



**YENEPOYA**

(DEEMED TO BE UNIVERSITY)

Recognized under Sec 3(A) of the UGC Act 1956

Accredited by NAAC with 'A' Grade

### ***2.5.3 Evaluation-related Grievance Redressal Mechanism followed by the Institution***

#### **Examination Procedure and Revaluation Procedure**

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**CHAPTER III**  
**CONDUCT OF EXAMINATIONS**

**Appointment of Question paper setters**

- a) Appointment of question paper setters relating to all examinations, conducted by the University shall be made by the Vice-Chancellor or by the Controller of Examinations (by virtue of powers delegated to her/him by the Vice-Chancellor) from the respective panels prepared based on recommendations of the Board of Studies as per the qualification and approved by the Academic Council from time to time. Every panel submitted to the Controller of Examinations shall consist of a sufficient number of names of question paper setters as required. However, she/he can appoint persons not included in the panel also as question paper setters in exceptional circumstances, with the approval of the Vice-Chancellor.
- b) The Controller of Examinations (COE) can cancel the appointment offered to any person as a question paper setter for valid reasons.
- c) Only persons having the prescribed qualifications and experience as per the regulations at the appropriate level shall be included in the panel. The respective Board of Studies may review the panel of question paper setters as and when required. In case any question paper setter is found inefficient, indulging in negligence, misconduct, malpractice, disobedience or found ineligible for any other reasons, the Vice-Chancellor, on recommendations of the Controller of Examinations, may disqualify such persons from being question paper setter.
- d) Question paper setters can also be appointed as examiners in the subject for which they have set question paper.
- e) Remuneration, TA and DA (as applicable) will be paid to all question paper setters as per the rates fixed by the University from time to time (ANNEXURE 01).
- f) The Vice-Chancellor shall approve appointments as QP setters/examiners waiving the above requirements in exceptional cases

**Appointment of Examiners and Evaluators**

The Controller of Examinations as delegated by the Vice-Chancellor shall appoint eligible examiners and evaluators as per the prevailing programme regulations, from the panel approved.

**They have the following functions**

- a) For the smooth conduct of practical examinations in each of the examination centres, internal examiners of that particular examination shall be appointed by the Controller of Examinations on the recommendation of the concerned Head of the Institution.
- b) External examiners shall be appointed by the COE from the panel. The list may be suggested by the BOS for consideration and the list may be approved by the BOE

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c) The Controller of Examinations may appoint eligible persons not included in the panel of examiners/evaluators in exceptional circumstances with the approval of the Vice-Chancellor. Controller of Examinations will also have discretionary power to cancel the appointment of the examiner(s)/evaluator(s) for valid reasons.

d) Situations, if any, where an examiner/evaluator is found indulging in purposeful negligence, violation of secrecy or other acts of misconduct shall be brought to the notice of the Controller of Examinations immediately.


Remuneration and TA/DA shall be paid to all examiners/ evaluators and all such other officials appointed, at the rates fixed by the University from time to time (ANNEXURE 01).

#### **Instructions to question paper setters**

The paper setter shall abide by the acts and statutes of the University.

1. The question paper should be set as per the University curriculum.
2. Shall maintain integrity, honesty, and confidentiality in the process of question paper setting.
3. Shall follow the checklist provided by the University (Notification) while setting the question paper
4. Shall ensure that the set papers carry the correct name of the Subject, Title and Question paper code, Schemes (Old, New etc.), the title and division/ section of the paper. Shall also ensure the proper incorporation of the duration of the paper, the maximum marks allotted to each question of the paper. If the question paper is common to one or more schemes/courses, it shall be clearly indicated. Shall indicate clearly the instructions if any to the candidates regarding the answering in a different section in different answer books or regarding the number of questions from different sections to be answered.
5. Shall not use abbreviations in the question paper.
6. Shall write the questions legibly in Ink or type personally, they shall avoid additions, alterations and erasures. Special care shall be taken in the delineation of mathematical signs of index figures. Shall workout the numerical problems before including them in question papers.
7. Questions shall be free from spelling and grammatical mistakes. Acronyms shall be expanded. No questions shall be repeated in any of the sets of the question paper prepared by the question paper setter. Question paper setters making repeated mistakes will be removed from the panel.
8. Questions shall be clear, specific and proportional to the marks allotted. Vague and ambiguous questions shall be avoided.
9. A clear note should be given at the top of the question paper so that candidates may ask for materials such as calculator, logarithm tables, charts, graph paper etc. from the examination invigilator/ chief superintendent if permitted.
10. The question paper setter has to ensure that the prescribed standards are maintained and that the question paper, covers the broad areas of the entire syllabus for the concerned course. Due weightage shall be given to all the chapters in the syllabus and also as per the marks distribution criteria prescribed by the University (if any). Composition of the question papers shall have a mixture of questions of different levels as follows:
  - Questions that can be answered by an average student: 50% to 60%
  - Intermediate level of difficult questions: 20% to 30%
  - Advance level questions: 10% to 20%

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11. In case of other languages (such as Kannada/ Hindi paper), he/she should use the same script (Kannada / Hindi) for the words using Unicode font. The corresponding English words have to be typed in brackets immediately after the words (Kannada / Hindi).
12. Shall send personally these question papers to the Controller of Examination through confidential email.
13. Question paper setting is a time-bound task and paper setters shall not make any delay in reaching the prepared question paper to the University.
14. In any event of disclosure of such question paper by the Paper Setter is subject to legal proceedings as deemed fit by the University.

#### Instructions to Moderator (Scrutinizers)

The functions of the Scrutinizers shall include the following:

- i. To ensure that the question paper(s) have been set strictly in accordance with the syllabi, scheme of examinations, model question papers and the instructions given by the University.
- ii. To ensure that the prescribed standards have been maintained and that the questions, cover the broad areas of the entire syllabus adequately.
- iii. To replace question(s), if any found in the question paper from topics outside the prescribed syllabus and avoid repetitions. Repeated questions in the same question paper at different places (long answer, short essays and short answer), as well as repetition of the same question in part A/B or in paper I / paper II / paper III etc. in the same question paper, should be avoided.
- iv. To check and make sure that the question paper code, the name of examination, subject/paper, scheme etc. are correct.
- v. To check the correctness of the maximum marks and duration allotted to the paper. Marks allotted to each question must be clearly mentioned. It will be ensured that the sum of the marks for the different questions equals the maximum marks for the paper.
- vi. To check and ensure that abbreviations other than usually given in the textbooks are not used & acronyms are expanded. Spelling mistakes, errors in punctuation and grammar should be corrected.
- vii. To remove ambiguity/confusion in the language of the questions, if any, and make clear.
- viii. To ensure proper distribution and an indication of marks for each question or part or parts thereof and to correct errors, if any, in this regard.
- ix. Time allotted for answering all the questions should be kept in mind while scrutinizing the question papers.
- x. To ensure that the questions are serially numbered.
- xi. To ensure that representation and weightage has been given to all the chapters as far as possible.
- xii. To bring to the notice of the Controller of Examinations, lapses or omission, if any, on the part of the question paper setter.
- xiii. To correct/modify/replace the questions in case of necessity.

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**NOTE:**

- The scrutinizers are solely responsible for the omissions, mistakes, or errors left uncorrected in the question paper.
- Their work is highly confidential and usage of mobile phones/ or other electronic gadgets during scrutiny is not permitted for any reason.

**Conduct of University Theory Examinations**

- 1) The Head of Institution should send proposals pertaining to each examination within 3 months after the commencement of the classes to the Controller of Examinations. He also should submit immediately after the start of the academic year, the details of the programme and its regulations for which examinations are to be conducted.
- 2) The proposal should be sent one month before examinations, with the details of the expected number of candidates for each examination/speciality, number of answer books required and budget.
- 3) The criteria/minimum requirements for the University theory examination centre are:
- 4) Availability of hall(s) of the required size to accommodate all the regular and supplementary candidates attending the examination at a time. The hall(s) shall have sufficient facilities like availability of light, drinking water, fan/air conditioner, attached toilet etc.
- 5) Availability of a confidential room attached to the examination hall with two numbers each of desktop computers, printer/digital copier, UPS and Internet connectivity, all in working condition.
- 6) Surveillance camera system of the required specifications in working condition.
- 7) Communication signal jammer of the required specification in working condition.
- 8) The University examinations shall be conducted as per the examination notification issued preferably 45 days prior to the commencement of the examinations. The candidates proposing to appear for the concerned examinations shall register themselves in the University before the publication of the examination notification. This registration applies to the candidates taking their University examination for the first time.
- 9) Time table for both the theory and practical examinations shall be published well in advance before the commencement of examinations.
- 10) Examination registration will not be granted to candidates who have not complied with the requirements specified in the examination notification and respective course regulations. Applications received after the last date will not be considered under any circumstances. However, the Vice-Chancellor shall have the power to grant permission for late registrations on sufficient grounds.
- 11) Actual attendance and the percentage for which condonation is granted in accordance with the course regulations shall be uploaded in separate columns provided in the prescribed format.
- 12) All the institutions shall forward to the Controller of Examinations, internal assessment marks along with the certificate of attendance percentage, signed by the Head of the Department, concerned faculty & Head of Institutions after getting the certificate duly acknowledged by the

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candidate by affixing his/her signature on or before the date stipulated in the examination notification.

13) The signed copy of the internal assessment marks and attendance percentage shall be displayed sufficiently well in advance in the college notice board for information and for getting anomalies if any, rectified. Complaints, if any on the part of the candidates regarding internal assessment marks and attendance shall be raised before the University with utmost diligence. Once these documents are submitted by the Head of the Institution to the examination section, no further changes will be entertained under normal circumstances.

14) To complete the examination registration process, the Head of the Institution shall furnish a statement regarding satisfactory completion of training pertaining to the particular examination as per the regulations, while forwarding the internal assessment marks HOI is empowered to condone the shortage of attendance up to the maximum percentage specified in the course regulations for subject/subjects for theory/practical or both for a particular examination. But such condonation is allowed only once in the entire programme period and only with the recommendations of the HOD/Dept. in charge, and on genuine grounds. Such condonation of shortage of attendance is permissible for undergraduate courses only and is subject to payment of the prescribed fee to the University under intimation to the Controller of Examinations. Such intimation with the relevant details shall be signed by the Head of Department and by the Head of the Institutions. The Head of the Institution shall give an undertaking that the particular candidate has not availed of the provision for condonation facility previously in the entire programme period. The college shall maintain a condonation register which is subject to verification by the University authorities.

15) In exceptional cases, University may permit sharing of the examination centre facility with another institute in the same campus on special request from the Head of Institutions of both institutions. The Controller of Examinations shall have the power to club one or more theory/practical examination centre(s) for any particular examination as per the needs of the situation. The theory examination centres shall be finalized before the issue of hall tickets.

16) The University verifies the examination registrations, attendance, internal assessment marks and remittance of examination fee to ascertain the eligibility of the candidates before the issue of hall tickets. Hall Tickets are issued online preferably two days prior to the commencement of the theory examinations. The Controller of Examinations shall have the power to suspend issued Hall tickets to the candidates if found ineligible on various reasons. The Controller of Examinations shall also have the right to keep pending, the issue of hall tickets already issued on valid reasons. In exceptional cases, the Controller of Examinations can provisionally permit a candidate for appearing in the examination, subject to eligibility on further verification.

17) The Head of Institutions shall download the hall tickets,(ANNEXURE 02) sign on it and distribute the same to the candidates with institute seal, after getting their signature on the hall tickets preferably one day before the examination. Invigilators shall put their initials in the hall tickets on each day of the examinations.

18) The Controller of Examinations shall appoint Chief Superintendent on the recommendation of the Head of the Institution of the theory examination centre for each examination. Usually, the HOI shall be appointed as the Chief Superintendent. However, in exceptional cases, they can nominate a senior faculty member as the Chief Superintendent. The University reserves the right to appoint the Chief Superintendent who is not nominated by the Head of Institution also.

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19) On receipt of the question papers from the setters, the concerned section of the examination branch of the University shall prepare question paper banks by assigning question paper codes, scrutinize for further accuracy and arrange them according to day wise time table and compose them into a standard template.

20) The Chief Superintendent is responsible for receiving the answer books and all examination materials from the Head of the Institution and keeping them under safe custody. He/ she is also responsible for downloading, printing and distributing the question papers in time. He /she should make all arrangements for the smooth conduct of the examination.

21) No change of examination centre shall normally be permitted after a candidate has once registered for an examination in a particular centre.

22) Examinations once scheduled shall not be changed, unless there is a situation/reason which necessarily warrants such a rescheduling with the approval of the Vice-Chancellor.

23) Ordinarily there shall be two examinations in a year (regular & supplementary for year pattern) preferably with a gap of 6 months in between unless otherwise specified by the respective programme regulations

24) In extraordinary situations, the Controller of Examinations shall be competent to effect the change of date of any examination in the examination time table already published.

25) The Controller of Examinations shall make arrangements for the conduct of examinations at various approved centres in accordance with the rules framed by the University from time to time.

26) Regarding their duties and responsibilities, the Chief Superintendent and other officers involved in the conduct of examination(s) shall act according to the instructions issued by the University from time to time

27) It shall be the duty of the Chief Superintendent at each centre of examination to appoint Deputy Chief Superintendents, Room Superintendents and Invigilators who shall be members of the faculty and other supporting staff for the smooth conduct of examinations as per the regulations. Remuneration at the rates fixed by the University shall be paid to all the staff involved in the examination duty.

28) The Controller of Examinations may if found necessary, appoint an observer/squad to supervise/monitor the University examination process carried out in the University examination centres. Observer so appointed shall be a member of faculty of a different stream and from another Institute with at least three years" experience as invigilator. Observer appointed shall in no case be a member of faculty of the same Institution.

29) All candidates shall bring their hall tickets and ID cards issued by the University on each day of examination. The hall tickets /ID card shall on demand be produced for inspection by the Chief Superintendent, Additional Chief Superintendent, observer, member of the squad or any other officer authorized by the University No candidate shall be permitted to write an examination without a valid, hall Ticket and ID card issued by the University. However, the Chief Superintendent shall grant provisional admission to a candidate for an examination with the permission of the Controller of Examinations provided his / her name is included in the nominal roll issued by the University. The fact that a candidate has been given provisional admission does not entitle him/her to further benefits of taking the examination. The Hall Tickets issued are provisional.

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30) Candidates writing the examinations shall be under the disciplinary control of the Chief Superintendent and shall obey all her/his instructions. In case a candidate disobeys the instructions given by Chief Superintendent / any other official appointed by the University or behaves insolently towards the officials, such candidate shall not be allowed by the Chief Superintendent to write the examination and the matter shall be reported to the Controller of Examinations for further action.

31) The Controller of Examinations can cancel the Hall Tickets issued to any candidate if it is proved that she/he has indulged in misconduct or is found indulging in malpractices in the examination hall or if it is discovered later that he/she was ineligible to write the examination.


32) For each session of examination at the centre, two authorized officers – the Head of the Institution and the Chief Superintendent shall be shared separately half of the password by the University, which are used for encrypting the question paper. The theory question papers could be downloaded only by entering both parts of the password in the system.

The University reserves the right to cancel any examination centre at any time for valid reasons.

**Transmitting the encrypted question papers to the examination centres:**

- Uploading of the encrypted theory question paper is usually done 45 minutes prior to the commencement of the examination.
- The password contains two parts, one part is alphabetical and the second part is numerical numbers. One part is shared with the Chief Superintendent and the other part to the HOI or senior faculty nominated by HOI.
- The password (2 parts) shall be shared 30 minutes prior to the commencement of the examination
- The question papers can be opened only after entering the two separate parts of the passwords by the two faculty.
- The required number of questions papers is to be printed in the presence of the Chief Superintendent, Observer (nominated by COE) and one senior most invigilator of that day in a confidential room.
- All candidates shall enter the examination hall at least 30 minutes prior to the time prescribed for the commencement of the examination.
- Normally question papers can be distributed to the candidates 5 minutes prior to the commencement of the examination, but candidates can be permitted to start writing examination only at the stipulated time.
- The Chief Superintendent shall recommend the correction measures (if any) on the recommendation of the concerned HOD/concerned faculty and intimate the same to the University for finalizing and approval. The University will compile the approved recommendations and prepare a text file of corrections and host it within 30 minutes (preferably) of the commencement of the examination so that the examination centres can download, print, and distribute it among the students. The Controller of Examinations may, on the recommendation of the Chief Superintendent and if found necessary, permit extra time for answering the replaced questions.

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- It is the duty of the Chief Superintendent to intimate the corrections/ modifications/ replacement of questions (if any) or “No-Correction” intimation to the candidates immediately on downloading the same. The Chief Superintendent shall ensure proper communication of the same to the candidates by getting an attestation from any two candidates, one each from the first and last rows of the examination hall. Complaints made subsequently in this respect shall not be entertained by the University under any circumstances.


### **Answer Books**

Answer Books with laser barcode and security features supplied by the University from time to time are used for the theory examinations. The serial number of each answer book shall be printed chronologically. No additional sheets will be provided for theory examinations. Instructions to candidates to fill the registration part of the answer book have been printed on the front page of the theory Answer book. Each candidate shall write her/ his hall ticket on the front cover page and sign on the answer book.

## **DUTIES AND RESPONSIBILITIES OF CHIEF SUPERINTENDENT OF THE CENTRES OF EXAMINATION**

1. The Chief Superintendent shall be responsible for the proper conduct of examinations at his centre. He/she shall take all necessary action before during and after the examination for the smooth and fair conduct of examinations and dispatch of answer scripts. He/she shall be present at the examination centre for the entire duration of the examination.
2. Take stock of things that he/she has to attend regarding the number of answer scripts, additional books required for his centre and arrange to procure the same from the office of the Controller of Examinations well in advance.
3. Arrange for satisfactory seating of candidates at least a day earlier to the examination and shall arrange to notify the sketch of seating arrangement and Register numbers on a big blackboard placed in a prominent place of the college premises. The examination Halls shall be a suitable Auditorium and shall accommodate not less than 60 candidates with separate table and chair for each.
4. Appoint one Room Superintendent (Professor/Assoc.Professor) for every 200 candidates or part of it, one invigilator (Asst. Prof/Tutor) for every 40 candidates or part of it i.e., Medical faculty for Dental Theory Exam and Dental faculty for Medical Theory Exam. Similarly for other faculties.
5. Keep open the examination rooms/halls 60 minutes before the scheduled time of commencement of examination on each day/session of the examination. He shall declare

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the examination area out of bounds to all persons other than those involved in the Examination on that day.

6. Chief Superintendent shall allow the candidates to enter and occupy their seats in the examination hall 30 minutes before the commencement of the Examination, upon showing their Admission Ticket and Student Identity card and shall ensure that No candidate shall be allowed in the examination hall after the second bell until the distribution of the Question paper.
7. Once the question paper is distributed, the Chief Superintendent shall admit the candidate to the examination hall/room in the first 30 minutes after the commencement of the examination
8. The Chief Superintendent shall ensure that no person including the candidate is allowed to leave the examination rooms/ hall within 30 minutes of the commencement of the examination.
9. The Chief Superintendent shall arrange for the ringing of bells to mark the examination timings

**Schedule of Bell Timings for the Examination**

First Bell	09.30 a.m. - 01.30 p.m -	* Invigilator shall be present before the allotted room for Verification/checking of candidates. The candidates will be allowed to enter and occupy their seat in the examination hall, upon showing their Admission Ticket and student Identity card.
Second Bell	09.45 a.m. - 01.45 p.m. -	*No candidate shall be allowed in the examination hall after the second bell until the distribution of the Question paper
Third Bell	10.00 a.m. - 02.00 p.m -	*Distribution of Question Papers to the candidates present by the Invigilators and commencement of the examination.
Fourth Bell	10.30 a.m. - 02.30 p.m. -	* Candidates will be allowed to leave the examination hall Candidates will not be allowed to carry the Question paper till the last bell
Fifth Bell	12.20 p.m. - 12.50 p.m. - 04.20 p.m - 04.50 pm -	* This is a caution bell, the invigilator will inform the candidates "Only 10 minutes are remaining for the examination to end"
Sixth Bell	12.30 p.m - 01.00 p.m - 04.30 p.m - 05.00 p.m -	* End of Examination The Invigilator will collect the answer script from the candidates The Invigilator will hand over the answer script and other forms to the Chief Superintendent

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10. Prepare in advance, the statement of allotment of seating for candidates and appoint the teachers of his institution for supervision work depending upon the need. If the staff of his institution is not adequate, he shall take the staff of neighbouring colleges with the prior permission of the Controller of Examinations
11. Convene a meeting of all the Supervisory staff at least two days before the commencement of examination and explain to them their duties and responsibilities. Chief Superintendent shall particularly impress upon them the need to prevent malpractice by scrupulous observation of rules. He/she shall also explain to the supervisory staff the procedure of reporting when a case of malpractice is detected.

**Malpractice: (a)** Candidates are prohibited from writing their names and register number, in any place other than indicated. Invocation to Gods or any other marks of identification shall not be written anywhere in the answer book. Candidates shall not bring into the examination hall any book, portion of book, manuscript or paper of any description. They shall not copy or communicate with anyone inside or outside the hall or exchange answer books. Candidates shall not be in possession of cell phones, programmable calculators, pen scanners, blue tooth equipment or any other equipment which may be used for any kind of malpractice. Candidates violating these instructions shall be subjected to physical check and verification by authorized persons. If found to be indulging in malpractice the candidate shall be booked for malpractice and sent out of the examination hall immediately/seize the paper and permit to write the exam in a separate Answer booklet. The seized shall be marked as “Malpractice case” and signed by the Chief Superintendent and packed and sent separately to the University.

**(b).** The Chief Superintendents, Dy chief Superintendents, Room Superintendents, Invigilators appointed shall not entertain any unnecessary questions by the candidates and shall refrain from prompting answer to the candidates, as the same tantamount to malpractice. They shall not be in possession of cell phones, blue tooth equipment or any other equipment which may be used for any kind of malpractice. Showing negligence/apathy in carrying out duties or aiding, abetting, allowing and/or instigating students to use malpractice(s) or any other similar act(s) of commission

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and/or omission(s) are considered as malpractice. The Chief Superintendent shall avoid the posting of the staff members as Room Superintendent, Invigilators etc. to a room where the relatives of the concerned are taking the examination.

12. Report to the Controller of Examinations either by phone followed by a letter or through a messenger in writing if a serious misprint, wrong time, mistranslation, omissions or ambiguity etc. noticed in the question papers. The Chief Superintendent shall not on his own account or at the instance of any other person give any clarification unless it is a clear case of misprint apparent on the face of it. In any case, a report of clarification given shall be sent to the Controller of Examinations by name immediately.
13. The Chief Superintendent shall see that only candidates with genuine admission tickets issued by the University for the Particular Examination and the student Identity card are allowed to take the examination. In any case, a report of clarification given shall be sent to the Controller of Examinations by name immediately.
14. Chief Superintendent shall obtain any help required to maintain law and order during the period of examinations at his centre under intimation to the Controller of Examinations.
15. Appoint one staff exclusively to monitor the Examination through C. C. Camera in the Examination Hall.
16. The Chief Superintendent shall ensure that the Warning Note/ Instructions to candidates taking the examinations are read out five minutes earlier to the commencement of the examination.
17. He shall ensure that the bags containing the written Answer booklet are sealed and superscribed with details of the centre, course, year or phase, subject and paper code, date and time of examination and signature of the Chief Superintendent and other relevant staff. He shall designate any senior official who is on examination duty with adequate security to handover the written answer booklets and other relevant documents and materials to the office of the Controller of Examinations on the same day and receipt obtained.

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**DUTIES AND RESPONSIBILITIES OF ROOM SUPERINTENDENT**

1. The Chief Superintendent shall appoint the Room Superintendent (Professor, Associate Profesor) from among the teaching staff of his college one week in advance of the commencement of examination In exceptional cases where the teaching staff of an institution is inadequate, the Chief Superintendent may appoint Room Superintendent from the teaching staff of other institutions.
2. The Room Superintendent shall be in charge of a room containing not less than 200 students.
3. The Room Superintendent shall ensure that the candidates who enter the examination hall/room occupy their respective seats at least 30 minutes before the time specified for the distribution of question papers. He shall immediately read out the instructions to the candidates.
4. The Room Superintendent shall ensure that the candidates are not in possession of mobiles, electronic equipment of any kind, books, paper chits, Xerox copies or any other material that could be used for copying.
5. The Room Superintendent shall not admit any candidate to the examination hall/room during the distribution of the Question papers and shall not allow any student to leave the examination hall/room 30 minutes after the commencement of the examination.
6. The Room Superintendent shall ensure that every candidate has taken his proper seat and enters his correct registration number and other particulars required on the facing sheet of the answer script. The room superintendent himself shall not under any circumstances enter the register number of candidates on the answer book. Answer books with doubtful register numbers shall be sent to the Chief Superintendent separately for onward transmission to the Controller of Examinations with a report.
7. The Room Superintendent shall not allow candidates to converse among themselves when once they enter the examination hall/room. The Room Superintendent shall verify the title of the question paper with the subject offered by the student and issue the proper question paper to the candidate. If the paper is not the proper one he shall return the same to the Chief Superintendent immediately.
8. The Room Superintendent shall not allow into the room any candidate suffering from a serious infection, diseases and shall not permit the delivery of any letters, telegrams, etc. addressed to students when the student is answering the paper.

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9. The Room Superintendent shall supervise in their room and shall not read a book/newspaper while on supervision. The Room Superintendent shall not ordinarily sit at a place during the examination time.

10. The Room Superintendent shall not allow any candidate to carry either books/paper/others or have in his possession or his desk any book or papers not issued in the examination hall/room. They shall further ensure that no candidate detaches or tares of any sheet or part of the sheet from the answer book and that every candidate hands over his answer book before he is permitted to leave the examination hall/room.


11. The Room Superintendent shall at once report to the Chief Superintendent of any case of malpractice and prevent the candidate from writing any further answer or removing displacing or destroying the material from which the candidate was copying. Unless it is inevitable, he shall not take possession of such materials until the Chief Superintendent takes charge of the case.

12. The Room Superintendent shall immediately after the first 30 minutes bell, return all the remaining question paper and the blank answer books of absentees to the Deputy Chief Superintendent. The Room Superintendent shall not give any question paper to any outsider and shall not take question papers from any candidate for reading it.

13. The Room Superintendent shall report to the Chief Superintendent on the days of his work half an hour earlier to the time scheduled for the commencement of the examination and shall not leave the premises until they hand over the answer books to the Chief Superintendent and return the diary and other stationery articles given to the charge.

14. The Room Superintendent shall not entertain any unnecessary questions by the candidates and shall refrain from prompting answer to the candidates, as the same tantamount to malpractice. They shall not be in possession of cell phones, Bluetooth equipment or any other equipment which may be used for any kind of malpractice. Showing negligence/apathy in carrying out duties or aiding, abetting, allowing and/or instigating students to use malpractice(s) or any other similar act(s) of commission and/or omission(s) are considered as malpractice.


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**DUTIES AND RESPONSIBILITIES OF INVIGILATORS**

1. Invigilators shall be assigned for each day of examination as per University guidelines, by the Chief Superintendent. The Chief Superintendent shall appoint Assistant Professor, Tutor as the Invigilator from among the teaching staff of his college one week in advance of the commencement of the examination. In exceptional cases where the teaching staff of an institution is inadequate, the Chief Superintendent may appoint Invigilators from the teaching staff of other institutions.
2. They shall report to the Chief Superintendent at the exam hall before the first bell and ascertain their assigned room/candidates. They shall remain in the exam hall for the entire duration of the exam.
3. They shall check the desks for any chits or writing material.
4. They shall physically check and initial the admit card of each candidate, on entry into the examination hall. They shall also verify the identity card of the candidate. Students shall not be allowed to wear aprons or jackets and shall not be permitted to use writing pads.
5. They shall distribute the answer books to the candidates who are present and shall ensure that the candidates write their name, Register number, course, subject, paper, date of exam, etc in relevant areas of the answer book and sign in the place provided. After verification of the entry, they shall affix their signature on the answer books.
6. They shall distribute the question papers according to the question paper code printed on the admit card of the candidate, at the scheduled time (second bell).
7. They shall ensure that no candidate leaves the hall, till one hour after commencement of the examination (fourth bell). Candidates shall not be permitted to go to the toilet, without the permission of the Chief Superintendent.
8. They shall ensure that any candidate, who leaves the hall before the final bell, doesn't carry the question paper with him/her.
9. They shall ensure that the candidates are not in possession of mobiles, electronic equipment of any kind, books, paper chits, Xerox copies or any other material that could be used for copying.
10. They shall submit the absentee statement and unused answer books, extra question papers to the Chief Superintendent 30 minutes after the commencement of the exam(third bell).
11. They shall not entertain any unnecessary questions by the candidates and shall refrain from prompting answer to the candidates, as the same tantamount to malpractice. They shall not be in possession of cell phones, blue tooth equipment or any other equipment which may be used for any kind of malpractice.

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12. They shall take rounds to monitor the assigned candidates and not involve in any conversation or read magazine/ newspapers.
13. They shall report to the Chief Superintendent, use of unfair means being adopted by any candidate.
14. They shall ensure that the candidates tick the question that they have answered.
15. After the examination, they shall collect the answer scripts and arrange them roll number wise, along with other reports and documents, invigilator's diary, etc and hand them over to the Chief Superintendent, through the Room Superintendent.
16. Separate diary shall be maintained for each faculty/subject/scheme/ QP Code.
17. They shall be held personally responsible for any acts of omission or commission, other than those specified in the guidelines.
18. They shall leave the examination hall only after the performance of all their duties and after obtaining the permission of the Chief Superintendent.
19. Each Room Superintendent shall supervise the work of three invigilators. They shall ensure that all the duties entrusted to the invigilators have been properly carried out. On completion of their duty, they shall obtain the permission of the Chief Superintendent before leaving the centre.
20. No portion or part of the answer books shall be detached at the examination hall by the invigilators
21. The Invigilators shall not entertain any unnecessary questions by the candidates and shall refrain from prompting answer to the candidates, as the same tantamount to malpractice. They shall not have cell phones, Bluetooth equipment or any other equipment which may be used for any kind of malpractice. Showing negligence/apathy in carrying out duties or aiding, abetting, allowing and/or instigating students to use malpractice(s) or any other similar act(s) of commission and/or omission(s) are considered as malpractice.

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**DUTIES AND RESPONSIBILITIES OF OBSERVER**

1. He/She shall report to the Chief Superintendent of the Examination centre 30 minutes before the actual commencement of the examination (i.e., 9.00 a.m. & 01.30 p.m. respectively)
2. He/She shall personally supervise, along with the Chief Superintendent, the opening of the sealed question paper packet.
3. He/She shall ensure proper distribution of correct Question Paper to students with correct Q.P. code.
4. He/She shall ensure no candidate is permitted to enter the examination hall after the commencement of the examination.
5. He/She shall verify whether the seating arrangement is as per norms.
6. He/She shall certify any damage/variation in the Answer Books.
7. He/She shall ensure "No candidates or No person of any order leaves the examination hall in the first half-hour after the opening of the question paper packets.
8. He/She shall verify and certify the Number of Invigilators, Room Superintendents, Clerks, Typist, Peon, etc., as per the specification of the Examination Manual and ensure their cooperation for smooth conduct of examination
9. He/She shall supervise the packing and sealing of used Answer Books.
10. He/She shall submit a daily report to the Chief Superintendent.

**DUTIES AND RESPONSIBILITIES OF FLYINGSQUAD**

1. The Squad shall be appointed by the University.
2. They shall visit each of the centres every day of the examination.
3. They shall act as the University empowered enforcement officer.
4. They are empowered to physically check any candidate suspected to be using unfair means, except lady candidates, who may be checked by a lady invigilator.
5. They are empowered to check the assigned staff in case of suspicion of unfair practices.
6. They shall ascertain that the security measures are adequate.
7. They shall intimate cases of malpractice to the Controller of Examinations by name, in writing.
8. In case of malpractice, the Squad Chief (and the members) is empowered to seize the hall ticket and the answer booklet of the candidate and to hand over the same to the Chief Superintendent for further necessary action. The candidate shall be sent out of the examination hall and not permitted to

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take any further part in the examination for that paper/ subject. The candidate should be provided with a separate answer book to write the examination afterwards and sent to the COE along with the the previous answer script in a separate cover marking as MALPRCTICE CASE

9. They shall submit a daily report as per format to the Controller of Examinations.

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#### CHAPTER IV VERIFICATION OF WRITTEN ANSWER BOOKS

On receipt of packets of answer books from the theory examination centres, the sorting sections shall, first of all, inspect the packets to ensure that the packing was done according to the instructions issued in this regard and that the seals are intact. If any tampering of the seals or any other abnormality is noticed, it shall be brought to the notice of the Controller of Examinations immediately. If the total number of answer books and the total number of absentees do not tally with the total number of candidates registered, the Chief Superintendent of the centre shall be contacted immediately to identify the cause of the disparity. All the answer books are verified to see that candidates have used the prescribed answer books issued by the University and no identification mark is put by the candidate. If any identification mark is noticed, it shall be reported to the Controller of Examinations immediately for further action.

The following details of all answer book bundles received in the section shall be noted

- a) Name of the examination with / subject and paper / QP code/ Register numbers/ date of examination verified .
- b) Name of the centre of examination
- e) Register number of absentees
- f) Total number of answer books received /verified with Invigilator Dairy
- g) Number and serial no. of answer books cancelled/damaged and returned from the centre of examination.
- h) Dated initials of the concerned.
- i) If there is any disparity, the concerned officer in charge shall contact the Chief Superintendent immediately for clarification and the matter shall be reported to the Controller of Examinations.

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**CHAPTER V**  
**EVALUATION OF THEORY ANSWER BOOKS**

**1. Valuation of Answer Books:-**

Encoding:

-The bags containing Answer booklets will be opened and the barcode is scanned and captured in SMS software.

-The serial number of the Answer booklet and the candidates register number is compared with the registration number and serial number entered in the Invigilator dairy to make sure that the booklet issued to the candidate in the Examination Hall is genuine.

-The answers scripts are packed as 20 scripts paper wise/subject wise then sealed and sent to the Digital evaluation centre. The central valuation shall be done usually in the office of the Controller of Examinations. The answer scripts are scanned and uploaded into the digital evaluation software and enabled for valuation. Digital evaluation (on-screen marking) is a process of applying Technology to the process of marking/evaluating descriptive answer scripts.

-With a view of improving the quality, flexibility, efficiency and transparency and making the scoring process easier for evaluators digital evaluation was adopted for University Examination.

All the examination related process is digitized. The whole examination process is controlled by Examination Management Module Software. This unique software maintains the student profile from the course creation up to result in generation and application. The marks card, provisional degree certificate and other documents related to the examination process is maintained in this software.

The criteria for pass/fail are software-driven and the final result is generated from the software. The result is published in the university website.

Evaluators shall be appointed by the Controller of Examinations from the panel approved by the respective BOS. The process of appointment of examiners applies, mutatis mutandis, to the appointment of evaluators also.

e) There shall be double valuation for examinations for various courses conducted by the University. If the difference between the valuations awarded in the two valuations is 15% or less, the average of the two valuations will be considered as the final mark. If the difference between the marks awarded in the two valuations is more than 15% a third valuation will be arranged. The average of the best two out of the three evaluations shall be the final marks of the course.

f) There can be two/three/four evaluations for all postgraduate examinations as per the course regulations. For postgraduate courses where there are three/four evaluations, the average of marks in all the evaluations taken together shall be considered as the final mark.

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**CHAPTER VI  
CONDUCT OF PRACTICAL EXAMINATIONS**

1. **Notification of Centre:** The University shall notify the examination centre for the conduct of Practical examinations and viva-voce examinations at least forty five days before the Practical examinations.

2. **Appointment of Chief Superintendent:** The Principal of the college shall be appointed as the Chief Superintendent for the conduct of Practical examinations and Viva-Voce.

3. **Appointment of Examiners:** The University shall appoint Internal and External examiners for Practical and Viva Voce examinations for different Centres from the panel of examiners submitted by the respective Boards of studies. The authority to change the examiners for any reason whatsoever shall rest solely with the University.

The HOD of the concerned department / the senior-most of the internal examiners shall be appointed as the coordinator/chairman for UG/PG examination.

4. **Appointment of Support Staff:** The Chief Superintendent shall appoint the following support staff as applicable for the conduct of practical examinations and Viva Voce examination:

- a) Expert Assistant for Medical Faculty, per subject, per day - two
- b) Expert Assistant for all other faculties, per subject, per day - one
- c) Lab / Technical Assistant – one per subject, per day
- d) Nurse (Clinical subjects only) - one per subject, per day
- e) Clerk / Typist - one per subject, per day
- f) Storekeeper - one per subject, per day
- g) Attender - one per subject, per day
- h) Watchman / Security - one per day
- i) Peon (Chief Superintendent only) - one per day

5. **Time table:** The University shall notify the dates of practical examinations. Detailed time table of the Practical examinations, batch-wise etc. shall be announced by the College/ Chairman Board of Examiners. A maximum of 25 candidates (UG) and 08 candidates (PG) may be examined on each day of the practical examination or as specified in the regulations of National Regulatory Bodies/ university

6. **Timings:** The timings of the Practical examinations and Viva Voce examination and the schedule of the bells shall be prominently displayed on the notice board and brought to the notice of the candidates by all available means, before the dates of the examination. Candidates and appointed examiners and staff shall strictly abide by the timings announced.

7. **The demand for Stationery:** The required number of answer booklets (six pages), viva sheet and other material shall be demanded and obtained as per departmental requirement from the University by the Chief Superintendent well in time. Candidates shall fill up the required information on the cover page.

8. **Dispatch of Practical Answer Booklets:** Practical answer booklets of each day shall be packed in separate covers and all such covers shall be enclosed in a cloth bag(s) subject wise/department wise/ branch wise, superscribed appropriately and sent to the University after completion of the Practical examinations, through the college.

9. **Dispatch of Marks Sheets:** Marks allotted by the examiners for the practical and Viva Voce examination shall be entered in prescribed format online, take a printout of the marks sheet and send to the university duly signed by both Internal and external examiners

10. **Admission Cards:** Candidates shall be in possession of Admission cards on all the days of Practical examinations. In the event of non-possession or loss of Admission card, the Chief Superintendent is empowered to permit the Candidate to appear in the examination or issue a duplicate admission card, in exceptional circumstances and after verifying the identity of the candidate.

11. **Malpractice:** Candidates shall not bring into the examination hall any book, portion of book, manuscript, or paper of any description. They shall not copy or communicate with anyone inside or outside the hall or exchange answer books. Candidates shall not be in possession of cell phones, programmable calculators, pen scanners, blue tooth equipment or any other equipment which may be used for any kind of malpractice. Candidates violating these instructions shall be subjected to physical check and verification by authorized persons. If found to be indulging in malpractice the candidate shall be booked for malpractice and sent out of the examination hall

Immediately/seize the paper and permit to write the exam in a separate Answer booklet. The seized Answer booklet shall be marked as "Malpractice case" and signed by the Chief Superintendent and packed and sent separately to the University.

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12. **Remuneration:** Remuneration for the Internal and external examiners shall be paid, after completion of the assigned duties and after necessary documentation, at the College/University, along with TA/DA, remuneration for valuation, as applicable. The relevant forms shall be completed and verified at the Centre, countersigned by the Chairman/ chief superintendent and forwarded to the University for Payment. Remuneration for the appointed staff other than examiners shall be consolidated and claimed from the University on the prescribed form as per approved rates. Miscellaneous expenditure for the conduct of the practical examination shall be paid out of college funds and subsequently, a consolidated claim shall be preferred based on approved rates in vogue, supported by bills in original.

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## CHAPTER VII RE-VALUATION & RE - TOTALLING

**Rules for Re-evaluation / Re-totalling of Answer Books:** The objectives of re-evaluation / re - totalling are to ensure that the student receives a fair evaluation in the theory paper of university examination and to minimize human error and extenuating circumstances.

### **Revaluation:**

There shall be provision for revaluation on payment of a fee for papers evaluated by a single valuation system. The application shall be submitted to the office of the Controller of Examinations within ten days of the publication of the results. An external examiner shall value the paper. If the difference is more than 15% of previous marks, the answer script shall be sent for-third evaluation. In such an event, the average of the best two out of the three scores will be taken as the final score. Revaluation is not applicable for the papers where there is a double valuation system and they are eligible to apply for re totalling only.

### **Re-totalling**

There shall be provision for re totalling on payment of the fee for papers evaluated by double valuation system. The request has to be made within 10 days of publication of results to the Controller of Examinations on payment of the requisite fees. The marks obtained on re - totalling will be the marks obtained by the candidate for the specific paper.

### **Access to University Examination Answer Scripts:**

The University Examination Theory Answer scripts are issued to the concerned student on written request and payment of nominal fees subject to imposing certain conditions that only retotalling is permitted and revaluation will not be accepted.

However wherever single valuation system is followed students can request for revaluation with a payment of prescribed fees.

The candidate should apply for theory answer scripts within 10days from the last date of Examination using the prescribed format.

### **Guidelines for applying Re-totalling / Revaluation / Access to Theory Answer Scripts:**

- 1) There is no revaluation facility for project / practical/viva-voce/dissertation.
- 2) Applications for revaluation / re totalling should reach the university before the prescribed date.
- 3) Application should be sent to the university only through the college/school. Applications submitted directly to the university by the student shall be rejected.
- 4) The fee once paid will not be refunded at any cost. Any application sent in this regard should be sent after scrutiny regarding the eligibility of the candidate.
- 5) A photocopy of the mark statement or examinations result copy should be enclosed along with the application,
- 6) The applications should be sent only in the prescribed format (ANNEXURE- 03)
- 7) For Accessing Theory Answer Scripts, candidates should applied before the prescribed date using the prescribed format.

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**Enquiry Committee”** of not more than three persons of whom one shall be Chairman;

- b). The constitution of the Malpractice Enquiry Committee shall consist of the following:
1. Legal Expert
  2. Educationist
  3. Sr. Faculty Member of Yenepoya University
  4. The COE – Member secretary

The Vice-Chancellor shall place the panel before the Board of Management for consideration & approval.

- c). The term of the office of the committee shall be one year. Two members constitute a quorum.
- d). The Committee shall submit its report and recommendations to the Board of Examinations which shall take disciplinary action in the matter as it deems fit.

#### Committee for Redressal of Grievances

Procedure for the redressal of Grievance in the Examination.

The Vice-Chancellor may constitute a committee for redressal of the grievance consisting of the following :

- \* Dean of the Faculty concerned
- \*Chairman of the Board of Studies – member in the subject concerned
- \* One Teacher having a minimum of 20 years teaching experience in the subject / Paper
- \*The controller of Examinations – Member Secretary
- \*The Controller of Examination shall convene the meeting.
- \*The Committee shall verify the complaint /grievance and make recommendations
- \*The recommendations of the committee shall be placed before the Board of Examinations.
- \*The Board of examinations may recommend for the further course of action subject to the order of the Vice-Chancellor
- \*After considering all the facts the Vice-Chancellor shall take the Final decision in this matter.

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