

Examination Manual



Controller of Examinations

BOARD OF EXAMINATIONS

1. **Constitution:** There shall be a Board of Examinations, which shall consist of the following members:

The Vice Chancellor	–	Chairperson
Registrar	–	Member
Dean of faculty	–	Member
Deputy Registrar (Examinations)	–	Member
All HoD's	–	Member
Controller of Examinations	-	Member Secretary

2. **Powers and Duties of the Board of Examinations:**

- 2.1. The Board of Examinations shall be the authority for conducting admission tests and examinations of various courses and making policy decisions in regards to organizing and holding examinations, improving the system of examinations, appointing the paper-setters, examiners and moderators, preparing the schedule of dates for holding examinations and for declaring the results.
- 2.2. The Board of Examinations shall deal with all the matters in relation to examinations and shall hear and decide the complaints received pertaining to any matter arising out of conduct of examinations. The procedure to be followed by the Board in their deliberations shall be such as may be prescribed.
- 2.3. The Board shall meet at least once in each academic semester.
- 2.4. The Board shall have the following powers and perform the following duties:
 - 2.4.1. To ensure proper organization of examinations of various courses and common entrance tests for admissions, including moderation, tabulation and declaration of results;
 - 2.4.2. To appoint paper-setters, examiners and moderators taking into consideration the persons included in the panels prepared by the respective Boards of Studies and, where necessary, having regard to the recommendations made by the Committee, to remove them or debar them;
 - 2.4.3. To undertake experiments in conduct of examination and bring about examination reforms based on results of the experiments;
 - 2.4.4. in case of any emergency requiring immediate action to be taken, the Chairman of the Board or any other officer or person authorized by the Chairman in that behalf, shall take such action as considered fit and necessary, and at the next meeting of the Board, the action taken shall be reported by such person;
 - 2.4.5.1. In order to investigate and take disciplinary action for malpractices and lapses on the part of students, paper-setters, examiners, moderators, teachers, supervisors, flying squad or any other persons connected with the conduct of examinations, the Board of Examinations shall constitute

a Committee of not more than five persons of whom one shall be the Chairman. This Committee shall be called Examination Enquiry Committee.

2.4.5.2 Such a Committee shall submit its report and recommendations to the Board of Examinations, which shall take disciplinary action in the matter as per the provisions in the bye-law concerning conduct of examinations.

2.4.6. The Board shall prepare the financial estimate for incorporation in the budget of the University and shall submit the same to the Finance and Accounts Officer; and

2.4.7. The Board shall arrange for strict vigilance during the conduct of the examinations so as to avoid use of unfair means by the students, teachers, invigilators, supervisors etc.

3. Rules and Procedure for Conduct of examination affairs at the Meeting of Board of Examinations

3.1. The Board of Examinations shall meet at least once in each academic term of a year. The meeting shall be convened by the order of Vice Chancellor of the university. The meeting of the Board of Examinations is convened in the Conference Hall of the university, as and when required.

3.2. The Controller of Examinations shall be the Member Secretary of the Board of Examinations. He / she shall issue the notices of meetings, get the minutes of the proceedings recorded and perform all other functions required to be performed by the Member Secretary.

3.3. Not less than one week prior to the notice, the date, time and place of a meeting of the Board of Examinations shall be given to the members. The agenda of the meeting should be sent to the members so as to reach them at least five clear days before the date of a meeting. In the case of an emergency meeting, such previous notice shall be given as the circumstances may permit.

3.4. No business other than that specified in the agenda shall normally be considered at a meeting. Any matter not specified in the agenda may be brought up by any member with the permission of the Chair.

3.5. Propositions to be laid before the meeting by any member must be received in the Office of the Controller of Examinations in written form at least three clear days before the date of a meeting, except for an emergency meeting.

3.6. A meeting may be adjourned to any date to complete unfinished business. Notice of such adjournment shall also be sent to members, who were not present on the scheduled date of the meeting.

3.7. The Chairperson shall preside over every meeting of the Board of Examinations and, in his/her absence, a member chosen by the members present from amongst themselves shall preside.

3.8. All acts of the Board of Examinations, the decisions at every meeting, questions coming or arising before it, shall be decided by the majority of votes of members present and voting at the meeting.

- 3.9. The decisions on various matters at the meeting of the Board of Examinations shall be regulated by the Chairperson in accordance with the rules laid down. The Chairperson may make such changes as he considers essential and changes made by him/her shall be final for that meeting. However, the changes so made shall not be inconsistent with the rules, regulations and bye-laws.
- 3.10. Two-third of the total members of the Board of Examinations shall constitute a quorum.
- 3.11. Any member not attending three consecutive meetings, without prior permission, shall cease to be a member. The Chairman shall fill up the vacancy so caused, before the next meeting.
- 3.12. The minutes of proceedings of every meeting shall be drawn up by the Member Secretary and approved by the Chairperson. A copy of the minutes of proceedings of each meeting shall be placed before the Board at its next meeting for confirmation.

CONDUCT OF EXAMINATIONS

1. Definitions:

In this Ordinance relating to the rules for conduct of examinations of Jharkhand Rai University Ranchi, unless there is anything repugnant in the subject or context,

- 1.1. "Academic Semester" means a six – month time period commencing on a date in July / January and ending with such date in June / December of the same year as may be decided by the Academic Council for the courses.
- 1.2. "Admission to an Examination" means the issuance of an admit card to a candidate in token of his having completed all the formalities and conditions laid down in the relevant Ordinance(s), Regulation(s) framed by the University.
- 1.3. "Applicant" means a person who has submitted an application to the University in the prescribed form for admission to an examination.
- 1.4. "Candidate" means a student, who has been admitted to an examination by the University.
- 1.5. "Candidate of the university" means a student, who has been pursuing the course of studies in the University campus (Kamre/Raja Ulatu, Ranchi).
- 1.6. "Candidate" means an applicant who has applied for an admission to University examination through Dean, Faculty / Faculty in which he / she has been pursuing a regular course of studies.
- 1.7. "Examinee" means a person who actually presents himself / herself for an examination or a part thereof to which he / she has been admitted for particular qualification.
- 1.8. "Examination fee" means the total fee chargeable from students for examination, by the University from time to time as laid down by the Jharkhand Rai University, Ranchi.
- 1.9. "Repeater Student" means a reappear student, who, having once been admitted to an examination of this University is again required to take the same examination / paper by reason of his failure (back in the paper) or absence and shall include a student who may have joined a Faculty again in the same class.

- 1.13. "Special Supplementary Examination" means an examination that provides an opportunity to the final year students to clear their backlog papers of the final semester.
- 1.14. "Research programme" means study / research leading to Degree of Doctorate.
- 1.15. "Verification" means recounting and re-totalling of marks of all answer(s) evaluated earlier, including re-assessment and allotment of marks.
- 1.16. "Re-evaluation" means a process in which the answer book of the student is to be re-evaluated.
- 1.17. "Attempt" means appearance and participation by a candidate at an examination. Mere remittance of examination fees shall not amount to an attempt at an examination.
- 1.18. "Unfair Means Committee" means the Committee to investigate into the cases of unfair means, adopted / indulged in by a candidate or by a person involved in the work of examinations, constituted under the Ordinance / regulation by the President.
- 1.19. "Student" means and includes a person who is enrolled as such by the University for receiving instructions, qualifying for any degree, diploma or certificate awarded by the University.
- 1.20. "Moderation of Question Papers" means a process where a moderator moderates the question papers set by the paper setters.
- 1.22. "Regulating body" means a body established or constituted by or under any law for the time being in force laying down norms and conditions for ensuring academic standards of higher education, such as UGC, AICTE or any other regulatory body constituted by the Ministry of Education, Government of India for the purpose or any other regulatory body formed by replacing these exiting one.
- 1.23. "Ex-student" means a year back candidate who fails to pass an examination of this University or is unable to appear at an examination after having undergone a regular course of study may be permitted to appear at subsequent examination as an ex-student without further attendance provided that he keeps his name on the rolls of the University in accordance with the regulations that may be framed in this behalf.
2. The University shall hold examinations normally two times in a year; one in May / June / July and second in December / January or as prescribed by a regulating body. There can be a supplementary examination to be held within six months of result declaration of main examination. The Vice Chancellor may allow the conduct of a special examination on the recommendation of Controller of Examinations in special circumstances.
3. The conditions prescribed for admission to examinations under the Ordinance shall apply to all persons who seek to take the University examination.
- 3.1. A candidate, desirous of taking an University examination, unless otherwise provided in any Statute, Ordinance or regulation, shall pursue a regular course of study in one or more faculties leading to the examination for which he / she applies for not less than the period prescribed in the concerned Ordinances / regulation.

- 3.2. Only such candidates who have regularly and satisfactorily undergone the course of study by attending not less than 75% (or as prescribed by respective council / board) of the classes held both in theory and practical separately in each subject in every semester academic year, shall be eligible to appear for the university examination. The Vice Chancellor may constitute a Condonation Committee for condonation of attendance if required.
4. A candidate shall submit his / her application form for admission to the examination through the Registrar/Dean, Faculty along with prescribed examination fees.
5. The Registrar/Dean/Faculty shall forward such forms and fees to the University on or before the date notified by the University.
6. Application forms received after the prescribed date shall not be accepted.
7. The Syllabi and the scheme for the University Examinations shall be such as may be prescribed from time to time by the Academic Council of the University in consonance with the norms / guidelines / curriculum prescribed by regulating bodies.
8. The Syllabus and the Text-books, if any, to be prescribed or recommended in connection with any subject in which the University conducts examination shall be determined from time to time by the Academic Council on the recommendations of Faculties and Boards of Studies. All changes in the syllabi or in the scheme of examinations shall be notified for general information.
9. The question shall be set at any University examinations without having any ambiguity, like involving the sensitive issues like religious faith and / or belief on the part of the examinee.
10. A candidate who is unable to present himself for an examination or a part thereof shall not be entitled to any refund of his / her fees.
11. If a candidate suppresses some vital information or gives false information to appear at an examination for which he / she is not eligible or entitled, the total amount of fee paid by him / her shall be forfeited. He / she may be debarred for one term or more from appearing in further examination and / or a fine, as decided, will be imposed. However, in case of subsequent indulgence of similar nature, the period of debarment may be extended up to three terms.
12. All examinations except viva-voce shall be conducted by means of printed or photocopied question papers including such other modality in emergency as writing of questions on class board / hand written paper or as may be prescribed by the University from time to time.
13. Notwithstanding anything contrary to this Ordinance, no person shall be admitted to the University examination, if he / she has already passed the same examination or corresponding examination of any other University, which has been recognised as equivalent to that examination.
14. The University shall prepare and publish a schedule of examinations for each and every course conducted by it before the examinations.

Explanation: "Schedule of Examination" means a table giving details about the time, day and date of commencement of each paper, which is a part of a scheme of examinations. The schedule for practical examination shall be declared separately.

15. All arrangements for the conduct of the examinations at the University level shall be made by the Board of Examinations.
16. Examiners shall be appointed by the Academic Council or by the Controller of Examinations on the recommendations of the Board of Studies. In case of refusal from the person so appointed, the Controller of Examinations or any other university authority so designated by Vice Chancellor shall appoint substitute examiners with the approval of the VC.
18. Each Board of Studies shall submit, to the Committee constituted by Board of Examinations, a panel of names, along with their addresses, suitable for appointment as Paper Setters / Examiners in each paper of each subject / Practical assigned to that Board of Studies.
19. The Controller of Examinations or any other authority of university so designated by Vice Chancellor shall maintain and submit a list of teachers in the University and of the teachers of other universities in the state and outside the state along with their academic qualifications, experience in examination, in which they have acted as examiner, moderator, paper setter in the past and such other information as may be relevant, to the Committee constituted by the Board of Examinations.
20. Internal and External Examiners: An "Internal Examiner" means a person who is a teacher in the university. The teachers in other colleges / universities in the state or outside the state shall be referred to as the —External Examiner". University may also appoint —Internal Examiner|| from outside University, from other colleges / institute / universities.
21. Intimation of appointment to the examiners shall be accompanied by a copy of the instructions / guidelines relating to the examination for which they are appointed, as also the information regarding the remuneration which they will be entitled to draw, if they act as examiners. The examiners shall also be furnished with a list of all matters, which they are expected to attend to and shall be required to send to the Controller of Examinations or to any other university authority so designated by the Vice Chancellor.
22. Each paper-setter shall set and submit to the Controller of Examinations or to any other university authority so designated by Vice Chancellor, the required number of copies of question papers that he / she sets in a sealed cover, enclosed in another sealed cover within prescribed period. He / she shall also furnish a certificate to the effect that he / she has destroyed all the notes and manuscripts in connection with the question paper(s) he / she has set. Copyright of any question paper set by an examiner shall vest with the university.
23. Paper-setters, who do not set and submit their question papers to the Controller of Examinations or to any other university authority so designated by Vice Chancellor within the prescribed time limit, shall cease to be examiners.

24. The examiners shall be required to maintain confidentiality about their appointment at examination and marks awarded by them to examinees.
25. The Examiner shall have to furnish an undertaking that no blood relation is to appear in the said examination.
26. A confidential record of mistakes committed by examiners shall be preserved by the Controller of Examinations or by any other university authority so designated by Vice Chancellor for future guidance / necessary action.
27. The question papers, unless otherwise specified, shall be set in English.
28. The Faculty shall make all arrangements for the conduct of the practical examination at the laboratory/exam centre.
29. The Chairperson shall ordinarily appoint a suitable person as a flying squad who along with Deputy Registrar (Examinations) shall have joint responsibility for smooth conduct of examination.
30. The Controller of Examinations or Deputy Registrar (Examinations) so designated by Vice Chancellor shall have overall responsibility for the proper arrangements connected with the conduct of all examinations of the university.
31. All expenses incurred in connection with the conduct of the examinations at a centre shall be borne by the University as per rules. The Controller of Examinations shall submit a detailed audited account of the expenses incurred by him / her as soon as the examinations are over at that centre and in no case beyond one month of the date of the last paper at that centre.
32. No person other than the examinees, invigilators and such other persons as may be authorised by the Controller of Examination or the University permitted by the Controller of Examination, shall be allowed to enter the premises of the examination centre. The Controller of Examination shall take all necessary steps to ensure this. A notice to this effect shall be displayed prominently.
33. Examinees at all examinations shall strictly abide by the instructions that may be issued to them by the Competent Authority from time to time.
34. The Deputy Registrar (Examinations) shall be the custodian of question papers (in sealed packets) and answer papers.
35. The results of each examination shall be prepared by a person, hereinafter referred to as Tabulator/Data Entry operator.
36. The results of the examinees shall be tabulated in a prescribed form by a Tabulator / Data Entry operator.
37. Tabulator / Data Entry operator may be appointed by the Vice Chancellor. Tabulator / Data Entry operator may be either a teacher of constituent faculty or a staff member of the University office or both or an agency approved by the Vice Chancellor.

38. The results tabulated by the Tabulators / Data Entry operator shall be scrutinized by a person hereinafter called the "Scrutinizer".

39. **Terms of Tabulators and Scrutinizers:**

39.1. The rates of remuneration payable to the Tabulators or Scrutinizers shall be fixed by Board of Management on the recommendations of Academic Council from time to time.

39.2. The Tabulator / Data entry operator shall perform the following duties:

39.2.1. Posting of marks obtained by an examinee in the Tabulation Register.

39.2.2. Total ling of posted marks.

39.2.3. Indicating failures in accordance with the provisions of the Rules / Ordinances.

39.2.4. Stating the result at the specified place.

Explanation: The result for purposes of this includes Pass, Fail, Distinction, Exemption and such other terms as may be prescribed by the Ordinance.

39.2.5. Preparation of list of examinees entitled for any awards or prizes;

39.2.6. Preparation of the result-sheet in the proforma prescribed for its publication.

39.3. "Scrutinizer" means a person who is appointed by the Controller of Examinations and who actually does the work of scrutiny of the results."Scrutiny" means and includes:

39.3.1. Checking of posting made by the tabulators from the original statement submitted by the examiner;

39.3.2. Checking of totals / aggregates posted by tabulator / computer programmer;

39.3.3. Checking of appropriate marking indicating failures;

39.3.4. Checking of result prepared by the tabulator (both in the tabulation register and the result sheet) including Distinction, Pass, Fail, Exemption etc. and

39.3.5. Checking of the list of awards prepared by the tabulators.

40. **Award of Class:** Class shall be awarded on the basis of aggregate of all the years of study regardless of the number of attempts and are shown below:- First Class — 60% and above, Second Class — 50% and less than 60%. Or as per norms laid down by respective regulatory body and / or approved by Academic Council.

41. **Distinction:** The candidate securing 75% or above marks in the first attempt not being a supplementary examination, in the total of theory, practical, viva voce and internal assessment, out of the maximum marks allotted to a subject, shall be declared to have obtained the distinction. The candidate shall be eligible for the award of distinction only if he / she has secured 75% or more marks in an examination attempted as a whole and in the first attempt.

Or

As per the norms laid down by the regulatory body and / or approved by the Academic Council.

42. **Internal Assessment:** Theory and Practical internal assessment marks shall be added as follows:

42.1. The number and marking pattern (theory and practical marks distribution) of the periodical sessionals, terminal and preliminary examination shall be as per the syllabus.

43. Grace Marks:

43.1 The Grace Marks policy for a particular faculty shall be followed as prescribed and modified from time to time by the Examination Board.

43.2 Under the provision (first year/year back/passing out), if a student fails in the whole examination, a grace of 15 marks (maximum) can be awarded to make him/her eligible to pass. These 15 marks can be divided into a maximum of 3 subjects, awarding a maximum of 5 marks to each subject.

44. Vigilance Squad:

44.1. The Vigilance Squad(s) of not less than three and not more than four members, of whom one shall be a lady member, shall be appointed by the Vice Chancellor to visit the Centres of University Examination to:

44.1.1. Ensure that the University Examinations are conducted as per the norms laid down.

44.1.2. Observe whether the Invigilators are following scrupulously instructions for conduct of the University examinations.

44.1.3. Check the students who try to resort to malpractices at the time of University Examinations and report such cases to the University.

44.2. The Vigilance Squad is authorized to visit Examination hall without prior intimation and enter office of the Controller of Examinations to check the record and other material relating to the conduct of examination. They can enter in any block of Examination for checking the candidates' identity card, fee receipt, hall tickets etc. to ascertain the authenticity of the candidate. The Vigilance Squad shall be authorized to detect use of malpractices and unfair means in the University Examination, by physical check, if necessary. In case of female candidates, the physical check shall be made by a lady member of the squad.

44.3. The Vice Chancellor shall appoint Vigilance Squad which may include –Senior teachers of constituent department and desirably one lady teacher; and any other person as the Vice Chancellor may consider appropriate.

The format of Vigilance squad report is given in annexure.

44.4. The Chairman of Vigilance Squad(s) shall submit the report on surprise visit directly to the Chairperson with a copy to the concerned Dean, Faculty. The Vigilance Squad(s) may make suggestions in the matter of proper conduct of examinations, if necessary.

44.5. The squad shall ensure strict vigilance against the use of malpractices / unfair means by the students and shall be responsible for reporting such cases to the University as well as to the law enforcing authority.

44.6. The Controller of Examinations shall extend all cooperation to the Vigilance squad.

43. **Amendment of Results:**

- a. **Due to errors:** In any case where it is found that the result of an examination has been affected by errors, the Controller of Examinations shall have power to amend such a result in such a manner as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of the Chairperson, provided the errors are reported / detected within 6 months from the date of declaration of results. Errors detected thereafter shall be placed before the Board of Examinations which will convey its decision to the Vice Chancellor to take final decision.

Error means:

- 45.1.1. Error in computer / data entry, printing or programming and the like.
- 45.1.2. Clerical error, manual or machine error, in totalling or entering of marks on ledger / register.
- 45.1.3. Error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result tabulation.
- 45.2. **Due to fraud, malpractices etc.:** In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractice, fraud or any other improper conduct whereby an examinee has benefited and that such examinee has, in the opinion of the Board of Examinations, been a party or privy to or connived at such malpractice, fraud or improper conduct, the Board of Examinations shall have power at any time, notwithstanding the issue of the Certificate or the award of a Degree or Scholarship, to amend the result of such examinee and to make such declaration as the Board of Examination considers necessary in that behalf. If, at a later stage of the examination, it is found that the examination was not fair or examinees have used fraudulent means in the examinations and enmass copying, the Chairperson, on the recommendation of Board of Examination, may cancel entire examination of the paper. If situation necessitates, the Chairperson can postpone examination scheduled on one or more days.

46. **Appointment of Paper setters, Examiners, Senior Supervisors and conduct of examination, etc.:**

- 46.1. A panel of examiners in the subject concerned will be sent by the Department to Controller of Examinations / Registrar or any other university authority so designated by Vice Chancellor. The panel shall be approved by Academic Council or by the Vice Chancellor/Registrar on behalf of the Academic Council. In case the examiner appointed is not available, an alternate examiner shall be appointed with the approval of the Vice Chancellor.
- 46.2. No person can claim appointment as paper setter / examiner / moderator or for any other examination work as a matter of right. Appointments of persons as paper setters / examiners / moderators, *etc.* shall be ordinarily made at any time by the Board of Examinations with the approval of the President.

- 46.2.1. The teachers of Jharkhand Rai University, Ranchi appointed by the University as paper setters / examiners / moderators shall not refuse the assignment of the examination work under normal circumstances. They shall also ensure that their availability for assignment is communicated to the University, in the prescribed time limit.
- 46.2.2. The paper setters / examiners / moderators shall follow all the instructions given by the University from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking, etc.
- 46.3. The Controller of Examinations shall alone be responsible for any lapse / lapses occurring during the conduct of examination.
- 46.4. The Controller of Examinations shall ensure that:
- 46.4.1. The proper arrangements for the conduct of examination are made.
- 46.4.2. The stationery required for the conduct of examinations, question papers, etc. are received at the examination cell.
- 46.4.3. The packets of question papers are intact and duly sealed.
- 46.4.5. The question paper packets are opened in his presence 20 minutes before the start of the examinations
- 46.4.6. The students are not resorting to unfair means / malpractices. In case any undesirable incidents occur, he shall immediately report the cases of unfair means to the Vice Chancellor along with his report.
- 46.4.7. He shall not leave the examination centre during the examination period.
- 46.5. The answer books are distributed to the students 10 minutes before the start of the examination.
47. **Conduct of Examination:**
- 47.1 In online Examination system, the students fill the examination form available under the Examination tab of the university website and submit the same along with the requisite fee. After, the last day of the examination form fill up, the admit cards are generated electronically and the link of the admit card is shared with the examinees so as to download the admit card.
- 47.2. For evaluation of the answer copies, the Examiner appointed by the University shall receive the bundles of answer books from Centralized Evaluation hall.
- 47.3. As soon as the mark lists are received in the University examination section, the same shall be processed immediately.
- 47.4. The results of the examinations shall ordinarily be declared within the ideal time period.
48. **Rules for Re-evaluation of Answer Books:** The objective of re-evaluation is to ensure that the student receives a fair evaluation in the university examination and to minimize human error and extenuating circumstances. There shall be two mechanisms for this purpose.
- 48.1. **Re-totalling:** On application and remittance of a prescribed fee by the student within 15 days of declaration of result, the University shall permit a recounting or opportunity to recount the marks

received for various questions in an answer paper / papers for theory of all subjects for which the student has appeared in the university examination. Any error in addition of the marks awarded if identified shall be suitably rectified.

- 48.2. **Re-evaluation:** Re-evaluation of theory papers in all years of study of a course shall be permissible on application and remittance of a prescribed fee within 15 days of declaration of result. Such answer script shall be re-evaluated by duly qualified examiner appointed with the permission of the Vice Chancellor and the marks obtained shall be awarded to the candidate and the result accordingly reconsidered.
- 48.3. A student will be allowed to have his / her answer-books in theory papers re-evaluated on submission of an application for the purpose on the prescribed form, accompanied by the original Marks sheet and the prescribed re-evaluation fee within 15 days of the date of publication of his / her result. A candidate will not be entitled to apply for re-evaluation after the expiry of the prescribed period, if his / her result has been delayed on account of his / her own fault which is to be determined by the Controller of Examinations, or to any other university authority so designated by the Vice Chancellor. The fee paid by the applicant will not be refunded.
- 48.4. All entries in the application for re-evaluation should be complete and correct in all respects. The office will not be responsible for the delay / rejection of the case, if the form is not accompanied with full fee and Marks Certificate. No change in the entries once made by the candidate shall be allowed after the receipt of the application by the university or new option shall not be accepted as a plea for wrong entry in the application.
- 48.5. Late procurement of application form shall not be entertained as a plea for its late submission in any case.
- 48.6. The result of a candidate shall be revised on the basis of marks awarded by the examiner who re-evaluated the answer-book. However, if he / she obtains lesser marks than original one, he / she shall be awarded best of two marks of original and re-evaluation.
49. **Unfair means resorted to by the Candidate:**
- 49.1. **General:**
- 49.1.1. On receipt of a report regarding use of unfair means by any candidate at any University examination, including breach of any of the rules laid down by the University Authorities, for proper conduct of examination. The board of Examination shall have power at any time to institute enquiry and to punish such candidate using malpractices.
- 49.1.2. On receipt of report regarding malpractices used or lapses committed by any paper setter, examiner, moderator, teacher or any other person connected with the conduct of examination held by the University including breach of the rules laid down for proper conduct of examination, the Board of Examinations shall have power at any time to institute inquiry and to punish such persons using malpractices or leaving lapses by declaring disqualified

the concerned paper setter, examiner, moderator, teacher or any other person connected with the conduct of examination work either permanently or for a specified period or by referring his / her case to the concerned authorities for taking such disciplinary action as deemed fit as per the rules provided for or in any two or more of the aforesaid ways.

- 49.2. **Competent Authority:** The Board of Examinations of the University constituted under the provision of the Rules of the University shall be the Competent Authority to take appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing using unfair means at the examination conducted by the constituent department or Institution of the University.
- 49.3. **Definitions – Unless the context otherwise requires:** —Unfair means mean and include one or more of the following acts of commission or omissions on the part of student(s) during the examination period:-
- 49.3.1. Possessing unfair means material and or copying there from.
- 49.3.2. Transcribing any unauthorized material or any other use thereof
- 49..3.3. Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or manhandling him / her or leaving the examination hall without permission of the Supervisor or causing disturbances in any manner in the examination proceedings.
- 49.3.4. Unauthorized communicating in any way including use of mobile phone or other means of communication with other examinees or any one else inside or outside the examination hall.
- 49.3.5. Mutual / mass copying.
- 49.3.6. Smuggling out or smuggling in of either blank or written answer books as copying material.
- 49.3.7. Smuggling in blank or written answer book and forging signature of the invigilator thereon.
- 49.3.8. Interfering with or counterfeiting of University / Department / Seal or answer books or office stationery used in the examinations.
- 49.3.9. Insertion of currency notes in the answer books or attempting to bribe any of the persons connected with the conduct of examinations.
- 49.3.10. Impersonation at the University / Department / examination.
- 49.3.11. Revealing identity in any form in the answer / s written or in any other part of the answer book by the student at the University or Department or Institution's examination.
- 49.3.12. Any other similar act(s) of commission and / or omission(s), which may be considered as unfair means by the competent authority.
- 49.3.13. Unfair means relating to examinationll means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of coercion, undue influence or fraud or malpractice with a view to obtaining wrongful gain for oneself or to any other person or causing wrongful loss to other person(s).

- 49.3.14. Unfair means material means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise found on the person or on clothes, or body of the examinee or on wood or other material, in any manner or in the form of chart, diagram, map or drawing or electronic aid, etc. which is not allowed in the examination hall.
- 49.3.15. Possession of unfair means material by a student means having any unauthorized material on his / her person or desk or chair or table or at any place within his / her reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.
- 49.3.16. Student found in possession means a student, reported in writing, as having been found in possession of unfair means material by invigilator, member of the vigilance Committee or any other person authorized for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible, provided report to that effect is submitted by the Chief Invigilator or any other authorized person to the Controller of examinations or any officer authorized on this behalf.
- 49.3.17. Material related to the subject of examination means and includes, if the material is produced as evidence, any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (52.3.16) above, the presumption shall be that the material did relate to the subject of the examination.
- 49.4. During examination, examinees and other students shall be under disciplinary control of the Controller of Examinations.
- 49.5. The Controller of Examinations shall, in the case of unfair means, follow the procedure as under:
- 49.5.1. The examinee shall be called upon to surrender to the Controller of Examinations, the unfair means material found in his or her possession, if any, and his / her answer book.
- 49.5.2. Signature of the concerned student shall be obtained on the relevant materials and list thereon. Concerned Chief Invigilator shall also sign on all the relevant materials and documents.
- 49.5.3. Statement of the student and his / her undertaking in the prescribed format and statement of the concerned Invigilator and Chief Invigilator shall be recorded in writing by the Deputy Registrar (Examinations). If the student refuses to make statement or to give an undertaking, the concerned Chief Invigilator and Controller of Examinations shall record accordingly under their signatures.
- 49.5.4. The Controller of Examinations shall take one or more of the following decisions depending upon seriousness / gravity of the case:-

- 49.5.4.1. In the case of impersonation or violence, expel the concerned student from the examination and not allow him / her to appear for the remaining examination.
- 49.5.4.2. Obtain undertaking from the examinee to the effect that the decision of the concerned competent authority in his / her case shall be final and binding and allow him / her to continue with his / her examination.
- 49.5.4.3. May report the case to the concerned Police Station.
- 49.5.4.4. Confiscate his / her answer book, mark it as —suspected unfair means case and issue him / her fresh answer book duly marked.
- 49.5.4.5. All the materials and the undertaking with the statement of the student and that of the Invigilator as mentioned in clause 52.5.2 and 52.5.3 and the answer-book / s shall be forwarded by the Deputy Registrar (Examinations), along with his report, to the concerned, the Controller of Examinations in a separate and confidential sealed envelope marked —suspected unfair means case.
- 49.5.5. In case of unfair means of oral type, the invigilator and the Chief Invigilator or concerned authorized person shall record the facts in writing and shall report the same to the concerned, the Controller of Examinations .
- 49.5.6. **Procedure to be followed by Examiner during Assessment:** If the examiner at the time of assessment of answer-book suspects that there is a *prima facie* evidence that the examinee(s) whose answer-book(s) the Examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his / her report to the Controller of Examinations with his / her opinion in separate confidential sealed envelope marked as —Suspected unfair means case.
- 49.5.7. A prima facie case of unfair means reported to the University by the Invigilator / Chief Invigilator and or examiners shall be inquired into by the Committee appointed by the Board of Examinations.
- 49.5.8. The examination Result / s of the concerned student / s involved in such cases shall be withheld till the Competent Authority arrives at a final decision in the matter and the concerned examinee / s and the Department, to which he / she belongs to, shall be informed accordingly.

50. **Appointment of Unfair Means Inquiry Committee:**

- 50.1. For the purpose of investigating unfair means resorted to by the examinees at the University examination; the Board of Examinations shall appoint a Committee. The term of the Committee shall be as decided by Board of Examinations.
- 50.2. The Unfair Means Inquiry Committee shall function as a recommendatory body and submit its recommendations in the form of a report to concerned Competent Authority. The Competent Authority shall issue final orders with regard to the penal action to be taken against the examinee / s after taking into account the reported facts and findings of the case by the Committee and

after ensuring that reasonable opportunity has been given to the concerned implicated examinee in his / her defence and that the principle of natural justice has been followed and the recommended quantum of punishment is in accordance with the guidelines laid down in this behalf.

51. The procedure to be followed by the Unfair Means Inquiry Committee should be as under:-

- 51.1. The Controller of Examinations / Deputy Registrar (Examinations) or any other university authority so designated by Chairperson, as the case may be, shall inform the examinee concerned in writing of the act of unfair means alleged to have been committed by him / her and shall ask him / her to show cause as to why the charge(s) levelled against him / her should not be held as proved and why the punishment stipulated in the show cause notice should not be imposed.
 - 51.2. The examinee may appear before the Inquiry Committee on a day, time and place fixed for the meeting, with written reply / explanation to the show cause notice served on him / her therein. The examinee himself / herself only shall present his / her case before the Committee.
 - 51.3. The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge(s) against the examinee should be shown to him / her by the Inquiry Committee, if the examinee presents himself / herself before the Committee. The evidence, if any, should be recorded in the presence of the delinquent examinee.
 - 51.4. Reasonable opportunity, including oral hearing, shall be given to the examinee in his / her defence before the Committee. The reply / explanation given by the student to the show cause notice shall be considered by the Committee before making final recommendation in the case.
 - 51.5. The Committee should follow the above procedure in the spirit of the principles of natural justice.
 - 51.6. After serving a show cause notice, if the implicated examinee fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the Committee shall take decision in his / her case in absentia, on the basis of the available evidence / documents, which shall be binding on the examinee concerned.
 - 51.7. The Committee shall submit its report to the concerned competent authority alongwith its recommendations regarding punishment to be inflicted or otherwise.
- 52. Punishment:** The Competent Authority concerned, *i.e.* the Board of Examinations in the cases of University examination, after taking into consideration the report of the Committee, shall pass such orders as it deems fit, including granting the student the benefit of doubt, issuing warning or exonerating him / her from the charges and shall impose any one or more of the following punishments on the examinee / s found guilty of using unfair means:-
- 52.1. Annulment of performance of the examinee in full or in part in the examination he / she has appeared for.

- 52.2. Debarring examinee from appearing for any examination of the University / Department for a stipulated period.
- 52.3. Debarring examinee from taking admission for any course in the University or constituent Department for a stipulated period.
- 52.4. Cancellation of the University / Department Scholarship / s or award / s or prize or medal etc. awarded to him / her in that examination.
- 52.5. In addition to the abovementioned punishment, the competent authority may impose a fine on the examinee declared guilty. If the examinee concerned fails to pay the fine, within a stipulated period, the competent authority may impose on such an examinee additional punishment / penalty as it may deem fit.
- 52.6. The Controller of Examinations / Deputy Registrar (Examinations) or any other university authority designated by Chairperson shall issue necessary punishment orders.
53. **Record Retention Schedule:**
- 53.1. Question papers, model question papers, used answer books / scripts, roll numbers, and admit cards, appointment or engagements of examiners, practical examiners & other records or documents related to secrecy work of examination shall be maintained for two years from the last day of examination of the session.
- 53.1.1. Not with standing anything contained in para 53.1 no such record or documents shall be destroyed which relates to audit or which is sub-judice.
- 53.1.2. The record or document, which attracts the permission of 53.1, shall be specified, segregated and destroyed in the presence of a committee to be appointed by the Vice Chancellor in the succeeding year and record note of that destruction shall be prepared and signed by all the members of the committee.
54. **System of Examination:** There shall be a semester system of examinations. However, there can be some other systems as per the regulations approved by the Board of Governors.
- 54.1. **Semester System:**
- 54.1.1. The courses of study for the examination of a course shall extend over a period as prescribed in ordinance comprising of two semesters in each year.
- 54.1.2.1. Attendance requirement for appearing in university examinations shall be governed by relevant clause of this Ordinance.
- 54.1.2.3. There shall be a university examination in theory and practical at the end of each semester to be termed as End Semester Examination.
- 54.1.2.4. The examination shall be conducted by means of written papers and practical tests, wherever required.

- 54.1.3. Re-evaluation of theory papers in all years of study of the course and / or recounting of marks shall be permissible under concerned clause of this Ordinance.
- 54.1.4. The Aggregate Pass percentage is 35%. The aggregate will include internal marks as well as End Semester marks. Those who score an aggregate less than 35%, will be declared fail.
- 54.1.5. He / she, however, shall be promoted to next higher semester and be required to reappear in all courses of failed semester at the subsequent examination of the relevant semester.
- 54.1.5.1. If a student who fails in both the semesters of the same academic year viz; 1st and 2nd semesters or 3rd and 4th semesters and so on shall have to undergo with following promotion policy:
- A student earning a minimum of 50% of credits registered in I and II semesters can be promoted to semester III.
 - A student earning a minimum of 50% of credits prescribed in I to IV semesters can be promoted to semester V.
 - A student earning a minimum of 50% of credits prescribed in I to VI semesters can be promoted to semester VII.
- 54.1.5.2. A student having failed in any subject can avail another chance to improve upon his / her Sessional marks.
- 54.1.5.3. There shall be no supplementary examination.
- 54.1.5.4. Student re-appearing at an examination in subsequent semesters shall be examined in accordance with the syllabus and scheme he/she appeared first.

55. Appointment of Head Examiners

- 55.1 The Controller of Examinations shall appoint a senior person in the rank of Dean/Head/Coordinator as Head Examiner for a subject/paper.
- 55.2 The Head Examiner shall be responsible for ensuring uniform evaluation of answer books as per the final marking scheme. The Head Examiner shall monitor the evaluation and ensure strict implementation of the marking scheme.
- 55.3 The Head Examiner shall bring to the notice of the Controller of Examinations, discrepancies, anomalies and suspected use of unfair means identified during the course of evaluation.
- 55.4 The Head Examiner shall report to the Controller of Examinations in writing the names of such examiners who have not carried out the instructions of the Examination Board or have not maintained punctuality or have not observed the code of conduct for such actions as may be deemed fit by the Board.
- 55.5 No person whose ward or relation or the ward of whose near relation is appearing in the examination shall be appointed as Head Examiner.

- 55.6 The Head Examiner shall be the custodian of all answer books entrusted to him/her for evaluation at the evaluation centre and shall provide such physical and administrative facilities as are necessary to ensure quick, smooth and fair conduct of evaluation.
- 55.7 The Head Examiner shall treat all information provided to him/her and all materials supplied to him /her as strictly confidential, and at no stage divulge directly or indirectly any such information to any person other than those authorized by the Examination Board.
- 55.8 One Head Examiner shall be appointed for each set of ten to fifteen examiners.
56. Eligibility for appointment as an Examiner in accordance with UGC norms
- 56.1: Qualifications of an Examiner: An Examiner shall:
- (a) hold at least a post graduate degree in the concerned/allied subject;
 - (b) have at least three years' teaching experience; and
 - (c) be a practising teacher teaching the same subject in any recognized University/Institution or a person working in the State/National level educational organization set up by the Govt. or retired teacher teaching the same subject prior to his/her retirement and has not attained the age of 65 years in the year of evaluation work.
- 56.2 No person shall be appointed as an Examiner in a subject if: he/she has been under suspension from service; and/or a departmental enquiry is either pending or is envisaged against him/her or has earlier been debarred from any work of the University.
57. **Guidelines for conducting written examination for persons with benchmark disabilities**
- 57.1 The facility of Scribe/Reader/Lab assistant should be allowed to any examinee with benchmark disability as defined under section 2(r) of RPwD Act, 2016 and limitation in writing including that of speed if so desired by him/her.
- 57.2 The provision of scribe/reader/lab assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/her behalf. The medical certificate must be issued from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per proforma at Appendix – I.
- 57.3 The candidate should have the discretion of opting for his/her own scribe/reader/lab assistant or request the Examination Body for the same. The Examining body may also identify the scribe/reader/lab assistant as per the requirements of the examination.
58. **Guidelines for invigilators during the conduct of examination**
- 58.1 Invigilators will report to the examination department 30 minutes before the beginning time of the examination. After collecting answer scripts & other materials, they will proceed directly to the Examination room.
- 58.2 Ensure that papers and materials are distributed appropriately.

- 58.3 Invigilators are to make sure that all the fields in the answer script are properly filled up by the examinees before they put their signature on the answer copy.
- 58.4 Allow the examinees with the items such as calculator, log table etc. as the case permits.
- 58.5 Examinees are not allowed to carry mobile phone/any electronic gadget in the examination hall.
- 58.6 Admit card of the students and the University I-card should be carefully verified. Only after verification invigilators should sign the answer sheet.
- 58.7 Invigilators are to make sure that the examinees occupy their seats according to seat plan.
- 58.8 Invigilators are requested to remain vigilant at all times during the examination.
- 58.9 The advisory issued by the Government with regards to COVID-19 should be strictly followed.
- 58.10 Invigilators are requested not to engage in any such activity that would divert their attention away from the students.
- 58.11 Maintain security of the examination papers, copies & stationary.
- 58.12 Scroll Sheet is to be properly filled up without missing any of the fields and should be signed by both the invigilators. Absenteeism should be marked only with RED ink.
- 58.13 Invigilators are to make the absentee report available to the Examination department 30 minutes after the commencement of the examination.
- 58.14 Invigilators should not carry cell phones to the examination hall during the examination hours.
- 58.15 In case of late coming, examinees should not be allowed to enter the Examination Hall 30 minutes after the commencement of Examination.
- 58.16 Invigilators are supposed to maintain the discipline and sanctity of the examination. In extreme cases, they may contact the Examination department.
- 58.17 Examinees are allowed to go outside the Examination Hall at least one hour after the commencement of the examination, for the purpose of washroom/drinking water. This permission is applicable upto 30 minutes prior to the conclusion of Examination.

59. Evaluation Process

59.1 Central Evaluation System

- 59.1.1 University will be following the Central Evaluation system in order to improve the quality of and maintain the confidentiality of the evaluation system. Centralized evaluation system will also help in the early declaration of results.
- 59.1.2 The Faculty members will have to report to the evaluation room and correct a minimum of 40 answer sheets per day within the stipulated time period. The Faculties may ask for more number of answer sheets after the evaluation of the minimum number of answer sheets.
- 59.1.3 The answer sheets will be assigned to the faculties for evaluation in the evaluation Room.
- 59.1.4 Faculty members are required to report to the Evaluation room at 9:00 AM (if having no invigilation duty).

59.1.5 As soon as the evaluation of the allotted answer sheets is complete, the Faculty members are required to submit the answer sheets to the Examination Cell.

59.2 Evaluation Guidelines

59.2.1 Please verify the availability of scroll sheet and the number of answer books in the allotted bundle. If any difference in number of answer books and scroll sheet is found, the evaluator shall get it clarified immediately from Examination department.

59.2.2 No question or part of a question should remain unmarked.

59.2.3 Marks awarded to a question or any part of a question must be written at two places. First, on the perforated top most corner of the answer scripts where the answer of the question ends. Second, on the front page against the serial number of the question.

59.2.4 Award step-wise marks for each answer.

59.2.5 Write marks in double digits (e.g. 01, 02, 12 etc).

59.2.6 There should be no mismatch between the marks written at two places, i.e front page and the perforated corner.

59.2.7 Ensure that you have correctly counted the marks before writing the sum (total) on the cover page

59.2.8 Avoid overwriting/corrections. Where correction becomes unavoidable, please encircle the same and put your signature towards the right of the circle.

59.2.9 While evaluating an answer script if you find any handwritten chit pasted on any page of the answer script and answer sheet marked as cancel, then do not evaluate the answer sheet.

59.2.10 No score should be awarded to a question where the answer is crossed even though the answer is correct to the extent of 100%.

59.2.11 If due to oversight a single code number has been used for two answer scripts, make use of English alphabets to resolve this problem. For instance, if a code number like 15467 has been used for two answer books, one could retain the same code number, while as the second could be coded as 15467-A. Here the new code must be written on the front page and it must carry your signature also.

59.2.12 Please sign each answer script and the scroll sheet at the appropriate places provided for the same.

59.2.13 Please ensure that no question escapes evaluation particularly where the answer is attempted at two places. In certain cases, a student leaves a few blank pages and then writes the answer of a fresh question.

59.2.14 If the same question is attempted at two places, marks should be awarded to the answer which has been attempted first and the second should be crossed.

- 59.2.15 Please write the word “END” at the end of the last attempted answer and cross the remaining pages if the same are uncrossed.
- 59.2.16 For evaluation of answer books, make use of red pen only.
- 59.2.17 Please ensure that the marks are properly posted in the scroll sheet. Overwriting in the scroll sheet should be avoided. Where correction becomes unavoidable, please encircle the same and put your signature towards the right of the circle.
- 59.2.18 Marks in the scroll sheet should be entered in blue pen only.
- 59.2.19 After evaluation the bundle should be marked checked with Red Pen and should also include the signature of the faculty.

60. Guidelines for examinees:

- 60.1 For the Morning Session the students are required to reach the Examination Hall latest by 9.00 am and for afternoon session latest by 1:00 pm.
- 60.2 No student will be allowed to enter the Examination Hall 30 minutes after the commencement of Examination.
- 60.3 It is mandatory for the candidate to carry his/her admit card and ID card to the examination hall.
- 60.4 The candidates must make sure that the admit card bears a recent passport size photograph on it.
- 60.5 The candidate must not make any mark on the admit card, using pen or pencil. It will lead to disqualification.
- 60.6 Cell phones, alarm clocks, digital watches with built in calculators/ memory and/or any other electronic gadget will not be allowed in the examination hall.

61. Convocation for conferring degrees

- 61.1 Convocation for admitting candidates to various degrees shall be held annually at Ranchi on such date as the Hon’ble Vice Chancellor may consent.
- 61.2 Special Convocation for conferring degrees may be held on such dates as may be fixed by the Hon’ble Vice Chancellor on the recommendation of the Chancellor.
- 61.3 At the Annual Convocation the Vice Chancellor shall present a report of the year’s work in the University.
- 61.4 Notwithstanding anything contained in this Ordinance, if for unavoidable reasons the Annual Convocation is not held, the Academic Council may approve the conferment of degrees and the award of diplomas, certificates and other academic distinctions.
- 61.5 The procedure to be followed at the Convocation shall be as laid down by the Academic Council.

Annexure 1 (Proforma A)

Jharkhand Rai University, Ranchi

PROFORMA FOR REPORT TO BE FILLED IN BY THE VIGILANCE SQUAD PAYING SURPRISE VISIT THE EXAMINATION HALL

1. Name of the Centre
2. (a) Date and time of reaching the examination centre
- (b) Time of leaving the Centre
3. Number of candidates registered at the centre for Examination.
4. Number of candidates present on the day of surprise visit

5. Arrangements for keeping :-
 - (a) Question paper envelopes
 - (b) Blank answer-books and their custody
 - (c) Stamps and seal and their custody
6. Whether question paper envelopes are opened and signed in the presence of candidates and invigilators ?
7. Whether daily account of distribution of answer-books and balance in hand is maintained ? If so, under whose direct supervision ?
8. Condition of question paper envelop opened and unopened and seals on them.
9. Adequacy of Invigilators employed and the efficiency of their performance.
10. Arrangements made for examinees for :
 - (a) Keeping books etc. outside the examination Hall
 - (b) Drinking water.
 - (c) Urinals and Latrines
 - (d) Medical Aid
12. Verification of the signature of candidates on the application forms by the Controller of Examinations whether made ?
11. Any irregularity discovered
12. General impression about the Centre
13. Suggestions, if any, for improvement of the arrangement at the centre.

Dated

1.

Signature of the Inspector/Leader Full

Name
Total Teaching Experience years
Address :
..... 2.

.....
Signature of the Inspector/Member
Full Name
Total Teaching Experience years
Address :
.....3.

.....
Signature of the Inspector/Member
Full Name
Total Teaching Experience years
Address :
.....4.

.....
Signature of the Inspector/Member
Full Name
Total Teaching Experience years
Address :
.....

Invigilators (Full Name)	Class & Faculty	Roll No.	Material caught (description with signature of the Invigilator Member Surprise Inspection Team and Centre Superintendent)	Location of Material caught	Full Signature of the Invigilato r	Full Signature of the Member of the Inspection Team	Full Signature of the Centre Superintendent

1. The Invigilator, Member Surprise Inspection Team and the Centre Supdt. should the material caught. The candidate also should be asked to put his signature on the material recovered.
2. Three copies of this Proforma be got filled by the member(s) of the Inspection Team. The First copy alongwith the Original material caught from a student and his answer-book(s) has to be sent to the Police station concerned. The Second copy the report alongwith a photo stat copy of the material and the answer book(s) are to be sent to the Asstt. Registrar (Exam. III- UM. Section) alongwith Form No. E-39 and the third copy be retained for your record.
3. If there is no case of Unfair means caught by the University Inspection Team. even than a Nil report in this Proforma (B) duly signed by the Centre Supdt.. should be sent along with Proforma No. 'A'.