

Convocation

(Under Rule 04 (xi) r/w 50 of the MoA)

- R 444** A Convocation for conferring Degrees, Diplomas and Certificates shall be held on the date to be fixed by the Vice-Chancellor in consultation with the Chancellor. At such Convocation, Dean of each Faculty or in his absence, the member of the Faculty, nominated by the Vice-Chancellor, as the case may be, present the persons who have sought admission to the respective Degrees, Diplomas, or Certificates. Such presentation takes place in the order laid down in Rules No. (416).
- R 445** In the meeting preceding the Convocation, the Academic Council shall recommend the names of persons who have sought admission to the degrees, diplomas and certificates to the Board of Management. The Board of Management shall consider the question of giving assent to confer degrees, diplomas and certificates and to pass the grace at the convocation upon person duly qualified for the same, and in accordance with such assent of the Board of Management, the grace shall be passed at the convocation.
- R 446** On the recommendations of the Academic Council under Rules No. (444) read with, clause (xi) of Rule 4 of MoA/Board of Management shall institute and confer the following Degrees, Diplomas and Certificates in tune with UGC provision of UGC Act 1956 at the Convocation to be held in accordance with provision made in these Rules.
- R 447** **Precedence amongst the members of the Board of Management and the Academic Council.**
- The Chancellor, Pro-Chancellor; if any, Chief Guest, the Vice-Chancellor, the Pro-Vice-Chancellor; if any, the Deans of Faculties, Chancellor's nominees on the Board of Management, the UGC nominee, members of the Board of Management, members of the Academic Council, Registrar, Controller of Examinations.
- R 448** **Procedure to be followed for Convocation Ceremony**
- a) Every student shall submit convocation form at the time of submission of examination form for the final year examination.
 - b) The Registrar shall scrutinise the applications received and prepare the list of the eligible candidates' faculty-wise, programme-wise.
 - c) The list so prepared shall be placed before the Academic Council for its approval and recommendation.
 - d) The list of the candidates as recommended by the Academic Council shall be placed before the Board of Management for its approval.
 - e) The exact date and timings of the convocation ceremony shall be communicated to the candidates by the Registrar.
 - f) The colour of the gown shall be as decided by the Board of Management.
 - g)
 - i) The Registrar shall, in consultation with the Vice-Chancellor, prepare minute to minute programme and rituals to be followed during the convocation ceremony.
 - ii) The Vice-Chancellor shall get the approval of the Chancellor for minute to minute programme.

- h) Normally, the minute to minute programme shall be in the following format:
- Arrival of the Hon'ble Chancellor at the campus, the Vice-Chancellor receives the Hon'ble Chancellor.
 - Arrival of the Hon'ble Chief Guest at the campus, the Hon'ble Chancellor will receive the Chief Guest.
 - Introduction of the Hon'ble Chancellor and Hon'ble Chief Guest to the Deans of faculties and members of the Board of Management and Academic Council.
 - The Hon'ble Chancellor and the Chief Guest are conducted by the Vice-Chancellor to the robing room. They robe and join the procession after group photograph.

R 497 Procedure of conduct of theory examinations at the centre

- a) The principal of the college or his representative shall be the internal senior supervisor for the examinations at his centre. The Controller of Examinations shall also appoint a suitable person as an external senior supervisor who is not connected with the college and along with internal senior supervisor shall have joint responsibility of smooth conduct of examinations at the centre.
- b) The internal and external senior supervisors shall be responsible for the smooth conduct of the examinations at the centre. All expenses incurred in connection with the conduct of the examinations at a centre shall be reimbursed by the university as per the rates approved by the university, from time to time. The internal senior supervisor shall submit a detailed audited account of the expenses incurred within a month from the last paper. The accounts shall be submitted in the prescribed forms supplied by the accounts section. The accounts section shall also supply the copy of the rules and payable rates of remuneration for the conduct of examinations to the internal senior supervisor.
- c) No person other than the candidates, invigilators and such other persons as may be authorised by the senior supervisor, shall be allowed to enter the premises of the examination centre. The Senior Supervisor shall take all necessary steps to ensure this by displaying a notice to this effect prominently.
- d) Candidates at all examinations shall strictly abide by the instructions that may be issued to them by the Controller of Examinations from time to time.
- e) The Controller of Examinations shall supply sufficient number of blank answer books and copies of question papers (in sealed packets) and other stationery as per the requirements of the centre to the senior supervisor everyday.
- f) The senior supervisor shall send the sealed answer papers to the Controller of Examinations directly.
- g) The senior supervisor, after the examination is over, shall prepare the consolidated statement of the answer books, question papers used for the examinations and submit the same in sealed envelope to the controller of examinations.
- h) The senior supervisor shall send the unused blank answer books and question papers in a separate sealed cover to controller of examinations.

Vigilance Squads

- R 498**
- a) The Vice-Chancellor may appoint vigilance squad consisting of three senior teachers to visit the examination centres. One of the members of the Squad shall be a lady teacher.
 - b) The Squad shall ensure that the examination is conducted as per the set procedure of the university and shall ascertain whether the senior supervisor and block supervisors (Invigilators) are following scrupulously instructions for conduct of the examination.
 - c) The Squad shall check the students who try to resort to malpractices at the time of examination and report such cases to the Controller of Examinations.
 - d) The Squad shall be authorised to visit any examination centre without prior intimation and enter office of the senior supervisor to check the record and other material relating to the conduct of examination. They can enter in any block of examination for checking the candidates identity card, fee receipt, hall tickets etc. to ascertain the authenticity of the candidate. The Squad shall be authorised to detect use of malpractices and unfair means in the examination, if necessary, by physical check. In case of female candidates, the physical check shall be made by the lady member of the Squad.
 - e) The Chairman of Squad shall submit the report on surprise visit directly to the Vice-Chancellor. The Squad may make suggestions in the matter of proper conduct of examination, if necessary.
 - f) The Dean/Principal/Director of the college where the centre of examination is located shall be responsible for the smooth conduct of examination. He shall ensure strict vigilance during the conduct of examination and shall ensure that no malpractice takes place during the examination.
 - g) The senior supervisors shall report copying cases, if any, to the Controller of Examinations immediately after the paper is over.

R 506 Grace Marks to be given to students for passing in the examination.

the following scheme for giving grace marks for passing in the examination is applicable.

“A candidate shall be given the benefit of grace marks only for passing in the examination as per MCI Rules for medical students.

For all other students the following shall be the grace marks scheme applicable –

Head of Passing Marks	Grace Marks upto
01 to 50	2
051 to 100	3
101 to 150	4
151 to 200	5

Provided that the benefit of such gracing marks given in different heads of passing shall not exceed 1% of the aggregate marks in that examination.

R 507 Unfair Means Resorted to by the Candidate

On receipt of a report regarding use of unfair means by any candidate in the examination, including breach of any of the rules laid down by the authorities, for proper conduct of examination, the Board of Examinations shall have power at any time to institute inquiry and to punish such unfair means or breach of the rules by exclusion of such candidate from any examination or from any course in a college or from any convocation for the purpose of conferring degree either permanently or for a specified period, or by cancellation of the examination result of the candidate for which the student appeared or by deprivation of any scholarship held by him or by cancellation of the award of any prize or medal to him or by imposition of fine, not exceeding Rs.5000/- or in any two or more of the aforesaid ways within a period of one year or as indicated in Bye-Law 526.

R 508 On receipt of report regarding malpractices used or lapses committed by any paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination conducted by the university or including breach of the rules laid down for proper conduct of examination, the Board of Examinations, shall have power at any time, to initiate inquiry and to punish such malpractices or lapses by declaring disqualified the concerned paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination work either permanently or for a specified period or by referring his case to the Registrar for taking such disciplinary action as deemed fit as per their service conditions.

Provided that, in case of external examiner, Controller of Examinations shall inform the Registrar of respective university, for the necessary action.

Competent Authority

R 509 The Board of Examinations duly constituted under these Rules shall be the competent authority to take appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the university.

R 510 Definition

Unless the context otherwise requires

- a) **“Unfair Means”** mean and includes one or more of the following acts of commission or omissions on the part of student/s during the examination period.
- i) possessing objectionable material and /or copying there from.
 - ii) transcribing any unauthorised material or any other use thereof.
 - iii) intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or man-handling him or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
 - iv) unauthorised communicating with other candidates or anyone else inside or outside the examination hall.
 - v) mutual and/or mass-copying.
 - vi) smuggling-out, or smuggling-in of either blank or written answer books as copying material.

- vii) smuggling-in blank or written answer book and forging signature of the Jr. Supervisor thereon.
 - viii) interfering with or counterfeiting seal of the university or office stationery used in the examinations.
 - ix) insertion of currency notes in the answer books or attempting to bribe any of the person connected with conduct of examinations.
 - x) impersonation at the examination.
 - xi) revealing identity in any form in the answer written or in any other part of the answer book by the candidate at the examination.
 - xii) or any other similar act(s) of commission and/or omission(s), which may be considered as unfair means by the competent authority.
- b) *“Unfair Means relating to Examination”* means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of coercion, undue influence or fraud or malpractice with a view to obtaining wrongful gain for oneself or to any other person or causing wrongful loss to other person/s.
 - c) *“Unfair Means Material”* means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten, electronic device/s or otherwise found on the person or on clothes, or body of the candidate or on wood or other material, in any manner or in the form of chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.
 - d) *“Possession of unfair means material by a candidate”* means having any unauthorised material in his possession or desk or chair or table or at any place within his reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.
 - e) *“Candidate found in possession”* means a candidate; reported in writing, as having been found in possession of unfair means material by Junior Supervisor, Senior Supervisor, member of the vigilance squad or any other person authorised for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it's being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible, provided report to that effect is submitted by the Senior Supervisors or any other authorised person to the Controller of Examinations.
 - f) *“Material related to the subject of examination”* means and includes, the material produced as evidence, certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (e) above, the presumption shall be that the material did relate to the subject of the examination.
 - g) *‘Senior Supervisor’* means Principal of the College where the examination center is located.

R 511 During examination, candidate shall be under disciplinary control of the senior and junior supervisors.

R 512 The senior supervisors shall, in the case of unfair means, follow the procedure as under:

- R 513** The candidate shall be called upon to surrender to the senior supervisor, the unfair means material found in his possession, if any, and his answer book.
- R 517** In case of unfair means of oral type, the Jr. supervisor and the Sr. supervisor shall record the facts in writing and shall report the same to the Controller of Examinations.
- R 522** Procedure to be followed by the Examination Lapses committee should be as under:
- a) The Controller of Examinations or the officer authorised by him, shall inform the candidate concerned in writing of the act of unfair means alleged to have been committed by him, and shall ask him to show cause as/so why the charge(s) leveled against him should not be held as proved and why the punishment stipulated in the show cause notice should not be imposed.
 - b) The candidate should personally appear before the committee on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him therein. The candidate himself only shall present his case before the committee.
 - c) The documents which are being taken into consideration or are to be relied upon for the purpose of proving charge(s) against the candidate should be shown to him by the committee, if the candidate personally presents before the committee. The evidence, if any, should be recorded in the presence of the concerned candidate.
 - d) Reasonable opportunity, including oral hearing, may be given to the candidate in his defence before the committee. The reply/explanation given by the candidate to the show cause notice shall be considered by the committee before making final recommendation.
 - e) The committee should follow the above procedure in the spirit of the principle of natural justice.
 - f) After serving a show cause notice, if the concerned candidate fails to appear before the committee on the day, time and place fixed for the meeting, the candidate may be given one more opportunity to appear before the committee in his defence. If candidate still remains absent or does not appear before the committee the committee, shall proceed with the case on the basis of available evidences and decide his case.
 - g) The report of the committee shall be placed before the Board of Examinations for final decision.

Punishment

R 526 The broad categories of Unfair Means Resorted to by candidate at the examinations and the quantum of punishment for each category thereof shall be as follows-

Sr. No.	Nature of Malpractice	Quantum of Punishment
a)	Possession of copying material.	<i>Annulment of the performance of the candidate at the examination in full*</i>
b)	Possession of electronic device/s or Actual copying from the copying material.	<i>Exclusion of the candidate from examination for one additional examination</i>
c)	Possession of another student's answer books.	<i>Exclusion of the candidate from examination for one additional examination. (Both the candidates)</i>
d)	Possession of another candidate's answer book and actual evidence of copying there from	<i>Exclusion of the candidate(s) from examination for two additional examinations. (Both the candidates)</i>
e)	Mutual/Mass copying	<i>Exclusion of the candidates from examination for two additional examinations.</i>
f)	Smuggling-out or smuggling in answer book as copying material.	<i>Exclusion of the candidate from examination for two additional examinations.</i>
g)	Smuggling-in of written answer book based on the question paper set at the examination.	<i>Exclusion of the candidate from examination for three additional examinations.</i>
h)	Smuggling-in of written answer book forging signature of the invigilator on the answer book or supplement.	<i>Exclusion of the candidate from examination for four additional examinations.</i>
i)	Attempt to forge the signature of the invigilator on the answer book or supplement.	<i>Exclusion of the candidate from examinations for four additional attempts.</i>
j)	Interfering with or counterfeiting of university seal or answer books or office stationery used in the examinations.	<i>Exclusion of the candidate from examination for four additional attempts</i>
k)	Answer book, main or supplement written outside the examination hall or any book.	<i>Exclusion of the candidate from examination for four additional attempts other insertion in answer</i>
l)	To bribe or attempting to bribe any of the person/s connected with the	<i>Exclusion of the candidate from examination for four additional attempts.</i>

	conduct of examinations.	
m)	Using obscene language/violence/threat at the examination centre by a candidate at the examiners.	<i>Exclusion of the candidate from examination for four additional attempts. examination to invigilators/ centre-in-charge.</i>
n)	Impersonation at the examination.	<i>Exclusion of the candidate from examination for five additional attempts (both the candidate if impersonator is student of the university).</i>
o)	Revealing identity in any form in the answer written or in any other part of the answer book by the student at the examination	<i>Annulment of the performance of the candidate at the examination in full.</i>
p)	Found having written on palms or on the body, or on the clothes while in the examination	<i>Annulment of the performance of the candidate at the examination in full.</i>
q)	All other malpractices not covered in the aforesaid categories	<i>Annulment of the performance of the candidate at the examination in full and severe punishment depending upon the gravity of the offence.</i>
r)	Possession of Electronic Devices	<i>Annulment of the performance of the candidate at the examination in full and Exclusion of the candidate from the examination for one additional examination.</i>

R 527 If on a previous occasion a disciplinary action was taken against a candidate for malpractice used at examination and he is caught again for malpractices used at the examination, in this event, he shall be dealt with severely. Enhanced punishment shall be imposed on such candidate. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.

R 528 Practical/Dissertation/Project Report Examination: candidate involved in malpractices at practical/dissertation/project report examination, shall be dealt with as per the punishment provided for the theory examination.

R 529 i) The competent authority, in addition to the above mentioned punishments, may impose a fine, not exceeding Rs.5000/- on the candidate declared guilty.

ii) The term “*Annulment of Performance in full*” includes performance of the student at the theory as well as annual practical examination, but does not include performance at internal examinations, term work, project work with its term work, oral or practical and dissertation examination unless malpractice is used there at.

R 535 Verification of Marks

Information as to whether the candidate's answers in any particular head or heads of examination have been examined and marked will be supplied to the candidate on his forwarding, an application accompanied by required fee for each head within fifteen days of the declaration of the results of the said examination.

The fee for verification shall be refunded to the applicant if it is found that there is (i) an omission to examine and/or mark any answer/answers, (ii) mistake in totalling of marks, (iii) mistake in transfer of marks from respective question to the first page of the answer book or transferring marks on marklist.

Provided that, the candidates applying for verification are not eligible for applying for revaluation in the same head or heads of examination.

R 539 Revaluation of the answer scripts of the candidates at the examination conducted by the university

- a) Where a committee consisting of 1. Dean of the Faculty and 2. One Expert in the Concerned subject, appointed by the Vice-Chancellor is satisfied that there is a *prima facie* case warranting revaluation of the answer books of any candidate for any reason deemed satisfactory, the Controller of Examinations may arrange for revaluation of the answer books of the candidate through some other examiner who could be either internal or external examiner as suggested by the Vice-Chancellor. Where the difference in marks awarded by the first and second examiners is more than 15%, then Controller of Examinations may arrange for a second revaluation of the said answer book by Third examiner either internal or external as suggested by the Vice-Chancellor. The average of marks awarded by the three examiners shall then be taken as the final marks.

Provided that, a candidate applying for revaluation is not eligible for applying for verification in the same head or heads of examination.

- b) A candidate who has failed in not more than three papers at the examination shall be eligible to apply for revaluation. However, not more than two papers as indicated by the candidate shall be revalued. In case where the examinations are held in part, the candidate may have two papers revalued every year. He must, however, have not failed in more than three papers in a year to be eligible to apply for revaluation.
- c) The applications for revaluation of answer scripts along with original statement of marks addressed to the Controller of Examinations shall be submitted through the Principal. The application for revaluation must reach the university office within fifteen days of the declaration of the result of the said examination.

In case where the delay in the declaration of the result is due to the mistake (commission or omission) of the candidate, the application of such candidate for revaluation may not be considered after the due date. The result of revaluation will be communicated to the candidates by the university within a period of six weeks from the last date of receipt of application for revaluation.

- d) The fees for revaluation of the answer book for each paper shall be decided by the university, from time to time. This fee shall not be refunded. However, if the application for revaluation is disposed of for want of eligibility three-fourth of the fees paid shall be refunded.
- e) The candidate applying for revaluation of his answer book shall have to give an undertaking to the effect that the result of revaluation shall be binding on him, subject to the Rules and also that he knows it well that the university shall not be responsible for delay in declaration of revaluation result due to unavoidable circumstances.
- f) The facility of revaluation shall not be permitted in respect of script of practical examinations/term work/internal assessment/sessional marks/ dissertation/theses and viva-voce etc.
- g) The candidate applying for revaluation shall submit the original statement of marks alongwith the application. In case, if the result of the candidate is changed due to

reevaluation then he shall be given a fresh statement of marks otherwise original statement of marks shall be sent back to the candidate.

- h) If the marks awarded in the paper by the original examiner and the marks obtained after reevaluation vary by 10% or more the marks after reevaluation shall be accepted for the revision of the result and the marks originally obtained by the candidate in the paper shall be treated as null and void.

In case where there is a variation of less than 10% the original marks shall remain unchanged.

The Vice-Chancellor may arrange for reassessment centrally at the university depending upon the bulk of answer books in a subject or he may get them assessed by the external examiners.

- i) As a result of reevaluation -
 - i) If the candidate attracts the provisions of condone of deficiency and of exemptions and compartments, the same shall be applied to him.
 - ii) the candidate, however, shall not be eligible for merits, medals, prizes or any other award, as a result of reevaluation.
- j) The memorandum of instructions for guidance of the examiners if prepared by the paper setters including the scheme of marking, and model answers, if any, shall be sent to the re-valuer to enable him to evaluate the concerned answer book objectively and in accordance with instructions/scheme of marking.
- k) The examiner shall be paid remuneration for the reevaluation of the answer book as per the rules, from time to time.
- l) Postal charges will be paid separately on production of postal receipts by the examiner concerned.

R 540 Rules and Procedure for supply of photo copy(ies) of answer script(s) to the candidates

- a) The facility of obtaining photo copy(ies) of assessed and/or moderated answer book(s) by the candidate(s) is/are extended with a view to bring transparency in the conduct of examination and ensure its credibility.
- b) This facility, provided, shall be restricted to theory papers only.
- c) The photo copy(ies) of answer book(s) of practical examination, sessional marks, viva-voce, dissertation, thesis shall not be supplied to the candidate(s). The photo copy(ies) shall be supplied on the payment of non-refundable fee which shall be decided by the university, from time to time by cash or by DD drawn in favour of the Registrar.
- d) The prescribed application form for obtaining the photo copy of answer book can be obtained from the examination division.
- e) The candidate shall fill-up the prescribed application form for obtaining photo copy of answer book and sign and submit it to the Controller of Examinations or an officer authorised to receive it within fifteen days from the date of the declaration of general result of the examination. Incomplete form shall be rejected without assigning any reason and the fees paid alongwith the application form shall not be refunded.
- f) The university shall endeavour to supply photo copy of answer books within twenty one days from the date of receipt of application.
- g) The photo copy shall be supplied only to the candidate by registered post AD and not to any other person.
- h) For obtaining the photocopy(ies) of the answer book(s), candidate will have to submit his application through the Principal along with authenticated/attested copy of the identity card and hall ticket.
- i) On receipt of photocopy(ies), the candidate shall be the sole custodian of it and under no circumstances he shall transfer the same to any other person or for any other purpose(s).
- j) The photocopy(ies) so obtained by the candidate shall be for his exclusive and relevant use. If the candidate so desires, he can use it only for the purpose of getting the redressal of the grievances through the redressal mechanism provided by the university under these Rules.
- k) If the candidate is found guilty of indulging in any unfair act/attempt, he shall be liable to be tried before the committee constituted under Bye-Law No. 307, and the decision of Board of Examinations based on the recommendation of said committee shall be final.
- l) If his/her indulgence/commission in unfair act/attempt is proved, the candidate shall be liable for the punishment which shall include: (i) cancellation of his appeal before the redressal committee and in case the appeal is favourably decided, such decision shall stand revoked, (ii) annulment of examination(s) for a stipulated period of maximum upto five examinations, (iii) cancellation of his result of the examination.

- m) While obtaining the photo copy(ies) of answer book(s) the candidate shall have to submit application in prescribed form.
- n) On receipt of photo copy(ies) of desired answer book(s), if the candidate is not satisfied with the marks awarded to him by the original examiner or in accordance with relevant Rules he may apply for redressal of grievance to the Controller of Examinations in the prescribed form, challenging the valuation done.
- o) The prescribed form for redressal of grievances regarding valuation of answer books can be obtained from the examination division **ANNEXURE - No.VII**.
- p) The candidate shall have to mention clearly in the application form, the reasons of his grievances and specify clearly question wise, his points of objection to the valuation done with proper justification.
- q) The prescribed application form duly filled in shall be accompanied by fees which shall be decided by the university; from time to time, per paper payable in cash at the university office alongwith the certified photo copy of marklist.
- r) The candidate shall fill up and sign prescribed application form and submit the same to the Controller of Examinations within seven days from the date of the receipt of the concerned photo copy. Incomplete application form(s) in any respect shall be rejected without assigning any reason and the fees paid alongwith the application form shall not be refunded.
- s) The application for redressal of grievances received after the last date shall not be accepted under any circumstances, whatsoever.
- t) The application(s) for redressal of grievances, so received shall be placed before the redressal committee, consisting of the following:
 - a) Dean of the faculty concerned; - Chairman
 - b) Chairman of the Board of Studies - Member in the subject concerned;
 - c) One teacher having twenty years of teaching experience in the subject/ paper, nominated by the Vice-Chancellor; - Member
 - d) The Controller of Examinations - Secretary
- u) No person shall be nominated on such committee whose near relatives case is being heard.
- v) The presence of subject expert in the meeting of redressal committee shall be mandatory.
- w) The Controller of Examinations shall convene the meeting in the subject concerned and place all the answer books of the subject concerned.
- x) The committee, shall verify the original answer book(s) and photocopy(ies) of the same and evaluate the mark(s) allotted to the answer(s) in the light of the reasons of the grievance and the claims of the candidates and shall make specific recommendations in writing, as to whether the claims of the candidates have any merit and thereby justifies re- assessment or the claims are baseless and deserve to be rejected. The decision of the committee shall be final.

- y) Subjectwise/paperwise answer books recommended for re-assessment by the committee, shall be assessed centrally by masking the identity of the candidate and marks given by the first examiner.
- z) These answer books shall be assessed by other senior teacher who has twenty years teaching experience for paper concerned.
- za) After the assessment of the papers the same shall be moderated as per these Rules.
- zb) The marks given by the moderators shall be placed before the committee and after the meeting of the committee the same shall be communicated to the candidate and the Principal.
- zc) In case original marks are changed, the university shall supply fresh statement of marks to the candidate after receipt of the original marklist. Original marklist after making necessary entry shall be shredded by the Controller of Examinations.
- zd) The process of redressal of grievances shall be completed as far as possible within a period of thirty days from the date of the receipt of application for redressal of grievances.
- ze) The photo copy(ies) of the answer books, re-assessed by the subsequent examiner(s) shall not be supplied to the candidate.
- zf) The proceedings of the committee shall be placed before the Board of Examinations along with its specific recommendations about the examiners, if any, for further action.