

EXAMINATIONS ORDINANCE

Approved in 18th Meeting of Academic Council
held on 05.12.2019



J.C. BOSE UNIVERISTY OF
SCIENCE & TECHNOLOGY,
YMCA, FARIDABAD

Office of Controller of Examinations
J.C. Bose University of Science &
TECHNOLOGY, YMCA, Faridabad

INDEX

ORDINANCE	PAGE NUMBER
I. GENERAL RULES OF EXAMINATIONS	03
II. PAPER SETTING AND EVALUATION	19
III. RE-EVALUATIONS RULES	28
IV. SCALE OF REMUNERATION	31
V. CONDUCT OF EXAMINATIONS	41
VI. PUNISHMENT FOR USE OF UNFAIR MEANS	74

ORDINANCE I: GENERAL RULES OF EXAMINATIONS

Definitions:

- (i) University shall mean J. C. Bose University of Science and Technology, YMCA, Faridabad.
- (ii) Academic programme shall mean a programme of courses and/or any other component leading to a Degree/Diploma.
- (iii) UG programmes shall mean Under-Graduate programmes.
- (iv) PG programmes shall mean Post Graduate programmes.
- (v) DMC shall mean Detailed Marks Card.
- (vi) An Academic year shall mean a period of nearly 12 months devoted to completion of requirements specified in the scheme of teaching and related examinations.
- (vii) End semester examination shall mean the examinations conducted at the end of semester.
- (viii) Student shall mean a person admitted to the Department of the University & its affiliated college for any academic programme to which this ordinance is applicable.

1. Admission to the University Examination:

Examinations of the University shall be open to the following Categories of candidates:

- (a) Regular Students;
- (b) Ex-Students;

1.1 Regular Students: Students who are duly admitted and are studying in various courses of the University and attending the respective classes, will be called Regular Students.

1.2 Ex-Students:

(i) A regular student who has failed to pass or is unable to appear for the Examination of the University (except due to shortage of attendance) in any of its courses of study, may be allowed to appear at the same Examination as an Ex-Student.

(ii) An ex-student will forfeit his right as an ex-student as soon as he/she takes an admission to a regular programme of study. However he/she will be allowed to improve his/her performance of past examination.

2. Holding the Examinations:

- 2.1 The University shall hold examinations for awarding degrees, diplomas or certificates in such branches of knowledge as the University may determine from time to time.
- 2.2 At the end of the each semester or at specified periods, there shall be an examination wherein candidates shall be examined in the courses studied by them in that semester. Each semester examination shall be designated as First Semester Examination, Second Semester Examination, Third Semester Examination and so on.
- 2.3 In case of UG Programmes, the examinations for odd semesters will normally be held in December/January and for even semesters in May/June on such dates as may be fixed by the Examination Branch as per the Schedule provided by the University.
- (i) Note: During final year of the UG programme, the examinations of last two semesters shall be conducted in December/January and also in May/June.
- (ii) The dates (s) of commencement of examinations as well as the last date (s) for the receipt of examination forms and fees as fixed by the Vice-Chancellor shall also be notified by the Controller of Examinations to the concerned University Teaching Departments and affiliated Institutions.

3. Applications for Admission to Examinations:

- 3.1 Application for admission to an examination shall be on the prescribed form wherever applicable, accompanied by the requisite fee so as to reach the University by the date fixed for the purpose. For the regular students on rolls of the University Teaching Departments/affiliated Colleges/ Institutes admission to examination will be on the basis of list of eligible candidates supplied by the Chairperson of UTD/Director/Principal of concerned affiliated Institutions.
- 3.2 Applications for admission to examinations shall be accompanied by the following certificates signed by the competent authority:

- (a) Certificate to the effect that the candidate is eligible to appear in the examination under the Ordinances prescribed for the examination concerned.
- (b) Any other certificate(s) required under the Ordinances.
- 3.3 In case of an Ex. student, the application for admission shall be accompanied by a certificate signed by the Principal/Director of the College/ Institution/Chairperson of the department last attended, that the candidate completed the prescribed course of lectures, etc. within the period specified by the Ordinance for the examination.
- 3.4 All candidates are required to submit their photographs to be e-affixed on the Admit Card.
- 3.5 A candidate who has once submitted his/her examination form and his/her name has been recommended for an examination along with the requisite fee, shall not be permitted to withdraw the application form and claim refund of the examination fee.
- 3.6 A candidate's exam form and fee may be accepted after the last date, upto 30 days before the commencement of the examination, in exceptional cases, with the approval of the Vice-Chancellor with a late fee as prescribed.
- 3.7 A student shall submit the examination form, wherever applicable, on the prescribed form with the required fee/certificates duly signed by the Chairperson of UTD/Principal/Director of the College/Institute concerned.

4. Attendance (for Regular Students):

The minimum requirement of attendance for appearing in examinations will be as per the decision of Academic Council agenda item number AC/14/12 which reads as under:

1. 75% Normal.
2. Deficiency upto maximum, of 10% can be condoned by the concerned Chairpersons of the University department and Director/Principal of the affiliating colleges based on production of relevant documents from the student justifying the reason for not attending the classes.

This 10% attendance, to be condoned, includes the extra-curricular activities like cultural, sports, technical club etc. and medical urgency.

3. Those students having below 65% attendance will be detained.

5. With holding of admission to Examination:

- 5.1 The Academic Council shall have power to exclude any candidate from examination permanently or for a specified period for reasons to be recorded, if it is satisfied that such a candidate is not a fit and proper person to be admitted to the examination.
- 5.2 If a candidate after admission to an examination :
- (a) commits an immoral act; or
 - (b) is discovered to have committed an immoral act which in the opinion of the Vice-Chancellor is such that had it come to his knowledge in time, he would have excluded him from the examination, the Vice-Chancellor may:
 - (i) cancel his candidature for that examination and order that his/her result be not declared; and/or
 - (ii) recommend to the Academic Council to disqualify him/her permanently or for a specified period.
- 5.3 If a candidate for any University examination owes any money to the University or his/her College/Institute on any account and fails to pay the money or has in his/her possession any books, apparatus, or other property belonging to the University or his/her College/Institute, and fails to return the same, the Controller of Examinations on receipt of such report from quarters concerned, may withhold or authorize the withholding of admission card of the candidate or if the card has already been issued, suspend the order of admission till all such money has been paid or such property has been returned by the candidate. In case the result has already been declared, the detailed marks card (DMC)/Degree/Certificate of such candidate may be withheld.
- 5.4 When the candidature of a candidate is to be cancelled before his appearance in the examination on grounds of his/her being ineligible, the Deputy/Asstt. Registrar-Results/Academic concerned is authorized to pass orders.
- 5.5 The Controller of Examinations may withhold the permission granted to any candidate by some accidental mistake or omission who was not eligible to appear at any University examination, even though an admission card has been issued and produced by him/her before the

Superintendent of the Examination centre or he/she may have appeared in one or more papers at the examination, and cancel the result.

Courses of Study and Eligibility for Promotion:

- 5.6 The course of the study and the subjects of examinations shall be as approved by the Academic Council from time to time. The medium of instructions and Examination shall ordinarily be English except or otherwise specified by the Academic Council. The question papers will be set in English, expect or otherwise specified by the Board of studies concerned and approved by the Academic Council.
- 5.7 Every candidate shall be examined in the subjects as laid down in the syllabus approved by the Academic Council form time to time. There is a Credit based System of Evaluation in the University. The credits for each subject as also the contact hours per week will be mentioned in the scheme of studies approved by the Academic Council.
- 5.8 The students shall be automatically eligible for promotion to the next semester provided he/she fulfils the other essential eligibility criterion for promotion as mentioned in the Ordinance. A candidate, who is not able to pass the academic programme/course within a maximum period specified in the ordinance from the date of his/her admission, shall lose the right to pursue the programme. In exceptional cases, mercy chance can be given by the Vice-Chancellor to a candidate if he/she applies in writing with fee as prescribed by the competent authority.
- 5.9 Students shall not be eligible for admission to a course of study for an examination unless they have passed the qualifying examination of this University or any other examination recognized by this University as equivalent thereto and possess such further qualifications, if any, as may be prescribed by the Ordinances
- 5.10 Students shall not be eligible for admission to a course of study for an examination unless they have passed the qualifying examination of this University or any other examination recognized by this University as equivalent thereto as decided by the Equivalence Committee, and possesses such further qualifications, if any, as may be prescribed by the Ordinance.
- 5.11 The eligibility list/cut list for admission to an examination shall be on the prescribed format, accompanied by the requisite fee as to reach the University by the dates fixed for the purpose through the


Director/Principal of Institute or the Chairperson of the deptt. in the university as the case may be.

- 5.12 A candidate, who has once submitted his/her examination form for an examination along with the requisite fee, shall not be permitted to withdraw the application from on his/her own accord and claim refund of the examination fee.

6. Special chances for admission to Examination:

- 6.1 Where a candidate for an examination in which the number of chances available are limited, has missed one or more chances on account of illness or unavoidable circumstances, only one additional chance may be allowed if the candidate, having submitted his/her admission form and fee, informs the Controller of examinations before the commencement of the University examination of his/her inability to appear in the examination along with valid documents.
- 6.2 **Special Chance of Exam (within the prescribed period for completion of course):** Where the chances of the candidate to clear an examination are limited, the Vice-Chancellor shall have an authority to grant extra chance for valid reasons in lieu of one or more chances missed by a candidate.
- 6.3 A candidate against whom there is a charge of unfair means and who, in the course of the enquiry, misses one or more chance of appearing in an examination may be given additional chance(s) if he/she is exonerated of the charge.
- 6.4 Provided that the additional chance shall be availed of immediately next to last admissible chance and that the condition of maximum period prescribed for passing an examination shall not apply to the candidates who are allowed for additional chance under clauses 7.1 and 7.2 above.
- 6.5 A candidate who has to reappear in subject(s) /paper(s) shall have the option, to appear in all the subject/papers/ having exercised the option, the candidate shall not be allowed to change it.
- 6.6 Special Extra Chance for exam (After completion of prescribed period of the course)- passed vide AC/16/14(1): If any candidate is unable to complete his/her course within the prescribed time period for completion of course, then, a special extra chance may be granted by the Vice-chancellor with a fee of Rs.10,000/- per semester.

- 6.7 Unless otherwise provided, a person who :
- (a) has already passed an examination of this or any other University shall not be permitted to re-appear in that examination or a corresponding examination.
 - (b) is a candidate for an examination in full subjects of this University, can not simultaneously study for, or appear at another examination of this University or of another University/Board. The bar shall not apply to a candidate appearing in an examination of the University for passing or for improvement of division/result for additional subject, provided that he/she does not take the examination in more than two subjects/papers simultaneously with the full subjects of his/her main examination.
- 6.8 Notwithstanding anything contained in any other Ordinance, the Vice-Chancellor may admit a person provisionally to the next higher class pending his/her qualifying in the paper(s) which he/she may have missed after duly record the reasons for granting such permission.
- 6.9 A candidate whose result of the examination taken by him/her is notified as 'later' may be allowed to join the next higher class provisionally. In case he/she is ultimately declared as having failed, his/her provisional admission shall stand cancelled and the consequences of failure would apply. Fee paid by him/her for the higher class shall be adjusted against the lower class dues. No refund shall be admissible to the student who discontinues his/her studies. His/her attendance for the higher class will be counted for the lower class.
- 6.10 Notwithstanding anything contained in other Ordinance, the Academic council in the case of :
- (a) a person who is not an Indian national; or
 - (b) a person of Indian origin studying in a foreign country; may admit him/her to any class of a college/Institution affiliated to this University or course in a UTD. For which he/she is considered fit on the recommendations of the Equivalence Committee.
- 6.11 Notwithstanding anything contained in any other Ordinance, the Academic Council in order to avoid hardship to a candidate may relax the requirements of ordinances for any examination, where the mistake is primarily on the part of the University or affiliated Colleges/Institutes.

9 
Office of Controller of Examinations
J.C. Bose University of Science &
TECHNOLOGY, YMCA, Faridabad

Provided that these powers shall not include relaxation of minimum qualifications laid down for admission to the examination.

6.12 A prisoner serving a term of imprisonment may be allowed to appear in examination if :

(i) a certificate of good conduct is given by the Superintendent of the jail concerned; and

(ii) he is eligible under the ordinances for the examination concerned;

Provided that if such an examination is arranged in jail, the expenditure involved shall be paid to the University by the candidate(s) concerned or by the jail authorities, as the case may be.

6.13 Sessional Marks Improvement Exam subject to a maximum of passing (40% marks) passed vide AC/12/16(2): Students need minimum 40% cumulative marks (External theory + sessional marks) for passing a subject. If a student somehow gets very low sessional marks, he/she may improve his/her sessional performance by appearing in one class test. Only the student who gets reappear in the respective subject will only be given sessional improvement chance by following odd/even rule. Fee for this examination will be same as that of regular/reappear examination.

6.14 *Supplementary Examinations- passed out in AC/17.14*

Supplementary reappear examinations will be held in June/July every year for 5th Sem (B. Tech) & pre-final semesters for all programmes with an examination fee of Rs. 10000/- per semester. Examinations will be conducted for passed out students in the month June/July with an examination fee of Rs. 10000/- per semester.

7. Declaration and Publication of Result:

7.1 The Controller of Examinations shall publish the results of the various University examinations in such a manner as may be prescribed from time to time.

7.2 However, if a scrutiny of the pass percentage, it appears that there has been a distinct change of the standard of examination as a whole or in a particular paper, the matter shall be considered by the Vice-Chancellor who may refer it to the examiners for report or take such action as he may consider necessary.

- 7.3 The result of the regular students shall be communicated to UTDs/affiliated Colleges/Institutes, concerned simultaneously with the publication of result.
- 7.4 Any candidate who has been declared successful at a University Examination, after the declaration of his/her result and before the award of the degree or diploma, may apply for Provisional Certificate for passing the examination, along with applicable fee. The application should be forwarded by the Chairperson of UTDs/affiliated Colleges/Institutes.
- 7.5 The names of first ten successful candidates for UG and five candidates for PG examination who obtain first division shall be declared in order of merit. A certificate of merit on completion of degree may be issued by the Controller of Examinations to the candidate on request on payment as prescribed, provided that no fee will be charged from the first three *position holders*.

8. With holding and cancellation of Result:

- 8.1 The Controller of Examinations may withhold the result of any candidate who by an Act of omission or commission might be found to be guilty of either contravening the provisions of the act, the Statutes, the Ordinances or the Regulations or of non-compliance thereof or for any other cause which in the opinion of the controller of Examinations might warrant such an action.
- 8.2 The Vice-Chancellor shall have power to quash the result of a candidate after it has been declared if:
- (i) he is disqualified for using unfair means in the examinations; or
 - (ii) a mistake is found in his result; or
 - (iii) he is found ineligible to appear in the examination.
- 8.3 A candidate whose answer-book is lost after it has been received by the Centre Superintendent of the examination, and who, but for this answer book, would have either passed in the examination or is likely to be placed under compartment/re-appear, shall, unless he/she opts re-examination, on a date to be fixed by the Controller of Examinations be deemed to have obtained in that paper marks equal to the marks obtained by him/her in the other theory paper of the same programme/subject and if there was no other theory paper in that programme/subject or if there were more than two theory papers in that programme/subject, marks

equal to the average of the marks obtained by him/her in the other theory papers of the programme of that very semester. However, if the answer book(s) is/are lost after original evaluation and is/are not traceable for re-evaluation on account of any reason, the candidate concerned will be offered re-examination in that paper at next examination provided he/she has already obtained pass marks in the paper. If however, the candidate does not want re-examination, his/her previous result may stand unchanged. No re-examinations fee shall be charged for a candidate who opts for re-examination under this clause.

If there is a dispute as to whether a candidate's answer-book was duly received or not, the findings of the Controller of Examinations subject to confirmation by the Vice-Chancellor shall be final.

- 8.4 Notwithstanding anything contained in any other Ordinance, the academic council may, in the case of all examinations held by the University to hold an additional examination in the same year for special reasons to be recorded.
- 8.5 The Vice-Chancellor may cancel an examination at all centers, if he/she is satisfied that the sanctity of examination has been violated or there is a leakage of question paper(s) or there has been gross irregularity which warrants such a step.
- 8.6 Unless otherwise declared by the Academic Council, the examination answer books except those involved in court cases or required for re-evaluation shall be destroyed or otherwise disposed off after one year from the date of declaration of result.
- 8.7 All legal disputes relating to examinations of students will be subject to jurisdiction of Courts at Faridabad.

9. Examination fee and other fees:

9.1 Each student of UG & PG courses (Main & Re-appear) who are eligible to appear in the exam shall required to pay the examinations fee as per details given below(passed vide AC/13.17):-

1. Students of UG and PG main Examination = Rs. 1500/- per semester
2. Re-appear students = Rs. 1500/- per semester

Re-appear candidates: A candidate who has got re-appear in any examinations of this university shall submit examinations form on the

prescribed format along with required fee to the university through the Chairman of the concerned Department or Director/Principal of affiliated institute so as to reach in Controller of Examinations office by the date fixed for this purpose. The examination of re-appear, in odd /even semester shall be held with odd/even semester main examination.

Fine Slab for deposition of any Examination Form after the last date is over, is as under- passed vide AC/16/14(4):

From 1-7 days	Rs.200/- per student per semester
From 8-14 days	Rs.500/- per student per semester
From 15-21 days	Rs.1000/- per student per semester
Up to one month before the start of examination	Rs.5000/- per student per semester, with the permission of the VC

- 9.2 The Controller of Examinations/Vice-Chancellor shall have the power to grant extension of date of submission or condone delay in receipt of a thesis/dissertation/project report, for an examination, other than Ph.D. as under:

	Late Fee	
Up to one month	Rs.100/-	COE
Beyond one month and upto two months	Rs.500/-	-do-
Beyond two months and upto three months	Rs.1000/-	-do-
Beyond three months up to four months	Rs.2000/-	VC

Late fee as prescribed in each case will be chargeable. Provided that if a candidate fails to submit the dissertation even during the extended period, he/she will be considered to have absented in the dissertation paper and his/her result will be declared accordingly.

10. Refund of fees:

The examination fee once paid by the student shall not be refunded/adjusted for any course or the subsequent examination under any circumstances. Every candidate shall ensure his eligibility for particular examination before submitting the admission form.

11. Issuance of Admit Card:

- 11.1 The Controller of Examinations or any other officer authorized for the purpose shall, on receipt of eligibility list from the Department of University/ Director/Principal of the Institutions, issue an admission card permitting the student to appear in the examinations.
- 11.2 No student is allowed to enter in the examination hall without admit card provided that the Controller of Examinations or any other officer authorized, admit a candidate provisionally to an examination on the risk and the responsibility of the candidate on genuine ground. The result of examination of such candidate shall be declared only after his/her admission is regularized. Provided further no candidate shall be admitted to examination hall unless he/she produces to the superintendent of examination centre his/her admission card or satisfy the superintendent that it shall be produced on the next day of exam. If fails to do so, he/she shall not be allowed to continue his/her examination on the next day.
- 11.3 Duplicate admit card: The Controller of Examinations or any other authorized officer may, if satisfied, can issue admit card to a particular candidate if the already issued admit card has been lost/destroyed on payment of prescribed fees.

12. Issuance of Detailed Marks Card (DMC):


- 12.1 The DMCs will be supplied to candidates from office of the Controller of Examinations after thirty days of the declaration of results.
- 12.2 A DMC or any other Certificate may be withheld by the Controller of Examinations on reasonable grounds.

13. Issuance of Duplicate Degree/diploma/certificate/DMC:

In case of loss or destruction of a degree/diploma/certificate/DMC, a candidate may obtain a duplicate degree/diploma/certificate/DMC on submitting an application along with the receipt of the prescribed fee, stating that the applicant has a real need for the duplicate degree/ diploma/ certificate/DMC and submitting an Affidavit signed and certified by the First Class Magistrate and a copy of FIR to the police station, showing that the original has been lost/destroyed. In such cases duplicate stamp will be laser printed by the printing firm on due front size of the degree/DMC at suitable place.

14. Amendment of Result:

14


Office of Controller of Examinations
J.C. Bose University of Science &
TECHNOLOGY, TMC, Faridabad

In any case where it is found that the result of an examination has been affected by an error, malpractice, fraud, improper conduct or other matter of whatsoever nature, the matter shall be reported to the COE, who shall have the power to amend such result in such a manner as shall be in accordance with the factual position and to make such declaration as may be considered necessary in that behalf.

15. Tabulators and Tabulation of Result:

- 16.1 The results of Examinations shall be tabulated by two Tabulators appointed by the Controller of Examinations.
- 16.2 The Tabulators shall tabulate the results from the foils of the marks sheets and shall draw the attention of the Controller of Examinations to any discrepancy in the result.
- 16.3.1 The two Tabulators shall compare the Tabulation Sheets in the presence of the Controller of Examinations or a person appointed for the purpose by him, before the final gazette preparation of result.
- 16.3.2 The Controller of Examinations shall also ensure that the marks entered in the foils of the Mark Sheets also tally with the marks entered in the answer books. The discrepancy, if any, shall be certified by the Controller of Examinations.

16. Answer Books:

- 16.1 The Examiners' awards, as shown in the result statements submitted by them, shall be final, provided that the errors may be rectified after checking the answer books.
- 16.2 The answer books shall be preserved, till the expiry of one year from the publication of the results.

17. Education details Verification of Result:

Employers of the passed out candidates or any other agency, desiring to engage the passed out students of this University with them for consultancy or recruitment purposes, shall be entitled to get the results of these candidate verified from the office of COE. Such agencies can apply with a fees of Rs. 500/-.

18. Obtaining Certificates on False Statement:

The Academic Council of the University shall have the power to withhold or withdraw Degree/Diploma/Certificate or any other academic distinction and disqualify a person, if he/she is found guilty of obtaining or attempting to obtain a Degree/Diploma/Certificate fraudulently for which he/she is not entitled. The period of such disqualification will be according to the circumstances, as stated below:

- i) from appearing at any Examination of the University for a specified period, if he/she makes a correct statement of facts and surrenders the Degree/Diploma/ Certificate voluntarily; and
- ii) from appearing at any further Examination of the University, if he/she has deliberately lied to cheat the University.

19. Provision of Confidential Result (passed vide AC/13.12(iv)):

A candidate having passed the examinations of this university after declaration of his/her result and before the issuance of degree certificate may apply for confidential result for emergency purposes. Such an application should be made through prescribed proforma as mentioned in Annexure-III and it shall be accompanied with a fee of Rs.1000/-.

Whenever a student requires confidential result, a formal request should come from the concern Institution/Body through official e-mail/registered account. The University will supply the confidential result to the Institution/Body. In no case, it will be handed over to the student.

20. Issuance of Provisional Certificate:

20.1 A candidate having passed the examinations of this University after declaration of his/her result and before the issuance of degree certificate may apply for provisional certificate.

20.2 Provisional Certificates will be issued after five days of depositing the required fee along with the application.

21. Improvement of Division:

In the agenda item number AC/07/06, the Academic Council approved that the students who score less than 65% marks upto last semesters in any course of the University may be allowed to improve their percentage in any 4 subjects within one year, after passing out from the University.

22. Fees:

Sr.	Item	Fee (Rs.)
1.	Regular Exam Fee UG and PG	1500/-
2.	Re-appear Exam per semester	1500/-
3.	Supplementary examination (per semester fee)	10000/-
4.	Special Extra Chance for exam (After completion of prescribed period of the course)	10000/-per semester
5.	Duplicate DMC	500/-
6.	Verification of Result by Pvt. Agency	500/-
7.	Duplicate Degree	500/-
8.	Confidential Result	1000/-
9.	Transcript Fee (per Exam)	500/-
10.	Re-evaluation per subject	1000/-
11.	Improvement per subject	1500/-
12.	Re-checking of Answer book	300/-
13.	Writer fee for writing paper by 3 rd party	2500/-
14.	Duplicate copy of the Provisional Certificate/ Admit card(passed vide AC/17.17)	100/-
15.	M.Tech. Thesis	3000/-
16.	M.B.A project evaluation fee (passed vide AC/17.17)	1000/-

23. Guidelines for Awarding of Division of Marks*


- 23.1 (a) A Candidate who qualifies for the award of degree having passed the examination in all the courses in his/her first appearance within the specified minimum number of semesters securing a CGPA of not less than 7.895 (75.0025%) shall be declared to have passed the examination in First Division with Honors.
- 23.2 (b) Award of B.Tech. & M.Tech. Honor Degree to the students through online NPTEL Portal- passed vide AC/17.08
- 23.3 (i) For B.Tech. Degree student should have 8.00 CGPA with no reappear and 12 credits of MOOC courses.
- 23.4 (ii) For M.Tech. Degree students should have 8.00 CGPA with no reappear and 6 credits of MOOC courses.

- 23.5 A Candidate who qualifies for the award of degree having passed the examination in all the courses within the maximum allowed period of the course as per the ordinances of the course and securing a CGPA of not less than 6.316 (60.002%) shall be declared to have passed the examination in First Division.
- 23.6 A Candidate who qualifies for the award of degree having passed the examination in all the courses within the maximum allowed period of the course as per the ordinance of the course and securing a CGPA of not less than 5.264 (50.008%) shall be declared to have passed the examination in **Second Division** with.
- 23.7 All other candidates (not covered in above three points) who qualifies for the award of degree shall be declared to have passed the examination in **Third Division**.

*CGPA has been calculated for various divisions in the above paragraph on the basis of multiplication factor of 9.5 as suggested in the CBCS document and shall be applicable to the courses for which examinations have been conducted as per CBCS guidelines.

24. Maximum Prescribed Period for Completion of Programmes:

In case of UG Programme the maximum prescribed period shall be n+3 yrs and for all PG Programmes it will be n+2 yrs (Where n is the normal prescribed period).


Office of Controller of Examinations
J.C. Bose University of Science &
TECHNOLOGY, YMCA, Faridabad

ORDINANCE II: PAPER SETTING AND EVALUATION

Definitions:

- i) Semester System - a programme wherein each academic year is apportioned into two semesters.
- ii) Board of Studies (BOS) shall mean the Board of Studies of the Department concerned.
- iii) Course means a component of the academic programme, carrying a distinctive code no. and specific credits assigned to it.
- iv) External examiner shall mean an examiner who is not in the employment of the University or its affiliated Institutions.
- v) Student shall mean a person admitted to the University or its affiliated Institutions for any of the academic programmes to which this Ordinance is applicable.
- vi) University shall mean J.C. Bose University of Science & Technology, YMCA, Faridabad

1. General Provisions

1.1 Each Board of Studies shall recommend, in terms of Statute 26, persons for appointment as Paper-setters & Examiners for various University Examinations, at least 60 days before the commencement of Examinations, Provided that the Vice-Chancellor may extend the date in special circumstances.

- i) For the theory courses, each Board of Studies will recommend a panel of at least 3 paper setters. Preferably paper setters will evaluate the answer books.
- ii) Practical and viva-voce examination will be conducted by a team of 2 examiners (one internal and the other external). If the examiners are unable to agree and there is difference in the award, the average of the two shall be taken as the final award.

Provided that in case of exceptional situations where the question paper is not received from the External Examiner, two weeks before the commencement of the examination or for unforeseen circumstances, University is not able to get the question papers arranged, the Vice-Chancellor/ Controller of examination (COE) may appoint an alternative examiner from amongst the University.

1.2 In these provisions :

- (i) An External Examiner shall be one who is not teaching in the concerned teaching department of the YMCA University of Science and Technology, Faridabad or in any institution/College affiliated to or maintained by the YMCA University of Science and Technology, Faridabad. He/She shall necessarily be a regular teacher in the subject in another University/ Department.
 - (ii) An Internal Examiner shall be one who is teaching or has taught within the preceding two years, candidates for the particular examination and the subjects for which he/she is appointed.
- 1.3 The Board of Studies for a subject shall recommend for each of the examination, alternate names for appointment as Paper setters and a list of requisite number of examiners with some additional names.
- 1.4 Notwithstanding anything contained in any other Ordinance for the time being in force, the Vice-Chancellor in consultation with the Chairperson of the Board of Studies concerned, shall have the power to debar permanently or for a specified period any paper setter/examiner in any faculty for any examination, if his/her work was found unsatisfactory as to standard of marking or who was found to have committed irregularities or caused inordinate delay in the submission of Awards/Question papers etc. or there was some doubt with regard to his integrity or was otherwise unable to perform the work to conform to directions of the University.
- 1.5 Where the appointment of any Paper Setter/Examiner is cancelled or any Paper Setter/Examiner is incapable of acting as such or does not accept the appointment or, in an emergency, to meet a particular situation, the Vice-Chancellor/ Controller of Examination is empowered to appoint a substitute he deems suitable.
- 1.6 The Controller of Examinations shall be authorized to add one or more names in the approved panel of examiners received from Board of Studies/Programme Coordination Committee/authorized Dean.
- 1.7 No person shall be appointed as Paper setter :
- (i) if he/she has written or revised a help book or guide relating to that paper for use of candidates for the examination concerned.

(Note: In Science subject particular course means theory paper and/or practical.)

(ii) If he/she does not possess teaching experience in the subject for –

(1) 5 years, or

(2) 3 years, in the case of a University Professor/Reader

Provided that this condition may be relaxed in case of a subject for which qualified teachers are not easily available.

(iii) If any of his/her relations is appearing in the examination. For this purpose "relation" shall mean – spouse, son, daughter, sister, wife's brother and wife's sister, brother's son and daughter, sister's son and daughter, first cousin, husband's sister, brother, nephew, niece, grandson and granddaughter.

(iv) If he/she-

(a) is convicted of any offence which, in the opinion of the Vice-Chancellor, involves moral turpitude;

(b) is declared insane-

If a person has already been appointed and incurs any of the above disqualifications, his/her appointment shall be cancelled.

1.8 Persons knowing Hindi shall be given preference for examination for which Hindi is permitted as a medium of examination.

1.9 No person shall be appointed to set more than five question papers for examinations during a year unless specifically permitted by the Vice-Chancellor.

Provided that this condition may be relaxed in the case of a subject in which qualified teachers are not easily available.

This shall not include –

(a) setting of question papers for a practical examination

(b) examining of a thesis/Dissertation

OR

(c) Professional examinations.

1.10 A person shall ordinarily not be appointed Paper Setter/Examiner for more than two semesters in a year, in the same paper, from a panel of

Examiners/ Paper Setters, submitted by Chairperson of the Board of Studies as per provision of Clause (3).

This shall not include Setting of Question paper for Practical exams and Examination of Thesis/Dissertations.

1.11 Unless specified otherwise :

(a) Each paper in theory shall be set by a single Paper Setter.

The paper setting of M.Tech examination may be done by an internal examiner and an external examiner.

The internal examiner will send model question paper comprising double the number of questions required to be set in the question paper to the external examiner who will finalize the paper on the basis of the model question paper sent by the internal examiner. The external examiner may either take question (s) directly from the model paper or may change the form of question (s) but ordinarily without changing the substance.

(b) Preferably the Paper Setter shall act as Examiner of the answer books. Provided that, where the number of answer books to be evaluated by the Paper-Setter-cum-Examiner exceeds 200 additional Examiner(s) shall be appointed. The number of answer books shall be distributed more or less equally between the Paper Setter-cum-Examiner and the additional Examiners.

1.12 Where subject paper answer book is examined by two Examiners and the examiners fails to agree and the difference is not more than 10% of the maximum marks, the average of the two shall be taken as final award. If the unresolved difference between the external and the Internal examiners is more than 10% of the maximum marks, appointment of a Third Examiner shall be made by the Vice-Chancellor, ordinarily on the recommendation of the Controller of Examinations, whose award shall be treated as final.

1.13 The Controller of Examinations (COE) shall issue instructions to the Paper Setters/ Examiners with regard to due provision for secrecy and any other matter incidental thereto.

1.14 The Paper Setters shall send the question papers to the Controller of Examinations in sealed covers before a date to be notified on their appointment letters.

The appointment of a Paper setter shall be deemed to be cancelled, if he fails to send the question paper by the date fixed in this behalf provided that the Controller of Examinations may, for sufficient cause, extend the period.

1.15 Complaints against Question papers :

Complaints against question papers shall be entertained only if they are made by and/or through the Head of a recognized College/Institute/Chairperson University department and received by the Controller of Examinations by name under Registered cover or in person, within seven days of the examination in that paper. No complaint will be entertained thereafter.

1.16 The complaints will be considered by a Committee consisting of the following members:

- (i) Chairperson of the Board of Studies
- (ii) Concerned Chairman
- (iii) Senior teachers of the Department Institution/Colleges teaching the subject/paper.
- (iv) Two members of the Board of Studies including one belonging to one of the recognized colleges, if instruction in the subject is being imparted in the College(s)/ Institution(s).
- (v) Controller of Examinations

The meeting will be held in the office of the Controller of Examinations. Three members of the Committee will form quorum. The decisions of the Committee shall be subject to the approval of the Vice- Chancellor.

1.17 The Committee constituted under clause 1.16 shall not, of its own, consider any complaint against a question paper unless the requirement of clause 1.15 is complied with.

1.18 For Theory papers, at least 50 percent of the Paper Setters/examiners, in an examination, shall be External.

1.19 Each of the papers for Practical Examinations shall be set and the answer books examined, on the spot by two examiners, one of whom shall be external and the other internal.



- 1.20 The Chairperson of the Board of Studies shall keep lists of suitable persons from different Universities/Colleges, out of whom Paper Setters, Examiners could be selected for appointment.
- 1.21 The paper setter appointed by the Controller of Examinations, out of the approved panel for setting the Question Paper, shall set the Question Paper. The question paper shall be set out of the entire syllabus of the course.
- 1.22 After the examination the sample set of question papers shall be moderated by the moderation committee approved by the Vice Chancellor.
- 1.23 Semester term end examination answer scripts of students shall be evaluated by teachers appointed by Controller of Examinations from the course wise list of teachers. The course wise list of teachers teaching a specific course shall be forwarded by the Dean of the University offering the programme or the Director/Principal of the affiliated institute. The list of teachers shall be forwarded to the Controller of Examinations within one month of commencement of the semester.
- 1.24 The results of a semester (including both the sessional and end semester examination) shall be declared by the Controller of Examinations. However, after scrutiny of the detailed result, if it is observed by Controller of Examinations that there has been a distinct change of standard in the examination as a whole or in a particular course, he may refer the matter to the Moderation Committee, specially constituted for the purpose by the Vice-Chancellor.

2. Spot Evaluation

Spot Evaluation System is the evaluation of requisite number of answer books in the various subjects by the appointed "Spot Evaluation Coordinator" at a fixed Centre, under the overall supervision of the COE in a centralized way.

- 2.1 An Evaluation Centre is the office premises of University/affiliated Institute's building, which is selected for conducting the evaluation work. COE shall fix Evaluation Centers for their respective Region, after carefully studying the location and other appropriate requirements according to guidelines mentioned below and obtain prior approval of the Vice Chancellor. The evaluation will be done in a centralized way at the evaluation Centers.

- (i) As far as possible an Evaluation Centre should be centrally located and should have sufficient accommodation hired or otherwise.
 - (ii) It should be easily accessible to the staff appointed at the Centre for purpose of evaluation.
 - (iii) Qualified and experienced staff duly approved by the Vice-Chancellor be available to act as "Spot Evaluation Coordinator".
 - (iv) It should have sufficient number of halls/rooms/stores to keep the bags of answer books and allied confidential material safely, preferable from security, transport and communication point of view.
- 2.2 "Spot Evaluation Coordinator" appointed by the COE with the approval of Vice-Chancellor is the key functionary of the system. There may be more than one "Spot Evaluation Coordinator" at the evaluation centre depending upon the quantum of work.
- 2.3 At the evaluation Centre a "Spot Evaluation Coordinator" will be responsible for the evaluation work i.e. receiving the sealed bags and other confidential material, keeping of such confidential material in his/her safe custody, controlling and supervising the Evaluators, Coordinators and other staff at the Centre, tackling all problems and taking decisions in all such areas as have been mentioned in his/her duty schedule as given in this Chapter and to follow instructions issued by the University from time to time.
- 2.4 He/ She will receive sealed bags of answer books through supporting staff authorized by him/her, after verify that the seals of the bags are intact and no tampering has been done. He will also receive other confidential materials from the COE and keep its account in a register meant for the purpose.
- 2.5 He/ She will keep the sealed bags of unevaluated/evaluated answer books and other confidential material in safe custody.
- 2.6 He/she will receive the list of evaluators appointed in his/her centre by the COE with the approval of Vice Chancellor to evaluate the answer books as per rules meant for the evaluators and report any discrepancy or request for fresh demand of evaluators in this connection.
- 2.7 He/ She will receive and carry out the instruction of COE issued from time to time.

- 2.8 On the first day, the concerned "Spot Evaluation Coordinator" will hold meeting of the evaluators appointed by COE and explain the evaluation procedure. The marking scheme and other allied issues regarding evaluation will be discussed with the evaluators. All doubts and queries of the evaluators should be removed and clarified.
- 2.9 Each evaluator will evaluate not more than 50 answer books and the "Spot Evaluation Coordinator" shall check the standard of evaluation with a view.
- 2.10 The "Spot Evaluation Coordinator" shall remain present at the evaluation centre throughout the evaluation work and check at least 10% of answer books evaluated by each individual evaluator on each day of evaluation and put his signatures for having checked the answer books.
- 2.11 The ink/ball point pens to be used by the different functionaries at the evaluation Centers are as follows:-
- | | | |
|-----------------------------|---|-------|
| Spot Evaluation Coordinator | - | Black |
| Evaluator | - | Red |
- 2.12 The qualifications of an Evaluator are given below: -
- (i) Holds at least a post graduate degree in case of post graduation Examination and a graduate degree in case of Graduation Examination in the concerned/allied subject.
 - (ii) Has at least three years teaching experience.
 - (iii) No person shall be appointed as an Evaluator in a subject if he/she has been under suspension from services and/or departmental enquiry is either pending or is envisaged against him/her or has earlier been debarred from any work of any Board or his/her integrity is doubtful in the opinion of the University.
 - (iv) No person shall be appointed as an Evaluator for more than one subject or for more than one examination simultaneously.
- 2.13 "Spot Evaluation Coordinator" will maintain certain performas, registers and daily records to monitor the issue and receipt of answer books and allied activities at the Centre and submit the same to the COE after the evaluation is over.
- 2.14 "Spot Evaluation Coordinator" will avail the services of class IV staff to assist him/her in the work as per norms of the University.

- 2.15 "Spot Evaluation Coordinator" will disburse the conveyance allowance, refreshment charges and other payments as per norms of the University.
- 2.16 He/ She will keep a record of attendance i.e. arrival and departure time of the evaluators and the other staff working under him/her.
- 2.17 The Award Sheet duly prepared and signed by concerned evaluator and counter signed by "Spot Evaluation Coordinator" will be sealed in the presence of "Spot Evaluation Coordinator" and will be forwarded to the COE. The original sets of Award Sheet will be prepared and sealed and send to the COE. Photocopy of the same will be retained by the "Spot Evaluation Coordinator" for record.
- 2.18 The marked answer sheets will be sent to the specified space as notified by the COE in the sealed bag with the covering note mentioning the details of the answer sheets.


Office of Controller of Examinations
J.C. Bose University of Science &
TECHNOLOGY, YMCA, Faridabad

ORDINANCE III: RE-EVALUATIONS RULES

1. General rules:

These rules may be known as the YMCA University of Science and Technology, Faridabad Re-evaluation Rules. It supersedes all the rules applicable hereinbefore. These rules will be applicable w.e.f. the date of approval of this ordinance.

2. Scope:

- 2.1 Re-Evaluation will be permitted only for the theory examinations conducted by this University.
- 2.2 No re-evaluation is allowed for examination in practical/ Viva-Voce/ Training Report/ Project Report etc. or any other paper wherein there is a joint evaluation by two examiners. However, if in a case where 100% or zero marks are awarded in Project Report/ Dissertation etc., the same will got to be re-evaluated at official level without any fee.

3. Application form:

- 3.1 A candidate may apply for re-evaluation on the prescribed form, along with the original DMC & the requisite fee, within 10 days of the declaration of the result or the dispatch of the Details Marks Card (DMC) to the Deptt. and 20 days of the declaration of the result or the dispatch of the DMC in respect of the courses run through Directorate of Distance education, (to the candidate in case of Ex. student) as the case may be whichever is later.
- 3.2 The Vice-Chancellor in exceptional cases may permit; with a late fee as prescribed in case of a candidate who submits the re-evaluation form after stipulated period but not later than 90 days of the dispatch of DMC. No re-evaluation form will be accepted thereafter under any circumstances.
- 3.3 The re-evaluation form will be free of cost. Its format will be available in the Hand Book of Information/ Prospectuses of various courses.
- 3.4 University will not be responsible for postal delay in receipt of the form from the candidate.
- 3.5 Application form once submitted may be withdrawn on written request in respect of one or all papers applied for re-evaluation provided that the answer books have not been sent to the re-evaluator. No fee refund, however, will be permissible under such a situation.



4. Fee (deposit & refund)

- 4.1 The re-evaluation fee as prescribed per answer book.
- 4.2 It should be deposited with the University cashier or through bank draft drawn in favor of the Registrar, YMCA University of Science and Technology, Faridabad and payable at Indian Overseas Bank, YMCA University of Science and Technology, Faridabad branch.
- 4.3 Re-evaluation form may be submitted with a late fee of Rs. 500/- upto Two weeks after the last date is over (passed vide AC/17.17).
- 4.4 Refund of fee will be admissible only in the following cases :

- i) 50% of the fee paid in case the application form is rejected/ in admissible being time bard cases.
- ii) 100% when re-evaluation is not possible due to some administrative technical reason.
- iii) 100% in case the candidate withdraws his/her application for re-evaluation due to the reason that his/her result has been revised due to rechecking of marks but before the re-evaluation.

5. Identification of answer book

- 5.1 On a written request a candidate may be permitted to see his/her re-evaluated answer book for identification purpose only.
- 5.2 Such request should be submitted, alongwith a fee of Rs.1000/- as prescribed for answer book within 15 days of the communication of re-evaluated result.

6. **Award of Re-evaluation Marks/Score :** The score is given as per table given below:

When increase/ decrease is upto 5% of the maximum marks of paper concerned	No change in result
When increase/ decrease is upto 15% of the maximum marks of paper concerned	Average of the original and re-evaluation to be given
When increase/ decrease is more than 15% of the maximum marks of paper concerned	Answer Book is sent to the second Re-evaluator and Average of two highest scores out of the original Examiner and both the re-evaluators, to be given

Note: The final result of re-evaluation, favourable or not, will be binding upon the candidate and subject to above provisions it will supersede, suo moto, the original score/result.

7. Re-appear Exams

- 7.1 In case the re-evaluation result has not been declared and Exams/ the next supplementary/ re-appear examinations are to be Supplementary held, candidates should apply for such re-appear examination without waiting for the re-evaluation result.
- 7.2 On a written request his/her re-appear examination result will be kept pending till finalization of his/her re-evaluation result and he/she will be given the benefit of the best score out of the re-appear/ supplementary exam and the 're-evaluated score'.
- 7.3 In case of re-appear /fail candidates if the answer books is lost/ spoiled/ damaged or not available for re-evaluation, he /she may be given a chance to appear in that paper in the next re-appear examinations without paying any examination fee OR The candidate may be given the option for refund of the re-evaluation fee in full.
- 7.4 Under the circumstances mentioned as above, the fee shall be refunded in full in case of pass candidates.

8. Remuneration to the re-evaluators:

The re-evaluator will be paid remuneration as prescribed per answer book, subject to a minimum as prescribed per subject/paper.

9. General instructions

- 9.1 Ignorance of the titles/codes of any paper shall not be accepted as a plea for wrong entry in the application form.
- 9.2 Incomplete application forms, forms deficient in fee shall be rejected and no fee refund is permissible under such situation.
- 9.3 In case of any clarification/ ambiguity the power to interpret the rules vest with the Vice-Chancellor and in case of any dispute the decision of the Vice-Chancellor will be final and binding.
- 9.4 The candidates should plan their future program of taking examinations/ admissions in accordance with their original result already communicated by the University till it is actually superseded by the re-evaluation result. The University does not take any responsibility of any consequences arising out of the delay in completion of the process or re-evaluation and declaration of re-evaluated result. The University shall also not be responsible if the re-evaluation result of any candidate is delayed or some mistake/ discrepancy is found in the original, evaluation/ re-evaluation.
- 9.5 All disputes are subject to the jurisdiction at Faridabad.

ORDINANCE IV: SCALE OF REMUNERATION

The following are the rates for the Conduct, Paper setting, Evaluation and other Secrecy related works of Examinations in the University:

1. REMUNERATION FOR CONDUCT OF END-SEMESTER THEORY EXAMINATION

Sr.	Designation/Head	Rates	Norms & Remarks
1.	Departmental Coordinator	Rs. 5000 per semester	One per Department for an academic Year. Common for both for theory and practical Examinations
2.	Co-coordinator for each Department	Rs. 3000 semester	One per Department for an academic Year. Common for both for theory and practical Examinations
3.	Superintendent-in-chief	Rs. 7000 per semester	Director/principal of the University affiliated college/institute
4.	Assistant to Superintendent-in-chief/ COE	Rs. 1500 per semester	To be appointed by COE
5.	Centre Supdt.	Rs. 250 per session (one for opening and one for winding up the centre)	One for each center
6.	Dy. Centre Supdt.	Rs. 200 per session	One for each center
7.	Asstt. Supdt.	Rs. 180 per session	One for every 30 candidates and one additional invigilator (Reliever) when no. of candidates exceeds 100.
8.	Convener/ Member Flying Squad	Rs. 250 per member per session plus TA/DA	One Convener and up to three members of Flying Squad
9.	Chairperson of UMC Scrutiny Committee- passed vide 14.12(1)(i)		Rs. 400/- per meeting
10.	Member of UMC Scrutiny Committee- passed vide 14.12(1)(i)		Rs. 300/- per meeting
11.	Writer	Rs. 250 per session	One for one candidate
12.	Centre Clerk	Rs. 160 per session (one for opening and one for winding up the centre)	One per session for upto 240 candidates. One additional beyond 240 candidates
13.	Daftri	Rs. 100 per session	One per session for upto 240 candidates. One additional beyond 240 candidates

Sr.	Designation/ Head	Rates	Norms & Remarks
14.	Waterman/ Sweeper/ Chowkidar/ Security Guard & other Class IV Staff	Rs. 100 per session	One per session for upto 250 candidates. One additional beyond 250 candidates
15.	Peon attached to COE/ HOD/ Departmental coordinator		Rs. 750 per semester
16.	Electrician	Rs. 75 per session subject to maximum of Rs. 1500	
17.	Refreshment	Rs. 25 per session per staff only on duty	

The number of person to be engaged for clerical assistance and other staff shall be governed by the number of candidates for each examination session

The rates are applicable for a session upto the duration of 3 hours as laid down in the scheme of examination. Wherever the duration exceeds 3 hours each category engaged for the duration will be paid the double amount as compared to 3 hrs duration.

The first centre clerk will also be paid remuneration calculated on the basis of for one extra session before the examination and one after the examination for making arrangements at the Centre and for winding up of the Centre, irrespective of the number of days of duration of the Examination Centre.

No remuneration for extra session will be paid in the class of Additional Centre Clerks

One of the Daftri engaged for the entire duration of examination will be paid remuneration for extra session before the examination and one after the examination for making arrangements at the Centre irrespective of the number of days of duration of an Examination Centre.

The person otherwise performing the job of a particular category in his/her official capacity should only be engaged for the similar work during the conduct of examinations. Any one engaged to perform the duties of a category higher other than his/her category, will be paid according to the rates applicable to his/her category i.e. the category to which he/she belongs and not the higher category.

The category of staff who are entitled for lump-sum remuneration will not be paid any extra Remuneration.

For every 100 seats to be arranged at an Examination Centre the Superintendent is allowed to engage 01 labourer for one day before and one day after the examination and the labourer will be paid according to the wage rate of unskilled labourer at that time for the actual working days.

Contingent expenses may be incurred on the following items: (1) Stationary needed, if any, not available and or not supplied by the University Store. (2)

Any other item, if required only with the prior permission of the COE

In relation to the End Semester Examination held every semester, person working in the University Stores and Examination Branch specifically required to assist in the examination will also be paid remuneration at the same rates as applicable to the staff engaged at the Examination Centre. The number of persons of each category of staff to be engaged for various jobs will be determined by the COE

The University will run an emergency cell during the semester examinations (Theory & Practical) with two or three Electricians/Pipe Fitters/Helpers etc. during the Examination hours. The Emergency cell will be provided with a telephone and the cell will attend to the breakdowns and other allied work in the University Departments. The University will put persons on Examination duty in his Emergency Cell by rotation and persons thus engaged will be entitled to get remuneration at the prescribed rates.

Teachers of the Departments and affiliated Colleges and supporting staff of the University and its affiliated Colleges shall be paid remuneration at double the rates to conduct end semester theory examinations duty during the vacations/holidays/Sunday/Saturday except in case when remuneration is paid in lump sum or when the staff member is retained during vacations

2. REMUNERATION FOR CONDUCT OF END-SEMESTER PRACTICAL EXAMINATIONS

Sr.	Course	Description	Rates
1.	B.Tech.	Labs	Rs. 18 per student
2.	M.Tech./MBA/MSc/MCA	Labs	Rs. 18 per student
3.	M.Tech	Minor project	Rs. 100 per student
4.	B.Tech.	Six months industrial Training	Rs. 50 per candidate
5.	Sweeper	Rs. 100 per day	
6.	Office Attendant/helper	Rs. 100 per day	
7.	Lab Assistant/Jr. Tech. Assistant (JTA) or any other category of lab Post carrying the same grade	Rs. 5 per candidate	One or more staff can be engaged if no. of students in group exceeds 30.
8.	Tea , snacks and lunch for practical examination	As per actual subject to max Rs. 300 per examiner	per staff only on duty (Both Internal and external examiners)

Notes:

- (i) For conducting the practical Examination, the Internal Examiner and External examiner be given the same remuneration
- (ii) The person otherwise performing the job of particular category in his/her official should only be engaged for the similar work in the conduct of the examinations. Any one engaged to perform duties of a category higher than his/her category, will be paid according to the rates applicable to the later category i.e. the category to which he/she belongs and not the higher category.
- (iii) The category of staff that is entitled for Lump sum remuneration will not be paid any extra remuneration.
- (iv) For viva-voce, only one Assistant /clerk will be allowed. No remuneration will be paid to any one assisting in the conduct of viva-voce for a PhD programme.

3. SECRECY WORK (EVALUATION & RESULT NOTIFICATION)

Sr.	Designation/ Head	Rates of remuneration
1.	Re-evaluation of answer book	Rs. 20 (B.Tech.) and Rs. 25 (M.Tech/MBA /M.Sc) per answer book subject to a minimum of Rs. 200/-
2.	Checking of evaluated answer books(passed vide AC/17.18)	Rs. 1/- per answer book subject to a minimum of Rs. 50/-
3.	Secrecy Work- passed vide AC/14.22	Rs. 1/- per answer book subject to a maximum of 400 answer sheets per day.
4.	Accounts Section (For handling accounts of CBS Examination)- passed vide AC/12.16(1)	Rs. 3000 per semester
5.	COF (For handling accounts of CBS Examination) – passed vide AC/12.16(1)	Rs. 1500 per semester
6.	Handwriting Expert in UMC cases	Rs. 250/- per unfair means case

Rates of Remuneration of Scrutinizing the Examination results:

- (i) The rate of payment to scrutinizers for all examinations shall be Rs.1/- per student result checked per semester subject to minimum of Rs. 50/- (passed vide AC/13.12(i))--

- (ii) In the case of main result, the scrutiny shall be done by one scrutinizer when the number of candidates is not more than 100 in any examination beyond which the result shall be scrutinized by two scrutinizers.
- (iii) In all the 'Result Later' cases only one Scrutinizer will scrutinize the result upto 25 candidates at one sitting.
- (iv) Deduction for each error of any type during scrutiny Rs.5/-.

4. EVALUATION & PAPER SETTING WORK (THEORY)

Sr.	Course	Paper Setting	Evaluation Charges (Regular)	Re-Evaluation Charges
1.	All UG	Rs. 1000 per set	Rs. 20 per answer book subject to a minimum of Rs. 200	Rs. 20 per answer book subject to a minimum of Rs. 200/-
2.	All PG	Rs. 1000 per set	Rs. 25 per answer book subject to a minimum of Rs. 250	Rs.25 (M.Tech./MBA/MSc.) per answer book subject to a minimum of Rs. 200/-
3.	Ph.D.	Rs. 1000 per set	For evaluation of theory answer books of Ph.D. Rs. 50 per answer book subject to a minimum of Rs. 200/-	

Note: External Question Paper Setters who submit the question papers through post, contingent expenditure of Rs. 100/- will be given in addition to the remuneration for setting up the question paper- only to the external examiners.

5. EVALUATION OF THESIS AND INDUSTRIAL TRAINING

Sr.	Thesis/ Industrial Training	Rate of Remuneration
1.	M.Tech Thesis Evaluation	Rs. 1000 per thesis subject to maximum of Rs. 5000
2.	Ph. D Thesis Evaluation	Rs. 3000/- per thesis
3.	Ph. D Thesis Viva-Voce	Rs. 2000/- per thesis
4.	Expert for Pre-submission of Ph.D.	Rs. 2000/-per thesis
5.	Industrial Training Evaluation	Rs. 50 per candidate

Notes

- (i) It is proposed that Project Work/Thesis (for B.Tech, MCA and M.Tech) may be evaluated by a team consisting of one External Examiner, one Internal Examiner and concerned Project Guide. The maximum 20 students can be evaluated by one external examiner in a day for B.Tech and MCA. The maximum five students can be evaluated by one external examiner in a day for M.Tech. Programme.
- (ii) Distribution of remuneration of evaluation of Project work/ thesis are under:

For B. Tech /M. Sc /MA

- (a) External Examiner@ Rs. 50/- per student subject to max Rs. 2000/- per day
- (b) Internal Examiner@ Rs. 50/- per student subject to max Rs. 2000/- per day

For MCA

- (a) External Examiner@ Rs. 100/- per student subject to max Rs. 4000/- per day
- (b) Internal Examiner@ Rs. 50/- per student subject to max Rs. 2000/- per day

For M.Tech:

- (a) External Examiner@ Rs. 1000/- for per student subject to max Rs. 5000
- (b) Internal Examiner @Rs. 500/- for per student subject to max Rs. 2500
- (c) Project Guide @ Rs. 500/- for per student subject to max Rs. 1500

For MBA:

- (a) Project Report @ 200/- for each candidate subject to maximum of Rs. 4000/-(passed vide AC/17.18)
- (iii) External Examiner may be paid conveyance @ Rs. 600/- per day or actual as per Govt. norms
- (iv) Refreshment for per examiner @ Rs. 300/- per external examiner/day as per University norms for snacks and lunch.

2. Answer Sheet Collection Center/ Secrecy Work Center/ Spot Evaluation Center(passed vide AC/14.14(1)(iii)), AC/17.18

Sr.	Designation/Head	Rates of remuneration	Norms & Remarks
1.	Spot Evaluation Coordinator (Centralized, if any)	Rs. 250/- per shift	One for each center
2.	Clerk for Spot Evaluation	Rs. 160/- per shift	
3.	Peon	Rs. 100/- per shift	

Notes:

- (i) B.Tech Evaluation Centre may be functional for 40-45 days and PG Evaluation Centre may be functional for 30 working days
- (ii) Independent teams/staff shall handle/operate the control room/centre respectively
- (iii) Timings for Evaluation shall be 3 ½ hours slot with 2 sessions on all working days i.e. 9:30 am to 1.00 pm and 2:00 pm to 5:30 pm with 1 hour lunch break
- (iv) Answer sheet will be distributed to the evaluators in the first two hours (i.e. upto 12:00 noon and 4:00 pm) of starting of each session every day.
- (v) Spot Evaluation Centre will run on all working days only. If required, it may also run on Saturday depending upon the quantum of answer sheets, the control room will remain closed on Sundays & Gazette Holidays.
- (vi) Evaluation of Answer Scripts will be Min. 20 in number/session and subject to maximum 50 per day.
- (vii) Travelling Allowance will be applicable only for the external examiners as per norms subject to evaluation of minimum 40 answer sheets per day on average. However, Internal Examiners shall be paid only on Holidays.
- (viii) The refreshment of Rs. 25/- per session per faculty/staff.

3. ENTRANCE EXAMINATIONS/RECRUITMENT EXAMINATIONS

Sr.	Particular	Rates
1.	Superintendent-in-Chief (One in one institution) (passed vide AC/13.12(i))	Rs. 1000/- per day
2.	Observer (Need Based) (passed vide AC/13.12(i))	Rs. 750/- per session

3.	Centre Superintendent (Conduct & Evaluation) (passed vide AC/13.12(i))	Rs. 750/- per session
4.	Dy. Centre Suptdt. (Need Based)- passed vide AC/16.14(ii))	Rs. 500/- per session
5.	Asstt. Supdt./Invigilator	Rs. 250/- per session
6.	Centre Clerk	Rs. 200/- per session
7.	Daftri/Waterman/Sweeper	Rs. 100/- per session
8.	Driver Accompanying University Officers	Rs. 300/- per day
9.	Chowkidar	Rs. 100/- per day
10.	For setting of Multiple choice based Question Papers alongwith Answer key	Rs. 50/- per question
11.	For moderating of question bank: setting of final question paper & preparing of Answer-key thereof	Rs. 25/- per question
12.	Scanning of OMR sheets & correction of data	Rs. 500/- per examination for EDP centre. This amount shall be distributed among the employees engaged for this job with the order of COE.
13.	Evaluation of answer book (passed vide AC/13.12(i))	Rs. 30/- per answer sheet

Notes: Contingent expenses may be incurred on the following items:

- i) Stationary needed, if any, not available and or not supplied by the University Store.
- ii) Any other item, if required only with the prior permission of the COE
- iii) Superintendent, Dy. Superintendent, one assistant, one office attendant and two sweepers will be entitled for one day remuneration extra for making physical arrangements one day before actual date of commencement of entrance test.

4. T.A. RULES

- (a) T.A. to flying squad staff shall be paid @ Rs.16/- per km as taxi fare/own car. This TA allowance shall be paid to only the Convener/Member of flying squad whose vehicle is used for performing journey. The distance shall be measured from the place of posting. Flying squad members shall travel together. No T.A. shall be paid if the University provides the vehicle to the convener of flying squad.

- (b) When staff is deputed to conduct the exam at any centre situated within a radius of 20 km, they shall be entitled for TA as per rules. The distance shall be measured from the place of posting.
- (c) When staff is deputed to conduct the exam at a centre situated beyond 20 km, he/she is entitled for TA as per their entitlement for the day on which he/she proceeds to conduct the exam and for the day on which he/she return to his/her institution after completing the exam. Except in the case where there is no examinations for three consecutive days and in such case the staff shall be entitled T.A. to visit his/her headquarter as per rules mentioned above whichever is applicable.

5. PENALTIES IN THE CASE OF EXAMINERS AND CHECKING ASSISTANTS TO EXAMINERS

9.1 Examiners:

Deduction in case of delay in submission of result in theory and Practical:

An automatic deduction of Rs. 10/- per day of delay from remuneration of Examiners to be made in case the awards are not received within the prescribed date as required under the rules, provided that the Vice-Chancellor may condone the delay in any particular case.

9.2 Deduction in case of Mistake Committed by the Examiners:

- (a) Rs. 10/- per mistake, subject to maximum of Rs. 250/-
- (b) Rs.10/- per page in case of wrong centurial series, subject to a maximum of Rs. 150/-.

9.3 Deduction in the case of checking Assistant to Single-Examiners.

- | | |
|---|--|
| (i) Mistake in totaling | Rs. 5/- per mistake |
| (ii) Omission in evaluating
A question or its part | Rs. 5/- per mistake |
| (iii) Neglect of duty on other | Rs. 5/- per mistake |
| (iv) For every minor mistake | Rs. 5/- per mistake (Rs.2/- shall be paid to the office hand who detects the mistake). |

Note:

- (i) Separate fees will be chargeable for the verification desired to be sent to each Department/University.



(ii) The verification will be mailed at the office expenses direct to the Department/University.

A handwritten signature in black ink, appearing to be 'S. P. Singh', written over a horizontal line.

Office of Controller of Examinations
J.C. Bose University of Science &
TECHNOLOGY, YMCA, Faridabad

ORDINANCE V: CONDUCT OF EXAMINATIONS

Applicability: This ordinance shall apply to all programs leading to all UG/PG Programmes following semester system.

Definition:

- **Academic Program:** shall mean a program of courses and/or any other component leading to a Bachelor's degree, Master's degree, Post-graduate and Under-graduate diplomas.
- **An Academic Year** is a period of nearly 12 months devoted to completion of requirements specified in the Scheme of Teaching and the related examinations.
- **Semester System** - a program wherein each academic year is apportioned into two semesters.
- **Board of Studies (BOS)** shall mean the Board of Studies of the School concerned.
- **Course** means a component of the academic program, carrying a distinctive code no. and specific credits assigned to it.
- **External examiner** shall mean an examiner who is not in the employment of the University or its affiliated institutions.
- **Student** shall mean a person admitted to the Schools of the University and its affiliated institutions for any of the academic programs to which this Ordinance is applicable.
- **University:** shall mean YMCA University of Science and Technology, Faridabad.
- The University shall hold examinations for all such academic programs as are approved by the Academic Council and as it may notify from time to time for awarding Bachelor's/ Master's degrees, Under-graduate/Post-graduate diplomas, as the case may be, as per the prescribed Schemes of Teaching & Examinations and Syllabi as are approved by the Academic Council.
- Examinations of the University shall be open to regular students i.e. candidates who have undergone a course of study in the University or an institution/college affiliated to the University, for a period specified for that programs of study in the Scheme of Teaching & Examination and Syllabi.



Provided that the Academic Council may allow any other category of candidates to take the University Examination for any specified academic program subject to the fulfillment of such conditions as may be laid down by the Academic Council from time to time. Provided further, that a student may be debarred from appearing in the semester-end examination as provided in Clause 9 of this Ordinance or as provided in any other Ordinance of the University.

1. University Programs

The end semester examinations are to be conducted by the University on such dates and at such places every year, in Dec/Jan for odd semester and in May/June for even semester as may be fixed from time to time, for all UG & PG Programmes that are being offered by the University and all such Programmes that the University may offer from time to time.

2. Semester

- 2.1 An academic year shall be apportioned into two semesters. Each of the two semesters shall be of a working duration of about 21 weeks. There shall be a break of about 2 weeks after the first semester and a vacation of approximately 6 weeks after the second semester.
- 2.2 The Academic Calendar shall be notified by the University each year, before the start of Academic Year. The academic break-up of the semesters devoted to instructional work shall be defined in the Academic Calendar.

3. Attendance

The minimum requirement of attendance for appearing in examinations will be as per the decision of Academic Council agenda item number AC/09/07 which reads as under:

- 3.1 75% Normal.
- 3.2 10% deficiency can be condoned by the Chairperson / Dean concerned i.e. up-to 65%.
- 3.3 Those students having below 65% attendance will be detained. Such cases are to be approved by the Hon'ble Vice-Chancellor on the recommendation of concerned Chairperson /Dean. It was also decided to include marks of attendance in the sessional Marks.

4. Conduct of end semester examination

- 4.1 All end-semester examinations shall be conducted by the Controller of Examinations.
- 4.2 The schedule of examination shall be notified by the Controller of Examinations at least 10 days prior to the commencement of the examinations.
- 4.3 For theory as well as practical examinations and dissertation/thesis/project report/training report, all examiners shall be appointed by the Controller of Examinations with the approval of the Vice Chancellor, provided that the Vice-Chancellor may, at his discretion, delegate his authority for approval of Examiners. For programs being run in the UTDs, recommendations for names of examiners shall be submitted through Boards of Studies. Where there is an exigency and the Board of Studies cannot meet, the Chairman, Board of Studies may recommend the names, stating clearly why the meeting of Board of Studies could not be convened. For programs being run in affiliated Institutions, recommendations for names of examiners shall be obtained from the respective Program Coordination Committees through the Chairmen of the Committees. Where there is an exigency and the Program Coordination Committee cannot meet, the Chairman of Program Coordination Committee may recommend the names, stating clearly why the meeting of the Program Coordination Committee could not be convened. In emergent situations, where, for some reason the recommendations cannot be obtained from the Board of Studies/Program Coordination Committee as stipulated above, recommendations may be obtained from one of the Deans nominated by the Vice-Chancellor. The Controller of Examinations shall be authorized to add one or more names in the panel of examiners received by him from Boards of Studies/ Program Coordination Committee/authorized Dean before the list is submitted to the Vice Chancellor for approval. After the receipt of the question paper(s) from the paper setter, the same shall be moderated by the moderator(s) to be appointed subject wise by the Controller of Examination with the approval of Vice Chancellor. Controller of Examination shall ensure that minimum of three question papers duly moderated in each subject are available in the question paper bank.
- 4.4 The Examiner appointed by the Controller of Examination, out of the approved panel for setting the Question paper shall set the Question paper, using the last year question papers wherever applicable, as a guide. The question paper shall be set out of the entire syllabus of a course.

43



Office of Controller of Examinations
J.C. Bose University of Science &
TECHNOLOGY, YMCA, Faridabad

5. Criteria/ Passing Marks

The criteria for passing in theory/ practical of various programs are as follows:

- 5.1 In case of theory/practical examination, the candidate can get any marks in internal but in total i.e. internal plus external theory marks his/ her marks should be 40% of the total marks for passing the exam.
- 5.2 The candidate must pass in external exam (Theory/ Practical) too.

6. Award of degree/diploma

A student shall be awarded a degree/diploma if:

- 6.1 He /she has registered himself/ herself, undergone the entire program of studies in any one of the University's Schools of Studies/ affiliated institute including one semester/semesters for which prescribed equivalent credits have been got.
- 6.2 There are no dues outstanding in his/her name to a School of the University/ Affiliated Institution; and
- 6.3 No disciplinary action is pending against him/ her.

7. Issuance of admit card:

- 7.1 The Controller of Examinations or any other officer authorized for the purpose shall, on receipt of eligibility list from the Department of University/ Director/Principal of the Institutions, issue an admission card permitting the student to appear in the examinations.
- 7.2 No student is allowed to enter in the examination hall without admit card provided that the Controller of Examinations or any other officer authorized, admit a candidate provisionally to an examination on the risk and the responsibility of the candidate on genuine ground. The result of examination of such candidate shall be declared only after his/her admission is regularized. Provided further no candidate shall be admitted to examination hall unless he/she produces to the superintendent of examination centre his/her admission card or satisfy the superintendent that it shall be produced on the next day of exam. If he/she fails to do so, he/she shall not be allowed to continue examination on the next day.
- 7.3 Duplicate admit card: The Controller of Examinations or any other authorized officers may, if satisfied, can issue admit card to a particular candidate if the already issued admit card has been lost/destroyed on payment of prescribed fees.

8. General rules

It shall be duty of the Controller of Examinations.

- (i) To conduct examinations in a disciplined and efficient manner.
- (ii) To arrange for the setting of papers with strict regard to secrecy.
- (iii) To arrange for the evaluation of answer sheets in accordance with the planned time schedule for publication of results.
- (iv) To constantly review the system of examination in order to enhance the level of impartiality and objectivity with a view of making it a better instrument for assessing the attainments of students and,
- (v) Any other matter connected with the system of examinations which may, from time to time, be assigned to him by the Vice-Chancellor.

GENERAL PROVISIONS

- (i) Subject to the ordinances framed and directions issued by the Academic Council, the controller of the Examinations shall be responsible for all arrangements connected with the conduct of examinations and all matters connected therewith.
- (ii) a) Every Institution/University Teaching Department shall, for supervision of the University Examinations, recommend the names of such number of teachers as are required by the controller of Examinations. In making these recommendations, the guidelines, if any, issued by the controller of Examinations shall be kept in view.
b) If a teacher, who is assigned an examination duty, fails to perform the same, he shall be treated as absent from his department/ Institution for the period in question besides rendering himself liable to such other disciplinary action as the Vice-Chancellor may deem fit to take.
- (iii) a) The superintendent and other supervisory staff of each center shall be appointed by the controller of Examinations. The service staff i.e Daftri, sweeper, waterman and chowkidar etc. will be provided by the Institute/College concerned.
b) The flying squad may be formed for inspection of centers. The convener and other members of the flying squad may be appointed by the controller of Examinations. The person appointed as convener flying squad should be of the Rank of Associate Professor and above. The members of Flying squad should be Assistant Professors with a minimum of three years

teaching experience or officer of equivalent rank and above. The convener and other members of the flying squad will be paid honorarium in addition to T.A/D.A as per University rules.

c) Where there are more than one center in a college these would be merged into smaller number of centers (depending upon the number of examinees for subject other than compulsory papers etc.) The Principals would arrange their day to day functioning and co-ordination as a result of merger as per directions that might be issued by the controller of Examinations from time to time.

d) The assistant superintendent appointed to check outside interference at a center will be deputed by the superintendent of the center of Examination from amongst the supervisors appointed at the center.

(iv) The controller of Examinations shall have authority to appoint one more assistant superintendent, and other staff required at each center for the conduct of examination.

(v) a) The candidate whose answer-book is lost after having been received by the center superintendent of the Examination who, but for this answer-book, would have either passed in the Examination or is likely to be placed under compartment shall, unless he opts for re-examination on a date to be fixed by controller of Examinations, be deemed to have obtained in that paper marks equal to the marks obtained by him in the theory paper of similar subject and if there was no other papers in that subject, marks equal to the average of the marks obtained in other Theory papers of that examinations. No re-examinations fee shall be charged from such a candidate who opts for re-examination under this clause.

b) If there is a dispute as to whether a candidate's answer-book was duly received or not, the finding of the controller of Examinations, subject to confirmation by the Vice-Chancellor shall be final.

9. Instructions for superintendent-in-Chief:

9.1 The Supdtt-in-Chief shall remain in the institution during the course of examination to ensure smooth and efficient functioning of the examination center(s) and proper discipline in the college premises.

9.2 The Supdtt-in-Chief may appoint a Clerk to assist him/her in the performance of his/.her functions. The clerk shall be entitled to remuneration as admissible under the university rules. The Clerk shall be



entitled for single remuneration either the person appointed as Clerk is form clerical staff or Laboratory staff during the vacations.

- 9.3 The Supdtt-in-Chief is authorized to allow one of the clerks of the merged centers to work with the clerk of the centre which is functioning in case where more than five question papers have to be opened in a particular session in a centre which functions after merger of other centers. The payment of both the clerk will be made as per approved rate by the University.
- 9.4 **The Supdtt-in-Chief will not leave the examination centre without prior permission of the Controller of Examination and without making suitable alternative arrangements.**
- 9.5 A day before the commencement of examination the Supdtt-in-Chief shall ensure that satisfactory seating arrangements have been made by the Centre Supdtt. and that the required number of supervisory staff has reported for duty.
- 9.6 The Supdtt-in-Chief may replace any member of staff, except the Centre Supdtt. If his/her conduct during the examinations is found unsatisfactory. A report regarding such replacement, if any, shall be made immediately to the Controller of Examinations. All serious matters concerning the Centre Supdtt. be referred to the controller of examination by name or brought to his notice on telephone.
- 9.7 The Supdtt-in-Chief shall get from the superintendent a copy of the duty chart of the Invigilation staff and scrutinize the same to see that the gap between the duties allotted to the staff appointed with TA/DA does not excesses two days.
- 9.8 The Supdtt-in-Chief may seek the help of the district authorities' viz. Deputy Commissioner, Superintendent of Police in case there is any apprehension of outside interference.
- 9.9 Suitable arrangements at the main gate will be made to ensure immediate entry of the Fling Squads to the college premises. While giving duty certificate to the Fling Squad, he should mention the name of the members of the Squad and time of arrival and departure of the Fling Squad and also keep daily record thereof.



47

Office of Controller of Examinations
J.C. Bose University of Science &
TECHNOLOGY, YMCA, Faridabad

9.10 The Supdtt-in-Chief should have a round of Examination Centre(s) to see that the examination is being conduct smoothly.

9.11 **A confidential report regarding the conduct of the examination at the centre of his/her college is sent to the Controller of Examination immediately after the termination of examination.**

10 Custody of question papers and supply there of:

10.1 Custody of Question-Papers: - The question papers shall be sent by the University to the Supdtt-in-Chief personally through the University staff. The sealed packet of questions paper shall remain in the safe custody of the Supdtt-in-Chief in Almirah under double lock system with the concerned centre Supdtt. The Supdtt-in-Chief is responsible for the safe custody of questions papers and confidential materials. The Supdtt-in-Chief shall ensure that:-

- (i) The packets of question-papers have been checked by the Supdtt. with the centre statement and date sheet in his/her presence.
- (ii) The question-papers for all the examination have been received in sufficient numbers.
- (iii) In case of non-receipt of any question-paper(s), intimation be sent to the Controller of Examination.


10.2 Issue of question papers:- The sealed question papers envelops shall be delivered to the Centre superintendent every day after careful verification with the date-sheet not more than 25 minutes before the commencement of the examinations. The question-paper envelopes shall be delivered to the centre superintendent in the office of the Principal/Supdtt-in-Chief. In the case of wrong opening by the centre Superintendent, the payment of the Supdtt-in-Chief as also that of the Supdtt. & Supervisory staff responsible for the wrong opening of the question-paper envelope shall be forfeited besides further action as deemed fit.

11 Functions of the Superintendent-in-Chief:

11.1 To ensure that all arrangements for setting up the centre(s) i.e. proper provision of furniture and other facilities like urinal etc. have been made.

11.2 To receive the question paper packets from the University ordinarily a day earlier.


48


Office of Controller of Examinations
J.C. Bose University of Science &
TECHNOLOGY, YMCA, Faridabad

- 11.3 To ensure proper storage of question-paper and answer-books and ensure security of the place where these have been stored.
- 11.4 To ensure that the question paper packets are checked by the Supdt. with the date sheet/centre statement and other report the discrepancy, if any to the Asstt. Registrar/COE, YMCA University, Faridabad.
- 11.5 To deliver question paper and answer-books daily to the Centre Supdtt. after proper checking with the date sheet only 25 minutes before the commencement of the examinations. The question paper will be opened by the Centre supdt. only 20 minutes before the commencement of the examinations.
- 11.6 To ensure that written answer-books have been dispatched to the University by the centre Supdtt. daily after the examinations.
- 11.7 To make suitable arrangements in place of supervisory and other supporting staff who do not report for duty subject to approval of the COE.
- 11.8 To prepare a chart in advance of merger of centers on the days in accordance with instruction contained in the 'Book of Instruction' meant for Supdt-in-Chief, Centre Supdtt. & Supervisory staff.
- 11.9 To appoint Asstt. Supdtt. for outside duty, in need be.

IMPORTANT

- 11.10 To reach the Examination centre at least half-an-hour before the start of the examination and ensure that the candidate are physically searched and dispossessed of incriminating material. if any, with the help of the local staff before distribution of question paper.
- 11.11 To ensure that a teacher of subject for which examination is being held on a particular day is not put on duty on that day, as far as possible.
- 11.12 To have round of examination centre(s) to see if the examination is being conducted smoothly.
- 11.13 To provide the necessary guidance and help to the Centre Superintendent in case of any problem faced by him.
- 11.14 To keep a record of the dates of inspection of the Fling Squad/Observer and the time of their arrival and departure from the centre to forward the



same to Asstt. Registrar/COE after every 5 days along with his general report regarding the conduct of examination.

11.15 *The Supdt-in-Chief/principal/Head of the Institution shall kindly ensure that the stock of blank answer-books lying with them as balance of previous examination should be utilized first and fresh stock should be used after the consumption of the previous stock. After the examinations are over, he shall get the balance Answer-books checked and supply account of balance Answer-book to the University.*

11.16 All Unfair means Cases will be sent by the Supdtt. directly to the University office. Centre Supdtt. must mention his posting clearly while filling up the Performa meant for U.M.C.

12. Merger of Centre:

12.1 If the number of candidates on a day in session falls below 50 in examination centers of a college where there are two or more than two exam centre, the Supdtt-in-chief will merge centre into one or two as deemed fit and as the case may be.

12.2 In case of inability of Principal to function as Supdtt-in-Chief OR whose ward (son/daughter), brother/sister or any other near relative is taking examination at that centre, the next available senior member of the collage staff shall act as Supdtt-in-Chief with intimation to the C.O.E. immediately.

12.3 It will be the responsibility of the Supdtt-in-Chief to provide the require service staff. The honesty & integrity of such staff must be kept in view.



13. Duties of the Centre Superintendent

Notwithstanding the rule given in the main body of the Book of Instructions:


13.1 Get the bundle containing question papers from the Superintendent-in-Chief and make arrangement for the safe custody of the same

13.2 Open the bundle containing question papers in the presence of the Supdt-in-Chief and Dy/Asstt. Supdt. and dispatch the necessary certificate on the prescribed form.

13.3 Immediately compare the question papers envelops received with the Centre Statement supplied by the office and if question paper in any subjects are not received or number of question paper received is

 50 
Office of Controller of Examinations
J.C. Bose University of Science &
TECHNOLOGY, YMCA, Faridabad

- insufficient, as required as per Centre Statement, contact the Assistant Registrar/the Controller of Examination by telephone. In case there is sufficient time then write registered letter .
- 13.4 After verification of the question-paper envelopes, hand over the same to the Supdt-in-Chief who shall be responsible for their safe custody.
 - 13.5 *Write carefully the date, time and session of examination on each sealed envelope containing question-papers and arrange in these order of the dates and session to avoid opening of a wrong envelope, Instruction issued separately in this regards, if any, be gone through carefully and acted upon.*
 - 13.6 Make proper seating arrangements.
 - 13.7 Notify the directions for candidates, date-sheets, and seating plan, etc. outside the examination hall.
 - 13.8 Prepare a duty chart of supervisor according to the schedule and number of candidates for each date session keeping in view the standing instructions of the University with regards to reliving of outstation Asstt. Supdtt. first and to ensure that there is no gap more than two days in the duties of any outstation Assistant Superintendent. If extra Assistant Superintendent are required after that on a day/session, the same may please be arranged either from those appointed from a local collage or by requesting the Supdtt-in-chief for arranging for an Assistant Superintendent from a local collage. For strength of candidates up to 100 on any session, no extra Assistant Superintendent is appointed for outside duty.
 - 13.9 *Send the sample of the impression of the seal of Superintendent for verification and record on the first day to the Secrecy Branch.*
 - 13.10 **Seating arrangements:** A day before the commencement of the examination, the Supdt. shall make satisfactory arrangement of seats according to the Confidential List in such a manner as to render all communication between the candidates impossibility. *Seating Plan should be changed frequently.*
 - 13.11 **Plan of the Examination hall and date-sheet:** The Supdtt. shall get plan of the seating arrangement typed showing the order of seats allotted the candidates and the direction they face. A copy of the plan is to be sent to the Asstt. Registrar/COE. A copy of each plan should be pasted at a conspicuous place outside the Examination Hall/Room a day before the

 51
Office of Controller of Examinations
J.C. Bose University of Science &
TECHNOLOGY, YMCA, Faridabad

commencement of the Examination. Similar procedure is to be adopted in case of subsequent changes in the plan of seat. If there are any Almirah in the side walls of the halls or room used an Examination Centre, the Supdtt. shall see that these Almirah are locked.

- 13.12 **Roll No. and Photographs:** The Roll No. of each candidate shall be written on each table in a conspicuous place show that the candidate may readily find his/her place. Dy. Supdt./Asstt. Supdt. may be directed to compare the photo of all candidate.
- 13.13 **Arrangement of urinals etc :** The Supdtt should carefully see that arrangements for urinals and latrines to used by the candidate are available near the Examination Centre. In case there is no pucca urinal or latrine near centre, the head of the institution should be requested to provide this facility by making temporary arrangement to the satisfaction of the superintendent without any cost to the University.

(i) What a Centre Superintendent has to do on the first day of the Examination

- (a) Announce to the candidate on every day of the Examination, the subject, paper/option in which question papers have been received by you with a view to verify that no candidate is appearing in any of these subject at your centre.
- (b) Compare the names of the candidate written on the Roll. No. slips with those in the confidential List supplied by the office.
- (c) Apply in triplicate, for sanction of substitute(s) in place of Asstt. Supdt. who do not report for duty and for casual Asstt. Supdtt., if absolutely necessary.
- (d) Apply for special sanction, in duplicate, if absolutely necessary.

(ii) What the Superintendent have to do on each day of the Examination

- (a) Reach the centre at least 30 minutes before the time. See that the question paper envelopes brought are in accordance with the date sheet.
- (b) See the at least 5 minutes before time the candidate are seated properly at their respective seats and the distribution of the answer-books has been completed.
- (c) Post the Asstt Supdt. in various room/rows.


 52 

Office of Controller of Examinations
J.C. Bose University of Science &
TECHNOLOGY, YMCA, Faridabad

- (d) Open the question paper enveloped in the subject(s) according to date sheet and after verifying from the serial number list and obtain an opening certificate.
- (e) Make sure that you are not opening the paper meant for evening session for the morning session, when there are morning and evening session.
- (f) Before distribution of question-paper check up and satisfy whether the serial no. and the subject of the outer and inner covers tally with that on the question-paper. In case of discrepancy in Sr. No. and subject, take all necessary precaution.
- (g) Compare the no. of copies of question-paper and subject with the number and subject mentioned on the envelope containing question-paper.
- (h) Ensure that the roll no. of all candidates is written in words and figures on the answer-book and tally the same with the Roll. No. slips supplied to the candidate by the office and are compared by the Asstt. Supdtt. concerned who may also put their signature on the title covers of the answer-books, in token of having verified these particulars and may also get written the Sr. no. of answer-book of candidate on the signature charts.
- (i) **Prepare Attendance Chart: (Memo for the Controller of Examinations) daily for each paper Examination-wise and send the same to COE as the case may be; after the termination of the Examination.**

Supdttts are supplied blank absentee memos, in sufficient number. They should use separate absent memos for different Examination. Whenever a candidate is Absent the word "Absent" be written against *the roll no. concerned on the identification sheet by the supervisor of the row concerned under his full signature with date. In no case in book should contain absentees of two or more Examination. It should be fully satisfied that "presence" or "absence" of candidate is marked properly. This is very important and essential to avoid "Result letter" and "Marks Letter" cases. Supdt. may get signature of the candidate on confidential list supplied by the office.*

- (j) Maintain daily proper account of blank answer-book and continuation-sheets. While issuing answer-books or continuation sheets to the candidates, serial numbers thereof are got mentioned before their signatures are obtained.

 53 

Office of Controller of Examinations
J.C. Bose University of Science &
TECHNOLOGY, YMCA, Faridabad

- (k) Dispatch answer-books after applying proper check. Make sure that there is no scope for tampering with the Bundle of Answer-books in transit.
- (l) Stamp the continuation-sheets, also is done in the case of answer-books, before these are issued to the candidates on demand.

The following items should be reported on the day of occurrence:

- (a) Opening the wrong question-paper
- (b) Provisional admission of a candidate
- (c) Late arrival cases
- (d) Any untoward happening
- (e) Unfair-means-cases
- (f) Inform the O/o COE if there is no answer-book in the subject(s)
- (g) Infringement of rules

(iii) What a Superintendent must not do :

- (a) Postpone an examination
- (b) Open a wrong envelope of question-papers
- (c) Appoint an amanuensis without the prior permission of the Registrar/Controller of Examinations
- (d) Permit a candidate to leave the examination hall without handing over the answer-book OR ask the candidate to leave the answer-books on table.
- (e) Keep a bundle of answer-books unsealed.

(iv) What a Superintendent has to do immediately on the termination of the Examination :

- (a) See that centre is wound up as soon as the examination is over.
- (b) Re-deposit the stationary-box and the furniture with the institution from it was obtained.

14. Some important instructions

- 14.1 *From the time the Superintendent reaches his/her station of examination upto end of the examination, he/she shall consider himself/herself as an agent of the University and must not leave the station without the permission of controller of Examinations. In the case of unavoidable*



circumstance, even on University work, he/she must apply on the prescribed form for permission to leave the centre.

- 14.2 Assistant Superintendent shall make his/her own arrangement for boarding and lodging at the station of his/her appointment and not at any other place. In no case the assistant superintendent or any member of the supervisory staff should avail himself/herself of the hospitality of the local Institution or any agent thereof while acting as such.
- 14.3 The superintendent shall ask the supervisory staff to read their duties a day before the commencement of the examination and the direction for the candidate on the first day of examination or shall read them out and explain the various points.
- 14.4 The superintendent must not cancel the appointment of any member of the supervisory staff appointed by the University, unless the person so appointed is guilty of gross negligence, or corruption, in which case a report should be made immediately to the Registrar/Controller of Examinations, under registered cover.
- 14.5 The superintendent shall see that the duties assigned to the supervisory staff are properly attendant to.
- 14.6 The superintendent shall prepare a consolidated statement based on the Centre Statement giving the number of candidates appearing in the morning and evening sessions, every day, and the number of Asstt. Superintendent required thereof facilitating checking by the convenor flying Squad.
- 14.7 Any infringement of rules or disobedience or misbehavior on the part of any member of the supervisory staff should be reported to the Registrar/controller of Examination on the day of occurrence.
- 14.8 *The Supdt. shall make round of all the rooms connected with the centre after short intervals and shall not leave the supervision of any of the room or side galleries entirely to the Assistant Superintendent.*
- 14.9 At the centers where any deaf candidate is appearing, the superintendent shall give all the necessary instruction in writing.
- 14.10 The Asstt. Superintendent should keep a record of the candidates who attend the urinal and should certify that the urinal was searched before and after use by the candidate and the candidate did not dispose of any unauthorized paper there or brought anything there from.



- 14.11 Before allowing entry into the Examination hall all the examiners should invariably be checked daily (each session) by the Superintendent/Dy. Supdtt. and the Asstt. Superintendent. The candidate should be asked to place their book and papers outside, so that incriminating papers and books in their possessions are not brought inside the examination hall and the offence of "possession" is not committed by them.
- 14.12 The centre Superintendents are requested to see that no dak is allowed to be received by any candidate during the course of examination, either through a messenger or Postman who is directed to deliver the same after the examination.
- 14.13 If any person appointed as Superintendent or member of the supervisory staff does not turn up for duty at a place allotted by the Controller of Examination he/she willfully, without proper and good cause shown, *neglected the duty assigned to him, he/she shall be debarred from any University work in future and liable to disciplinary action.*
- 14.14 It has been decided by the University that no candidate should be allotted to take the examination if he/her Roll No. does not exist in the confidential list and if a candidate submits a duplicate Roll No. without photograph *duly attested by the competent-authority. It has also been decided that Mobile Phone should not be allowed in the examination centre at any cost.* No candidate should be allowed to take the examination if a duplicate Roll No. slip issued does not bear attestation on the photograph of the candidate by the competent Authority.
- 14.15 Any overwriting /cutting on the front page of Answer Book will be authenticated by the invigilator/Centre Supdtt. failing which the Centre Supdtt. shall be solely responsible.
- 14.16 If a case of impersonation is detected during the conduct of Examination or at a later stage, it will be your sole responsibility.

15. Appointment of superintendent and assistant superintendents

- 15.1 The following persons shall be eligible for appointment as Superintendent-
- The Teacher of recognized Colleges or Teaching Departments of the University, who have already worked as Assistant Superintendent. In case of emergency, employees of the University not below the rank of Assistant Professor may also be appointed as Centre- Superintendent.

- ii) The Superintendent at the various Centers will ordinarily be appointed from a college other than the College of the examines, but in case of emergency or genuine difficulty, the Controller of Examinations may, at his discretion, make the appointment locally or from the same institution depending the circumstances.

15.2 The following persons shall be eligible for appointment as Assistant Superintendent-

- (i) Teachers, Librarians, Lecturer in Physical Education and Demonstrators of recognized Colleges or of the University Departments-
- (ii) In case of emergency when persons mentioned at (i) above are not available the Research Scholars, Research Fellows, Research Assistants, members of the non-teaching staff of recognized Colleges/ University Teaching Departments of the University.

Note:-

The following persons shall not be eligible for appointment as Superintendents and Assistant Superintendents:

- (a) Disqualified persons or superannuated persons.
- (b) Persons who have written or published any help-book or guide or cheap notes.
- (c) Persons who are related in any way to the candidates appearing at the centre.

A sizeable part of the supervisory staff shall preferably be appointed from the Department / affiliated institutions other than that where the centre is created.

If any persons appointed as Superintendent or as a member of the Supervisory Staff does not turn up for duty or keeps himself/herself absent willfully without showing proper and good cause or neglects the duty assigned to him, he shall be debarred from any University work in future.

15.3 The strength of Assistant Superintendent for a Centre shall be regulated as follows:

- (i) One Assistant Superintendent for every 30 candidates or a part thereof seated in a room.

- (ii) Where separate rooms are used, each room will have at least one Assistant Superintendent.
- (iii) One additional Assistant Superintendents for keeping off outside interference and for other general assistance when the number of candidates is above 30.

The seats should be so arranged in each room that minimum numbers of Assistant Superintendents are on duty. The number of candidates seated in each room should be in multiples of 30 as far as practicable.

- (iv) The number of Assistant Superintendents for the first day of the examination will be according to the number of candidates given in the Centre Statement, but on subsequent days the strength will be governed by the number of candidates who actually appear in the first paper of subject and not by the number shown in the Centre according to the actual number of candidates taking the exam in first paper of a subject.
- (v) On days when there are two sessions the Assistant Superintendents engaged for the evening should be from amongst those deputed for the morning session. Only those Assistant Superintendent should be appointed on single-session days who cannot be accommodated on the double-session days owing to decrease in the number of candidates.
- (vi) When the number of Assistant Superintendents required is greater than that given in the list supplied by the office, on account of additional rooms, casual Assistant Superintendents may be appointed and sanction of the controller of Examinations on relevant form obtained immediately. This sanction must be attached to the contingent bill to avoid unnecessary delay in payment. The appointment of a casual Assistant Superintendent shall be only for the session in which the necessity arises. In no case should the casual Assistant Superintendent be included in the regular number of Assistant Superintendents allotted to the centre for distribution of payment.
- (vii) For practical Examinations the number of Supervisory staff will be determined on the recommendation of the Principal/chairpersons concerned or the controller of Examinations.
- (viii) There shall be one clerk at each center. An additional clerk will be allowed when two or more different examinations are being held simultaneously or the number of candidates exceeds 240.

The following examinations will be treated as one examination for the purpose of this rule:

"3, 4 or 5 year Degree Courses"

The Assistant Superintendents are directly under orders of the controller of Examinations in matter of appointment and removal. Sanction for removal of an Assistant Superintendent must be obtained from the controller of Examinations telegraphically if time is short.

- (ix) Center Superintendent may, if situation demands immediate action, remove an Assistant Superintendent with the approval of Superintendent in chief, in anticipation of the approval of the controller of Examinations to whom a full report giving the details of the necessity for such removal must be sent through the Superintendent in chief, latest by the day following such removal.
- (x) In case on inspection it is found that the Supervision at a center is defective, he may appoint/replace an Assistant Superintendent and report the matter to the controller of Examinations giving the following information.
- "Name and address of the Assistant Superintendent, date of examination, number of candidates (room-wise), specific reasons which necessitated the appointment and number of days/sessions for which sanction is given on mere ground of efficient supervision will not be considered enough."
- (xi) The Superintendent shall see that the allotment of turns to the Assistant Superintendents etc, leaves no room for a legitimate grievance. The Assistant Superintendent should, so far as possible, be allotted different places of duty every day. A duty chart of supervisory and the service staff engaged at the centers has been provided in the Superintendent's file. This form should be completed on the first day of the examination and should be available for inspection by the Inspector of centers.
- (xii) The rows of candidates to be allotted to various Assistant Superintendents should be kept a secret and communicated to the persons concerned only a short while before the commencement of the examination.
- (xiii) In case the Superintendent has been asked to arrange for an assistant Superintendent locally, he should appoint someone not related to the candidates in any way and communicate the name to the University for approval and record.

- (xiv) One Deputy Superintendent shall be appointed for every center to assist the Superintendent. The Deputy Superintendent will be an additional hand over and above the ratio of 1:30. On a day when the number of candidates does not exceed 30, the Deputy Superintendent shall perform the duties of the Assistant Superintendent also. An additional Deputy Superintendent may also be appointed at the discretion of the controller of Examinations in case the situation at a particular centre so warrants.
- (xv) All the members of the Supervisory Staff will be paid T.A/D.A as per University Rules when posted out of station.

16. Question papers:

The Superintendent-in-Chief shall be responsible for the safe custody of question-papers.

Opening of the parcel/s: The parcel containing the Bundle of question-papers shall be received from the Supdtt-in-Chief and opened by the Superintendent on the day commencement of the examination at 30 minutes before the start of the examination, in the presence of at least Deputy Supdtt./two Assistant Superintendents. The Superintendent and the witness shall examine carefully all the joints of the outer cover as well as of the envelope contain there in.

If any parcel of envelope containing question-papers appears to have been tempered with, the contents thereof should be removed without breaking the seal and the empty cover/s returned immediately to the Controller of the Exams. by name with a detailed report of the case. Examination in papers should not in any case be postponed without the permission of the Controller of Exams. The tempered envelope should be sealed again in the presence of Superintendent-in-Chief. For this purpose the superintendent shall have the packing material with him/her at the time of opening the insured parcels. The name of the examination subject and paper should be clearly mentioned on the new cover to avoid confusion later on.

In the case of breach of trust or infringement of rules, the superintendent will make himself/ herself liable for legal or departmental action or both.

Number of copies of question-papers as specified on the sealed envelope should be compared with the centre statement. The Superintendent and witness shall then check the total no. of envelopes and compare the copies of question-papers shown on the envelopes with the centre Statement in order to make sure that no subject mentioned there in has been omitted and that a

sufficient number of copies of question-papers have been supplied. Any discrepancy should be reported immediately by express telegram and also by phone, if necessary, to the Registrar/COE on the same day.

16.1 Penalty for not informing the discrepancy in Question-Papers Envelopes on the first day of Examination.

If the centre Superintendent fails to report the discrepancies regarding non-receipt of any question-paper on the first day of Examination a deduction of Rs 250/- will be made from his/her remuneration/TA/DA bill for every question paper packet deficiency of which is reported after the first the day of examination.

Subject not provided for: On first day of the exam, the Superintendent shall announce to the candidates the subject/s given the date-sheet, but in which question-papers have not been received by him/her or which have not been provided in the Centre Statement to verify that no candidate is appearing in any of these subject/s at his/her centre.

16.2 Opening the question-paper envelopes: Each envelope containing question-paper shall be opened in the examination hall, by the Superintendent on the date and hour fixed for the examination in that subject, in the presence of Deputy/Asstt. Superintendent and centre clerk after carefully examining the condition and joints of the envelope and the seals and verifying the subject with reference to the date-sheet. The certificate should be sent to the COE The joints of both outer and inner envelopes should be examined most carefully. The Superintendent shall open it leaving the seals intact, after signing the opening certificate printed on the envelopes (both outer or inner) together with the witness. The inner sealed cover should also be carefully examined to see the condition of seal/s and the figure written on the cover. If the Serial No. given on the inner cover is different from that on the outer cover, very great care should be exercised to see that the question-paper taken out is the right one this precaution is necessary even otherwise.

16.3 As soon as the sealed envelope containing question-papers has been opened the Superintendent shall see before distributing them that it is the right question-paper as given in the date-sheet. In case of its being different, the question-paper should be sealed without reading the questions and outer of its being envelope carefully checked to see that wrong envelopes has not been opened. If there has been no such mistake

further instructions should be promptly obtain from the Controller of Examination,

Cautions-(i) *Care should be taken that the same persons do not sign the certificate of opening every day. The Deputy Superintendent, however, when on duty must be one to the witness provided that if there is only one Assistance Superintendent, Centre Clerk and the Principal of the College/Institution concerned or his nominee.*

- 16.4 If any envelope is found to be tampered with while in the possession of the superintendent, the Deputy/Asstt. Superintendent or in his/her absence the other witness shall not sign the certificate. They must inform the Registrar telegraphically but the Examination should continue.
- 16.5 **Penalty for opening a wrong envelope-** If a question paper meant for a different day or time is wrongly opened, the Registrar/Controller of Examination must immediately be informed telegraphically, and also on phone, if necessary mentioning clearly if anyone has read it or not. No honorarium will be paid to a Superintendent who, through an oversight opens a wrong envelope and to the Dy. Supdt./Asstt. Superintendents & centre clerk who have acted as witnesses for the opening of that packet. The person/s thus at fault is/are also liable to be disqualified for future appointed for a period to be determined by the Vice-chancellor.
- 16.6 **Envelope not to be opened if no candidate is appearing:** No Envelope containing question paper should be opened unless the Superintendent has made certain that there is at least one candidate taking the examination in that paper. *If no candidate is present for a particular paper the envelope should be returned un-opened to the COE along with other paper on the termination of the examination.*
- 16.7 **Insufficient copies of question-papers:** If per chance the number of copies of a question-paper is found less than the no. of candidate, the Superintendent should dictate the paper to the candidate without disturbing other candidate and given them extra time equal to that spend in dictation. Report must be made of it to the Registrar/Controller of Examinations.
- 16.8 **Medium for translation into English:** In certain examinations candidates have option of offering Hindi, Punjabi, Urdu, etc. as the medium for translation into English. If by chance no copy of the question-paper in particular medium is received by the Superintendent he/she



should arrange to get the passage translated if possible or dictate it as it is so, that the candidate writes it out in the script he/she knows.

16.9 Misprints in Question-paper : The Superintendent shall remain in the Examination Hall during the time allotted for each paper and shall immediately draw the attention of Controller of Examination to any misprints, mistranslation or ambiguity in the question-paper which may come to his notice.

17. Creation of examination centers

17.1 The examinations shall ordinarily be held in the state of Haryana at such centers as may be approved by the Vice-Chancellor. A centre outside the state of Haryana may also be created for any special reasons.

Out-of-the-way places, where it is not possible to exercise effective supervisory control, shall not be created Examination centers.

17.2 Application for creation of an examination centre will be considered only if the minimum number of candidates likely to appear at the proposed centre is as stated below:-

(i) A centre for each Professional Examination will be created irrespective of number of candidates.

(ii) Combined Centre for men and women

If more than one examination is held at a centre, the requirement of minimum number of candidates under these rules shall not be necessary.

(iii) For supplementary Examinations the minimum number of candidates for retaining a centre on any one day shall be: 70 for men & 30 for Women.

17.3 Creation of centre shall further be subject to the following conditions:-

(i) Satisfactory and adequate arrangements are available.

(ii) It shall be obligatory on the part of recognized institutions where centers are created, to provide suitable accommodation and adequate furniture free of charge and to undertake full responsibility for the prevention of use of 'unfair means' at the centre. The management of the institution concerned shall take disciplinary action against a member of the staff where it is proved that unfair means were used with his help or connivance, and report the same to the controller of Examinations. In case of Government Institution, the Director of Higher Education, Haryana, would take necessary action.

- (iii) If any Institution fails to prevent copying or outside interference in the centre of Examination, the Vice-Chancellor may either abolish the centre of Examination or impose a penalty as prescribed or more and allow the continuation of the centre. In the latter case all the supervisory staff for this centre shall preferably be appointed from outstation or from another Institution.

17.4 The application for creation of a centre should be submitted by the college concerned Director/Principal to the University so as to reach three months before the date fixed for the commencement of the examination.

17.5 If the number of candidates at a centre already sanctioned has fallen below the prescribed minimum number, the centre will be discontinued. In order to determine, the number for retaining a centre, the average of the last three days will be taken into consideration.

18. Change of examination centers

18.1 Ordinarily, a candidate shall have to take the examination at a centre fixed by the University. If, however, a candidate wishes to take examination at some other center, he/she shall make an application on the prescribed form accompanied by the prescribed fee.

18.2 Application for change of centre shall be submitted through the Head of the Institution concerned.

18.3 A candidate may be permitted to change the Examination centre under the following circumstances:

(i) If he or his father or legal guardian is transferred and the fact of transfer is certified by the Head of office or Department in which he or his father or legal guardian is employed.

(ii) If the change of centre is necessitated by reasons of his ill health and the fact of illness is supported by a certificate from Govt. Doctor of Gazetted Rank or the University Medical Officer.

(iii) The controller of Examinations may, in order to avoid hardship, permit change of centre in an exceptional case.

18.4 The application must be accompanied by two copies of the candidate's photograph bearing candidate's signature in full duly attested on the back by the officer mentioned in clause-2.1.

18.5 Application and fee for change of centre shall be entertained upto one month before the date of commencement of the examination concerned

except that in case of government servants such applications may be entertained up to 15 days the date of commencement of examinations.

- 18.6 The fee for change of centre from one station to another shall be Rs. 200/-. The fee is not refundable unless the change has been rejected by the University. The application for refund shall be entertained only if received within three months from the date of issue of the letter rejecting the application.

19. Admission of candidates and seating arrangements, etc

- 19.1 **Seating arrangement:** A day before the commencement of Examinations the Superintendent shall make satisfactory arrangements of seats according to the confidential list in such a manner as to render all communication between the candidates impossible. Seating plan should be changed frequently.

- 19.2 **Plan of the Examination hall and date sheets:** The Superintendent shall get plans of the seating arrangements typed showing the order of seats allotted to the candidate and the direction they face. A copy of the plan is to be sent to the Asstt. Registrar (conduct). A copy of each plan and the date-sheet should be pasted at a conspicuous place outside the examination hall/room a day before the commencement of the examination. Similar procedure is to be allotted in case of subsequent changes in the plan of seats.

If there are any Almirah in the side wall of all or room used as examination centre, the Superintendent shall see that these Almirah are locked.

- 19.3 **Roll No. and photographs:** The Roll No. of each candidate shall be written on each table in a conspicuous place so that the candidate may readily find his/her place and the photograph of private candidate should be pinned to the table. This does not apply to professional examinations. When there are two sessions a day, the photographs of the candidates appearing in the morning session should be collected after the session is over to make room for photographs of the candidates to appearing in the afternoon. The photographs be collected after the termination of the session.

- 19.4 **Arrangements of urinals, etc.:** The Superintendent should carefully see that arrangements for urinals and latrine to be used by the candidate are available near the examination centre, in case there is no pucca

urinals or latrine near the centre, the head of the Institution should be requested to provide this facility by making temporary arrangement to the satisfaction of the Superintendent without any cost to the University.

Superintendent shall see that one of the Asstt. Supdt. always accompany

- 19.5 Admission on production of Roll No. slips individually and not collectively-
(i) each candidate is supplied by this office with a roll no. slip as an authority for admission to the examination centre. The candidates are to be admitted on production of the slips which should be collected from the candidate on the last day of the examination, and Supdt. shall arrange Roll no. slips Examination wise and forward these to the Asstt. Registrar (conduct) along with other papers on the termination of the examination. The Superintendent shall not admit any candidate whose name is not shown in the confidential list or allow any candidate to take an optional subject other than that shown against name.
- 19.6 Each candidate (regular or private) must be directed to present the Roll No. slip to the Superintendent of the Examination centre individually and under no circumstance are the Roll No. slips to be accepted by the Superintendent of the Examination centre collectively.

20. Production of Identify Cards:

- 20.1 The Centre Superintendent of the examination centre is also required to check up the Identity with regards to his identity may be obtained from the principal concerned.
- 20.2 **Provisional Admission:** The Superintendent of a centre may admit a candidate provisionally entirely at the candidate's own risk and responsibility, under the following circumstances. All case of such admission is subject to the final orders of the Registrar/Controller of Examinations (see Annexure-X).
- (i) when a candidate has not been issued a Roll No. by the University, but he/she satisfies the Superintendent by production of original documentary proof that he/she had duly submitted his/her admission form and fee to the University within the prescribed date. In such a case the Superintendent must collect two copies of photographs of the candidate only with his/her name, father's name and mother's name and examination written on the back of the candidate's and attested by the Superintendent. A copy of the photograph should be forwarded, on the

- same date, to the controller of Examination along with a full report including the candidate's particulars.
- (ii) If on the first day of the examination a candidate, by mistake presents himself/herself at a centre other than the one allotted to him/her by the University and the Superintendent is satisfied that there is not an enough time for the candidate to reach his/her examination centre in normal time. For subsequent days the candidate is not to be allow without confirmation from the Asstt. Registrar of the result branch concerned.
- (iii) In all case of provisional admission the Superintendent must also obtain a written statement from the candidate explaining the circumstance under which provisional admission to the centre has been sought. This statement must also be accompanied with a declaration (specimen from the printed on the next page) and submitted to the Asstt. Registrar result as the case may be by registered post immediately. Answer Books of such candidate must be sent separately under registered cover to the Asstt. Registrar (secrecy) till further instruction. If no Roll No. has been allotted to such a candidate by the University, the Superintendent shall attach separate slip with answer book mentioning full particulars of the candidate.
- (iv) When a candidate has not produced his/her Roll No. slip on demand on the first day but his/her name exists in the confidential list of candidate, in such a case the Superintendent should admit the candidate provisionally after realizing the fee of Rs 50/- (for intimating Roll No. telegraphically and sent telegram to the Asstt. Registrar (conduct), as the case may be, immediately for communicating the candidate's Roll No. telegraphically. The candidate shall not be allowed to sit in the examination in the subsequent paper unless he produces his Roll No. slip.
- (v) All dues collected by the Superintendent from the candidate on behalf of the University must be remitted through Demand Draft in time, under intimation to the Asstt. Registrar (results) as the case may be, to avoid complication in the payment of the Superintendent bills. Draft Commission is to be realized from the candidate concerned. All dues shall be realized by the Centre Superintendent against proper receipt in form.
- (vi) All documents collected from the candidate where so instructed by the University must be sent to the Asstt. Registrar (results) as the case may be and a record should be maintained for future reference.

- (vii) **Discrepancy in the subjects offered:** No candidates can appear in a subject not originally offered in his/her admission form unless and application for change of subject along with the fee of Rs.100/- has been received in this office one month before the date of commencement of the examination and sanctioned by the Registrar/Controller of Examination before the commencement of the Examination. If, however, a candidate insists that he/she offered a subject which is not shown in the list of candidate supplied to the Superintendent the later should allow the candidate to appear in that subject provisionally, on submission of a declaration to the effect that he/she is appearing in this subject entirely at his/her own risk and responsibility, and shall have no claim to the evaluation of the answer books in question unless it is found that the candidate has actually offered the subject in his/her admission form in accordance with the instructions.

The Superintendent should send the declaration obtained from the candidate to the Asstt. Registrar (results), as the case may be, on the same day along with his report. The answer-book such candidate must be sent to the Asstt. Registrar (secrecy) in the main packet.

- (viii) **Late arrival of candidates:** The doors shall be opened each day at least 5 min. before the time specified for the distribution of question-paper. All the candidates must be in the examination hall before the time fix for the commencement of the Examination. Time means Post Office/Radio Time.
- (ix) The Superintendent shall permit a candidate to take examination provisionally if **the candidate is not more than half an hour late.**

The Superintendent shall send to the office of examination branched concerned as given on the title page a detailed account regarding the cause of delay on the part of the candidate.

The candidate must sign a declaration to the effect that his/her admission to the examination is provisional and that he/she will have no claim to have his/her script valued in case the Vice chancellor does not approve of his/her admission to the examination.

- N.B.** The Superintendent shall also submit a list of candidate not admitted to the examination hall with reasons for refusal of admission.

- 20.3 Identification Sheets :** Candidates present in each session shall be asked to give their full signature against their Roll Nos. in the blank identification sheets were serial number of the answer-book be also got

noted, sent by the office and the same shall than be compared with the Roll Nos. slips of the candidates. Discrepancies, if any, should be settled before the candidate to be allowed to leave the examination hall. In case the signature of a candidate in the above mentioned two documents do not agree the matter shall be immediately reported to the COE along with the candidate explanation. His/her answer-books should be treated as stray answer-book and dispatched separately. Separate sheets should be used for each examination.

- 20.4 **Illness of a candidate** : In case a candidate falls ill in the examination Hall, the Superintendent may send for a qualified doctor for his/her treatment, if the candidate so desires. Doctor's fee in all such cases shall be paid by the candidate before sending for the doctor.

Special arrangement for amanuensis (writer of answers):

20.5 A candidate may be allowed help of an amanuensis (writer) if:

- (a) He is blind.

Or

- (b) he is permanently disabled from writing.
- (c) He is temporarily disabled from writing. Such as fracture of the right or left arm, forearm or dislocation of a shoulder, elbow or wrist etc. the candidate shall produce a certificate from a Professor of the specialty concerned of a Medical college, and where there is not Medical College, from a Govt. doctor of a gazetted rank or the University Medical Officer to the effect that the candidate is unable to write his answer-books because of the temporary disablement.

On a written request from the candidate through the Head of a Teaching Department/Principal of a College, the Registrar/Controller of Examinations shall allow an amanuensis and inform the Superintendent of the centre concerned.

In case a person's physical handicap is such as to render him incapable of answering the paper in the prescribed time, an extra time up to half an hour for a paper may be allowed. For blind persons, however, the extra time of one hour will be allowed.

- 20.6 The amanuensis shall be of a lower grade of education than the candidate and may be from the same institution to which the candidate belongs.

However, the condition shall not apply in case of candidates of B.Ed. class and private candidates.

20.7 The Superintendent shall arrange a suitable room for the disabled candidate and put on duty there one additional Assistance Superintendent for his/her out of the list supplied by the University office.

20.8 (a) The candidate, other than a blind person, shall pay in advance to the University, the remuneration payable to the Additional Assistance Superintendent at the prescribed rate.

(b) The answer-books of blind candidates should be sent to the Assistance Registrar (secrecy) separately with the report of the Centre Superintendent.

The dues of writer and the Assistant Superintendent will be included in the bill of the supervisory staff by the Superintendent of the centre concerned.

20.9 **Indiscipline by candidates or interference by the outsiders:** The Superintendent should immediately contact the principal or the person deputed by him to help the Superintendent, or, if necessary, the Deputy commissioner of the District and the police authorities in case of any incident connected with the safe custody of question papers or any other un-toward happening beyond his/her control which may disturb the smooth functioning of the examination centre. He/she should also inform of the Registrar/Controller of Exams on phone, if possible, otherwise by the telegram forthwith.

20.10 **Loss of answer book:** A candidate whose answer-book is lost after it has been received by the Centre Superintendent of the examination, and who, but for this answer book, would have either passed in the examination or is likely to be placed under compartment/re-appear, shall, unless he/she opts re-examination, on a date to be fixed by the Controller of Examinations be deemed to have obtained in that paper marks equal to the marks obtained by him/her in the other theory paper of the same subject and if there was no other theory paper in that subject or if there were more than two theory papers in that subject, marks equal to the average of the marks obtained by him/her in the other theory papers of the programme of that very semester. However, if the answer book (s) is/are lost after original evaluation and is/are not traceable for re-evaluation on account of any reason, the candidate concerned will be

offered re-examination in that paper at next examination provided he/she has already obtained pass marks in the paper. If however, the candidate does not want re-examination, his/her previous result may stand unchanged. No re-examinations fee shall be charged for a candidate who opts for re-examination under this clause. If there is a dispute as to whether a candidate's answer-book was duly received or not, the findings of the Controller of Examinations subject to confirmation by the Vice-Chancellor shall be final.

- 20.11 **Complaint against question paper:** The complaint regarding end semester theory examination, if any shall be submitted by the student (s) through Chairperson of the Department/Director/Principal of the institution within 7 days of the examination to the office of Controller of Examinations. The committee consisting Dean of Faculty, Chairperson of the Department offering the course, Nominee of Vice-Chancellor & Controller of Examinations/his nominee shall examine and submit the report with specific recommendation regarding re-examination or award of grace marks with justification to the Controller of Examinations within 7 days. The Vice-Chancellor shall be final authority to take decision on the recommendation of the committee

22. Directions to candidates for examinations

- 22.1 The Examinations Hall shall be opened each day at least half an hour before the time specified for the distribution of the question-paper and all candidates must be in the hall by the time specified. No candidate who is late by more than half an hour shall be admitted to the Examination Hall.

When a candidate leaves the hall, he shall, before doing so, hand over his answer-book to the Assistant Superintendent concerned, and he shall, on no account, be re-admitted. No extension of time shall be granted to a candidate on ground of late arrival.

Each candidate shall show, on demand, his Roll No. (Admit Card) for admission to the Examination Hall.


- 22.2 No candidate shall be permitted to leave their Hall until the expiry of half the time after the distribution of the question-paper. A candidate leaving examination center after the Expiry of half the time will not be allowed to take the question-paper with him. The question paper will be allowed to be taken outside the Examination Hall only after the expiry of full time.

- Each candidate must write his Roll No. on the question paper issued to him at the space provided for the purpose.
- 22.3 A seat, with his roll Number shall be allotted to each candidate. Candidates shall find out and occupy their allotted seats.
- 22.4 No candidate, without the special permission of the Superintendent shall leave his seat or the Examination Hall until he finishes his paper.
- 22.5 Each candidate shall write on the outside of his answer book his Roll Number before he starts answering the question- paper. When the time allowed has expired, the answer book shall be delivered up even though the candidate may not have answered any part of the question paper.
- 22.6 All candidates are required to bring their own writing instruments. No candidates shall tear a leaf of an answer- book.
- 22.7 Candidates are forbidden to write answers (or anything else) on the question- papers or on the blotting papers, or to remove any paper from the Examination Hall except the question-paper.
- 22.8 Candidates are forbidden to write their names in any part of their answer-books or to write their Roll Numbers anywhere except in the space specified for the purpose.
- 22.9 Candidates shall sign their names on the attendance sheet when directed to do so by the Superintendent.
- 22.10 Candidates must not leave any pages blank between answers to various questions.
- 22.11 The candidates both at the Under-graduate and Post-graduates level are allowed to use non-programmable calculator during their examination. Scientific calculator shall not be allowed in the examination.
- 22.12 Candidates are not allowed to carry papers or a cellular phones into the Examination Hall.
- 22.13 Programmable calculators are not allowed in the Examination Hall.
- 22.14 All the examinees are required to read and obey the instructions/warnings carefully.
- 22.15 Log tables/ code books etc. may be arranged from the library of the institute in which examination centre is functioning.

23 Flying squad:

The flying squad committees of two faculty members (preferably of rank of Associate professors) for different days will be constituted by COE. The flying squad committees will have to follow following instructions:

- 23.1 The above committee members will ensure the following:
- (i) The examination centre is running smoothly
 - (ii) There is no discrimination in the number of question papers issued and the balance ones
 - (iii) Some candidates have been checked physically
- 23.2 These committees will take round of the examination centre; spend at least one hour at the examination centre to check the general conduct of examination and they will report the UMC cases to the C.O.E. (YMCAUST).
- 23.3 Superintendent of Examination will maintain a register in which flying squad will indicate their remarks about the conduct of examination. Supdtt-in-chief will also issue a certificate to the flying squad regarding their reporting to this duty on each day. This certificate is required to be submitted by the flying squad to the office of COE.
- 23.4 Interchanging of duties among faculty members will not allowed except in extreme emergency cases.


Office of Controller of Examinations
J.C. Bose University of Science &
TECHNOLOGY, YMCA, Faridabad

ORDINANCE VI: PUNISHMENT FOR USE OF UNFAIR MEANS

Standard Operating Procedure for dealing with Unfair Means Cases:

Appearing in the Examination is a normal activity in the life of the student. The examination should be taken as per the rules and regulations fixed or the purpose. No attempt should be made to use unethical practices during examination as that will expose the candidate to face penalties which are quite stringent besides carrying a stigma throughout the life. Centre superintendent & Invigilation staff should caution the students about this prior to the start of the examination every day and make frequent announcements to discourage the students to use unfair means to avoid facing the consequences.

A candidate found guilty of any of the following offences shall be deemed to have used unfair means and his/ her examination result shall be withheld. The decision of the unfair means Committee in imposing penalty for the offence committed by the candidate shall be final and binding on him/her.

Definitions:

- (a) "Examination" means the examinations conducted by YMCA University of Science & Technology.
- (b) "UMC" means unfair means case.
- (c) "University" means YMCA University of Science & Technology.
- (d) "Candidate" means the student of University having UID.
- (e) "Invigilator" means the faculty/staff on supervise the candidate during examination.
- (f) "Semester" means one of two usually 21 weeks periods that make up an academic year at the university/school/college
- (g) "Year" means an academic year.
- (h) "Unfair Means Case (UMC)" means:
 - (i) Writing name or putting signature or any other mark in the Answer Book which may disclose, in any way, the identity of the candidate. Roll No. is to be written only in the space provided for it and nowhere else.
 - (ii) Having in possession book(s), notes, papers or any other like materials connected directly or indirectly with the examination.

- (iii) Receiving or giving assistance in copying or in any form during the course of the examination.
- (iv) Smuggling in or out of the examination hall of answer book/continuation sheet etc. and tearing leaf/ leaves from the Answer Book or tampering with the Answer Book in any way.
- (v) Taking out or getting replaced an answer book or its any page or continuation sheet.
- (vi) Using abusive/ derogatory language orally or in the Answer Book against the Centre Superintendent./Examiner/Invigilator or threatening/ using violence towards Invigilators or Centre Superintendent.
- (vii) Impersonation, i.e. sending some other person to take the examination.
- (viii) Communicating with the Examiner or any other person connected with the Examination, with the object of unduly influencing him in any way.
- (ix) Any other type of misconduct or a deliberate previous arrangement to cheat in the examination.
- (x) Writing questions/ answers on any paper other than the Answer Book.
- (xi) Wrong statement in the application for admission such as tampering with the certificate/ statement of marks, etc. or forging a signature.
- (xii) Any other unethical and unlawful activity noticed by the Centre Superintendent.
- (xiii) Deliberately disclosing one's identify or making any distinctive mark in the answer book for that purpose.
- (xiv) Swallowing or destroying any note or paper found with the candidate.
- (xv) Any other case of Unfair means detect at any stage during or after the examination.
- (xvi) Note written on any part of cloth, body, desk, ID card, question paper, or any instrument, photocopy of written matter and use of electronic gadget like mobile phone etc.

(xvii) Consulting notes, books or any other outside person while going to toilet, etc. outside the examination room.

(i) Disorderly conduct in the examination Includes:

- (i) Any candidate misbehave in connection with the examination with the superintendent, invigilator, on any other staff on duty or another candidate in or around the examination centre, before, during or after the examination hours.
- (ii) Leaving the examination room before the expiry of half an hour, or without handing over the answer sheet to the invigilator or without signing the attendance sheet.
- (iii) Intentionally tearing off the answer sheet.
- (iv) Any weapon carrying to the examination centre.
- (v) Carrying mobile phone in the examination hall.

A. PROCEDURE TO BE FOLLOWED BY THE CENTRE SUPERINTENDENT IN BOOKING UNFAIRMEANS CASES:

1. Issuance of Second Answer Book

As soon as any case of unfair means or indulge in disorderly conduct comes to the notice of the Superintendent of the examination centre he shall take possession of the Answer Book of the candidate along with paper or other material found in his possession and provide the candidate with a second Answer Book immediately. On the top of Answer Book it should be super scribed 'Second Answer Book". The Superintendent shall record on the first Answer Book the time when the case was brought to his notice. He shall also record the time on the second Answer Book when it was issued to the candidate.

2. Explanation of the candidate

While issuing the second Answer Book, the candidate shall be asked by the Centre Superintendent to submit his explanation in writing. In case the candidate refuses to give his statement, he should not be forced to do so, only the fact of his refusal should be recorded by the Invigilator/s be on duty at the time of occurrence and such a statement of the Invigilator/s be attested by the Centre Superintendent.

3. Statement of the Invigilator

The Invigilator, who detects the use of unfair means or disorderly conduct by a candidate, shall also record his statement which shall be verified and signed by the Centre Superintendent.

4. Material found from the candidate

As far as possible precise information as to from where the material was found (in the pocket, desk, shoes etc.) should be mentioned in the statement of the Invigilator/s. The copying material so detected by an Invigilator should also be signed by the Invigilator and countersigned by the Centre Superintendent on each page and the total number of pages detected should be mentioned on the title of the Answer Book duly signed by the Invigilator and Centre Superintendent.

5. Procedure to be followed in case of smuggling out an Answer Book

In case a candidate has smuggled out an Answer Book, the Centre Superintendent should call for the student directly and try to secure the Answer Book. In case of non-availability of the Answer Book, the matter should be reported to the police and a copy of the FIR be sent to the office of the COE along with the statement of the Invigilator present in the room and also of the candidate. The statement of the peon/ police constable etc., if any should also be forwarded.

6. Other cases of Unfair Means:

- 6.1 Impersonation:** In case of impersonation, the Centre Superintendent should send to the COE, the statement of the person found to be impersonating, the Invigilator/s and the real candidate, if possible. He may also report the matter to the police and shall arrange for taking photographs of the impersonator from 3 angles (front and two sides, left and right) and send along with the case. The expenditure incurred in this connection shall be reimbursed by the university.
- 6.2 Misconduct:** In case of misconduct of a serious nature, the matter should be reported to the COE. Statement of the Invigilator/s and that of the peon/policeman concerned may be obtained and sent to the office of COE by the centre superintendent.
- 6.3** If candidate fails to deliver his/her answer book to the invigilator before leaving the examination centre, the Centre Superintendent should send the case in sealed envelope immediately after the examination of the day

to the COE with the statement of the Invigilator/s. He should also report the matter to the police.

7. Documents required to be sent in unfair means (UFM) cases

All case of UFM should be recorded in the form for reporting UFM cases. The form shall be accompanied by the following documents:

- a) One to Two Answer Books
- b) Explanation of the candidate
- c) Statement of the Invigilator
- d) Unfair aid material found from the student

Note: All the columns of the Performa must invariably be filled properly in order to strengthen the case complying with the instructions given in the Performa.

8. Dispatch of unfair means Cases

A separate sealed cover should be sent to the COE along with the prescribed Performa in each case booked daily under UFM.

IMPORTANT NOTES:

- 8.1 Before the examination begins the Centre Superintendent or the Deputy Superintendent of Examination centre shall call upon all the candidates to deliver to him/her all papers, books or notes which they may have in their possession. He/she shall also warn the candidates that if any of them fails to do so, he/she shall be liable to penalty. Where a late comer is admitted, this warning shall be given to him/her at the gate.
- 8.2 The Centre Superintendent or the Deputy Superintendent shall forward to the Controller of Examinations on each day of the examination a declaration signed by him/her to the effect that the warning as required in clause-1 above was administered.
- 8.3 The Centre Superintendent shall take action against an examinee who is found using or attempting to use unfair-means as defined in Clause-16 below, in the examination hall or within the premises of the exam centre.
- 8.4 The fact that a particular roll no. was booked under UFM should be recorded daily in the attendance sheet as well as in the statement for dispatch of Answer Book to the COE.

- 8.5 The candidate booked under UFM is not to be expelled from the examination centre in the paper.
- 8.6 Candidates found using any of the UFM are not to be debarred from appearing in the remaining papers.
- 8.7 Candidates can be physically searched by the Centre Superintendent./ Invigilators/ Member of the team of Observers deputed by the COE before or during the examination at any time except that as far as possible a female candidate should be searched by a female member only.
- 8.8 Normally when a candidate goes out to toilet etc. the invigilators must ensure that the Answer Book Question Paper of the candidate has been left behind on his seat in the examination hall.
- 8.9 At the end of the examination no candidate should be allowed to leave the room till all the scripts are collected, counted and found correct. If a candidate forces his way out with the answer script, the complete statement explaining the circumstances under which the candidate has left with the script should be made out. **In no case this provision should be used to cover up the loss of Answer Book.** The statement should also contain the time of the incident and details of the case as to how the candidate took away the Answer Book/ efforts made to recover the Answer Book should also be stated.
- 8.10 In respect of the cases detected by the members of the team of observers, the Centre Superintendent should forward the same to the COE after giving an opportunity to the candidate concerned to give his explanation. For these cases also requisite Performa should be used.
- 8.11 Proper procedure must be followed while reporting the UFM cases.
- 8.12 **In order to curb UFM/ Mass copying, the staff on examination duty at the examination centre must display their I-card indicating that the individual is on examination duty to check the entry of outsiders. Similarly, the team of the observers will also carry their I-cards/ Authority letter for disclosing their identity at the examination centre.**
- 8.13 All the cases regarding unfair means and disorderly conduct in the examination shall be reported before the committee i.e. "Unfair Means Scrutiny Committee" by the COE. The committee shall be constituted as under:

- (i) The committee comprises Dean (Student Welfare), Dean (Academic) and at least one member from concerned department.- passed vide AC/16.14(iii)
- (ii) Assistant Registrar/Deputy Registrar (Exam) will function as Member Secretary of the committee.
- (iii) The committee will communicate their decisions back to the COE within 03 weeks of receiving the unfair means cases. COE will send it to the Vice Chancellor for approval.
- 8.14 The Committee shall consider the report of the detector and the explanation; if any submitted by the candidate as well as the answers given by the detector to questions put by the candidate, if any, and pass necessary orders. The Committee may hear the candidate if so desired by him/her, and if necessary, call any person on the staff of the University or any Institution recognized/ maintained by it for evidence or clarification regarding the Unfair Means case.
- 8.15 If any person of the staff of the University or an Institution recognized/ maintained by it, who is found to be guilty of connivance of the use of Unfair Means at an examination, by omission or commission, or when called by the Unfair Means cases Committee, fails to appear before it, his/her case will be reported to the Vice-Chancellor for such action as considered necessary.
- 8.16 If the Unfair Means adopted by a candidate come to the notice of the University after the examination, his/her case will be decided by the Unfair Means Committee on such evidence as may be available after giving the candidate reasonable opportunity to defend himself/herself.
- 8.17 A candidate found guilty of use of Unfair Means shall be awarded punishment as under – passed vide AC/17.19:

Sr.	Offences	Penalties
1.	Copying material in his/her possession but did not use it.	Cancellation of current examination in the subject concerned. The candidate deemed to have secured zero marks in the cancelled paper.
2.	When the candidate is found talking to another candidate in or outside the examination hall, during examination hours, without the	



	permission of the supervisory staff.		
3.	Copying material (mobile phone, papers, books or notes) brought in examination hall and used it, having written notes on question papers or any on other instrument available with the candidate.	Cancellation of entire current examinations in all the subjects	
4.	Candidate intentionally tears off the answer book.		
5.	Candidate discloses his/her identity or marks distinctive mark in the answer book.		
6.	Candidate uses abusive or obscene language in the answer book.		
7.	Candidate assists or attempt to assist in any manner whatsoever any other candidate in answering the question paper		
8.	Where the answer book of the candidate shows or otherwise establishes that he/she received or attempts to receive any help from other candidate		
9.	Candidate is guilty of gross misbehaving with any staff deployed for the purpose of examinations before, during or after the examination.		Cancellation of entire current examinations in all the subjects and debarring from appearing in any subject in the next December/ May examinations
10.	Candidate leaves the examination centre without handing over the answer book to the invigilator or refuses to sign on attendance sheet.		
11.	Candidate disturbs or incites other directly/indirectly to disturb the examination during the exams or plans to do so even before/after the examination.		
12.	Candidate searched during the examination by the superintendent, invigilator or any member on exam		

	duty, swallows a note or paper or runs with it or destroying any such material intentionally.	
13.	Where the candidate brings in the examination hall the unauthorized answer book or continuation sheet	Cancellation of entire examination of the candidate and debarring him/her at any examination of the University during a span of two year
14.	Where the candidate sends out an answer book, question paper or any material related to examination.	
15.	Where candidate replaces his/her answer book or a page of answer book.	
16.	Where the candidate attempt to communicate directly or through a relative, guardian, friend or any other person with an examiner/invigilator with the object of influencing him or her in the award of marks or help during examination	
17.	Ran away with answer book or decamped the answer book.	(a) Action against the examination centre may be proposed by the Unfair Means Scrutiny Committee if there is any fault of examination centre and (b) Cancellation of result of the candidate and he/she may be disqualified from appearing in the next three year examinations. Matter may be reported to the Vice Chancellor in writing.
18.	Impersonation	Cancellation of current examination as a whole and disqualification from appearing in the next three years in any examination of University. Matter may be reported to the Vice-Chancellor in writing.
19.	Where candidate threaten the examination staff with a weapon of offence.	
20.	Where candidate is guilty of assault or inflicting any injury of the examination.	Cancellation of current examination as a whole and disqualification from appearing in the next five

21.	Candidate is guilty of forging the signatures of authority on the record book or any other document required in connection with the examination.	years in any examination of University. Matter may be reported to the Vice-Chancellor in writing.
22.	Mass copying or indulging in any other group activity leading to Unfair means	Cancellation of paper and any other action suggested by Unfair Means Scrutiny Committee.
23.	The answer book is not written in candidate's handwriting.	Cancellation of the total performance of the candidate and to debar him/ her for the next three years.
24.	Any other Unfair means not covered above which jeopardize the sanctity of University examination.	Any other penalty as may be recommended by the Unfair Means Scrutiny Committee.

- 8.18 The disqualification under this Ordinance will be treated as a failure in the examination and consequences of failure will follow. If a candidate is also disqualified from appearing at the next one or more examinations, he/she shall not be admitted to any course of study, or allowed to appear at any examination of this University, during the period of such disqualification.
- 8.19 If a candidate is found guilty of use of Unfair Means after his/her result has been declared, the same will be cancelled besides the candidate being awarded the punishment, which would have been awarded to him/ her had the fact of use of Unfair Means come to notice before the declaration of his/her result.
- 8.20 When the Committee is unanimous, its decision shall be final. If the Committee is not unanimous, the matter shall be referred to the Vice-Chancellor whose decision shall be final.
- 8.21 The Vice-Chancellor on an application made by the candidate within 30 days of the decision of the standing committee or suo moto may send back a case to the Unfair Means Committee for reconsideration, if in his/her opinion such a step is called for in the circumstances of the case.
- 8.22 If the Vice-Chancellor is satisfied, after enquiry that the sanctity of University examination has been violated, at an Examination Centre as a consequence of wholesale Unfair Means the Vice-Chancellor may order re-



examination besides taking action under regulations relating to Unfair Means.

- 8.23 Notwithstanding anything contained in this Ordinance the Vice-Chancellor will have the authority to take up himself any unfair means case and decide the same. For this purpose, the Vice-Chancellor can withdraw a case at any stage from the Unfair Means Scrutiny Committee to be dealt with by himself/herself.

B. ACTION BY THE COE IN DEALING WITH UNFAIRMEANS CASES:

1. Keeping in view the number of students booked under UFM, they will be sent a Show Cause Notice and asked to present themselves before the Unfair Means Scrutiny Committee on different dates or sent their statement of defense.
2. Results of the clear cases will be declared immediately on the recommendation of the Unfair Means Scrutiny Committee.
3. The student alleged to have indulged in unfair means and/or disorderly conduct shall be provisionally allowed to attend the next higher class pending the decision of Unfair Means Scrutiny Committee but shall forfeit the benefit of provisional facility if found guilty.
4. Approval of the Vice Chancellor will be obtained on the recommendation of the Unfair Means Scrutiny Committee for implementation.
5. In the event of the following happenings in examination centre strict action will be taken against the examination superintendent as well:
 - (i) The candidate decamps with the Answer Book.
 - (ii) Missing Answer Book vis-à-vis, the number of students present.
 - (iii) Mass copying.
 - (iv) Intentionally not reporting the unfair mean case.



Office of Controller of Examinations
J.C. Bose University of Science &
TECHNOLOGY, YMCA, Faridabad