

Ordinance No. 26

ORDINANCE (GENERAL) GOVERNING THE CONDUCT OF EXAMINATIONS AND PROCEDURES OF EVALUATIONS AND MEDIUM OF INSTRUCTION

{Central Universities Act 2009, Section 28 (1) (c, g, o), Statute 12(2) (xiv)}

Title, Applicability and Commencement:-

- 1.1. This Ordinance shall be called as the Ordinance **GOVERNING THE CONDUCT OF EXAMINATIONS AND PROCEDURES OF EVALUATIONS** .
- 1.2. Save as otherwise provided in the Central Universities Act 2009 and the Statutes, Ordinances, Rules & Regulations made and notified there under, the provisions of this Ordinance shall be applicable to all Semester Examinations and Evaluation processes and procedures of all programmes conducted by the University.
- 1.3. This ordinance shall come into force from the date of notification issued by the university and shall prevail the provisions , if any , otherwise made or issued by the University from time to time , in this regard , before commencement of this ordinance.
2. **Admission & Programmes:** - Admission to all the programmes, leading to the examinations of various Degrees/Diplomas/Certificates, conducted by the University shall be made through the Vishwavidyalaya Entrance Test (VET) conducted by the Vishwavidyalaya or any other procedure as notified by the University from time to time for each session. Nomenclatures, Numbers, minimum qualification and duration of each Programme for each academic session conducted by the University shall be as approved by the Academic Council and duly advertised by the University in the month of March/April (tentative) every year for the admission in the immediate following academic session.
3. All examinations (except entrance examinations) shall be conducted at headquarter of the University i.e. Bilaspur (CG) through end semester examinations by the university and continuous internal assessment by the faculty members concerned. The format and timing of continuous internal assessment shall be decided by the concerned faculty member and the format and timing of the end-semester examinations shall be decided by the University in consultation with the School Board/ Deans of Schools . Provided that all End – Semester Examinations (in short

ESE) for different Departments in a School shall normally be conducted in a commonly agreed time frame within the semester.

4. The medium of instruction in respect of all courses conducted in the Schools and Departments shall be English, except in cases of studies and research in Languages.
5. Examinations of the University, other than the Doctorate examination shall be open to regular and eligible students, i.e. such students who have undergone a regular course of study in the University for a period specified for that course of study after fulfilling the minimum attendance and credit requirements as laid down in the respective ordinance of that course.
6. The format of the entrance examination shall be decided by the School Board concerned and shall be approved at the School Board. The Entrance Examination shall be held at headquarters and other such places as specified and approved by the university from time to time.
7. Question papers of all **ESEs** shall be set and answered in English language subject to the following conditions:
 - (a) Question papers of all **ESEs** in languages shall be set and answered in the respective languages.
 - (b) Provided that candidates appearing at an **ESE** in languages other than English may be permitted to answer a part of the question paper in English and the rest in the language concerned.
 - (c) Question papers for Entrance Test, as may be possible, shall be bilingual (English & Hindi).
8. **Choice Based Credit System:** - The Choice Based Credit System shall be adopted in various Under Graduate / Post Graduate Programmes from time to time and with effect from academic session 2018-2019, the ordinances which have been passed by the Executive Council in its meeting held on 04/05/2018 and notified vide University Notification Ref. No. 170 / Academic/ 2018 Dated 01/06/2018 will be applicable for newly admitted students from the said session. Examinations and the declaration of the results will be according to the applicable ordinances for different courses/Programmes. The Board of Studies of each Department shall frame out the course structures, syllabuses for a specific Course/Programme as per the applicable ordinance of that Course/Programme and Regulations, if any, made under this Ordinance from time to time.
All courses /Programmes will have a specified number of credits as per respective ordinances and regulations, if any, made under this Ordinance from time to time. The number of credits, along with the grade points that a student/examinee has satisfactorily completed measures the performance of the student/examinee. Satisfactory progress of a student /examinee is subject to his /her maintaining

a minimum grades in different courses of the Programme. A certain number of credits, as specified in the respective ordinances and regulations, if any, made under this Ordinance from time to time, must be earned by the students/examinees to qualify for the respective Degree.

9. Semesters:-

(a) An academic year shall consist of two types of consecutive semesters:-

Odd Semester (I, III, V, VII, IX etc.): - Generally July to December in each academic session.

Even Semester (II, IV, VI, VIII, X etc): - Generally January to June in each academic session.

The academic performance of a student/examinee will be evaluated with respect to the performance at the examinations, as specified in the respective ordinances and regulations, if any, made under this Ordinance from time to time. The academic calendar for a full session shall be notified well before the commencement of the semester by the University.

10. Examination and Evaluation:

- (a) Evaluation will be done on a comprehensive continuous basis during each semester as per respective ordinances and regulations, if any, made under this Ordinance from time to time.
- (b) For the purpose of uniformity there will be a uniform procedure of examination to be adopted by all Schools. **There shall be two component of evaluation, 30% Internal Valuation (Continuous Comprehensive Assessment-CCA) and 70% shall be for End-Semester Examination.**
- (c) **Continuous Comprehensive Assessment-CCA** may employ one or more assessment tools suitable to the course. The students are to be informed in advance about the nature of assessment. Students shall compulsorily attend the **CCA**.
- (d) The **CCA** as part of the continuous internal assessment shall be conducted and evaluated by the teacher offering the course.

A Student cannot repeat **CCA**. However, if for any compulsive reason due to which the student could not attend the **CCA**, the prerogative of arranging a **CCA** lies with the teacher with the approval of Dean of School through the Head of the Department in which the student is admitted.

(e) **APPOINTMENT OF EXAMINERS**

Provisions for appointment of examiners shall be as prescribed in the Regulations of the University and as amended from time to time.

11. All arrangements for the conduct of **ESEs** to be held by the University shall be made by the Controller of Examinations / Dean of School concerned in accordance with such directions as may be issued by the Executive Council/Vice-Chancellor in consultation with the Academic Council.
12. The Controller of Examinations / Dean of School concerned shall prepare and duly publish a programme for the conduct of **ESEs** specifying the date of each examination and the last dates by which applications and fees for examinations shall be paid by the intending examinees.
13. The Vice-Chancellor shall determine in consultation with the Deans the centres of **ESEs** in the campus and the Controller of Examinations shall, under the direction of the Vice-Chancellor, appoint a Chief Superintendent of Examinations for the whole academic session and also appoints such number of Superintendents and Assistant Superintendents, as may be required for each shift of examination, if any, for each examination building in consultation with Chief Superintendent of Examinations and shall issue instructions for their guidance. Provided that for the purpose of appointment of an Assistant Superintendent at a centre/examination building, the minimum strength of examinees appearing there form shall be at least 300. Provided further that where the Controller of Examinations for the effective conduct of examinations for a particular examination building may relax the conditions in the above proviso.
14. The Superintendent of the Examination at each building shall be personally responsible for the safe custody of question papers and the answer-books sent to him and shall render to the University office a complete account of used and unused question papers and answer-books.
15. The Superintendent shall supervise the work of invigilators working under him and shall ensure the teacher of the subject of the written examination at any session shall not be an invigilator at such session of the examination.
16. The Superintendent of the each Examination shall, through chief Superintendent of examinations, whenever necessary, send a confidential report to the Controller of Examinations about the conduct of examination, mentioning therein the performance of the invigilators and the general behaviour of the examinees. He shall send a daily report on the number of examinee attending each of the examinations, absentee roll numbers and such other information relating to the examination being

held at the examination building / centre as may be considered necessary, along with any other matter which he thinks fit to be brought to the notice of the University. He shall also be responsible for maintenance and submission to the Controller of Examinations / the Registrar of the University of the Account of advance money received and expenditure incurred in connection with the conduct of the examinations.

- 17.** The Chief Superintendent / Centre Superintendents shall have the power to expel an examinee from examination on subsequent examination days, on any of the following grounds:

 - (a) That the examinee created a nuisance or serious disturbance at the examination centre.
 - (b) That the examinee showed a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.
 - (c) If necessary, The Chief Superintendent / the Superintendent may get police assistance.
 - (d) Where a candidate is expelled, the Controller of Examinations / the Dean concerned shall be informed immediately.
- 18.** It shall be the duty of the Centre Superintendent to ensure that an examinee is the same person who had filled in the form of application for appearing at the examination.
- 19.** Unless otherwise directed, only teachers of University Teaching Departments and Schools of Studies shall be appointed as Invigilators by the Chief Superintendent / Superintendents, provided that a teacher of the subject of the written examination at any session shall not be an invigilator at such session of the examination.
- 20.** The University may change the examination building / centre of the examinees irrespective of a department to which they belong anytime if it deems proper without assigning any reason.
- 21.** The Controller of Examinations may, on the recommendation of the Dean /HoD / Chief Superintendent / Centre Superintendent, appoint an amanuensis to write down dictation pertaining to answers to questions at the examination on behalf of an examinee who is unable to write himself/herself on account of severe short sightedness or sudden illness, or otherwise physically or mentally disabled provided that such an amanuensis shall be a man/woman possessing qualification of at least one class/examination lower than the examinee concerned.
- 22.** The Controller of Examinations / the Dean concerned/ Chief Superintendent / Superintendent /Assistant Superintendent /the Invigilators/the members of the Flying squad or any other authorised person shall have power to make physical search of examinees during the course of examination. In the event of the Inspector pointing out serious breach of rules or procedure, the Kulpati may take

such action as may be necessary including postponement or cancellation, wholly or in part, of the examination at the examination building / centre, and if any such action is taken, a report of the action taken shall be made to the Executive Council at its next meeting.

23. The Executive Council may cancel an examination, wholly or in parts if it is satisfied that there has been a leakage of question papers or any other irregularity which warrants such a step.
24. The Executive Council may issue such general instructions, for the guidance of the Examiners, chief Superintendent / Centre Superintendents or any other person or persons as it considers necessary for the proper discharge of their duties.
25. Subject to the provisions of this Ordinance, the Executive Council, in consultation with Academic Council, from time to time, make regulations, may alter or modify rules and procedure about the conduct of examination.
26. (1) There shall be a result committee for each School of Studies to be constituted by the Vice-Chancellor, for each full academic session.
(2) The result committee shall consist of the following:-
 - (a) The Vice-Chancellor : Chairman
 - (b) Dean of the School Concern : Member
 - (c) One Chairman Board of Studies (For each School) : Member
 - (d) The Controller of Examinations : Member Secretary

(3) Three members of the committee shall form the Quorum.

(4) The term of Result Committees shall be of one academic year.

(5) The functions of the Results Committee shall be as follows:--

 - (i) To scrutinise and pass the results of the Examinations conducted by the University after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards and to recommend to the Kulapati (who may in turn , if think deem proper , refer the matter to the Standing Committee of AC) the action to be taken in any case where the result is unbalanced.
 - (ii) To scrutinise complaints against question papers, evaluation of answer books and to take necessary action.

- (iii) To decide cases of candidates who answered wrong paper
- (iv) To decide cases of candidates whose answer books were lost in transit.
- (v) To exercise such other powers as the Academic Council/Vice-Chancellor may delegate to it from time to time.
- (vi) To decide cases of mistakes made by the paper-setters, Moderators, Examiners, Invigilators, Superintendents of the examination Centres, coordinators and/or any other person connected with the examinations whose cases are referred to the Committee.
- (vii) If the results of any examination disclose understandable divergence in the marks of the candidates in any subject or divergence in the marks in any paper or subject among the candidates of the University Teaching Departments, the Committee may investigate into the case of such divergence. The Committee may itself scrutinise the answer books or may order their scrutiny by other person, and may also call an explanation from the examiner concerned for the divergence of marks.

If after the investigation the Committee is of the opinion that such divergence may be due to leakage of paper, personal favouritism or animosity, it may recommend such action as it deem fit.

If leakage of Paper or favouritism or animosity in valuation of answer books by any examiner is proved, the Committee shall report the matter to the Executive Council which may take such action against the examiner as it thinks fit and may debar him from examiner ship permanently or a specific period.

Note:

(1) If any action is to be taken against any examiner/paper-setter/Moderator in cases of mistakes/omissions/negligence/leakage in paper-setting/moderation/evaluation, the matter shall be referred to the Executive Council with the recommendations of the Results Committee.

(2) If any action is to be taken against chief Superintendent /Centre Superintendent/Assistant Superintendents/ invigilators, the matter shall be referred to the Executive Council directly by the Vice-Chancellor.

27. The Vice-Chancellor may appoint as many as , Co-ordinators or In charges , as he or she thinks deem proper to assist the Controller of Examinations/ Deans for the guidance , preparation and publications of results by the latest applications of ICT appliances .
28. If a candidate has any communication to make on the subject of his/her examination paper; it shall be made in writing through proper channel to the Dean concern with forwarding note of respective Head of Department.
29. Any attempt made by or on behalf of a candidate to secure preferential treatment in the matter of his/her examination shall be reported to the Registrar who shall place the matter before the Executive Council.
30. Except as otherwise decided by the Executive Council the examination answer-books and the documents regarding the marks obtained by the examinees, **except the tabulated results, shall be destroyed or otherwise disposed of after 6 months from the date of the declaration of the results.**
31. **The remuneration and the deductions to be made in remuneration for errors noticed for the Examiners, chief Superintendents / Superintendents, Assistant Superintendents, Invigilators, Co-Ordinator /In charges or any other person/persons connected with the examination work shall be as recommended by the Academic Council and approved by the Executive Council in consultation with Finance Committee from time to time .**
32. No examinee shall leave the examination hall within one hour of the start of the examination for any purpose what so ever and no candidate shall be permitted to appear for the examination after half an hour of its commencement.

- 33.** Examinees desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of 5 minutes. The absence shall be recorded and if the examinee fails to return within this limit of 5 minutes, he/she shall not be permitted to enter the examination hall, unless he/she gives convincing explanation.
- 34.** A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues talking inspite of the warning by the invigilators the answer book of such examinee shall be withdrawn and a second answer book supplied. Only the second answer book shall be sent for valuation. The first answer book shall be cancelled and sent to the Controller of Examinations / the Registrar, by the Superintendent.
- 35.** The Chief Superintendent/ Superintendent of an examination centre shall take action against an examinee who is found using or attempting to use unfair means in the examination hall or within the premises of the examination centre during the hours of examination, in the following manner :-
- (i) The examinee shall be called upon to surrender all the objectionable material found in his or her possession including the answer book and a memorandum shall be prepared with date and time.
 - (ii) The statement of the examinee and the invigilator shall be recorded.
 - (iii) The examinee shall be issued a fresh answer book marked 'Duplicate-Using Unfair Mean's to attempt answers- within the remaining time prescribed for the examination.
 - (iv) All the material so collected and the entire evidence along with the statement of the examinee and the answer books duly initialled shall be forwarded to the Controller of Examinations / the Registrar by name, in a separate confidential sealed registered packet marked "Unfair Means" along with the observations of the Superintendent.
 - (v) The material so collected from the examinee together with both the answer books viz, the answer book collected while using unfair means and the other supplied afterwards, will be sent to an expert in the subject for assessing both the answer books separately and to report if the examinee has actually used unfair means in view of the material collected.

- (vi) The cases of the use of unfair means at the examination as reported by the centre supdt. along with the report of the examiner shall be examined by a committee to be appointed by the Vice-Chancellor /Executive council every year.

36. UNFAIR MEANS COMMITTEE:

The Committee shall consist of:-

- (a) One member of the Executive Council, one of the Deans of Schools and one teacher who is a member of the Academic Council nominated by the Vice-Chancellor – Nominated Members
- (b) Dean Student Welfare (DSW) - Ex-Officio-Member
- (c) The Controller of Examinations -Ex-Officio Secretary

The member of Executive Council as nominated in (a) shall be the Chairman of the Committee.

The Committee shall after examining the case, decide the action to be taken in each case as per the Regulation framed and recommended by the Academic Council and approved by the Executive Council from time to time .

(i) The Committee shall after examining the case, decide the action to be taken in each case and report to the Vice-Chancellor, who in turn, after implementation and issuance of appropriate punishment, shall report to the Executive Council all cases of the use of unfair means together with the decision of the Committee in each case.

(ii) Teachers and staff posted at examination centres who are found to be abetting in the use of un-fair means to the examiners should be proceeded for panel action under the relevant service rules/ laws.

37. TRANSPARENCY, FAIRNESS AND GRIEVANCE REDRESSAL SYSTEM IN EVALUATION.

Matters related to transparency, fairness and grievance redressal system in evaluation shall be governed by the provisions as prescribed in the Regulations and as amended from time to time.

38. **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 or any other officer authorized to that effect shall have power to amend such result, in such manner, as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of the Vice Chancellor.

Error Means: -

(i) Error in computer/data entry, printing or programming and the like , Clerical error, manual or machine, in totalling or entering of marks in ledger/register etc.

(ii) Error due to negligence or oversight of an examiner or any other person connected with evaluation and result preparation.

(B) 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 malpractices, fraud or any other improper conduct whereby an examinee has benefited and that such examinee, in the opinion of the competent authority, has been party *of*, privy to or connived at such malpractice, fraud or improper conduct, the competent authority shall have power, at any time, notwithstanding the issue of the Certificate or the award of a Prize or Scholarship, to amend the result of such examinee and to make such declaration as the competent authority considers necessary in that behalf. Competent Authority means Academic Council or its Standing Committee and The Executive Council of the University.