordance with the provisions of these rules. In such cases if the marks of the candidate, in any paper(s) are increased as a result of scrutiny; a reference shall be made to the candidate only if his/her result is changed favorably in pre-revaluation scrutiny i.e. from fail to supplementary (back papers), supplementary to pass, pass to II<sup>nd</sup> Div. and II<sup>nd</sup> Div. to I<sup>st</sup> Div., or if there is an increase of at least 20% of marks in pre-revaluation scrutiny. In other cases the answer-books will be sent for revaluation without making a reference to the candidate. In such cases where the marks of the candidate in any paper(s) are increased favorably as a result of pre-revaluation scrutiny and thereafter if he/she does not want his/her answer-books(s) to be revalued, he/she will be permitted to withdraw his/her application for revaluation in which case his fee will not be refunded.
- (x) If the award of the re-evaluator is more than the award of the Main Examiner subject to a limit of 20% of the maximum marks prescribed for the paper, the award of the re-evaluator shall be taken as the marks obtained in revaluation.

In case the award of the re-evaluator exceeds the above limit of 20% of the maximum marks prescribed for the paper, the average of the marks awarded by the main examiner and the re-evaluator will be taken as the marks obtained with at least 20% of maximum marks as minimum, and 50% of the marks in excess of 20% be also added to the final award of the marks.

If on account of revaluation, the marks of the candidate decrease, then the average of the marks awarded by the Main Examiner and the re-evaluator shall be taken as marks obtained subject to the condition that:

Such decrease upto 10% of the maximum marks will be considered as the final award of the marks, and his/her result/division is not adversely affected.

- (xi) The answer-book(s) shall not be subject to any inspection or production before any external or internal authority except at the instance of the Vice-Chancellor.
- (xii) A candidate who is declared eligible for taking examination of back paper(s) as a result of revaluation shall be permitted to appear at the next main examination related to his/her back papers or if the same is already over, at the time of next main examination related to his/her back papers. Such a candidate will also be eligible to appear at the next higher examination as an ex- candidate, if such facility exists for the examination concerned.
- (xiii) A candidate who becomes eligible to seek admission to the next higher semester consequent upon the improvement of his/her result of revaluation in the middle of a session shall be considered eligible for admission to that semester within 21 days positively from the date of communication of the revaluation result. In such cases the attendance shall be counted from the date of admission.
- (xiv) (a) A candidate desirous to apply for re-valuation may treat his result as "No Change" for purposes of submission of application forms for appearing at the ensuing examination within due date.  
(b) A candidate whose result of the revaluation has not yet been declared and he appears at the ensuing examination shall have an option in respect of considering either the result of re-valuation or of the marks obtained at the back papers examination. Such a candidate shall be required to opt all the papers as a whole either of re-valuation or of all back papers and not in parts separately. The application of option to this effect shall be made in the prescribed form of the Examination Manual of the University.
- (xv) Candidates should presume their result as unchanged for all purposes until declaration of the result of re-valuation of their scripts.
- (xvi) All court cases shall be subject to the jurisdiction of the University headquarters at Kota and not at any other place.

- (xvii) The rate of remuneration for revaluating the answer-books of various U.G. and P.G. examinations shall be double the rate of remuneration prescribed for evaluation of the answer books for such examination in the subject/paper concerned. Minimum charges for revaluation of answer books shall be as notified by the University from time to time.
- (xviii) Postal expenses incurred by the examiner shall be reimbursed in full.

#### **R-19 Provisional certificate**

A candidate who has been declared successful at a University examination after the declaration of his result, before the degree or diploma is delivered to him at the next convocation or otherwise, may apply to the Controller of Examinations for provisional certificate for passing that examination. The application should come through the officer who forwarded the application of the candidate for appearing at the examination. A fee as notified by the University from time to time shall be remitted to the University office for the issue of the provisional certificate.

#### **R-20 Back paper examination**

- (i) A student who fails in any theory paper of semester examination shall be eligible to appear in the back papers at the next ensuing examination(s) of the same semester. He shall have to clear all the papers, including back papers, of all the semesters in a time period equivalent to double the course duration (from the year of enrollment) without ceiling of number of attempts or as per check point scheme as notified by the university from time to time.
- (ii) A candidate whose result of revaluation has not been declared and he appears at the next ensuing examination shall have an option in respect of considering either the result of revaluation or of the marks obtained at the back papers examination. The application of option shall be made in the prescribed form of the Examination Manual of the University.

#### **R-21 Migration certificate**

A migration certificate shall, on application, be issued on payment of a fee, as notified by the University from time to time, by the Controller of Examinations in cases where it is required for migration to other Universities. Duplicate copy of a migration certificate shall be granted on payment of prescribed fee.

Anil K. Mathur

## **R-22 Drop out students**

- (i) Drop out students (on medical ground), if appeared in previous semester examination, shall be permitted to take admission in next semester on production of medical certificate issued by a competent government authority.
- (ii) Drop out students due to any other reason without intimation to college/university, if appeared in previous semester examination, shall have to apply for admission to university. Such cases shall be decided by the university on the case to case basis depending upon the genuineness of the case.
- (iii) If a candidate due to some or other reasons fails to appear in the University examinations of any semester/academic year, he shall be eligible to take admission in the next academic year. However he has to complete the course as per the limit of course duration as per university norms.

## **R-23 Bar to appearance at examination**

- (i) Notwithstanding anything contained in these Regulations, no member of the Board or of a Board of Studies shall be admitted to an examination of the University, except with the special permission of the Vice-Chancellor; provided that this will not apply to a research degree.
- (ii) Notwithstanding anything contained in these Regulations, a candidate shall in no case be permitted to appear at two main examinations of the University simultaneously in the same year.
- (iii) In an examination which is held full time for collegiate and part time candidates, no candidate shall be permitted to appear at both the examinations in one and the same year. If a candidate appears or attempts to appear at both the examinations, he shall render himself liable to cancellation of his appearance at both the examinations and forfeiture of the marks-sheet and degree/diploma certificate etc., as the case may be.

## **R-24 Improvement**

### **R-24.1 M.Tech. Course**

- (i) Candidate who fails in Term End Theory Examination, he/she shall reappear in the Back Examination. Candidate who fails in course work, he/she shall improve the course work. However, marks secured in Term End Theory Examination shall be carried forward.
- (ii) A candidate who has obtained his Master's Degree of the University and desires to improve his performance, may be permitted to re-appear in the same subject and in the same papers once again by

Anil K. Mathur

taking all the papers of the examinations (taken together) in the same year according to the syllabus in force on the following conditions:

- (a) He shall not re-join a college for the purpose.
  - (b) He shall re-appear in the practical/viva-voce also, wherever prescribed.
  - (c) A candidate who had offered dissertation (where prescribed) will be required to submit a fresh dissertation on a new subject.
  - (d) His result shall be released only if he obtains more marks in the aggregate than those obtained by him in his previous attempt and thus improves his performance. In case the performance of the candidate does not improve, his earlier performance shall stand.
  - (e) He shall not be included in the merit list.
  - (f) Only one chance shall be given to a candidate for improvement of his performance under this Regulation.
- (iii) A candidate who desires to re-appear at the examination under the above provisions must submit his application along with the examination fee for all the semesters of the examination and other requisite fees by the last date fixed for the purpose duly forwarded/countersigned by the same officer who had forwarded it at his last appearance at the examination.
- (iv) A candidate who improves his performance shall submit to the University his original marks sheets of all semester examinations and also the degree (in case of improvement of division) within three months from the date of declaration of his result for issuing a fresh marks-sheet and a fresh degree. If the degree is already in the custody of the University, he shall intimate this fact to the University.

Note: Once a candidate clears the midterms/practical & sessional he/she shall not be permitted for midterm/sessional improvement.

#### **R-24.2 MBA Course**

- (i) If candidate fails in internal exam, he/she shall appear in the internal back exam, marks secured in term end theory of that subject shall be carried forward.
- (ii) A candidate shall be eligible to appear in the next higher semester exam irrespective of the number of papers cleared in the previous semester. However, the candidate will have to clear the remaining uncleared papers by appearing in back examinations of the respective semester (Maximum duration 4 year) to pass any theory exam.

Anil K. Mathur

- (iii) If a candidate fails to secure 50% semester aggregate marks but has cleared all the papers. He/she may be eligible to improve maximum two theory papers (excluding internal exam) in which marks obtained are less than 50%. However, in semester aggregate only 50% marks shall be considered irrespective of the marks secured after improvement.

Note: Once a candidate clears the midterms/practical & sessional he/she shall not be permitted for midterm/sessional improvement.

### **R-24.3 MCA Course**

- (i) If candidate fails in internal exam, he/she shall appear in the internal back exam, marks secured in term end theory of that subject shall be carried forward.
- (ii) A candidate shall be eligible to appear in the next higher semester exam irrespective of the number of papers cleared in the previous semester. However, the candidate will have to clear the remaining uncleared papers by appearing in back examinations of the respective semester (Maximum duration 6 year) to pass any theory exam.

Note: Once a candidate clears the midterms/practical & sessional he/she shall not be permitted for midterm/sessional improvement.

### **R-24.4 BHMCT Course**

- (i) If a candidate fails in internal exam, he/she shall appear in the internal back exam, marks secured in term end theory of that subject shall be carried forward.
- (ii) If a candidate fails to secure 50% (aggregate of the academic year ) marks but has cleared all the papers. He/she may be eligible to improve maximum two theory papers (excluding internal exam) in which marks obtained are less than 50%. However, in semester aggregate only 50% marks shall be considered irrespective of the marks secured after improvement.

Note: Once a candidate clears the midterms/practical & sessional he/she shall not be permitted for midterm/sessional improvement.

### **R-24.5 B.Tech. / B.Arch. Course**

**Term Test** - The student is allowed to improve the term tests, if he/she is appearing in the University Examination of that theory paper again and if

failing earlier, if a student who has registered for improvement of term tests marks, then the marks secured by him/her in that theory paper in previous term test shall stand automatically cancelled. The marks of the latest examinations/tests shall only be considered for working out the result and if such a candidate has absented himself/herself from the tests, then he/she shall be treated as absent.

**Sessional Improvement** - If the student is failing in any practical and sessional subject, he/she can make improvement in the sessional component, if the earlier marks in the sessional component are less than 40%. The candidate will be required to register in both practical and sessional components of the subject and his/her earlier marks will automatically stand cancelled. The marks of the latest examinations/tests shall be considered for working out the result. If such a candidate has absented himself/herself from any or both components, then he/she shall be treated as absent.

Note: Students shall be permitted to appear only once in midterm/practical & sessional improvement in subsequent year and thereafter there will be no change in his midterm/practical & sessional marks.

#### **R-25 Contingency arising from loss of answer books**

(i) In a contingency arising from the loss or misplacement of one or more written answer-books beyond reasonable hope of retrieval, or from damage, destruction or mutilation of one or more answer-books making evaluation or checking thereof in whole or in part impossible, the Vice-Chancellor may permit every candidate either to re-appear in the paper concerned at a special examination to be arranged or the average of marks of the other theory papers of the same examination to be taken into account in the paper concerned.

Note: For working out average marks, the marks obtained by the candidate in external assessment only will be taken into account. To be more specific, in no case the marks of internal assessment, the assessment of which is done by the Department/Institution concerned, shall be taken into account.

(ii) In a contingency arising similarly from the loss, misplacement, damage, destruction or mutilation of award-lists of a viva-voce or a practical examination before tabulation of result, the Vice-Chancellor may order a fresh viva-voce/practical examination.

(iii) Where scrutiny of marks and/or re-valuation of answer-books is not possible due to loss, misplacement, damage or mutilation of answer-book(s), the candidate shall be permitted, if he so desires, to re-appear in the paper concerned as soon as possible (special arrangements shall be made for the purpose, if necessary) or the average of marks of the other theory papers of the same examination to be taken into account in the paper concerned and in that case the marks obtained by the candidate in the aforesaid

examination shall be taken as the marks obtained by him as a result of scrutiny/re-valuation.

- (iv) No candidate shall be entitled to claim any damages from the University in such cases.

#### **R-26 Correction of error noticed after declaration of result**

- (i) If an error is noticed after the declaration of result or issue of marks-sheet or certificate (including provisional certificate) or degree or diploma and as a result of necessary correction the candidate is put in advantageous position, the Vice-Chancellor or an Officer authorised by him for the purpose shall have the power to allow necessary correction in the result/marks-sheet/certificate degree/diploma, as the case may be.
- (ii) If an error is noticed after the declaration of the result/issue of marks-sheet/certificate/ degree/ diploma, as the case may be, and rectification of the error involves a change in the marks obtained by the candidate or in his result to his disadvantage, the Board shall have the power to order necessary correction in result/marks-sheet/provisional certificate /degree /diploma, as the case may be. In the event of the candidate refusing to submit or not responding to the requirement of submitting the marks-sheet/ certificate/ degree/diploma, as the case may be, for necessary correction, the Board may cancel his examination and further take such other action as may be deemed proper.
- (iii) In special cases, if exigencies demand the Vice Chancellor may exercise his power for reassessment of answer books by subject experts.

#### **R-27 Bar to claim damages for delay**

No candidate shall be entitled to claim any damages whatsoever, from the University on account of late declaration of the result or on account of delay in the issuance of marks-sheet/certificate/degree/ diploma or on account of delay in the declaration of result on the basis of scrutiny of marks or re-valuation of answer-books or other like cases.

#### **R-28 Production of answer books**

- i. The answer-books of the University examination shall not be subject to production before any Court (Civil or Criminal) or before the candidate or any body else on his behalf or before any internal or external authority.
- ii. In compliance of Hon'ble Supreme court decision, answer-books shall be made available for inspection to the students only as per the

Anil K. Mathur



notification of the university on deposition of non-refundable requisite fee.

#### **R-29 Disposal of Marked answer books**

All the marked answer books for the various examinations of the University will be destroyed after the declaration of result of revaluation of the examination concerned.

#### **R-30 On - Line process of pre & post examinations**

In addition to the off-line process explained earlier, University may opt a process of on-line for pre and post examination activities viz. submission of enrollment forms, examination forms, deposition of fee, generation of admission card, centre copy, attendance sheet, submission of revaluation forms, marks of Mid Term, Practical Marks, sessional Marks, Theory marks and other examinations related activities.

#### **R-31 Appeal**

Any person aggrieved by an order or decision of the Vice- Chancellor/ Registrar/CoE/Director/Head of the Department or any other Officer of the University shall be entitled to file an appeal from the said order within two months from the date of receipt of the same before the following;

- (i) Appeal to the Vice-Chancellor from the order of the CoE/Registrar/Director/Head of the Department or any other Officer.
- (ii) Where the Vice-Chancellor is the punishing authority the appeal shall lie with the Board.
- (iii) No appeal shall lie from the order or decision of the Board.

Anil K. Mathur