

NAGPUR UNIVERSITY

* ORDINANCE NO.9

CONDUCT OF EXAMINATIONS

1. Dates of all University Examinations shall be appointed by the Academic Council, the said dates being published for general information not less than four months before the date of commencement of the examination.
2. All arrangements for the conduct of the Examinations shall be made by the Academic Council.
3. Examiners shall be appointed by the Executive Council in accordance with the provisions of Section 64 of the Nagpur University Act of 1974.

Provided that no person who is not recognised as a Teacher for M.Phil. or possessing less qualification than those required for recognition as a Teacher for M.Phil, shall be appointed as an Examiner either for evaluation of dissertation or for any written paper.

In case of refusal from the person recommended by the Appointment of Examiners Committee under Section 64 and appointed accordingly by the Executive Council then the Vice-Chancellor in consultation with the Dean of the Faculty concerned and the Head of the University Teaching Department in that subject where the M.Phil. is conducted or where there is no such University Deptt. in the subject conducting the M.Phil. Course, the Senior Most Head of the Department in the subject from amongst such colleges conducting the respective M.Phil. Courses shall appoint a substitute examiner or shall recommend the name for this substitute appointment.

4. Each Board of Studies shall not later than September of each year, submit to the Committee appointed under section 64 of the Act, names and addresses of External and Internal persons considered suitable for appointments as Paper Setters/ Examiners in each paper of each subject assigned to the Board. The list shall contain the names of at least five persons for each paper.
5. The Registrar shall place the list of persons appointed as examiners during the previous two years before each Board of Studies for its information.
6. The Registrar shall maintain a permanent list of teachers in the University or Colleges stating their academic qualifications, the examinations in which they have acted as examiners in the past and such other information regarding their suitability or otherwise for acting as examiners in any particular paper or papers as the Boards of Studies concerned may desire to record.
7. (i) In the examinations for the Law, B.E., B.Tech., M.E., M.Tech., B.Arch., B.Pharmacy., M.Pharmacy, B.Sc.(Tech.), M.Ed. and M.Com. at least 50% of the examiners shall ordinarily be external.

* Latest amended by Ord. No.1 of 1983 (Executive Council date 4-5/1-1983.)

* Further amended by Ord. No.13 of 1984 as accepted by the Executive Council on 28.1.84.

* Further amended by Ord. No.36 of 1995 as accepted by Management Council on 6.11.95.

* Latest accepted by the Management Council on 20.2.98 vide Ordinance No.7 of 1998.

Provided that all examiners for :-

- (a) the first six semester examinations leading to the degree of B.E. of 5 year Degree Course;
- (b) the first four Semester examinations leading to the degree of B.E.(Four Year New Degree Course);
- (c) the first six semester examinations leading to the degree of B.Tech.(Five Year Degree Course);
- (d) the first four semester examinations leading to the degree of B.Tech.(Four Year Degree New Degree Course);
- (e) the first four semester (i.e. first B.Sc.and Second B.Sc. (Tech.)Examinations leading to the degree of B.Sc.(Tech.); and
- (f) the first second and third examinations leading to the degree of B.Arch.;

Shall be from amongst the teachers or persons within the jurisdiction of the Nagpur University only, and that both the examiners shall not be teachers from the same college.

- (ii) In the examinations for M.A., M.Sc. and M.Sc.(Home Science) at least 50% of the examiners in each subject of the examination shall be external.
- (iii) In the B.A., B.Sc., B.Com. and B.Sc.(Home Science) Examinations at least 1/3rd of the examiners shall be ordinarily external.
- (iv) In the Pre-University Examinations all examiners shall ordinarily be internal.

8. Internal and External Examiners :

An "Internal Examiner" means a person who is a teacher in this University or a College affiliated to this University.

An "External Examiner" means a person who is not an internal Examiner.

9. A teacher from one College in the University may be appointed as an External Examiner at the Practical Examination in another College in the University at the Under-graduate examinations.
- ✓ 10. If the number of examiners for a paper at an examination exceeds 300 there may be appointed one Head Examiner and one or more Co-examiners, depending upon the number of examinees for each paper.
- ✓ 11. The Head Examiners shall -
 - a) Set the paper; and
 - b) prepare a Memorandum of Instructions for the guidance of his Co-Examiners.
- ✓ 12. The Head Examiner and Co-examiner shall value such number of answer books as may be assigned to them by the Registrar, subject to the general control of the Vice-Chancellor.
13. Intimation of appointment to the examiners shall be accompanied by a copy of the Ordinance relating to the examination for which they are appointed, as also information regarding the remuneration which they will be entitled to draw if they act as examiners. The examiners shall also be furnished with a list of all matters which they are expected to attend to and shall be required to send a statement that they have attended to them all.

Provided that out of two copies of Dissertation (M.Phil. Examination) submitted to the University, the first copy shall be sent to the Examiner who shall always be an external expert. In case, a candidate offers an identical subject for dissertation in the same year which has been offered by another M.Phil. candidate at his or other places, such dissertation shall be sent to the same examiner for adjudication.

14. Each paper-Setter shall send to the Registrar, addressed by name, the required number of copy/copies of question paper(s) that he sets, in a sealed cover, enclose within another sealed cover so as to reach him on or before the prescribed date. He shall also furnish a certificate to the effect that he has destroyed all notes and manuscripts in connection with the question paper/papers he has set. Copyright of any question paper set by an examiner shall vest in the University.
15. Paper -Setters not sending their question papers to the Registrar within the time fixed shall ipso facto cease to be examiners.
16. Examiners shall be appointed for the examinations of one year only, but they shall be eligible for reappointment. The examiners shall be required to keep secret the fact of their appointment and marks awarded by them to examinees.
17. A confidential record of mistakes committed by examiners shall be preserved by the Registrar for future guidance.
18. Question papers shall unless otherwise specified be set in English only except in the subject languages. The papers in the subject languages will be set in the respective language. If necessary the papers may be translated into Marathi and Hindi by the concerned Member of the subject examination committee constituted under paragraph 20 of this ordinance. In exceptional cases, the Pro-Vice-Chancellor may appoint a person other than the member of the subject examination committee to translate any question paper or papers.
19. Paper-Setters, Translators and the member of the subject Examination Committee shall observe absolute secrecy with regard to the contents of the question papers set, moderated or translated by them.
20. The Board of Examination shall constitute for each subject Examination Committee, which shall consist of :-
 - (I) (A) FOR UNDER GRADUATE EXAMINATION :-
 - (a) Chairman of Board of Studies concerned-Chairman.
 - (b) One experienced teacher of the subject having experience of Under-Graduate teaching for not less than 15 years in the University nominated by the Board of Examinations- Member.
 - (c) One experienced teacher of the subject having experience of Under-Graduate teaching for not less than 15 years in the University, nominated by the Pro-Vice-Chancellor- Member.

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Provided that, if the Chairman of Board of Studies concerned is not available for whatsoever reason the Pro-Vice-Chancellor shall nominate one teacher of the subject having not less than 15 years teaching experience;

Provided further that if the Board of Studies consists of more than one subject than the Chairman of the subject examination committee may co-opt one experienced teacher for each subject, wherever necessary, with the prior approval of the Pro-Vice-Chancellor.

(B) FOR POST-GRADUATE EXAMINATIONS :

(a) The Chairman of the Board of Studies concerned who is a full time Post-Graduate teacher- Chairman.

(b) The Head of the University Department of the subject concerned- Member.

(c) One Post-Graduate teacher of the subject having teaching experience of not less than 10 years in the University nominated by the Board of Examinations- Member.

(d) One Post-Graduate teacher of the subject having teaching experience of not less than 10 years in the University nominated by the Pro-Vice-Chancellor- Member.

Provided that if the Chairman of the concerned Board of Studies is not a Post-Graduate full time teacher, then the Pro-Vice-Chancellor may nominate one experienced Post-Graduate teacher having not less than 10 years teaching experience.

Provided further that in those subjects, where the University does not have Post-Graduate teaching Department then one Post-graduate teacher having not less than 10 years teaching experience be nominated by the Pro-Vice-Chancellor.

Provided further that if the Head of the University Department happens to be the Chairman of the Board of Studies then the Pro-Vice-Chancellor may nominate one experienced Post-Graduate teacher having not less than 10 years experience.

Provided further that if the Chairman of the Board of Studies is not a Post-Graduate full time teacher then the Head of the University Department of subject concerned or an experienced Post-Graduate teacher of the subject shall be nominated as the Chairman of the subject examination Committee by the Pro-Vice-Chancellor.

Provided further that if there are more subjects than one in a Board or more specialisations than one in a subject then the Chairman of that subject Examination Committee may co-opt one experienced teacher for the subject or specialisations with prior approval of the Pro-Vice-Chancellor.

(C) FOR M. PHIL. EXAMINATIONS :-

(a) Head of the University Department in the subject concerned where M.Phil. course is conducted or in case there is no University Department conducting M.Phil. course in the subject then ordinarily the senior most Head of the Department in the affiliated colleges where M.Phil. courses are conducted be nominated by the Pro-Vice-Chancellor- Chairman.

- (b) One expert within the jurisdiction of the Nagpur University be nominated by the Pro-Vice-Chancellor- Member.
 - (c) One teacher engaging Post - Graduate classes with 15 years experience in the subject be nominated by the Board of Examination- Member.
 - (d) One expert in the subject from the Universities in Maharashtra be nominated by the Board of Examination- Member.
- (II) All the nominations of the members/experts on subject Examination Committee shall be made by the Pro-Vice Chancellor, out of the panel of not less than three names presented by the Dean of the concerned faculty in consultation with the Chairman of the concerned Board of Studies.
- (III) In case of the inability of the Chairman of the subject Examination Committee to attend the meeting for whatsoever reasons then the Pro-Vice-Chancellor shall nominate one of the members as the Chairman of the subject examination Committee during his absence.
- (IV) In exceptional circumstances the Pro-Vice-Chancellor may appoint a special subject Examination Committee, and shall report the same to the Board of Examinations at its next meeting.
- (V) Whenever the Pro-Vice-Chancellor is not nominated then the Vice-Chancellor shall carry out the nominations for the purpose of this Ordinance in his place.
- (VI) The Chairman and the Members of the subject Examination Committee shall hold office for a period of 2 years from the date of its first meeting.
- (VII) The Committee shall modify the question papers, wherever necessary, on such dates & within the stipulated period and at such places as may be determined by the Controller of Examinations.
21. On the date and time fixed for the meeting of the Subject Examination Committee, the Controller of Examinations shall hand over question papers in sealed cover to the Chairman of the Subject Examination Committee. The Controller of Examinations shall also supply necessary envelopes in which the manuscript question papers in their final form are to be put. These envelopes shall be sealed with the personal seal of the Chairman of the Subject Examination Committee affixed at specifically marked places, alone, who shall ensure that there are no other identifiable marks on the envelopes other than his personal seal. However, the cover shall clearly state the name of the examination, the subject alongwith the title and the number of the paper. A specimen of the seal shall be separately deposited with the Controller of Examinations.
22. The Subject Examination Committee, shall
- i) ensure that the marks allotted to the various questions make up a total of the number of marks allotted to the papers;
 - ii) give clear instructions to the Controller of Examination, in case the use of any specific articles, e.g. Graph papers Drawing papers. Log tables etc. is permitted at the Examination so that proper arrangements for the supply of the same can be made before hand;

- iii) Clearly so indicate on the question paper, if the different sections of the question paper, are to be written in different answer books.
- iv) satisfy itself that the question set in each paper for the examination is within the syllabus and of the standard prescribed;
- v) Satisfy itself that the full question paper can be answered within the stipulated time allotted to it;
- vi) ensure that the question papers is evenly spread over the syllabus prescribed for that paper;
- vii) follow such other instructions as may be issued from time to time by the Pro-Vice-Chancellor.

The Committee shall certify that all the above instructions have been complied by it.

23. Whenever the Committee finds it necessary to introduce substantial modifications in the question paper or is required to re-draft the question paper(s), a specific report of the facts with justifying reasons necessitating such action on part of the Committee shall be handed over to the Controller of examinations alongwith the sealed manuscript of the original question paper.

24. Each Member of the Subject Examination Committee shall check the final question paper and shall initial each page of the same in token of his having done so.

25.1) If a near relation of the member of the subject Examination Committee is expected to take the examination for which the Committee is to moderate the question papers, the member shall not be present at meeting when that question paper is bring moderated. His absence and reasons there of shall be recorded in the minutes.

ii) In case the number of remaining member is one, then alone the Pro-Vice-Chancellor shall nominate substitute member on the Committee.

(NOTE : "Near Relation" shall mean and include the son, daughter, father, mother, brother, sister, wife, husband, first cousin, direct in-laws, direct grand-children and direct dependants of the member.)

26. Attention of the Subject Examination Committee shall be drawn at the time of the meeting, to the nature of errors committed by Moderators in the previous years.

27. Notwithstanding anything to the contrary in this Ordinance, the following shall be the procedure for setting question papers in the Faculty of Engineering and Technology;

- 1) Each theory paper shall be drawn up by a set of two examiners namely (i) Internal and (ii) External.
- ii) the External Examiner shall set Section A of the question paper while the Internal Examiner shall set Section B of the question paper. The topics to be Covered under the two different Sections shall be mutually decided by the Internal and External Examiners by correspondence.

111) The External Examiner shall send in a sealed cover the Section drawn by him to the Internal Examiner, who shall submit the composite question paper (Sections A and B) to the Registrar on or before the date prescribed. Such composite paper shall be submitted to the subject Examination committee for moderation.

1v) The External and Internal Examiners shall examine the answer books of their respective Sections. They shall send the foils and counterfoils of the marks allotted by them to the Registrar directly.

28. 1) M.B.B.S. EXAMINATION
2) B.D.S. EXAMINATION
3) B.Sc. (PHYSIO-THERAPY) EXAMINATIONS.
4) B.Sc. (OCCUPATIONAL THERAPY) EXAMINATIONS.

28(A). Notwithstanding anything to the contrary in this ordinance, arrangements for setting of question papers, valuation of answer books and conduct of the oral, practical, clinical and viva-voce examinations at the :

- I) M.B.B.S. EXAMINATIONS
II) B.D.S. EXAMINATIONS
III) B.Th. (OCCUPATIONAL THERAPY) AND B.Ph. (PHYSIOTHERAPY) EXAMINATIONS.
IV) B.H.M.S. EXAMINATIONS SHALL BE MADE IN ACCORDANCE WITH THE FOLLOWING PROVISIONS, NAMELY;

1)(A-A)- THEORY EXAMINATIONS :

(a) Each Board of Studies shall submit a panel of persons to the Committee appointed under section 32 (5) (a) of the Maharashtra Universities Act, 1994, giving their name and address for appointment as examiners, setters and valuers.

* The Board of Studies shall submit a separate panel for appointment of paper setters/examiners in each paper of each subject assigned to the Board.

Provided that the "Internal Examiner" shall mean a person who is a teacher in the concerned subject in the University or a college affiliated to the University and is so appointed.

* "External Examiner" shall mean a person who is not a teacher in the university and is so appointed.

*(b) Each theory paper shall comprise of two sections namely;

"Section-A" and "Section-B" respectively.

"Section-A" of each theory paper shall be set by the External Examiner and its corresponding "Section-B" shall be set by the Internal Examiner.

The examiner shall be setting three different sets of such sections of the question paper and shall forward them to the Controller of examinations, Nagpur University, Nagpur, who in his turn shall then place them before the subject examination committee for the purpose of modifying the said question papers wherever necessary.

*Latest accepted by the Management Council on 20-2-98, vide Ordinance No. 7 of 1998.

- * (c) The Internal examiners for setting shall be appointed from amongst the teachers of the colleges not below the rank of associate professor.

Provided that in case the teacher of the rank of Associate Professor is not available in the concerned subject, then the lecturer having seven years teaching experience with post-graduate qualification may be appointed as internal examiner.

Provided further that the teachers below the age of 65 years, but upon their super-annuation who are appointed in the colleges on an year to year basis shall be deemed to be eligible to be appointed as an Internal examiner in exceptional cases only.

Provided further that in the event of non-availability of Internal examiners in the concerned subject the setting/valuation shall be done exclusively by external examiners.

- (d) For valuation of every 100 answer-books or a fraction thereof one valuer shall be appointed.

2)(B-B)- PRACTICAL EXAMINATION :-

- (a) The Board of Studies in the concerned subject shall submit a separate panel of examiners for conduct of practical examination in the concerned subject as per section 32(5)(a) of the Act.

- (b) The practical examination for M.B.B.S. examinations shall be conducted by Boards of Examiners of which one shall be for Govt. M.M. Medical College, second shall be for Indira Gandhi Medical College Nagpur and N.K.P. Salve Institute of Medical Science, Nagpur and third shall be for Mahatma Gandhi Institute of Medical Sciences, Sewagram, and Jawaharlal Nehru Medical College, Sawangi (Meghe) Wardha, respectively.

Provided that for B.D.S. examination there shall be one Board of Examiners for Government Dental College Nagpur and Dental College, Sawangi (Meghe), Wardha, respectively.

Provided further that for B.H.M.S. Examinations, there shall be two Board of Examiners, of which one shall be for Nagpur College of Homoeopathy and Biochemistry & Hospital, Nagpur and Gondia Homoeopathic Medical College & Hospital, Gondia, and another shall be for purushottambhai Chavhan Homoeopathic Medical College and Hospital, Chandrapur and Antar Bharatiya Homoeopathic Medical College Dabha.

Provided further that for B.Th.O. & B.Ph.T. examinations these shall be are Board of Examiners for Government Medical College Nagpur.

- (c) The practical examination shall be conducted by a total number of four examiners at every centre of examination of which 50% shall ordinarily be external.

*Latest accepted by the Management Council on 20.2.98, vide Ordinance No.7 of 1998.

Provided that the "Internal Examiner" means a person who is a teacher in the concerned subject in that particular college and is so appointed for that college.

The "External Examiner" means a person who is not a teacher in the University and there by is not an Internal Examiner and is so appointed.

Provided that the Internal Examiner for practical Examination shall be appointed from each of the Medical Colleges from amongst their own teachers, who are not below the rank of Associate Professors.

Provided that in case the teacher of the rank of Associate Professor is not available in the concerned subject, then the lecturer having seven years teaching experience with Post-graduate qualification may be appointed as Internal Examiner.

Provided further that the teacher below the age of 65 years, but upon their superannuation who are appointed in the colleges on an year to year basis shall be deemed to be eligible to be appointed as an Internal Examiner in exceptional cases only.

Provided further that in the event of non-availability of Internal Examiners in the concerned subject the practical Examination shall be conducted exclusively by External Examiners.

- (d) Each Board of Examiners shall have the senior most Internal Examiner as its Chairman for the conduct of practical examination at those Centre(s). Who shall be paid an additional honorarium of Rs.200/-.

Provided that the appointment the said Chairman shall be on the basis of the cadre based continuous length of service and it shall be done on the basis of institutional rotation.

- (e) All the four examiners shall be setting papers for the practical examination in consultation with each other.

- (f) The practical examination shall be so unitised that all the four examiners jointly evaluate the examinees for equal allocable marks.

Provided that the Chairman of Board of Examiners shall submit the composite list of result to the controller of Examinations within 24 hours upon the conclusion of the practical examination.

- (g) Every unit of practical examination shall be so worked out that there is written material procured from the examinees as far as possible which is signed by all the four examiners and is forwarded to the University by the Chairman of Board of Examiners.

- (h) In case of any emergency, requiring immediate action to be taken the Pro-Vice-Chancellor shall take such action as he thinks fit and necessary and shall report in the next meeting of the Board of Examinations the action taken by him.

Provided further that the appointment of examiners whenever required shall be made by the Pro-Vice-Chancellor out of a panel of not less than three persons recommended by the Dean, Faculty of Medicine in consultation with the Chairman of the concerned Board of Studies.

- 3) The University shall obtain a solemn declaration from the examiners to the effect that he is not engaged in any private coaching / tuition classes and that he has not been punished for use of unfair means at or in the conduct of any examination by a statutory University.

29. (1) Notwithstanding anything to the contrary in this Ordinance arrangements for setting of question papers valuation of answer books and the conduct of Oral, Practical and Clinical Examinations in the Post-Graduate Examinations in the Faculty of Medicine, excluding the M. Pharmacy Examination, shall be made in accordance with the following provisions namely :-

(i) there shall be four examiners for the theory part of the examinations, i.e. two internal and two External examiners. Of the two Internal examiners, one should be the Head of the Department.

(ii) the question papers for the theory part shall be set by four examiners referred to in sub-para (i) above. The topics of question papers to be actually set by each of the examiners shall be decided by the External and Internal Examiners after mutual consultations.

(iii) award of marks at the Oral, Practical and Clinical examinations shall be settled by the examiners in that subject in consultation with one another, the judgement of the External Examiner being treated as final in case of difference of opinion between the External and the Internal Examiners.

(2) Notwithstanding anything to the contrary in this Ordinance, the following shall be the procedure for setting question papers at the (i) B.Pharm (ii) Dip. in Pharmacy (iii) M.Pharm. Examinations -

(i) Each theory paper shall be drawn up by a set of two examiners namely

- 1) Internal and
- ii) External.

(ii) The External Examiner shall set Section A of the question paper while the Internal Examiners shall set Section B of the question paper. The topics to be covered under the two different Sections shall be mutually decided by the Internal and External Examiners by correspondence.

(iii) The External Examiner shall send in a sealed cover the Section drawn by him to the Internal Examiner, who shall submit the composite question papers (Sections A and B) to the Registrar on or before the date prescribed. Such Composite paper shall be submitted to the Subject Examination Committee for moderation.

(iv) The External and Internal Examiners shall examine the answer books of their respective sections. They shall send the foils and counterfoils of the marks allotted by them to the Registrar directly.

29-A. Notwithstanding anything to the contrary in this Ordinance and in any other Ordinances in force from time to time the following shall be the procedure for appointment of examiners for M.Ed. Part-II Dissertation :-

- a) Dissertation submitted by the candidate of M.Ed. examination shall be examined by a pair of External and Internal Examiners.
- b) The External and Internal examiners shall examine maximum five dissertations.
- c) The pair of examiners shall send their preliminary report separately as per instructions provided to them within a period of three weeks from the actual date of receipt.
- d) Final assessment shall be done after Viva-Voce of the candidates.

30. All written examinations shall be conducted by means of a printed or cyclostyled papers. The written examination in a particular paper or a subject shall be held on the same date and at the same time at all centres of the examination, unless otherwise ordered by the Vice-Chancellor.

31. The written part of the examination shall commence on the date prescribed by the Academic Council.

32. There shall be an Internal Examiner and an External Examiner to conduct the Practical Examinations.

33. The marks at the practical examination including Oral, if any, shall be allotted by the External and Internal Examiners in consultation with each other, the judgement of the External Examiner being treated as final in case of difference of opinion between them. The marks for 'record work' wherever necessary shall be indicated separately.

34. (1) The External and Internal Examiners both shall sign each page of foils and Counterfoils showing the final marks allotted to the examinees. The examiners shall submit these foils and counterfoils to the Registrar within 24 hours after the practical examination. If it is not possible to submit the foils and counterfoils personally to the Registrar, they shall send them by Registered Post within 24 hours of the Practical Examination.

(ii) The answer books used by the examinees for their practical examination shall also be sent to the Registrar within 24 hours of the practical examination, together with a copy of the question paper set for the practical examination.

35. The Principal of the College where the practical examination is to be held shall make all arrangements for the conduct of the practical examination at his centre. The expenses incurred for conducting the practical examination shall be reimbursed by the University as per rules.
36. The Registrar shall publish ordinarily one month before the commencement of an examination a detailed programme of the examination stating the date and time of each paper. The programme shall also indicate the various places at which the examination will be held.
37. Centres for Conduct of University Examinations shall be appointed by the Vice-Chancellor in accordance with the following provisions namely -
- a) (i) If the number of examinees appearing at the Town Centre is 100 or more but less than 200, a centre of Examination may be permitted on charging a Centre fee of Rs.10/- per examinee.
 - (ii) If the number of examinees appearing at a Town Centre is less than 100, a Centre of Examinations may be permitted on charging a Centre fee of Rs.20/- per examinee.
 - b) If the number of examinees appearing at the Town Centre is 200 or more a centre of Examinations may be permitted without charging centre fee.
 - c) If there are more colleges than one at a place aspiring for a centre of examination, the Vice-Chancellor shall decide which of the Colleges should get the centre of examinations and his decision in the matter shall be final;
 - d) Notwithstanding anything contained in the above-sub-paragraphs, the Vice-Chancellor may refuse an examination centre to any applicant college, if he is satisfied that a centre should not be granted to that College.
 - e) The appointment of Examination centres for Winter Examination shall be at the discretion of the Vice-Chancellor.
38. Every examination centre shall satisfy the following minimum conditions :-
- 1) the place must have a Post Office;
 - ii) the applicant-college must have-
 - a) a telephone;
 - b) a typewriter;
 - c) a duplicator;
 - d) a Steel almirah with a locker for safecustody of question papers.

39. The Vice-Chancellor shall ordinarily appoint the Principal of the College or the Head of the Institution which is appointed as a centre of examination, as the Officer-in-charge for the University Examinations at that centre. Where the Principal, or the Head of the Institution is unable to act as the Officer-in-Charge, the Vice-Chancellor shall appoint a Senior Teacher of that Institution or College, who may be so recommended by the Head of that Institution/Principal as the Officer-in-Charge to conduct the University Examinations.
40. In exceptional cases the Vice-Chancellor may appoint a person as the Office-in-Charge for the University Examinations at a centre even though he may not be a teacher in that College/Institution.
41. The Registrar shall, at least a fortnight before the commencement of each examination, forward to the Officer-in-Charge of each examination centre, the following :-
- i) General Instructions to the Officer-in-Charge;
 - ii) Blank Answer-books;
 - iii) Code Plan with Instructions;
 - iv) Rules for the Guidance of Invigilators;
 - v) Diary of Invigilators;
 - vi) Docket Forms for Account of Answer-books;
 - vii) Absentee Statement;
 - viii) Statement showing details of Returned Answer-books; and
 - ix) Such other papers as are required for the proper conduct of the examinations.
42. The Registrar shall be responsible for the proper arrangements connected with the conduct of all examinations of the University.
43. The Officer-in-Charge shall be responsible for the smooth conduct of the examinations at his centre. All expenses incurred in connection with the conduct of the examinations at a centre shall be borne by the University as per rules, for which purpose the Officer-in-Charge may draw such advances from the University as he thinks proper. The Officer-in-Charge shall submit a detail account of the expenses incurred by him as soon as the examinations are over at his centre and in any case within one month of the date of the last paper at his centre. The account should be submitted in the prescribed forms supplied to the Officer-in-Charge by the Accounts Section of the University along with the cheque for the first advance. The Accounts Section shall also supply of the rules and rates of remuneration for the conduct of examinations to the Officer-in-Charge along with other forms mentioned above.
44. No persons other than the examinees, invigilators and such other persons as may be permitted by the Officer-in-Charge of a centre, shall be allowed to enter the premises of the examination Centre. The Officer-in-Charge shall take all necessary steps to ensure this.

45. Invigilator; at the University Examinations at all centres shall be appointed from the following persons in the order of preference in which they are named :-
- Teachers including Physical Training Instructors of Colleges;
 - Graduate Teachers of recognised schools;
 - Members of the Bar; and
 - Other graduates with the special permission of the Vice-Chancellor.
46. The Invigilators shall be selected by the Officer-in-Charge of the centre. At least 25% of the total invigilators for Centres at Nagpur shall be other than those who are teachers in the College where the centre is located. For centres outside Nagpur, the Officer-in-Charge shall select at least 50% invigilators from other Colleges and recognised schools or from the Members of the Bar.
47. The Vice-Chancellor may appoint a Senior Invigilator at any Centre.
48. The Officer-in-Charge, the Senior Invigilator and the Invigilator and all other persons connected with the conduct of examinations shall be paid remuneration prescribed under Ordinance No.11.
49. Examinees at all examinations shall strictly follow the instructions that may be issued to them from time to time.
50. Examinees found guilty of using Unfair Means at the University Examinations shall be liable to such disciplinary action as the Executive Council may decide. The procedure for deciding the case of an examinee using unfair means shall be as follows :-
- All cases of use of unfair means at the examination shall be forwarded by Registered Post Acknowledgement Due on the same day to the Assistant Registrar, Examination Section, by his name and designation in a sealed cover. Put No. 16 with a RED Circle around it on the top right corner of the sealed cover.
 - Each case shall be reported in Form U-1 prescribed for this purpose. Form U-1 shall contain-
 - a statement in writing from the examinee (if the examinee refuses to give a statement, remark to that effect shall be made by the Officer-in-Charge);
 - a report of the Invigilator/Senior Invigilator who first detects the use of unfair means with a clear and precise statement of the circumstances of the case;
 - the report of the Officer-in-Charge as to how far the writings on paper, etc. seized from the examinee are relevant to (a) the syllabus for the paper of the day and (b) questions set in the question paper of the day. (c) Form U-1 shall be accompanied by the original answer-book, additional answer-book given after seizing the original one, all documents seized from the examinee with his signature and Roll Number on all of them and the counter-signature and seal of the Officer-in-Charge.

- (C) Form U-2 should be despatched at the conclusion of all examinations at the Centre. The Officer-in-Charge shall give in the form datewise detailed account of the cases reported to the University.
- (D) The examinee found guilty of use of unfair means should be allowed to take the remaining examination including the paper in question. His original answer-book be taken away from him and a fresh answer book be given for any remaining part of the question paper of the day which he has yet to solve. The Officer-in-Charge, at his discretion, may give the examinee extra time equal to the time spent in the completion of all formalities to avoid further complications.
51. The Registrar shall supply sufficient number of copies of question papers required at each centre to the Officer-in-Charge.
52. The Registrar, unless otherwise instructed by the Vice-Chancellor shall supply to every Officer-in-Charge a list of examiners to whom written answer-books of that center are to be sent.
53. As soon as the examination of a particular paper is over, the Officer-in-Charge shall send the written answer-books of examinees, As to the examiner concerned on the same day of the examination. If, however, the examination is conducted in more shifts than one at any Centre, the Answer books relating to the first shift must be despatched by the Officer-in-Charge to the examiner the same day, and the answer-books of the remaining shifts in the morning of the next working day. Under no circumstances the written answer-books of any examination should remain with the Officer-in-Charge for more than 24 hours.
54. As soon as the Officer-in-Charge despatches the written answer-books to the concerned examiner, he shall send, the docket form meant for the purpose, both to the examiner as also to the Registrar.
55. The Examiner shall report to the Registrar and the Officer-in-Charge of the centre any discrepancy in the number of answer-books received by him from that mentioned in the Docket or as regards any material particulars about absentee students present or vice-versa.
56. If the bundle of answer-books consists of 40 or more answer-books, it shall be sent by Railway Parcel. If the Center is at a place where there is no Railway Station, a maximum of hundred answer-books may be sent by post parcel.
57. (i) The Examiner shall value and return the answer-books within the time prescribed, to the Registrar and report the marks assigned by him to each examinee in the prescribed forms.
- (ii) The Examiner shall submit, a general report indicating the percentage of passes of the answer books valued, to the Registrar.
- (iii) Every Examiner of Dissertation for M.Phil. Examination shall send a brief report on the work of the candidate alongwith assessment in Terms of judgement about the quality of the work.

58. On receipt of the valued answer-books, the Registrar shall arrange to have them checked to ensure that-
- (i) All answers written by the examinees are valued;
 - (ii) that the marks allotted to each question are correctly recorded on the cover page of the answer-book;
 - (iii) that the total shown on the cover page is correct;
 - (iv) that if questions are valued in excess of the questions asked, the question / questions on which lowest marks are allotted is / are ignored and a note to that effect is made on the cover-page of the answer-book.
 - (v) that the examiner has signed on the cover page of the answer-book;
 - (vi) that the number of marks reported by the examiner on the cover page of the answer-book and those reported by him in the prescribed forms (foils and counterfoils, etc.,) tally.
59. For purposes of checking answer-books referred to in the preceding paragraph only graduate persons shall be appointed as checkers. The checking shall be done under the supervision of an officer or officers appointed by the Vice-Chancellor.
60. The results of the examinees shall be tabulated in a form which shall be prepared in accordance with the provision of the concerned Ordinance.
61. The result of each examination shall be prepared by a person, hereinafter called the Tabulator.
62. Tabulators shall be either teachers of Colleges affiliated to the University or staff members of the University Office or both. They shall be appointed by the Vice-Chancellor.
63. Results tabulated by the tabulators shall be scrutinised by a person hereinafter called the "Scrutineer".
64. (1) The rates of remuneration payable to the Tabulators or Scrutineers shall be fixed by the Executive Council from time to time.
- (2) The Tabulators shall perform the following duties :-
- (i) posting of marks obtained by an examinee in the tabulation Register;
 - (ii) totalling of marks including the aggregate, posted wherever so prescribed by the Ordinance;
 - (iii) indicating failures in accordance with the provisions of the Ordinance by drawing red circles around the marks posted;
 - (iv) stating the result at the proper place;
- (Explanation: The result for purposes of this Ordinance includes Pass, Fail, Division, Distinction Merit, Exemption, Compartment and such other terms as may be prescribed by the Ordinance.)

- (v) Preparation of list of examinees entitled for any awards; and
 - (vi) preparation of the result-sheet in the proforma prescribed for publication.
- (3) The Tabulator shall also prepare the following reports for the information of the Special Examination Committee, namely :-
- (a) reports of all marginal cases in accordance with the directions of the Special Examination Committee;
 - (b) comparative results of all centres;
 - (c) disparities that may be noticed in the results, namely:-
 - (i) number of passes or failures in a particular subject at any particular centre, if the same is disproportionate to the number of passes or failures in other subjects at that centre;
 - (ii) the result of any centre, if it is disproportionate to the general result of the University in that examination either in respect of failures or in respect of passes.
 - (iii) the result in a particular subject, if it is disproportionate to the general result of the University; and
 - (iv) Such other discrepancies, which the tabulators and scrutineers deem it proper to bring to the notice of the Committee.
 - (d) The tabulators and scrutineers shall also make suitable suggestions to the Special Examination Committee.
- (4) "Scrutineer" means a person who is appointed by the Vice-Chancellor as such and who actually does the work of scrutiny of results.
- "Scrutiny" shall mean and include-
- (i) checking or posting by the tabulators from the original statement submitted by the examiner;
 - (ii) Checking of totals;
 - (iii) checking of circles indicating failures;
 - (iv) checking of results prepared by the Tabulator (both in the Tabulation Register and the Result Sheet) including Division, Distinction, Pass, Fail, Exemption, Compartments, Merit, etc;
 - (v) checking of the list of Awards prepared by the Tabulators.
- (a) A deduction of 2% of the Net Amount payable by the University to the Tabulators and Scrutineers (Who are Teachers) will be made from their remuneration bills as contribution towards the 'Teachers Welfare Fund.'

(b) A deduction of 1% of the Net amount payable by the University to the Tabulators and Scrutineers will be made from their remuneration bill as contribution towards 'Students Welfare Fund.'

65. A Special Examination Committee consisting of three members shall be appointed by the Academic Council each year to approve the results of examinations. No result shall be published by the Executive Council unless it is approved by the Special Examination Committee. The Chairman of the Committee shall be appointed by the Academic Council from amongst its own members.

66. Functions of the Special Examination Committee :

(i) The Special Examination Committee may interpret the provisions of any Ordinance, Rules and Regulations in so far as it is necessary for publication of results, but it shall not make any alterations or changes in the Ordinances, Rules or Regulations. The interpretation of the Committee shall be placed before the Vice-Chancellor whose decision thereon shall be final.

(ii) The Committee shall, after considering the discrepancies pointed out by the Tabulators and Scrutineers, make its recommendations to an Ad-hoc Committee to be appointed by the Vice-Chancellor from year to year, for moderation of the results.

(iii) In exceptional cases, the Special Examination Committee may suggest any amendment or modification of any examination Ordinance, etc., which, in its opinion, is necessary.

67. The Vice-Chancellor shall, for the examinations every year, appoint an Ad-Hoc-Committee for moderation of results which shall consist of -

1. The Vice-Chancellor (Chairman),
2. One member nominated by the Vice-Chancellor;
3. The Dean of the Faculty concerned.

The Vice-Chancellor may coopt an additional member on the Committee if he thinks it necessary.

68. The Vice-Chancellor shall have the power to convene a meeting of the Committee whenever he deems it necessary. The Committee shall consider the recommendations of the Special Examination Committee and take such action thereon as it deems fit.

69. The Ad-Hoc Committee shall have the power to moderate and finalise the results whenever necessary.

70. Rechecking of Answer-books:

The answer-books may be scrutinized for verification of the correctness of the total of marks recorded and for verification that all answers have been assessed. An examinee may submit an application for such rechecking to the Registrar direct. The fee for such scrutiny shall -

- (a) Rs. 10/- for a subject;
- (b) Rs. 20/- for all subjects; and
- (c) for post-Graduate Examinations, the fee shall be Rs. 20/- irrespective of the number of papers.

- 71. On receipt of such an application, the Vice-Chancellor shall cause the answer-book of the applicant to be scrutinised by one of the scrutineers or a member of the Executive Council as he may deem fit
- 72. If, as a result of such rechecking, it is found that the result of the examinee should be changed at the examination, the Vice-Chancellors shall publish a supplementary list embodying the results of the rechecking. The fee paid by the examinee in such cases shall be refunded.
- 73. Before a reply is sent to the applicant, the report of the rechecking of the answer-books by the scrutineer shall be counter-checked and signed by a Member of the Executive Council.
- 74. Applications for rechecking from an examinee shall be submitted to the Registrar within thirty days from the date of declaration of the result concerned or immediately on receipt of the statement of marks by the examinee, whichever is later. In no case application for rechecking shall be entertained after expiry of three months from the date of declaration of results.
- 75. Except as ordered otherwise by the Executive Council the written answer-books shall be destroyed or otherwise disposed off after three months from the date of publication of the results.
- 76. No representation regarding a result shall be entertained after the expiry of three months from the date of its declaration.
- 77. If, the discrepancy in the application form of an examinee for admission to an examination is not removed by him within two months of the declaration of the result of that examination, his admission to that examination shall be liable to be cancelled.