

## **Chapter - XXIII**

### **Examinations General**

This has reference to Chapter XVI 'Examinations' page 119, University Calendar, 2005

#### **1. Disciplines for Master's Degree**

Candidates may seek admission to programmes of studies leading to Master's Degree in any of the following disciplines:-

- i) Management Studies
- ii) Information Technology
- iii) Applied Mathematics
- iv) Computer Applications
- v) MBA-Financial Management
- vi) Biotechnology & Bioresources
- vii) Arabic

and later in such other disciplines as may be introduced by the University on the recommendations of the Competent Bodies.

#### **2. Applications for Admission to Examinations**

Examinations in various programmes of studies leading to Master's Degree in the disciplines as indicated above shall be conducted by the university on the dates as indicated in the Statutes.

Provided that the Vice-Chancellor shall be competent to alter the statutory dates of commencement of various examinations, in exceptional circumstances, in consultation with the Dean of the School/Head of the Department. Notice of any such change shall be issued by the Controller of Examinations through a notification atleast ten days before the dates fixed for the commencement of these examinations under the Statutes.

#### **3. Date of receipt of Examination Admission Form**

The last date for receipt of examination admission forms and fees in the university office shall be as follows:-

- |                             |            |
|-----------------------------|------------|
| i) I, III and V Semesters   | October 15 |
| ii) II, IV and VI Semesters | March 15   |

However, the Vice Chancellor shall be competent to alter the dates as the situation may demand.

#### 4. Scrutiny of Admission Forms

All applications for admission to the university examinations shall be scrutinized with reference to Register of Students. The Controller of Examinations may refuse the application of a candidate about whom complete particulars have not been furnished, or may require him to submit complete particulars and documents within a specified time limit.

#### 5. Examination Fee

Each candidate shall pay the following fee or the fees as may be prescribed by the university from time to time, alongwith his application for admission to examination:-

- |  |                     |
|--|---------------------|
| a) Permission fee<br>(For private candidates only)   | Rs. 20/-            |
| b) Marks Card fee  | Rs. 30/-            |
| c) Semester Examination fee  | Rs. 1200/-          |
| d) Re-appear   | Rs. 500/- per paper |
| e) Registration fee<br>(in case the candidate is not already registered with the university) | Rs. 100/-           |
| f) Eligibility fee<br>(in case the candidate has migrated from another University)           | Rs. 200/-           |

Provided that blind and physically handicapped candidates as defined in the Statutes shall be exempted from payment of all the fees including charges for supervision and amanuensis.

Provided also that if a candidate applies for admission to the examination after the last date prescribed for the purpose he will be required to deposit late fee as under:

- |  |   |
|--|---|
| i) for first count of 15 days delay after the last date prescribed for receipt of form/fee or both | Rs.100/-  |
| ii) for another count of 15 days delay after the expiry of last date with late fee of Rs.100/-     | Rs.150/-  |
| iii) an additional late fee after the expiry of last date with late fee of Rs.150/-                | Rs.25/-per day upto 10 days before the commencement of examination. |

Thereafter, with a late fee of Rs. 2000/- upto 5 days before the commencement of examination and with further late fee of Rs. 3000/- with special permission

of the Vice-Chancellor upto 2 days before the commencement of examination provided question papers are available.

#### **6. Withdrawal of Application**

The Dean of the School/Head of the Department shall be competent to withdraw the permission form of a candidate forwarded by him before the commencement of examination, for good and sufficient reasons to be recorded in writing.

#### **7. Admission Card**

i) A candidate whose application has been accepted for admission to an examination shall be issued an Admission Card, bearing his name, Roll No. and name of the examination in which he is appearing, permitting the candidate to appear in the examination.

ii) Regular candidates shall be issued Admission Card through the Dean of the School/Head of the Department concerned, provided no dues of the university are against their names.

Private candidates shall be issued Admission Card from the office of the Controller of Examinations.

iii) No candidate shall be permitted to sit in the examination hall unless he produces before the Superintendent of the examination centre his Admission Card or satisfies the concerned that it shall be produced on the following day of the examination. In case of failure to do so, he shall not be allowed to continue and take examination the next day.

iv) The Controller of Examinations may issue a duplicate Admission Card on receipt of an application form complete in all respects and payment of fee of Rs. 50/- after satisfying himself that the Admission Card issued to the student has been lost or destroyed.

#### **8. Withdrawal of Permission**

i) Permission granted to a candidate to appear in an examination may be withdrawn before or during the course of examination in case of his misconduct/indiscipline, which in the opinion of the authorities justifies candidate's expulsion.

ii) The Controller of Examinations may withdraw the permission granted to a candidate by mistake or omission, before or during the examination, if he was not eligible to appear at a university examination, even though an Admission Card has been issued to him and produced by him before the Superintendent of the Examination Centre.

#### **9. Supplementary Examination**

Supplementary Examination will be held only for 3<sup>rd</sup> & 4<sup>th</sup> Semester students of



Master's Degree Programme and 5<sup>th</sup> & 6<sup>th</sup> Semester students of MCA.

Supplementary Examination for 3<sup>rd</sup> & 5<sup>th</sup> Semesters shall immediately follow the regular examination for 2<sup>nd</sup> & 4<sup>th</sup> Semesters. Similarly supplementary examination for 4<sup>th</sup> & 6<sup>th</sup> Semesters shall immediately follow the regular examination for 1<sup>st</sup> & 3<sup>rd</sup> Semesters.

The following categories of students shall be eligible for admission to the Supplementary examination:-

- i) re-appear cases;
- ii) candidates who completed the prescribed course and fulfilled all the required eligibility criteria before the semester examination but could not appear therein; and
- iii) failures.

**10. Candidates not allowed permission to undertake examination already passed by them**

A candidate who has passed an examination of this university or an equivalent examination of another university shall not be permitted to appear at the same examination except as specifically mentioned in the Statutes for the examination concerned.

**11. Refund of Examination Fee**

- i) A candidate who fails to present himself at an examination shall not be entitled to refund of examination fee or to have it kept in deposit for a subsequent examination provided that if a candidate:-
  - a) dies before he finishes his part of the examination, the fee may be refunded to his legal heirs;
  - b) is declared ineligible to appear in the examination;
  - c) has paid examination fee but has not submitted his examination form.
- ii) Permission fee shall not be refunded.
- iii) Marks card fee shall be refunded or adjusted wherever examination fee is refunded or adjusted.
- iv) Any fee paid for a certificate which cannot be issued or for any other service which cannot be rendered under the Statutes may be refunded.

Provided that claims for refund of money shall not be entertained if the application for refund is not received within a period of one year from the date on which money was deposited in the university.



## **12. Appointment of amanuensis in University examinations**

- i) An amanuensis shall only be allowed in the case of :—
  - a) blind candidates; and
  - b) such other candidates who are permanently disabled from writing with their own hand, on production of a certificate from the Civil Surgeon.
- ii) Controller of Examinations on receipt of an application from the candidate atleast ten days before commencement of examination shall arrange for the appointment of an amanuensis or authorize the Superintendent of the Examination Centre to arrange one under Rules.
- iii) The amanuensis must be a student of lower grade of education than the candidate and must not be attached to the institute to which the candidate belongs.
- iv) The Superintendent shall arrange for a suitable room for the disabled candidate and appoint a special Supervisor for him.
- v) The amanuensis shall be paid @ Rs.80/- per day of examination or such amount as may be prescribed from time to time. The special Supervisor will be paid remuneration according to the prescribed rates.
- vi) Blind candidates may be permitted to type their answers, if they so desire.

## **13. Medium of Examination**

English shall be the medium of examination in all subjects except in Oriental Classical and Modern Indian Languages. The medium of examination in an Oriental Classical Language shall be the language itself or the cognate Modern Indian Language at the option of the candidate. The medium of examination in a Modern Indian Language shall be the language itself.

## **14. Constitution of Special Centre**

Ordinarily the University examination shall be held in the centre constituted in University Campus. However, the Vice-Chancellor, under compelling circumstances may authorise constitution of special centre at places where deemed necessary.

## **15. Appointment of Supervisory staff**

- i) The Controller of Examinations shall request the Deans of the Schools/ Heads of the Departments well before commencement of each University examination to recommend panels of teaching and non-teaching staff for consideration for discharging duties of Superintendent, Deputy Superintendent, Assistant Superintendent and other supervisory staff in accordance with the strength of candidates appearing from different centres.

- ii) The Committee for appointment of Supervisory staff shall make appointment from the panels submitted by the Deans of the Schools/Heads of the Departments. However, the Vice-Chancellor may appoint some persons outside the panel if the situation so demands.
- iii) Ordinarily, a person shall be entrusted with examination duty only once in a year. Where, for some exceptional reasons, it becomes necessary to appoint the same person for more than one examination prior sanction of the Vice-Chancellor shall be obtained.
- iv) No one shall be appointed Superintendent of any examination centre unless he has:-
  - a) teaching experience of atleast five years in a college or University department; and
  - b) worked as Deputy Superintendent atleast once.
  - v) No one shall be appointed as Deputy Superintendent unless he has worked as Supervisor previously. Only members of the teaching staff will be eligible for appointment as Superintendents, Deputy Superintendents and Supervisors. Members of the ministerial and other subordinate staff shall be eligible for appointment as Assistant Superintendents.

Provided that the Vice-Chancellor may relax, in exceptional cases, owing to special circumstances, the above condition for appointment of Superintendent of the Examination Centre.
- vi) The Dean of the School/Head of the Department shall appoint the lower staff required for the conduct of examination preferably from among the employees of the School/Department where the centre is located.

#### **16. Remuneration to Supervisory Staff**

- |                                 |                      |
|---------------------------------|----------------------|
| i) Inspection fee for Inspector | Rs. 100/- per Centre |
| ii) Superintendent              | Rs. 200/- per day    |
| iii) Deputy Superintendent      | Rs. 150/- per day    |
| iv) Supervisor                  | Rs. 100/- per day    |
| v) Assistant Superintendent     | Rs. 50/- per day     |
| vi) Daftri/Waterman etc.        | Rs. 30/- per day     |

The rates may be changed by the university from time to time.

#### **17. Loss of candidate's Answer book**

If a candidate's answer book is lost after having been received by the Superintendent of the examination centre or by a member of supervisory staff and if he passes in

all other papers of the examination he may be required to appear in the paper which is lost without payment of additional fee, on a date fixed for the purpose by the Controller of Examinations. If he obtains pass marks in this paper also, he shall be deemed to have passed the examination provided that other conditions for passing the examination, if any, are also fulfilled. In case of any dispute as to whether the answer book was duly received or not, the findings of the Controller of Examinations shall be final.

**18. Stationery**

The stationery and other articles required for the smooth conduct of the examination shall be collected by the Assistant Superintendent of the centre from the University and it is he who will be responsible for their safe custody. The centre Superintendent will ensure that the stationery is kept at a safe place and for this purpose he will also check issue and balance statements from time to time. The Assistant Superintendent shall make use of the stationery and other examination related articles under the overall supervision of the centre Superintendent.

**19. Seating Arrangement**

It is the duty of the Inspector-cum-overall Incharge to make adequate arrangements for accommodation for the examination centre(s) under his charge and such other items as furniture etc. He shall, however, take such assistance from the university office as may be necessary in this regard.

**20. Inspection of Centre of Theory Examination**

- i) Each centre of examination shall be inspected by Inspectors appointed by the Vice- Chancellor. The Inspectors shall submit in writing a report about the result of their observations to the Vice-Chancellor. They shall also advise the Superintendent of the centre with regard to any matter concerning conduct of examination.
- ii) The Heads of the University Departments/Deans of the Schools may be appointed as Overall Incharge of the examination centre constituted at the University Campus for holding examinations in the courses taught in the University Teaching Departments.

**21. Powers and Functions of Inspector-cum-Overall Incharge of the Examination Centre**

- i) The Inspector-cum-overall Incharge will arrange centre Superintendents and supervisory and menial staff for the examination centres under his charge. In case he faces shortage of supervisory or other staff he shall make written request to the Controller of Examinations for providing the requisite staff ordinarily ten days before the date of commencement of examination.
- ii) The Superintendent must inform the Inspector-cum-overall Incharge/Controller



of Examinations in case he is compelled to proceed on leave to enable him to make alternate arrangement in his place. In emergent situation the Inspector-cum-overall Incharge/Controller of Examinations shall detail a senior Professor to perform his duties and send a report about the alternate arrangement made to the Controller of Examinations.

- iii) The Inspector-cum-overall Incharge will visit all the centres under his charge on all days of examination, as far as possible.
- iv) In case the Inspector-cum-overall Incharge feels that the examination at a particular examination centre is not being conducted in accordance with the Statutes and Regulations made for the purpose he may take action, as he deems appropriate either on his own or in consultation with the Controller of Examinations.
- v) In the event of walk-out or disruption of examination centre he will-
  - a) remain present in the centre/premises;
  - b) establish contact with University/law and order authorities for further necessary action; and
  - c) ensure with the help of the Law and order authorities that the candidates of the centre do not disturb other examination centres which are in close proximity of the centre in which walkout has taken place.
- vi) The Inspector-cum-overall Incharge shall seek the report of the Superintendent of the centre on the same day on which the walkout/disruption occurred and forward the same to the University alongwith his observations and comments. The report of the Centre Superintendent shall contain particulars of the candidates who staged or instigated for staging a walkout.
- vii) He will ensure that the seating arrangement is in conformity with the Rules and Regulations and suggest changes, if required, to the Superintendent.
- viii) He will check that all the persons assigned to the centre are on duty.
- ix) He will periodically check the stationery articles/balance question papers etc. to ensure maintenance of proper account.
- x) If any printing error is detected and pointed out in the question paper by the candidates, the Superintendent will bring the same to the notice of the Inspector-cum-overall Incharge who shall be competent to make necessary change after verifying the same from the relevant syllabus and send a report of the same to the University for further necessary action.
- xi) The Inspector-cum-Overall Incharge shall ensure that the university seal is retained by the Deputy Superintendent of the centre after the answer scripts are sealed. In case the Deputy Superintendent is out of station or is not on

duty, the seal shall be kept in the custody of the Inspector-cum-overall Incharge.

- xii) The Inspector-cum-overall Incharge shall supervise the entire conduct of examination, which includes the receipt of question papers from the Controller of Examinations, daily issuance of relevant papers to the Superintendent, supervision of sealing and dispatch of answer books to the Controller of Examinations.

## **22. Complaints against Questions Papers**

Complaints, if any, against individual question paper shall reach the Controller of Examinations by the fourth day of the examination in the particular paper. The Controller of Examinations shall immediately pass them on to the Convener of the Board of Studies concerned who will send his comments and suggestions within two days of the receipt of the complaint. If the Convener is of the opinion that the complaint deserves to be entertained the relevant extract from the complaint shall be forwarded to the examiner for his comments and suggestions. After the reply has been received from the examiner, the complaint and the concerned papers shall be placed before the Committee appointed for the purpose for appropriate action and recommendations, if necessary. If the examiner makes suggestion regarding modifications in the paper, the Committee may accept the suggestions and the examiner shall be informed accordingly. In case the Committee feels that the suggestions are not adequate to meet the requirement of the case, it may make such other recommendations as it deems necessary.

Each question paper, irrespective of whether there is a complaint against it or not, shall be sent to the Convener of the Board of Studies concerned for review, on the tenth day of the examination in that paper. If the Convener passes some adverse remarks against the paper, these shall be sent to the paper setter for his comments. If the Convener does not pass any such remarks no further action will be necessary.

## **23. Coding Officer**

- i) Before the answer-scripts are passed on to the examiners for evaluation these shall be coded by the Coding Officer to be appointed by the Vice-Chancellor.
- ii) The Coding Officer shall undertake that none of his relatives has appeared in the examination for which he has been appointed and he will not leave the station before completion of the job assigned to him.
- iii) The Coding Officer is required to prepare a key showing roll numbers and the Code numbers assigned against each Roll No. Whatever the formula adopted, the code numbers be mentioned in full and not in the form of a formula.
- iv) The code numbers will be written on the main body of the scripts and the perforation slips. After comparing the code assigned, perforation slips will



be torn off, arranged serially and sealed in envelopes which will denote on their covers, examination, year, subject, paper and serial number of the slips contained.

- v) The Coding Officer will not remove any paper or record in connection with the assigned code numbers to his residence. All the relevant record shall remain in his personal custody in the steel almirah in the room allotted to him for the work.
- vi) The Coding Officer shall be paid remuneration @ Rs.3/- per candidate for candidates who actually appear in the examination.
- vii) The Coding Officer shall be allowed the services of a Checking Assistant who will be appointed by him in consultation with the Controller of Examinations. The Checking Assistant before taking up the assignment shall have to submit a certificate that none of his relatives has appeared in the examination for which he has been appointed.
- viii) The Checking Assistant shall be given the answer scripts for formal check after the perforation slips have been removed and will be required to remove any identification mark or entry of actual Roll No. from the answer-scripts.
- ix) The Checking Assistant will be paid remuneration per candidate at the prescribed rates.

#### **24. Tabulation of Result**

- i) The result of an examination shall be tabulated by two tabulators appointed by the Vice- Chancellor on the recommendation of the Controller of Examinations.
- ii) Two tabulators shall tabulate the result independently from the award rolls supplied to them.
- iii) The result compiled by two tabulators shall be collated at the University by a pair of collators to be appointed by the Controller of Examinations who will not be less than the status of Head Assistant of the University.
- iv) The collators shall prepare a statement showing overall pass percentage and the subject-wise pass percentage for the year of examination and the preceding three years, for consideration of the Results Publishing Committee.
- v) The remuneration payable to the tabulators shall be as under or as will be decided by the university from time to time:
  - i) Tabulator Rs.3/per candidate
  - ii) Collator Rs.1/per candidate



## **25. Publication of Result**

- i) The result of an examination alongwith the statement showing over all pass percentage of examination and subject-wise pass percentage for the year of examination and the preceding three years shall be placed before the Results Publishing Committee. The Committee shall consider the overall position of results in each examination and undertake some minimum amount of test checking of results.

In case the Committee feels on scrutiny that there has been distinct fall in pass percentage in the whole examination or in a particular subject/paper on the basis of genuine complaint against a question paper, it shall authorize moderation of results to such an extent, as it deems necessary. In case the result has been moderated necessary changes in the result register will be made by a person appointed for the purpose by the Vice-Chancellor/Controller of Examinations who will be paid Rs.2/- per candidate or the amount as may be fixed by the University from time to time. If the Committee is satisfied with the result it shall authorize its publication.

Provided that for the publication of results of supplementary examination the Vice-Chancellor shall exercise the powers of the Results Publishing Committee.

- ii) Unless otherwise provided in the Statutes, the Controller of Examinations shall publish a result gazette for each examination, indicating the roll numbers and names of successful candidates with total number of marks and the division secured by them. The candidates who have been placed in re-appear category shall also be listed besides the candidates whose result has been withheld for various reasons or has not been determined. The Result Gazette shall be published at the University office and complementary copies supplied to the members of the Executive Council and such other offices/Institutions etc as the Vice-Chancellor may consider necessary.
- iii) Save with the special permission of Vice-Chancellor, the result shall be declared not later than 6th week of the respective dates of termination of an examination.

## **26. Amendment of Result**

In any case where it is found that the result of an examination has been effected by an error, malpractice, fraud, improper conduct or other matter of whatever nature, the Executive Council shall have powers at any time, notwithstanding the issue of a certificate or the award of a prize or scholarship to amend the result in such a manner as shall be in accordance with the true position and to make such declaration as it may consider necessary in that behalf.

Provided that no result shall be amended after the expiry of six months from the date of declaration of result.

## **27. Communication of Confidential Result**

If a candidate has sought admission to an Institution outside the State on the basis of an examination taken by him from this university, his result may be communicated by the Controller of Examinations confidentially to the Head of that Institution before the declaration of the said result on payment of a fee of Rs. 300/- or as may be prescribed by the university from time to time and detailed marks fee of Rs. 50/- or as may be prescribed from time to time (in case marks are also be communicated) plus postal and telegram charges (said fee payable separately for each Institution to which the result is to be communicated).

## **28. Re-checking of Result**

- i) Any candidate who has appeared at an examination conducted by the University may apply to the Controller of Examinations for scrutiny of his marks and rechecking of his result. Such application must be made on the prescribed form so as reach the Controller of Examinations within 15 days of the date of declaration of result and must be forwarded by the Dean of the School/ Head of the Department.
- ii) All such applications must be accompanied by a fee of Rs.150/-per script or the amount as may be prescribed from time to time.
- iii) A candidate shall not be entitled to refund of fee unless his overall result is affected by the scrutiny.
- iv) The result of the scrutiny shall be communicated to the candidate and name of such candidates whose results are affected shall also be notified.
- v) The re-checking shall be conducted by the Results Publishing Committee.

If on re-totaling and re-checking a mistake is detected in the result, the result of re-checking shall be notified. In case the mistake is by an omission on the part of the examiner, the answer-script shall first be sent to the examiner who had originally marked it. In all other cases the result of re-checking shall be communicated to the candidate as soon as possible.

## **29. Issue of Marks Sheet/Certificate and Degrees**

The marks sheet will be issued to the candidates from the office of the concerned Dean of the School/Head of the Department and to the private candidates from the office of the Controller of Examinations, ordinarily four days after the declaration of results.

All the successful candidates having passed Post-graduate examinations from various faculties shall be awarded degrees signed by the Controller of



Examinations and Vice-Chancellor at the University Convocation in accordance with the provision of the Statutes relating to Convocation.

In case a student requires the Degree urgently, for sound reason to be recorded, he may be admitted to the relevant Degree by the Vice-Chancellor even before the University Convocation on payment of fee of Rs. 500/- or as may be prescribed by the university from time to time.

**30. Provisional Certificate**

A candidate may apply to the Controller of Examinations for a Provisional Certificate of having passed the examination of this University. Such an application shall be accompanied with fee of Rs. 150/- or the amount as may be prescribed by the University from time to time. Provisional Certificate will be issued to the candidate within five days of depositing the requisite fee alongwith the application.

**31. Appearance Certificate**

Appearance Certificate to the effect that a candidate has appeared in a particular examination of this University but his result has not been declared shall be issued on request and on payment of fee of Rs. 150/- or the amount as may be prescribed by the university from time to time.

**32. Duplicate Certificate**

Duplicate Degree/Certificate can also be obtained by the candidate from the University on submitting an application alongwith the prescribed fee, stating that the applicant has a real need for a duplicate supported by an affidavit signed by the First Class Magistrate to the effect that the original Certificate has been lost or destroyed. The applicant shall submit sufficient evidence to show that efforts were made by him to trace the same through police, press, his own efforts etc. In case the same has been destroyed similar evidence in support of the genuineness of one's claim, according to the circumstances of the case, shall be required. Duplicate of a Certificate/Diploma, the original of which was signed by the Controller of Examinations shall be issued on payment of Rs. 150/- and duplicate of a Certificate/Diploma the original of which was signed by the Vice-Chancellor on payment of Rs. 200/- or the amount as may be prescribed by the University from time to time.

Provided that duplicate of such certificate/diploma as is claimed to have been lost or destroyed/burnt shall be issued only after, in addition to the above conditions, cancellation of the certificate/diploma originally issued is advertised atleast in two leading daily national newspapers through a notification to be issued by the Controller by Examinations at the expenses of the applicant.

**33. Disposal of Answer Books and Award Rolls**

Marked answer-books shall be auctioned and award rolls destroyed three years



after the declaration of results relating to the respective examinations to which these pertain.

#### **34. Appointment of Paper Setters and Examiners**

- i) All paper setters and examiners for various examinations shall be appointed by the Committee appointed for this purpose.
- ii) Each Board of Studies shall prepare a panel of not less than five names of paper setters in each paper of the subject/specialization. The Convener Board of Studies/Head of the Department shall send the panel to the Controller of Examinations so as to reach him well before the commencement of examinations. The Controller of Examinations shall place the panel received from various Conveners/Heads of the Departments before the Committee for appointment of Paper Setters/Examiners together with list of the members of the teaching staff in order of seniority. The Controller of Examinations shall also submit a panel of names of suitable teachers from other Universities not recommended by the Board of Studies/Head of the Department.
- iii) The Committee shall make the selection of Paper-Setters and Examiners out of the panels mentioned at S.No.(ii).
- iv) Only such teachers shall be appointed as Paper-Setters who have atleast five years experience of teaching the subject at the postgraduate level.
- v) Appointment of examiners from among the teaching staff of the University Department shall be made on the principle of rotation.
- vi) A Paper-Setter will ordinarily act as examiner for evaluating the answer-books in which he has set the question paper.
- vii) No Paper Setter/Examiner shall, as far as possible, continue for more than three consecutive years for a particular examination.
- viii) No one shall be examiner for more than one paper for a particular examination. In two semesters taken together, one shall not examine more than two papers.
- ix) If it is found that an examiner has been indifferent or erratic in marking, he may be disqualified for such an assignment.



## **Chapter XXIV**

### **Conduct of Examinations**

#### **1. List of candidates before the commencement of Examination**

The Superintendent shall be supplied with a list indicating names of the candidates allotted to his centre and the subjects offered by them and also a statement showing the number of candidates appearing in each subject of examination. The Superintendent shall not admit any candidate whose name does not exist in the list of candidates for that centre.

#### **2. Seating plan of the Examination Hall**

The Superintendent shall get a plan of the examination hall typed, indicating the Roll Numbers of the candidates in the order of seats allotted to them on the first day of examination and get it pasted outside the hall at a conspicuous place a day before the commencement of examination. On all subsequent days similar plans with appropriate changes made from time to time shall be pasted as arrangement of seats is required to be changed everyday. Copies of all the plans shall be sent to the Controller of Examinations on the termination of examination.

#### **3. Admission Card**

A candidate whose application has been accepted for admission to an examination shall be supplied by the university office with an Admission Card for admission to the examination centre. The candidates are to be admitted on production of the card which shall be collected from the candidate on the first day of the examination and returned to the University office alongwith other papers on termination of examination.

#### **4. Late admission of students to the Examination Hall**

If a candidate arrives late not more than fifteen minutes on a particular day of examination, after the time fixed for the commencement of examination, the Centre Superintendent may permit him to sit and appear in the examination.

The Superintendent shall not admit a candidate to the examination hall after fifteen minutes except under exceptional circumstances when he/she is satisfied that the candidate was delayed for reasons beyond his/her control. In such case the Superintendent may provisionally admit him/her provided that the candidate is not late by more than half an hour from the commencement of examination. No candidate shall be admitted to the examination hall for any reason whatsoever, after the expiry of half an hour, during which time no person including the inferior staff shall be allowed to leave the examination hall. The Superintendent shall send to the Controller of Examinations on the prescribed form, a detailed report giving reasons for late admission of candidate.

The answer-book of a candidate who arrives at the examination Centre late by more than fifteen minutes but within half an hour of the commencement of examination shall be sent as a stray answer-book. The candidate must sign a declaration to the effect that his/her admission to the examination is provisional and that he/she have no claim to have his/her script evaluated in case his/her admission to the examination is not approved.

#### 5. Provisional Permission

- i) Where a candidate has not been issued an Admission Card by the university office but he/she satisfies the Superintendent by production of original documents that he/she has duly submitted his admission form and fee to the university within the prescribed date, the Superintendent must collect two copies of the photograph of the candidate with his name, father's name and examination written on the back and attested by the Superintendent and forward a copy of the photograph on the same day to the Controller of Examinations alongwith a full report .
- ii) The Superintendent of the Centre may admit a candidate provisionally entirely at risk and responsibility of the candidate under the circumstances even though his/her name may not appear in the list of candidates, provided that question papers in the subject offered by the candidate are available at the centre. All cases of such admission are subject to final orders of the authorities.
- iii) In all cases of provisional admission, the Superintendent must obtain a written statement from the candidates explaining the circumstances under which provisional admission to the Centre has been sought. This statement must also be accompanied with a declaration, in the form given below, submitted to the Controller of Examinations and further instructions from him awaited. Answer-books of such candidates shall be treated as stray and sent separately to the Controller of Examinations by name, each day till further instructions. If no Roll Number has been allotted to such a candidate by the university, the Superintendent shall attach a separate slip to the answer-book mentioning the name of the candidate alongwith full particulars of the case.

#### Declaration

I \_\_\_\_\_ S/o/D/o \_\_\_\_\_  
being a candidate listed under Roll No. \_\_\_\_\_ for the  
\_\_\_\_\_ Examination 201\_\_\_\_, do hereby declare that,  
in the absence of any authority issued on behalf of Baba Ghulam Shah Badshah  
University, Rajouri by its Controller of Examinations, I have solicited the favour  
of appearing at the Centre name below at my risk and responsibility and that Baba  
Ghulam Shah Badshah University, Rajouri, or any member(s) of its supervisory  
or other staff incur no liability whatsoever by permitting me to take the examination



at the centre. I will abide by the orders of the university whose decision on my case shall be final and binding on me.

Signature of the candidate

Witness

Name of the Centre

Attested

\_\_\_\_\_  
(Deputy Superintendent)

Superintendent

**6. List of candidates not admitted to the Examination**

The Superintendent shall submit a list of candidates not admitted to the examination hall giving reasons for refusal of admission to each case.

**7. Opening of Envelopes containing Question Papers**

- i) The envelope containing question papers shall be opened in the examination centre by the Superintendent on the date and time fixed for the examination in that paper in the presence of the Deputy Superintendent and the Supervisor/s or in the absence of Supervisor/s before a witness of known respectability after carefully examining the condition of the envelope. If the envelope alongwith the seal is found in proper condition, the Superintendent shall open it keeping the seal intact and sign the prescribed certificate alongwith atleast one witness including the Deputy Superintendent, if any.
- ii) The question papers from the envelope shall be removed by cutting the flap side of the envelope with a knife or a pair of scissors. The flap side should in no case be torn open, the seals must be left intact for purpose of inspection. The empty envelopes shall be returned to the Controller of Examinations alongwith other documents after the completion of examination.
- iii) If no candidate is present for a particular paper, the unopened envelope containing question papers shall be returned to the Controller of Examinations on the day of examination itself in a sealed cover with forwarding letter.
- iv) If a Superintendent through an oversight opens a sealed envelope containing question papers meant for different-session, no remuneration shall be paid to him.
- v) The Deputy Superintendent and the Supervisor (s) who have acted as witness for the opening of such envelope, shall also not be paid any remuneration. The matter shall be reported to the Vice-Chancellor for such action as he or the Committee for Appointment of Supervisory staff may consider necessary.

**8. Distribution of Question Papers**

On opening the sealed envelope containing papers, the Superintendent shall see,

before distributing the question papers, that the envelope contains the same question paper as is indicated on the envelope and the date sheet. In case of any discrepancy including number of question papers etc., the matter shall be reported to the Controller of Examinations forthwith.

All such reports of discrepancies shall be signed by the witnesses who signed the prescribed certificate. After distribution of question papers, the balance shall be kept in safe custody by the Superintendent. In no case shall the question papers lie open on the table.

Account of consumption of question papers shall be maintained on the prescribed form.

**9. Misprints in the Question Papers**

The Superintendent shall immediately bring to the notice of the Controller of Examinations any misprints, errors or ambiguities found in the question paper.

**10. Insufficient number of copies of Question Papers**

In case the number of copies of a question paper is less than the number of candidates taking the examination, the Superintendent shall dictate the paper to the candidates not supplied with the printed paper without disturbing other candidates and give extra time equal to that spent in dictation. A report to this effect must be made to the Controller of Examinations on the same day.

**11. Attendance Sheets**

The Controller of Examinations shall supply an attendance sheet of each candidate to the Superintendent. These shall be presented to the candidates by the Assistant Superintendent concerned on each day of examination and the candidates shall fill in the blank columns in accordance with the instructions given in the sheet.

In case the signature of the candidate recorded on each day of examination and already borne on the attendance sheet varies, the matter shall be forthwith reported to the Controller of Examinations alongwith the explanation of the candidate. The answer-book of such candidate shall be sent as a stray answer-book.

**12. Illness of a candidate**

In case a candidate falls sick in the examination hall, the Superintendent may arrange qualified Doctor for his treatment at the expenses of the candidate concerned.

**13. Directions for the candidates appearing in Examination**

- i) The doors of the examination hall shall be opened an hour before commencement of the examination on the first day and quarter to an hour on the subsequent days of the examination.

- ii) A candidate may not be admitted into the examination hall, if he fails to present to the Invigilator his Admission Card or fails to satisfy the Centre Superintendent that it will be produced within a reasonable time.
- iii) All candidates shall come to the examination hall before the time fixed for commencement of examination. If a candidate arrives not later than 30 minutes after the time fixed for the commencement of examination, the Centre Superintendent may allow him to sit and appear in the examination. No candidate shall be allowed to enter the Hall and appear in the examination 30 minutes after the time fixed for commencement.
- iv) Candidates shall strictly obey and follow the instructions given to them from time to time by the Centre Superintendent and Invigilators or any other official of the University connected with the examination.
- v) Candidates shall maintain and observe strict discipline in and around the examination hall and shall not indulge in any act of misbehaviour/nuisance likely to cause obstruction, disturbance or disruption in the smooth conduct of examination.
- vi) No candidate shall be allowed to leave the examination hall until an hour after the distribution of question paper.
- vii) No candidate shall leave his seat or go out of the examination hall without the permission of the Invigilator unless he hands over the answer book to the concerned Invigilator.
- viii) If a candidate desires to go out of the examination hall for a while, a person from the supervisory staff shall escort him to ensure that he does not communicate with any person or use unfair means for answering the question paper.
- ix) As soon as the time prescribed for attempting the question paper expires, the candidates shall handover their answer books to the Invigilator concerned.
- x) A candidate appearing in an examination shall give his specimen signature for purpose of identification, if he is asked to do so by the Centre Superintendent or the concerned invigilator.

A copy of the "Directions for the candidates" in poster form, as supplied by the university, shall be pasted outside the examination hall at a conspicuous place.

#### **14. Use of unfair means/misconduct**

Immediately before the commencement of examination the Superintendent shall read out the following warning to the candidates present as well as to the late comers:

- i) candidates shall search their pockets and deliver to the Superintendent all



material pertaining to the examination which they are in possession of;

- ii) candidates shall not disclose their identity in their answer-books in any manner. They shall also not indicate their caste or religion;
- iii) candidates shall not write their names, name of the centre or district;
- iv) nothing except the roll number shall be written on the answer-book and on the question paper.

**15. Wrong roll number on an Answer-Book**

If any answer-book with a wrong roll number is discovered in the course of comparison or otherwise, it shall be treated as a stray answer-book.

Ten minutes before the expiry of examination, the Superintendent shall ask the candidates to check that they have written the correct roll number on their answer-books.

**16. Fixation of signature stamp on the Answer-Scripts**

Unless otherwise authorized by the Vice-Chancellor, the Deputy Superintendent shall affix the signature stamp of the Controller of Examinations supplied to the centre by the university office inside each answer-book on two different pages soon after the commencement of examination. Subsequently he shall also affix the stamp on each continuation sheet issued to the candidate.

**17. Permission to leave the Examination Hall**

- i) No candidate shall be allowed to leave the examination hall until an hour after the distribution of question paper.
- ii) Candidates leaving the examination hall before the expiry of half the time shall not be allowed to take their question papers with them.

**18. Collection of Answer-Books**

Ten minutes before the time allotted for each paper is due to end, all exits shall be closed by the Superintendent of the examination hall and during the period no student shall be allowed to leave the examination hall. As soon as time is over, the answer-books shall be collected from the students and then they shall be permitted to leave the examination hall.

The Superintendent shall ensure that the candidates do not leave their answer-books on the examination desks. They should handover these to the concerned Supervisors. The Supervisors shall serially arrange the answer-books and handover these to the Deputy Superintendent or Superintendent. Care should be taken to insert, in lieu of the answer-book of each absentee, a slip bearing his roll number at the appropriate place in the series. Supervisory staff shall ensure that no student leaves the hall/room without handing over his answer-book.

### 19. Dispatch of Answer-Books

The answer-books in each paper shall be arranged serially and tied together securely after which these shall be packed and wrapped in a cloth cover which shall be properly sealed. The cloth cover shall bear the following particulars:-

- i) name of the Examination;
- ii) centre;
- iii) subject and paper; &
- iv) number of Answer-books

### 20. Supervisory Staff

- i) The strength of the Supervisory staff at each centre of examination shall be as under:-

| No. of candidates | Supervisor | Deputy Superintendent | Assistant Superintendent                              | Superintendent |
|-------------------|------------|-----------------------|---|----------------|
| 1-9               |            |                       | 1<br>(He shall also perform the duties of Supervisor) | 1              |
| 10-30             |            | 1                     | 1   | 1              |
| 31-45             | 1          | 1                     | 1   | 1              |
| 46-60             | 2          | 1                     | 1   | 1              |

- NB.** a) For increase of every 30 students or part thereof, one more Supervisor will be added.
- b) i) The Vice-Chancellor may authorize appointment of additional staff in any examination centre, in special circumstances to be recorded in writing, on any day of examination.
  - ii) In case extra Supervisory staff is required for peculiar nature of accommodation or for other special reasons, previous sanction of the Controller of Examinations is necessary.
  - iii) Superintendent shall appoint other menial staff such as daftries, waterman etc for the conduct of examination in consultation with the Head of the Department/Overall Incharge of the examination centre.
  - iv) The Assistant Superintendent of an examination centre shall make all preparations for holding the examination, the day preceding the commencement of an examination and ensure that everything is ready for the conduct of examination.

## 21. Directions to Superintendents of Examination Centres

- i) The Centre Superintendent shall visit the Centre a day before the commencement of examination for making proper seating arrangements. He shall allot seats to the candidates in a manner to render all communication among them impossible.
- ii) The Superintendent of examination centre shall see that the doors of the examination hall open an hour before the time specified for distribution of the question paper on the first day, and quarter of an hour on subsequent days of examination.
- iii) Well before the commencement of examination the Controller of Examinations will provide the Centre Superintendent with the list containing names of the candidates who will appear at his centre and a statement showing the number of candidates appearing in each subject including the optionals.
- iv) The Superintendent of examination centre shall ordinarily not admit any candidate whose name does not exist in the list provided to him by the Controller of Examinations. He shall also not allow any candidate to take examination in an optional paper, other than that shown against his name.  
  
Provided that in doubtful cases the Superintendent may allow a candidate to appear at the examination centre or appear in a paper other than that shown against his name in the lists provided by the Controller of Examinations and he shall immediately refer such cases to the Controller of Examinations.
- v) The Centre Superintendent or an Invigilator may ask any candidate to show his Admit Card /Hall Ticket.
- vi) The question paper(s) set for the examination shall be dispatched to the Centre Superintendent by the Controller of Examinations in a sealed cover which shall be opened by him in the Examination Hall on the day of examination in the presence of at least one Invigilator. The Superintendent and the Invigilator(s) shall certify that the sealed cover is in proper condition and that it was opened in the Examination Hall at the proper time. The certificate shall be forwarded to the Controller of Examinations on the same day or at the end of examination.
- vii) Before commencement of examination, the Superintendent shall ensure that necessary arrangements are made for the smooth conduct of examination. The examinees must be seated well apart to prevent copying.
- viii) Roll Number of each candidate shall be specified distinctly on each seat to enable candidates to locate their seats.
- ix) Blank answer books, continuation sheets and other stationery items shall be supplied to the Superintendent by the office of the Controller of



Examinations. The Superintendent or concerned Invigilator shall ensure that the second answer book / continuation sheet is not issued to a candidate until the first is fully used. He shall also ensure that the Answer book and continuation sheet are at once stitched together.

- x) The Superintendent and the Invigilators shall remain in the examination hall throughout the time allotted for the examination. They will, on no account speak or permit any one to speak to a candidate on any subject pertaining to the question paper during the hours of examination, except for the purpose of correcting misprints which might mislead the candidates. The Superintendent shall, without loss of time, draw the attention of the Controller of Examinations to any misprint or ambiguity, which may have come to his notice and shall require to be communicated to the Examiner.
- xi) As soon as the time allotted for the examination is over the answer books shall be collected carefully from candidates, arranged in numerical order, packed in packets, sealed and delivered to the Controller of Examinations alongwith a report about names and /or roll numbers of absentees.
- xii) Any attempt by the examinees to use unfair means to pass the examination or indulge in any violation of the Statutes shall be reported immediately by the Superintendent to the Controller of Examinations who shall place it before the Competent Authority for consideration and disposal.
- xiii) The Superintendent shall ensure that no candidate is permitted to leave the Examination Hall during the course of examination without being escorted by an Invigilator to prevent his communication with outsiders.

## **22 Duties of Invigilators**

- i) Any person appointed as Invigilator of an Examination Centre should report himself on duty to the Superintendent of examination atleast half an hour before the commencement of examination.
- ii) Invigilators shall have to remain in the examination hall during the time allotted for examination in each paper. They shall not leave the hall in between without the permission of the Centre Superintendent.
- iii) Invigilators shall help the Superintendent of examination hall in the distribution of question papers, answer books etc to the candidates and in collecting them back from the candidates at the close of examination. They shall also help in arranging the answers books for dispatch.
- iv) Invigilators shall help the Superintendent of examination centre in preparing list of candidates present at the examination and in verifying their identity by comparing their signatures/photographs with those on record.
- v) During the course of examination the Invigilators are expected to move about

in the examination hall and not engage themselves in any kind of study or conversation.

- vi) Invigilators shall be responsible for maintenance of general discipline in the examination hall. They shall exercise their discretion for the purpose. In case they feel a situation has arisen which is beyond their control they shall, without loss of time, report the matter to the Superintendent of examination centre for necessary action.
- vii) If a candidate is found resorting to unfair means or creating disturbance/ nuisance or acting in any manner causing inconvenience to other candidates, the invigilator shall, without loss of time, report the matter to the Superintendent of examination centre.
- viii) Invigilators shall also bring to the notice of the Superintendent of Examination Centre any complaint or difficulty pointed out by any candidate(s) regarding the question paper set for the examination.
- ix) Invigilators are also expected to help the Superintendent of Examination Centre in any other matter connected with the conduct of examination.
- x) In case any invigilator is unable to be present on duty on account of circumstances beyond his control he shall give at least 24 hours notice to the Controller of Examinations, through the Superintendent of Examination Centre.

### **23. Declaration by the Supervisory Staff**

The Superintendent shall obtain a declaration from the Supervisory staff that no relation of theirs is appearing from the centre.

**Note:** The term 'Relation' means wife, husband, son, daughter, brother, sister, son-in-law, daughter-in-law, brother-in-law or sister-in-law.

### **24. Admittance of Visitors to the Examination Hall.**

No visitors, other than Inspector of Centres and officers of the University authorized for the purpose, shall be allowed to enter the Examination Hall during the Examination unless specific instructions are issued by the Controller of Examinations to the contrary.



## **Chapter XXV**

### **Evaluation of Answer–Books and conduct of Practical Examination**

#### **1. Secrecy**

- i) The names of the examiners and the entire correspondence pertaining to their assignment shall be kept strictly confidential. The examiners too will be required to keep the correspondence with the university confidential and not disclose their identity as examiner of the university, under any circumstances.
- ii) The examiners are required to make all communication with regard to examinations with the Controller of Examinations or any other officer authorized by him for the purpose, by name, in sealed covers and in no case through post card.
- iii) When any examiner is required to visit the university office in connection with the work entrusted to him or for payment of remuneration, he will see no person other than the Controller of Examinations or any other officer authorized for the purpose.
- iv) Examiners shall be responsible for the safe custody of Answer-books which they must keep under lock and key.
- v) Examiners must keep the marks awarded by them to the candidates strictly confidential. They shall not make known to any person the nature of correspondence between them and the Controller of Examinations. In event of leakage the person concerned is liable to disqualification. In case any examiner is found getting assistance in the preparation of Awards or for marking of Answer –books, he shall be liable to disqualification.

#### **2. Checking of Packets of Answer –Books**

- i) On receipt of the packet of Answer-books, the examiner shall first satisfy himself/herself that the seals affixed on the cover of the packet are intact. He /she shall then open the packet, count the answer-books received and check them with the memo contained inside the packet. The seals affixed on the cover shall be compared with the seal impression borne on the memo. Discrepancy, if any, in the number of Answer-books shown in the memo and actual number received by the examiner or in the seals shall at once be reported to the Controller of Examinations.



- ii) If the cover or seals are found to have been tampered with, the contents shall be removed without breaking the seals and the empty cover returned immediately to the Controller of Examinations with a full report about the circumstances of the case.
- iii) All examiners shall acknowledge, on the prescribed form, receipt of the packets of Answer-books on the day these are received by them, indicating the number of Answer-books received.
- iv) If any Answer-book, or a packet of Answer books, not meant for him/her, is sent by mistake to an examiner, he/she shall immediately return it to the Controller of Examinations in a sealed cover under separate intimation.
- v) If an examiner, finds in his/her lot an Answer-book written in a script or language with which he/she is unfamiliar, he/she shall return it to the Controller of Examinations immediately as it comes in his/her notice.

### 3. Evaluation

Before starting the evaluation the examiners shall arrange the Answer-books serially and mark them strictly in accordance with the instructions issued by the Paper-setter.

- i) Before proceeding with the marking the examiners shall carefully examine and ensure the pass percentage prescribed for individual papers as supplied to them.
- ii) The examiners should not award any grace marks while evaluating the answers written by the examinees.
- iii) No fraction other than  $\frac{1}{2}$  shall be used by an examiner. Half mark shall be raised to next whole number e.g.  $22\frac{1}{2}$  to 23, only in the total number of marks awarded to a candidate in a particular paper.
- iv) If a candidate attempts more than the required number of answers, the examiner will see that the answer/s which has/have secured least marks is/are ignored.
- v) While examining the Answer-books, the examiner shall indicate in the margin and the title page of the Answer-book, in the column provided for the purpose, the number of marks awarded by him/her to each answer. The total number of marks shall be written distinctly in red ink in the examiner's own hand writing and under his/her signature in words and in figures.
- vi) The examiners shall report to the Controller of Examinations Roll Numbers

of the candidates guilty of communicating or attempting to communicate with the examiner in order to influence him/her in the award of marks, or in disclosing his/her identity or in making peculiar marks in his/her Answer-book. The Answer-book or books of such a candidate(s) shall be forwarded to the Controller of Examinations under separate cover alongwith the report. An entry to this effect shall be made in the award roll against the Roll Number of such candidate.

#### **4. Time Limit for evaluation**

All examiners are required to ensure that the Answer-books received by them are marked within ten days of the date of receipt of the packet of Answer-books in case the total number of Answer-books is 60 or less. Thereafter, for every 6 Answer-books the Examiner will get one day. In case the awards are not received by the Controller of Examinations within the prescribed time, automatic deduction, under Rules is liable to be made from the remuneration of the examiner.

#### **5. Filling The Award Rolls**

- i) The Award Roll is to be prepared in triplicate unless otherwise instructed.
- ii) Examiners shall send by Registered/Speed Post the Award Rolls to the Controller of Examinations.
- iii) The Award Rolls shall always be accompanied with the prescribed forwarding memo. No other papers should be sent with the Award Rolls. If the examiner runs short of Award Rolls, he/she should ask the Controller of Examinations for more. In no case should ordinary paper be used for writing awards.
- iv) All entries in the Award Roll shall be made legibly in blue ink by the examiner in his/her own hand. Use of pencil is strictly prohibited.
- v) Roll Numbers shall be entered serially and different half centurial series shall be kept apart, new half centurial series shall be entered on new sheet.
- vi) Award of Roll Numbers belonging to the same half centurial series shall be entered on one Award sheet (not page) in serial order. A half-centurial series is a continuous series of numbers from one to fifty, 1-50, 51-100, 101-150, 151-200, and the like.
- vii) In no case shall Roll Numbers belonging to different half centurial series be entered on the same Award sheet.
- viii) Whenever there is break in the continuity of Roll Numbers belonging the

same half centurial series, the examiner, while writing Roll Numbers on the Award sheet, shall leave a couple of spaces to highlight the break.

- ix) Roll Numbers of absentees shall invariably be mentioned on the relevant Award Roll.
- x) Only one Roll Number shall be entered in one space.
- xi) No entry in the Award Rolls shall be erased. Corrections shall be avoided. If a correction is unavoidable, it shall be made neatly by drawing a line across the wrong figure or word and noting the correct figure or word instead. No over-writing is permitted. Each correction must be initialed by the examiner, where there is one.
- xii) The total number of marks secured by the candidate shall be shown against the correct Roll Numbers both in figures and words.
- xiii) No fractional marks shall be entered in Award Roll.
- xiv) The name and year of examination, the name of subject and paper, and the number of passes and failures, after reference to the schedule of minimum pass marks, shall be noted on each copy of the Award Roll.
- xv) Each page of the Award Rolls should be signed legibly in full (not initialed) by the examiner and the Checking Assistant. Use of signature stamp is strictly prohibited.

#### **6. Report regarding performance of candidates**

Every examiner shall send to the Controller of Examinations, after completing the evaluation of Answer-scripts, a report on the prescribed form, on the general character of the Answer-scripts examined by him/her making suggestions, if any, for improvement in the standard of teaching. These reports shall be sent within one week of the despatch of awards.

#### **7. Payment of Bills**

- i) The remuneration shall be paid only on receipt of the bill on the prescribed form.
- ii) Revenue stamp of 2 rupees should be affixed on the bill for a claim of Rs. 50/- and above.
- iii) Contingent expenses should be claimed on the prescribed form which should be appended to the bill alongwith necessary vouchers attested by the examiner. No payment shall be made without requisite voucher.



- iv) Payment shall be made after the declaration of the results of examination for which a person has acted as examiner/Checking Assistant.

**8. Entertainment of bill after the prescribed time**

No claim for remuneration due from the university shall be entertained if the same is not received within a period of one year of the examination.

**9. Contingent Expenses**

Sanctioned scale of contingent expenses payable to examiners is as under:-

- i) Actual registered/speed postage and telegram/telephone charges provided that receipts are attached with the bill.
- ii) Actual freight (Railway or road), provided that receipts are attached with the bill.
- iii) Amount incurred on ordinary correspondence provided vouchers in support of that are attached.

**10. Automatic Deductions**

The detail of the automatic deductions for mistakes and unauthorized delay committed by the examiners are as under:

- a) Failure of the examiner to submit the documents within the prescribed time limit in the Regulations Rs. 10/- per day
- b) For any omission, error, mistake, e.g. Rs. 2/- each mistake or omission
  - i) Failure to sign each page of the Award Roll
  - ii) Failure to initial the corrections made in the Award Rolls
  - iii) Difference of marks in words and figures in the Award Rolls
  - iv) Failure to fill in all the columns of each page of the Award Roll
  - v) Erasing entries in the Award Rolls
  - vi) Wrong transfer of marks from the Answer-books to the Award Rolls

- vii) Writing marks for more than one candidate  
in the space provided for each candidate
- viii) For leaving any portion of the Answer-book unmarked

#### Tabulators

- |   |                      |  |
|---|----------------------|--|
| a) Result affected cases<br>e.g. fail to pass or reappear and vice –versa | Rs. 20/- per mistake | } Subject to<br>maximum<br>of Rs.150/- |
| b) Other mistakes   | Rs. 5/- per mistake  |  |

#### 11. Practical Examinations

- i) Examiners shall lay emphasis on the actual work done by the candidate in the laboratory.
- ii) The examiner shall keep a complete record of the Answer-books and continuation sheets issued to a candidate.
- iii) In such examinations where there is a Board of Examiners consisting of External and Internal examiners for the conduct of practical test and viva-voce, the candidate shall be examined jointly by them and the awards signed by each examiner.
- iv) Every examiner shall send to the Controller of Examinations after completing the examination, a report on the general character of the work of the examinees and the observations recorded by him/her while conducting the examination. He/she will also make suggestions, if any, for improvement in the standard and the maintenance of laboratory equipment. The report shall be sent to the Controller of Examinations, by name, within one week of the despatch of Award Rolls.
- v) The Award Rolls and Answer-books securely packed and sealed shall be sent to the Controller of Examinations in two separate covers, immediately after the examination is over.

#### 12. Appointment of Internal Practical Examiner

The Internal examiner for practical examination shall be a teacher who has taught the candidate for the examination in that paper.



## **Chapter XXVI**

### **Committees concerning Examinations**

This is in continuation of Chapter IV(C) 'Other Statutory Bodies', page 56 University Calendar, 2005

#### **Committee for Equivalence of Examinations**

1. There shall be a Standing Committee consisting of the following members for deciding issues regarding equivalence of examinations:-
  - i) Vice-Chancellor;
  - ii) Dean Academic Affairs;
  - iii) two Deans of the Schools/ Heads of the Departments, to be nominated by the Vice-Chancellor by rotation;
  - iv) one person nominated by the Academic Council from amongst its members;
  - v) Controller of Examinations; and
  - vi) Registrar.  
with powers to co-opt.

Not less than half the total number of members of the Committee shall constitute quorum for a meeting of the Committee.
2. The nominated members shall hold office for a period of three years.
3. Registrar shall be the Member-Secretary of the Committee. The proceedings of the meetings shall be recorded by the Member-Secretary and approved by the Vice-Chancellor.
4. The functions of the Committee shall be to:-
  - i) consider the proposals in respect of recognition of new courses/examinations of other Universities/Boards/Institutions together with the report of the Convener of the concerned Board of Studies who has examined the courses of study in respect of their content and standard, and to recommend to the Academic Council such examinations of other Universities/Boards/Institutions as are equivalent to the corresponding examinations of the University;
  - ii) report to the Academic Council on all matters which are referred to it ;
  - iii) consider request for recognition of examinations received from other universities and institutions and submit its recommendation to the Academic Council; and
  - iv) seek equivalence of Degree/Diploma awarded by this University with the corresponding Degrees/Diplomas of other Universities and institutions within and outside the country.



### **Committee for scrutiny of complaints regarding question papers**

1. There shall be a Committee for scrutiny and disposal of complaints against question papers, for publication of results of the examinations conducted by the University and for scrutiny of marks and rechecking of results in accordance with the Statutes. The Committee shall comprise of the following:-
  - i) Vice-Chancellor;
  - ii) one member of the Academic Council nominated by the Academic Council;
  - iii) Dean of the concerned School;
  - iv) Head of the concerned Department;
  - v) Controller of Examinations; andco-opted members as may be authorized by the Vice-Chancellor.
2. The nominated members shall hold office for a period of three years.
3. The Vice-Chancellor shall preside over at all the meetings of the Committee.
4. The Committee shall meet on date(s) that will be notified by the Controller of Examinations, after ascertaining the convenience of the Vice-Chancellor.
5. The Controller of Examinations shall be the Member-Secretary of the Committee. The proceedings of the meetings of the Committee shall be recorded by the Member-Secretary and approved by the Chairman
6. Majority of the members shall form the quorum of the Committee. All matters shall be decided by majority vote. In event of equality of votes, the Chairman shall have the casting vote.

### **Committee for appointment of Examination Supervisors**

1. There shall be an Examinations Supervisory Committee to exercise general supervision for the conduct of University examinations and for the appointment of Inspectors, Superintendents, Deputy Superintendents and other supervisory staff for the conduct of theory examinations of the University.
2. It shall consist of the following:
  - i) Vice-Chancellor;
  - ii) Dean Academic Affairs;
  - iii) two Deans of the Schools nominated by the Vice-Chancellor;
  - iv) two members of the Academic Council nominated by the Academic Council; and
  - v) Controller of Examinations  
with powers to co-opt.  
The nominated members shall hold office for a period of three years.
3. Subject to the general control of the Academic Council the duties of the Examinations Supervisory Committee shall be to-
  - i) make appropriate arrangements for conduct of all examinations and to give directions for conducting the same;
  - ii) appoint Inspectors, Superintendents, Deputy Superintendents and other Supervisory staff for the conduct of theory examinations;
  - iii) submit to the Academic Council Annual Report on the working of the University examinations;
  - iv) appoint such Committees as may be deemed necessary to facilitate its functioning; and
  - v) perform such other duties as may be assigned to it by the Academic Council from time to time.
4. The Committee may delegate the power of appointing the supervisory staff to the Vice-Chancellor/Inspector-overall Incharge of Examination Centre.
5. The Committee shall meet whenever the Vice-Chancellor desires.
6. Controller of Examinations shall be the Member-Secretary of the Committee. He shall maintain the proceedings of the Committee in writing and shall submit the same to the Chairman for his signatures and approval.
7. Majority of the members shall form the quorum. All matters shall be decided by the Committee by majority vote. In event of equality of votes the Chairman shall have the casting vote.

### **Committee for Misconduct and Unfairmeans**

1. There shall be a Committee for scrutiny of Misconduct and Unfairmeans cases in examinations which will take decisions in accordance with the Statutes. It shall be called the 'Competent Authority' and will consist of the following:
  - i) Vice - Chancellor;
  - ii) Dean Academic Affairs;
  - iii) three persons nominated by the Executive Council;
  - iv) Legal Advisor of the University;
  - v) Registrar; and
  - vi) Controller of Examinations – Member Secretary
2. The nominated members shall hold office for a period of three years.
3. The Vice-Chancellor shall preside over the meetings of the Committee.
4. Majority of members shall form the quorum. All matters shall be decided by majority vote. In event of equality of votes the Chairman shall have a casting vote.
5. The Controller of Examinations shall be the Member-Secretary of the Committee. He shall maintain the proceedings of the Committee and get them approved and signed by the Chairman and the members who attended meeting.
6. The Competent Authority shall constitute Unfairmeans Committee and nominate its members as laid in the Statutes relating to Unfairmeans/Misconduct to deal with cases of unfairmeans.



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### **Committee for Appointment of Paper- Setters/Examiners**

1. There shall be a Committee to appoint paper- setters and examiners in accordance with the procedure laid down in the Statutes. The Committee shall consist of the following:-
  - i) Vice-Chancellor;
  - ii) two members of the Academic Council nominated by the Academic Council; and
  - iii) Controller of Examinations.
2. Dean of the concerned School/Head of the Department shall be associated whenever appointment of Paper-setters and Examiners pertaining to the School/Department is made.
3. The nominated members shall hold office for a period of three years.
4. The Vice-Chancellor shall preside over the meetings of the Committee.
5. The Committee shall meet whenever the Vice-Chancellor directs.
6. The Controller of Examinations shall be the Member–Secretary of the Committee. He shall maintain the proceedings of the Committee and get the same approved by the Chairman.



## Chapter XXVII

### Statutes governing Master's Degree Programme in Business Administration (MBA)

1. Master's Degree Programme in Business Administration (MBA) shall be of the duration of two academic years. Each academic year shall comprise two semesters.
2. i) Candidates who have passed Bachelor's Degree examination of 10+2+3 pattern in any discipline or have passed any other examination recognized as equivalent thereto with atleast 50% marks (40% for candidates belonging to Scheduled Caste and Scheduled Tribe categories) or have passed the final examination of the Institute of Chartered Accountants, or Cost and Works Accountants, or Company Secretaries or A. M. I. E (Engineering) with atleast 50% marks (40% for Scheduled Caste/Scheduled Tribe candidates) are eligible for admission to MBA programme.

Notwithstanding anything contained in the Statutes, a candidate who has appeared or is appearing in the final year of the qualifying examination and is expecting to pass with the requisite percentage of marks in the said examination is also eligible to apply. However, if such a candidate is called for Interview and Group Discussion, he shall be permitted to appear in these only if he produces a certificate from Head of the Institution last attended, if he is a regular candidate or the Controller of Examinations if he is a private candidate, testifying that he has appeared in full atleast in the written part of the final year of the qualifying examination.

- ii) Selection for admission to the course shall be made through Management Aptitude Test/Common Aptitude Test or any other test as the university may approve, to be conducted at Rajouri/Jammu or such other places as may be approved by the Vice-Chancellor. Interview and Group Discussion will be conducted by the Department as per programme that will be notified each year.
- iii) The number of candidates that will be invited for Group Discussion and Interview shall be decided by the Admission Committee each year.
- iv) The weightage of different components of the selection process to the course shall be-
  - (a) Marks secured by the candidate in MAT/CAT 80%

- |                      |     |
|----------------------|-----|
| (b) Interview        | 10% |
| (c) Group Discussion | 10% |
3. The number of seats in the department shall be determined before initiating admission process every year by the Head of the Department/ Dean of the School with prior approval of the Dean Academic Affairs/Vice-Chancellor.
  4. Of the total number of seats available, 51% shall be filled from the Open Merit Category and 49% from among the candidates belonging to reserved categories as per breakup given below:
 

|   |     |
|---|-----|
| i) Scheduled Castes   | 8%  |
| ii) Scheduled Tribes  | 9%  |
| iii) Children of Defence Service personnel including<br>Ex-servicemen who are permanent residents of<br>the State and have/had a satisfactory service record. | 2%  |
| iv) Permanent residents of Rajouri & Poonch districts   | 25% |
| v) Candidates belonging to other backward areas   | 5%  |
  5. a) Admission to the course shall be made by the Admission Committee in accordance with the procedure laid down in the Statutes. The Admission Committee shall consist of-
    - i) Dean of the School of Business Administration/Head of the Department
    - ii) One Professor, one Associate Professor and one Assistant Professor of the Department by rotation, in order of seniority, nominated by the Dean Academic Affairs/Vice-Chancellor on the recommendation of the Head of the Department.
  - b) The Head of the Department shall look after admission arrangements including receipt of admission forms, conduct of MAT/CAT, Group Discussion and Interview, preparation of merit list, display of lists of selected candidates on the Notice Board of the Department, intimation to students etc.

Applications for admission to Master's Degree Programme in Business Administration (MBA) shall be invited through notification published in reputed newspapers as approved by the Dean Academic Affairs/ Vice-Chancellor. Application forms shall be available for sale in the University office and any other places notified, during such period as may also be notified by the Head of the Department/ University office.



6.
  - i) Candidates seeking admission to the course shall be required to pay such application fee (non- refundable) as may be determined by the University from time to time. All remittances shall be made through Demand Draft drawn in favour of the Registrar, Baba Ghulam Shah Badshah University payable at Rajouri.
  - ii) Application forms prescribed by the University, complete in all respects, and accompanied by the relevant documents and attested photostat copies of the requisite certificates, must reach the Head of the Department within the dates notified by the University for the purpose. The Admission Committee may, however, authorize entertainment of an application form for admission to the course upto a maximum of 5 days after the expiry of the last-date prescribed by the University on payment of such amount as may be prescribed for the purpose.
  - iii) An applicant who seeks admission under any of the reserved categories must attach with the application form an attested photocopy of the appropriate reservation certificate issued by the competent authority, failing which his candidature under the reserved category shall not be considered.
7. The certificate of being beneficiary under the categories reserved for Scheduled Castes, Scheduled Tribes, Defence Service Personnel/Ex-servicemen and resident of Backward area shall not be considered if it is not in conformity with the latest order issued for the purpose by the J&K Government. No certificate/document or its attested photocopy shall be accepted after expiry of the date prescribed for submission of application forms for admission to the course with late fee.
8. Names of the selected candidates shall be notified, from time to time, on the Notice Board of the Department. However, as a matter of abundant care and caution the Department will also intimate the selected candidates about their selection to the course under registered cover/speed post. The responsibility arising out of non-delivery/delay of such intimations shall rest with the applicants, who in their own interest, are required to keep in touch with the Department and comply with the instructions issued from time to time vide admission notices. In case of non-compliance of instructions issued vide such admission notices the selection may be cancelled and no complaint entertained on that account.
9. Admission of students to a course shall start and end on the dates prescribed for the purpose. However, the Vice-Chancellor may grant late admission upto 7 days, on payment of such late fee as may be prescribed by the University provided a seat is available.

10. Admission fee and other charges to be paid by each candidate shall be as may be decided by the University from time to time.
11. A candidate admitted to the course shall not take up any employment or engage himself in any business or profession or attend any other course of instruction or appear in any other examination of this or any other university so long as he is on the rolls of MBA programme.

Provided that a candidate, who has been placed under re-appear category in one course only, or was permitted to appear in the examination either as regular or private candidate before commencement of class work of the MBA first Semester shall be eligible to appear in that examination even after he has been admitted to the MBA Programme.

12. The Admission Committee, with the approval of the Dean Academic Affairs/Vice-Chancellor, shall have the authority to refuse or cancel admission of a candidate who-
  - i) either fails to produce any requisite certificate in original within the time prescribed by the Head of the Department, suppresses/conceals any relevant information/provides information in his application which is found incorrect or produces a certificate which is not genuine; or
  - ii) fails to pay fees and/or charges within the time prescribed by the Head of the Department; or
  - iii) violates any provision of Statute 11.
13. Any person who is in employment or in self-employment or is engaged in a business or profession is not eligible for admission to the Course. Such a person may, however, be considered for admission, provided in the case of a person in employment, he produces a certificate from his employer that he (the employer) has no objection to the employee's pursuing a whole time course in the university and that the employee gets authorized leave for the purpose of studying in the university.
14. The students who take up employment or engage in business or profession after they have been admitted, shall be struck off the rolls of the teaching department.
15. The Head of the Department shall be competent to cancel admission of a student enrolled for the course of study in the department if he remains absent without permission of the Head of the Department/Dean of the School for a period of

one month continuously, after an opportunity has been given to him to explain why such an action be not taken against him.

16. There shall be two examinations in an academic year, one at the end of each semester.
17. The examination for the First and Third semesters shall ordinarily be held in the month of December/January and for the Second and Fourth semesters in the month of May/June or on such other dates as may be approved by the Vice-Chancellor.
18. The first semester examination of the Master's Degree programme in Business Administration shall be open to a regular student who has-
  - i) the necessary eligibility as laid in the Statute 2;
  - ii) been on the rolls of the Department for the requisite period, immediately preceding the examination;
  - iii) been a person of good conduct and has performed the work of the class satisfactorily;
  - iv) attended not less than 75% lectures, seminars, case studies, field trips, project work etc. in each course, conducted upto one week before the commencement of end of Semester examination, and
  - v) paid the prescribed fee.
19. The second, third and fourth semester examinations shall be open to a regular student who has-
  - i) been on the rolls of the Department during the semester preceding the respective semester examination;
  - ii) been a person of good conduct and has performed the class work satisfactorily;
  - iii) attended not less than 75% lectures, seminars, case studies, field trips, project work etc. for each course, conducted upto one week before the commencement of the examination;
  - iv) paid the prescribed fee; and
  - v) passed the first, second or third semester examination of the university, as the case may be, or is covered under Statutes relating to reappear category.
20. Applications on the prescribed form for admission to the examination duly filled in and accompanied by the prescribed fees and certificates must reach the Controller of Examinations not later than the date fixed for the purpose by the



Vice-Chancellor. Whenever the examination form/fee or both of a candidate is/ are received in the University office after the last prescribed date, he shall have to pay late fee as under or as may be prescribed from time to time:

- |  |  |
|--|--|
| a) for first count of 15 days delay after the last date prescribed for receipt of form/fee or both | Rs.100/-   |
| b) for another count of 15 days delay after the expiry of last date with late fee of Rs.100/-      | Rs.150/-   |
| c) an additional late fee after the expiry of last date with late fee of Rs.150/-                  | Rs.25/-per day upto 10 days before the commencement of examination |

Thereafter, with a late fee of Rs. 2000/- upto 5 days before the commencement of examination and with further late fee of Rs. 3000/- with special permission of the Vice-Chancellor upto 2 days before the commencement of examination provided question papers are available.

21. If a candidate falls short of attendance the Dean of the School/ Head of the Department may condone shortage upto 3 lectures per course per semester for reasons to be recorded in writing.
22. Any student who participates in games, cultural and other co-curricular activities as defined below, with the prior approval of the Head of the Department, shall for the purpose of condoning deficiency in attendance incurred by him on account of such participation, be treated as present on all the working days during the days of his absence on such account for a period not exceeding seven working days in a semester:-
  - i) State representation in the International/All India Competitions organized by agencies which are recognized by the Board of Sports and Youth Welfare of the University.
  - ii) Participation in the Inter-University Competitions held under the auspices of a University or any recognized Institution as a member of the University team.
  - iii) Participation in the N.C.C, N.S.S and National Integration Samiti activities as a member of the university contingent.
  - iv) Participation in the Coaching Camps/Rehearsal prior to participation as a

member of State or University team in the National/All India/Inter-University Competitions.

- v) Participation in the Mountaineering/Hiking/Trekking/Skiing/Rock Climbing or other such activities organized under the auspices of the State Government/University as a member of the University Team.

- 23. A candidate who falls short of attendance in one or more but in less than half of the courses prescribed for the semester shall be permitted to take the semester examination only in such courses in which he fulfills the attendance requirement.
- 24. A candidate who falls short of attendance in more than half the number of courses prescribed for the semester shall be required to earn fresh eligibility to appear in the examination.

A candidate who falls short of attendance in half or less than half of the total number of courses in any semester and is promoted to the next semester, after fulfilling other required conditions, shall have to repeat such courses in which he fell short of attendance alongwith the candidates of next academic session. However, a candidate who is detained on account of shortage of attendance in more than half the number of courses prescribed for the second, third and fourth semesters may be permitted to rejoin the second, third and fourth semesters, as the case may be, during the next academic session but he will be required to repeat all the courses relating to that semester for earning eligibility to appear in relevant semester examinations.

- 25. The examinations shall be conducted in accordance with the syllabi approved by the Academic Council.
- 26. The medium of instruction and examination shall be English.
- 27. Internal Assessment shall be a constituent part of the semester examinations. The weightage in terms of marks for the semester examination and Internal Assessment components in a course, except seminar course, Directed Study/Project, Summer Training and viva-voce, shall be in the ratio of 70:30 or as the Academic Council of the University may decide.
- 28. Internal Assessment shall be based on periodical tests, assignments, case studies etc. The Head of the Department shall notify the detailed break-up of Internal Assessment at the beginning of each semester for information of the students.
- 29. The answer books of periodical tests and other written assignments shall be discussed with the students after evaluation.

30. The Head of the Department/Dean of the School shall forward Internal Assessment marks awarded by the concerned teacher to the Controller of Examinations within one week of the commencement of end- of-semester examination after the record has been checked by the Inspector(s) appointed for the purpose. The Head of the Department/Dean of the School will preserve the detailed record of the Internal Assessment for inspection, upto six months, from the date of declaration of the result of the fourth semester examination of that batch by the University.

Project reports shall be submitted to the Head of the Department atleast 10 days before the commencement of the examination. Reports received after the prescribed date shall ordinarily not be accepted.

31. The Internal Assessment awards of the candidates who fail in the examination shall be carried forward to the next examination.
32. The comprehensive viva-voce, if any, for first, second and third semesters shall be conducted jointly by the Internal and External Examiners. Internal Examiner shall be appointed by the Head of the Department/Dean of the School by rotation. The comprehensive viva-voce for IV semester shall be conducted jointly by a Committee comprising an External Examiner and 01 Professor, 01 Associate Professor and 01 Assistant Professor of the Department nominated by the Head of the Department/Dean of the School by rotation.
33. The title and outline of the Directed Study/Project work shall be approved by the Convener, Board of Studies/Head of the Department, and in absence of both by the next senior most teacher of the Department, in consultation with the teacher-supervisor of the Directed Study/Project. The candidate shall be required to submit three copies of his Directed Study/ Project and the soft copy. The External Examiner who reads the report shall evaluate it out of 100 marks. The remaining 100 marks shall be allotted to viva voce pertaining to the report to be conducted jointly by one Internal (teacher supervisor) and one External Examiner from Academia or Industry. Each examiner will evaluate out of 50 marks and send the awards jointly in triplicate to the Controller of Examinations.
34. Evaluation of Summer Training Report shall be undertaken in two parts:
- i) External Examiner out of 50 marks
  - ii) Oral presentation carrying 50 marks to be assessed by a Committee of External and Internal Examiners of the Department to be appointed by the Head of the Department/Dean of the School by rotation.



35. A candidate who fails to secure 40% marks separately in the university examination and Internal Assessment in one or more courses of a semester examination shall be permitted to continue his studies provisionally in the next Semester. He shall be required to secure the requisite pass percentage in the course(s) in the next available chance. In case the student fails in the second chance also he can avail one more chance to clear the course(s) in which he has either not appeared or having appeared failed for want of requisite pass percentage. Such a candidate will be required to clear the course(s) within a period of four years commencing from the date he was scheduled to appear in the first semester examination but could not appear or the date he first appeared in the first semester examination but failed.

A candidate who fails in any of the theory courses of the 3rd/4th semester examination may avail the first additional chance in the Supplementary examination.

Provided that the candidate who fail to clear the course within prescribed number of chances may be allowed a Mercy Chance, by the Vice-Chancellor, immediately after the expiry of statutory period.

If he still fails to secure 40% marks in the course(s) his provisional admission as well as result of all the examinations taken by him shall stand cancelled.

Unless otherwise provided such a candidate will have to appear in the course(s) according to the syllabus pertaining to the semester examination in which he could either not appear or having appeared failed.

(The provision of this Statute supercede Statutes 11 (vii) & 5(ii) given at pages 110 & 120 of University Calendar 2005.)

36. The minimum number of marks to pass each end of the Semester examination shall be-
- i) 40% in the University examination and Internal Assessment separately,
  - ii) 40% each in seminars, Directed Study/Project, Summer Project Report and viva-voce,
  - iii) 50% in the aggregate of (i) and (ii) above

Provided that a candidate who appears in the examination and fails in one or more than one course and/ or aggregate by a deficiency of not more than 1% of the maximum marks of the course(s) in which he appeared shall be declared to have

passed the examination by adding in each semester the required number of marks in the course(s) and/or aggregate to his best advantage.

37. After a candidate has appeared in and passed all the courses offered by him in all the Semesters individually and has also secured the requisite percentage of the aggregate marks in the first, second, third and fourth semester examinations separately, he shall be declared successful in the Master's Degree Programme in Business Administration and shall be classified as under-
- i) First division with distinction if he has obtained 75% or more of the aggregate marks in all the courses of all the Semesters taken together;
  - ii) First division, if he has obtained 60% or more of the aggregate marks but less than 75% marks;
  - iii) Second division, if he has obtained 50% or more of the aggregate marks but less than 60% marks.
38. Notwithstanding anything contained in these Statutes, the Executive Council, shall have the powers to exclude any student from appearing in any examination if it is satisfied after issuing show cause notice to the candidate and holding an enquiry that such a candidate is not a fit person to be admitted thereto.
39. All legal disputes shall be subject to the jurisdiction of Rajouri courts only.



## Chapter XXVIII

### Statutes governing Master's Degree Programme in Computer Applications (MCA)

1. Master's Degree Programme in Computer Applications shall be of the duration of three academic years. Each academic year shall comprise of two semesters.
2. Candidates who have passed the qualifying degree examination of 10+2+3 pattern in Science, Commerce, Arts or of 10+2+4 pattern in Engineering or Technology with atleast 50% marks (40% for Scheduled Caste/Scheduled Tribe candidates), shall be eligible for admission to the Master's Degree Programme in Computer Applications.

Notwithstanding anything contained in the Statutes a candidate who has appeared or is appearing in the final year of the qualifying examination and is expecting to fulfill the statutory requirement of 50% marks is also eligible to apply and appear in the Written Entrance Test. Such a candidate shall, however, be considered for admission to MCA only if he produces documentary evidence of having passed the qualifying examination in full with the requisite percentage of marks before the date prescribed for the purpose by the concerned authority.

3. Selection for admission to the course shall be made in order of merit obtained in the Combined Entrance Test (CET) or any other test as the University may decide to be conducted at Rajouri/ Jammu and such other places as may be approved by the Vice Chancellor.
4. Of the total number of seats in the programme, 51% shall be filled from the open merit category and 49% from among the candidates belonging to reserved categories as indicated below:

|   |     |
|---|-----|
| i) Scheduled Castes   | 8%  |
| ii) Scheduled Tribes  | 9%  |
| iii) Children of Defence Service personnel including<br>Ex-servicemen who are permanent residents of<br>the State and have/had a satisfactory service record. | 2%  |
| iv) Permanent residents of Rajouri & Poonch districts   | 25% |
| v) Candidates belonging to other backward areas   | 5%  |



5. The number of seats in the programme shall be determined, every year, before the commencement of admission by the Dean School of Studies/Head of the Department with prior approval of Dean Academic Affairs/Vice-Chancellor. Admission to the course shall be made by the Admission Committee in accordance with the procedure laid down in the Statutes.  
The Admission Committee shall consist of:
  - i) Dean School of Mathematical Sciences and Engineering;
  - ii) Head Department of Computer Sciences;
  - iii) three other teachers of the Department by rotation, in order of seniority, nominated by the Dean Academic Affairs/ Vice-Chancellor in consultation with the Dean of the School and Head of the Department.
6. The Head of the Department shall look after admission arrangements including receipt of admission forms, conduct of Combined Entrance Test, preparation of merit list, display of lists of selected candidates on the Notice Board of the Department etc.
7. Applications for admission to the Course shall be invited through notification published in atleast two prominent news papers, as approved by the Dean Academic Affairs/Vice-Chancellor. Application forms shall be available for sale in the office of the Department of Computer Sciences and such other places during such period as may be notified by the University.
8. Candidates seeking admission to the Course shall be required to pay such application fee (non-refundable) as may be fixed by the University from time to time. All remittances shall be made by the candidates through bank drafts drawn in favour of the Registrar, Baba Ghulam Shah Badshah University, payable at Rajouri.
9. Application forms prescribed by the University, complete in all respects, and accompanied by relevant documents and attested photocopies of the required certificates must reach the Head of the Department or such other person authorised by the University, within the dates notified by the University for the purpose. The Admission Committee may, however, authorize entertainment of an application form for admission to the course upto maximum of 5 days after the expiry of the last-date prescribed by the University on payment of such late fee as may be notified from time to time.
10. An applicant seeking admission under reserved category must attach with the application form an attested photocopy of the appropriate certificate issued by

the competent authority, failing which his candidature under the reserved category shall not be considered.

11. The certificate of being beneficiary under the categories reserved for Scheduled Castes, Scheduled Tribes, wards of Defence service personnel/ex-servicemen and resident of backward areas shall not be considered if it is not in conformity with the latest order issued for the purpose by the J&K Government. No certificate/document or its attested photocopy shall be accepted after the expiry of the date prescribed for submission of application forms for admission to the course with late fee.
12. Names of the candidates selected for admission shall be notified, from time to time, on the Notice Board of the Department. However, as a matter of abundant care and caution the Department will also send intimation to selected candidates about their selection to the course under registered cover/speed post. The responsibility arising out of non-delivery/delay of such intimation shall not rest with the university. The candidates are required, in their own interest, to keep in touch with the Department and comply with the instructions, issued, from time to time, vide admission notices. In case of non compliance of instructions issued vide such admission notices the selection may be cancelled and no complaint entertained in this regard.
13. Admission of students to a course shall start and end on the dates prescribed for the purpose. However, the Vice-Chancellor may grant late admission upto 7 days on payment of such late fee as may be prescribed by the University.
14. A candidate admitted to the course shall not take up any employment or engage himself in any business or profession or attend any other course of instruction or appear in any other examination of the University so long as he is on the rolls of MCA programme:  
  
Provided that a candidate, who has been placed under re-appear category in one course, or who was scheduled to appear in the examination either as a regular or private candidate before the commencement of the class work of the MCA Ist Semester shall be eligible to appear in that examination even after he has been admitted to the Programme.
15. The Admission Committee, with the approval of the Dean Academic Affairs/Vice-Chancellor, shall have the authority to refuse or cancel admission of a candidate who:-
  - i) either fails to produce any requisite certificate in original within the time

- prescribed by the Head of the Department or suppresses/canceals any relevant information or provides information in his application which is found incorrect or produces a certificate which is not genuine; or
- ii) fails to pay fees and/or charges within the time prescribed by the Head of the Department; or
  - iii) violates any provision of Statute 14.
16. Any person in employment or self-employment or engaged in a business or profession is not eligible for admission to the Course. A person in employment may, however, be considered for admission, provided he produces a certificate from his employer that the employer has no objection to the employee's pursuing a whole time course in the university and that the employee is on authorized leave for the purpose of study in the university.
  17. The Head of the Department shall be competent to cancel admission of a student enrolled for the course of study in the department if he remains absent without permission of the Head of the Department for a period of one month continuously, after an opportunity has been given to him to explain why such an action be not taken against him.
  18. There shall be two examinations in an academic year, one at the end of each semester.
  19. The examination for the First, Third and Fifth semesters shall ordinarily be held in the month of December/January and for the Second, Fourth and Sixth semesters in the month of June/July or on such other dates as may be approved by the Vice-Chancellor.
  20. The examination shall be held in accordance with the syllabi approved by the Academic Council.
  21. The medium of instruction and examination shall be English.
  22. The first semester examination for the Master's Degree Programme in Computer Applications shall be open to a regular student who has:-
    - i) been on the rolls of the Department for prescribed period, immediately preceding the examination;
    - ii) been a person of good conduct and has performed the work of the class satisfactorily;
    - iii) attended not less than 75% lectures in each course, seminars etc. conducted



upto one week before the commencement of the examination; and

iv) paid the prescribed fee.

23. The second, third, fourth, fifth and sixth semester examinations shall be open to a regular student who has:-

i) been on the rolls of the department during the semester preceding the end of respective semester;

ii) been a person of good conduct and has performed the class work satisfactorily;

iii) attended not less than 75% lectures, seminars, project work etc. for each course, conducted upto one week before commencement of the examination;

iv) paid the prescribed fee; and

v) passed the first, second, third, fourth or fifth semester examinations of the programme as the case may be, or is covered under Statutes relating to reappear category.

24. Applications on the prescribed form for admission to the examination duly filled in and accompanied by the prescribed fees and certificates must reach the Controller of Examinations not later than the date fixed for the purpose by the Vice Chancellor. Whenever the examination form/fee or both of a candidate is/are received in the University office after the last date, he shall have to pay late fee as under-

a) for first count of 15 days delay after the last date

prescribed for receipt of form/fee or both Rs.100/-

b) for another count of 15 days delay after

the expiry of last date with late fee of Rs.100/- Rs.150/-

c) additional late fee after the expiry of last

date with late fee of Rs.150/- Rs.25/-per day upto  
10 days before the  
commencement of  
examination

Thereafter, with a late fee of Rs. 2000/- upto 5 days before the commencement of examination and with further late fee of Rs. 3000/- with special permission of the Vice-Chancellor upto 2 days before the commencement of examination provided question papers are available.

25. If a candidate falls short of attendance, the Dean of the School/Head of the