

DR. B. R. AMBEDKAR UNIVERSITY OF SOCIAL SCIENCES

REGULATION No. : 06

CONDUCT OF EXAMINATION, EVALUATION, RESULT, and SPECIAL REEVALUATION

1. Short Title and Commencement-

1.1 This Academic Ordinance No. 6 shall be called the “Conduct of Examination, Evaluation, Result, and Special Revaluation” under Section 31 (i) of the University Act, 2016.

1.2 It Shall come into force on such date as the Executive Council of the University approve.

Arrangement of Exam

2. All arrangements for the conduct of examinations to be held by the Registrar in accordance with such direction as may be issued by the Executive Council in consultation with the Academic Council.

Date of Exam

3. The Registrar shall prepare and duly publish a programme for the conduct of examinations specifying the date of each examination and the last dates by which applications and fees for examinations shall be paid by the intending examinees.

Centre of Exam

4. (i) The Executive Council shall determine in consultation with the Academic Council, the Centres of Examination. The Dean/ Professor of the School shall act as Senior Centre Superintendents of University Examinations and he/she shall be overall in charge for the conduct of University examinations at their respective Schools/ Centres. The Registrar shall in consultation with the Senior Centre Superintendent, where there is an examination centre appoint Superintendent and Assistant Superintendent, if any, for each examination centre and shall issue instructions for their guidance. The number of the Assistant Superintendent/s so appointed shall be determined on the basis of the number of registered candidates in the session concerned.

Custody

- (ii) The Superintendent of the Examination at each centre shall be personally responsible for the safe custody of question papers and the answer-books sent to him/her and shall render to the University office a complete account of used and unused question papers and answer-books.

Invigilation

- (iii) The Superintendent shall supervise the work of invigilators working under him/her and shall conduct the examinations strictly according to the instructions issued to him/her by the University.

Conduct of Exam & Expenses

- (iv) The Superintendent of the Examination shall, wherever necessary send a confidential Report to the Registrar about the conduct of examination, mentioning therein the performance of the invigilators and the general behavior of the examinees. He shall send a daily report on the number of examinees attending each of the examinations, absentee roll numbers and such other information relating to the examinations being held at the Centre as may be considered necessary, along with any other matter which he thinks fit to be brought to the notice of the University.

He shall also be responsible for maintenance and submission to the Registrar of the University, of the account of advance money received and expenditure incurred in connection with the conduct of the examinations.

Expulsion

- (v) The Superintendent of the Examination shall have the power to expel an examinee, from examinations on subsequent examination days; on any of the following grounds:-
- (a) That the examinee created a nuisance or serious disturbance at the examination centre.
 - (b) That the examinee showed a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.
 - (c) If necessary, the Superintendent may get police assistance. Where a candidate is expelled, the Registrar shall be informed immediately.

Invigilators

- (vi) Unless otherwise directed, only teachers/ research staff of Schools, University Teaching Departments and School of Studies shall be appointed as invigilators by the Superintendents.

Verification

5. It shall be the duty of the Superintendents to ensure that an examinee is the same person who had filled in the form for appearing in the examination, by way of checking the photograph, pasted on the form in case of ex-student and supplementary/ ATKT , candidates, the signature. It shall be the duty of the Superintendent of the Examination to see that on each day on which a candidate appears in the examination his/her signature is obtained on the form and to make sure that it tallies with the one already on it.

Change of Exam Centre

6. The University may change the examination centre of the examinees irrespective of a School to which they belong anytime it deems proper without assigning any reason.

Amanuensis

7. The Senior Centre Superintendent may on the recommendation of the Superintendent of the Examination appoint an amanuensis to write down dictation pertaining to answers to questions at the examination on behalf of the examinee who is unable to write himself/herself on account of Physical disability. The Dean, shall allow an amanuensis only on production of medical certificate of the competent medical officer

of Govt. Hospital and of the fact that the amanuensis possesses lower educational qualification than that of the examinee.

Inspectors

8. The University may from time to time appoint Inspectors or Board of Inspectors to see that the conduct of the examination is strictly according to the rules and procedure laid down. Each Inspector so appointed shall have the powers of a Centre Superintendent. In the event of the Inspector pointing out serious breach of rules or as Procedure the **Vice Chancellor** may take such action/may be necessary including post-ponement or cancellation, wholly or in part of the examination at the Centre, and if any action is taken, a report of the action taken shall be made to the Executive Council at its next meeting.

Cancel Exam

9. The Executive Council may cancel an examination at all centres if it is satisfied that there has been a leakage of question papers or any other irregularity which warrants such a step.

General Instructions

10. The Executive Council may issue such general instruction, for the guidance of the Examiners, Centre Superintendents, Tabulators, Collators, as it considers necessary for the proper discharge of their duties.

Rules to Conduct Examination

11. Subject to the Provisions of this Regulation the Executive Council may from time to time make, after or modify rules and procedure about the conduct of examinations.

Result Committee

12. (1) The Results Committee for each of the Faculties will be constituted by the Academic Council:
 - (2) The Results Committee shall consist of the following:-
 - i) Dean of the School Concerned - Chairman
 - (ii) One Chairman Board of Studies- Member
 - (iii) One of the Tabulators coordinators if any for the examination of the results of which are to be considered by the Committee Or one Professor. Member
 - (iv) Registrar- Member Secretary.
 - (3) Three members shall form the Quorum.
 - (4) The term of the Results Committee shall be of one academic year.

Functions of Result Committee

- (5) The functions of the Results Committee shall be as follows:-
 - i) To scrutinise and pass the results of the Examinations conducted by the University after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards and to recommend to the **Vice Chancellor** the action to be taken in any case where the result is unbalanced.

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

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

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

Note for action

Note:

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

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

Tabulators

13. The **Vice Chancellor** shall appoint two tabulators of two sets of tabulators for tabulating the results of the examination and collators as necessary and he may issue general Instructions for the guidance of tabulators in preparing the results of the examination.

Provided that with the previous approval of the Executive council the results of examination may be got prepared by computer for which purpose a set of two checkers for each examination shall be appointed.

Student's Communication

14. If a candidate has any communication to make on the subject of his/her examination paper; it shall be made in writing to the Registrar direct.

Preferential Treatment

15. Any attempt made by or on behalf of a candidate to secure preferential treatment in the matter of his/her examination shall be reported to the Registrar who shall place the matter before the Executive Council.

Disposal of Result

16. Except as otherwise decided by the Executive Council the examination answer-books and the documents regarding the marks obtained by the examinees, except the tabulated results, shall be destroyed or otherwise disposed of after 6 months from the date of the declaration of the results.

Publishing Results

17. The Executive Council may, by a resolution, authorise the Registrar to publish the results of the University examinations as passed by the Results Committee on the notice board of the Office of the University. The results, when published, shall simultaneously be communicated to the Dean of School concerned.

If any Clerical error or errors in the process of calculation or computerisation is discovered in the results so declared, the **Vice Chancellor** shall have the power to rectify the same.

Remuneration

18. The remuneration of the Examiners, Superintendents, Assistant Superintendents, and Invigilators, Tabulators and Collators and the deductions to be made in remuneration for errors noticed shall be as given in the Appendix.

When to leave Exam Hall

19. No examinee shall leave the examination hall within one hour of the start of the examination for any purpose whatsoever and no candidate shall be permitted to appear for the examination after half an hour of its commencement.

Examinee's record for leaving hall

20. Examinees desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of 5 minutes. The absence shall be recorded and if the examinee fails to return within this limit of 5 minutes, he/she shall not be permitted to enter the examination hall, unless he/she gives convincing explanation.

Warning for talk

21. A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues talking inspite of the warning by the invigilators the answerbook of such examinee shall be withdrawn and a second answer book supplied. Only the second answer book shall be sent for valuation. The first answerbook shall be cancelled and sent to the Registrar, by the Superintendent.

Unfair means use & committee

22. The Superintendent of an examination centre shall take action against an examinee who is found using or attempting to use unfair means in the examination hall or with in the premises of the examination centre during the hours of examination, in the following manner :-(i) The

examinee shall be called upon to surrender all the objectionable material found in his or her possession including the answer book and a memorandum shall be prepared with date and time.

- (ii) The statement of the examinee and the invigilator shall be recorded.
- (iii) The examinee shall be issued a fresh answer book marked `Duplicate-Using Unfair Mean's to attempt answers-within the remaining time prescribed for the examination.
- (iv) All the material so collected and the entire evidence along with the statement of the examinee and the answer books duly initialled shall be forwarded to the Registrar by name, in a separate confidential sealed registered packet marked "Unfair Means" along with the observations of the Superintendent.
- (v) The material so collected from the examinee together with both the answer books viz, the answer book collected while using unfair means and the other supplied afterwards, will be sent to an expert in the subject appointed by the **Vice Chancellor** for assessing both the answer books separately and to report if the examinee has actually used unfair means in view of the material collected.
- (vi) The cases of the use of unfair means at the examination as reported by the centre supdt. along with the report of the examiner shall be examined by a committee to be appointed by the executive council every year.

Committee Members

The Committee shall consist of :-

- (a) One member of the Executive Council, one of the Deans of Faculties and one teacher who is a member of the Academic Council nominated by the executive council.
- (b) One student who in the academic session immediately preceding was member of any Board of study, nominated by the **Vice Chancellor**
- (c) Registrar (Member Secretary) or his nominee not below the rank of Deputy Registrar or Associate Professor.

The Executive Council shall appoint one of the members included under (a) to be a Chairman of the Committee.

(vii) The Committee shall after examining the case, decide the action to be taken in each case and report to the Executive Council all cases of the use of unfair means together with the decision of the Committee in each case.

(viii) Teacher and staff posted at examination centres who are found to be abetting in the use of un-fairmeans to the examiners should be proceeded for panel action under the relevant laws.

SPECIAL REVALUATION

External Examiner

23. (1) Whenever the Vice Chancellor is of the opinion that a situation has arisen including challenge of the valuation by more than 50 % of the examinees, a special revaluation of the answer books of paper/s (Maximum upto three papers) is necessary, he/she may direct the Registrar to depute an External Examiner (other than the one who initially valued it) from a place out-side the university for Special Re-valuation.

Find Marks

(2) Marks awarded in the paper by the external examiner shall be final and binding.

24. Types of Examinations : The Examinations shall be of the following types:

Pre-final

24.1 Pre-final Examinations:

- (I) Mid-term Examination
- (II) Practical/lab/viva-voice
- (III) Assignment

Semester Final

24.2 Semester final Examinations

24.3 Entrance Examination for Admissions

24.4 Other Examinations:

Period of Mid-Term Exam

Preliminary Exam

- (i). Preliminary Examinations

Make up Examinations

- (ii) Make-up Examinations
- (iii) Any other type of Examinations as may be prescribed by the Academic Council from time to time.

25. Evaluation System

Weight age

25.1 The weightage given to different Examinations of different types of courses will be as follows:

Examination	Course without practical	Course with practical	Course with practical only
Mid-Term	20%	20%	-
Assignment	10%	-10%	20%
Seminar	10%	10%	10%
Practical	-	10%	70%
Final	60%	50%	-

Tests

25.2 In addition, the Instructor in-charge of a particular course may hold a number of different kinds of tests during the Semester.

Period of Mid-term Exam

25.3 The Mid-term Examination shall be generally of one hour and shall be held nearly in the middle of a Semester. The date of holding this Examination shall be announced by the Instructor in advance. It consists of objective questions of 10 % marks and subjective questions of 10 % marks. The midterm examination and practical examination shall be conducted by the Course Instructor and evaluation shall be done by the concerned Instructor and/or other teachers assigned by the Competent Authority.

Assignment & Seminar

- 25.4 Assignments including Seminar shall be of 10 % Marks for courses without Practical and 20 % marks for courses with practical only.

Assessment of Evaluation

- 25.5 Practical shall be of 10% marks for courses with practical and 70% marks for courses with practical only, which can be written or assessment and evaluation as prescribed.

Courses with or without practical

- 25.6 Final Paper shall be of 60% Marks for Course without practical and 50 % marks for the courses with practical classes for both. There shall be no Final paper for Course with practical only.

Special Type of Courses

- 25.7 There shall be no written Semester final Examination in purely laboratory type course and courses of special type like PCP, Project, Seminar, Special Problem, Clinical Practice, NSS and the like. For such courses, distribution of marks will be decided by the Instructor with the approval of The Dean concerned.

Marks

- 25.8 No change in the distribution of marks would be permissible without prior approval of the Dean concerned.

26. Evaluation of Lab/Practical/Viva-voce Examinations

When to hold other exams

All final practical & Viva-voce Examinations shall be finished one week before the commencement of Semester Final Examinations. The make-up of Final Lab./Practical/Viva-voce shall be completed before the start of Semester final Examinations subject to Regulations on make-up for final Examinations.

27. Semester Final Theory Examinations

Date of Semester Final Exam

- 27.1 The Semester final Examination shall be held on the dates notified by the Registrar.

Education Tour

- 27.2 Academic programmes, Seminars etc., the educational tours may be organized in such a way that it should not disturb the academic programme, i.e. advisement, registration and Examination.

Academic Programme First

- 27.3 The academic programme must always get preference over any programme including extra-curricular activities, tours, official meetings of the University in which Teaching and academic staff are also involved.

28. Evaluation Procedure

Registrar's office

- 28.1 External Evaluation shall be done by the Registrar office.

Setting Question Paper

- 28.2 For each course offered in a semester, either fresh or repeat, question paper for final theory examination shall be set up by External Examiners duly appointed by the

Vice Chancellor from the panel of examiners who shall be recommended by the Examination Committee of the Following member.

1. The Dean of the faculty - Chairman
2. The Chairman BOS - Member
3. One Nominee of the Vice Chancellor - Member

from amongst the teacher of the
subject in the university.

28.3 Not more than 50% of the total question papers shall be set from out Side University in UG and 75% in PG as a whole.

28.4 The examination committee shall submit at base three names in its recommendation for each question papers. Out of which the VC shall appoint one paper setter.

Setting & Evaluating question papers

28.3 The teacher Setting Papers Shall evaluate answer book also. In case, the Paper Setters are not available for Valuation, Registrar shall appoint another External Teacher as Examiner for valuation after taking approval from the Vice Chancellor from amongst the panel of evaluation prepared of the examination committee.

List of external examiners

28.4 subject-wise Lists of External Examiners (three teacher along with their address, contact no) to set up question papers for final theory examination shall be submitted by the respective Examination committee of Schools in consultation with subject teachers.

Two set of question papers

28.5 There shall be two sets of question papers and shall be marked as 'Set A' and 'Set B' respectively. The 'Set A' shall only be opened for conduct examination. The 'Set B' shall be used in case of any leakage or any other Problem.

Question Papers

28.6 External Examiner after setting question paper shall send sealed envelopes containing hard and soft copies (CD) of question papers along with answer key of the objective questions in the sealed envelope to the Registrar. The question paper shall be printed & prepared confidentially by the Registrar from security press/security print as per practice & processor of confection printing adopted by the secondary Board of Examination of M.P. or Any other state university practice & processor.

Custody of question papers

28.7 In case the question sent by the External Examiner is hand written, it shall be got typed in the Registrar's office for Final Examination and the typed question paper shall be kept in the custody of the Registrar.

In case question paper not received

28.8 In case the question paper from Examiner is not received unit one week prior to the commencement of the final examination of the semester or due to any other

exigency, the paper for final theory examination can be got set up by the teachers of the concerned department with the approval of Vice Chancellor.

when to send Final question paper to exam hall

28.9 The final question paper shall be sent to the Examination Hall 15 minutes prior to the commencement of examination of concerned subject.

When to open question paper

28.10 The question paper shall be opened 5 minutes before the Examination.

In case of challenge

28.11 In case any question paper or part of a question is challenged by the examinee as out of the prescribed syllabus, the examination shall not be delayed or postponed or withheld but the same shall be referred to a committee constituted by the Registrar on due approval from the Vice Chancellor.

Answer books

28.12 Immediately after completion of examination, all the answer books shall be collected and sealed by the Assistant Superintendent in the Examination Cell and the sealed envelopes/packets of answer books shall be handed over to the Registrar.

External Examiner to evaluate

28.13 The Registrar shall call the duly appointed External Examiner for evaluation of the answer books at the earliest possible time.

Preparation of Award list

28.14 External Examiners shall evaluate answer books and prepare the award lists in the Registrar's office, Though computerization at the university level ERP system or external agency if required so.

Result Sheet

28.15 After evaluation, a final list of total marks external and internal (Midterm, Practical, Assignment) shall be got prepared by the Registrar's Office. Then the Result sheet, separately for each course, shall be prepared for submission to the Vice Chancellor by the Registrar for approval.

Performance Report Card

28.16 From the approved and declared Subject _wise list of Final result list Performance Report Card of the students shall be prepared in the Registrar's Office and shall be issued to Students, Dean of concerning School and the original shall be retained and recorded by the Registrar's Office.

28. Remuneration to EVALUATORS

Set up question paper

28.1 Remuneration for setting up question papers will be Rs. 1500 per Question Paper of a course (two sets).

Evaluate Answer books

28.2 The Remuneration to **External Examiners** for evaluation of answer books will be Rs. 20 per Answer book with the minimum of Rs. 500 per Course to **External Examiner**.

Postal Charges

28.3 In addition, actual registered post/speed post charges for mailing of Question Paper will be paid to External Examiner. For this purpose, the Remuneration Bill Form to be submitted by the External Examiner is given below.

Travelling allowance

28.4 The External Examiner invited for marking Answer books will be eligible for Travelling Allowance as per University rules.

Internal Expenses

29. Mid-term Evaluation of Performance

Except Final Examination and All India Entrance, all other examinations mid term, assignments, seminars and practical shall be internal.

Course Incharge to conduct exam & evaluate

The Course Incharge/ Instructor(s) concerned of the different courses/ papers shall conduct the examinations and valuation.

30. Evaluation and Grading and Significance of Credits

Credit

Each course offered in the University shall be given a certain number of credit hours in accordance with the amount of work which the student does in the class room, the laboratory and outside study.

Course

Each student shall be examined in every course from time throughout the Semester.

Convert merit into points

While examining the students, the Instructor shall mark individual questions in numerical (no rounding off) and then convert the total number of marks obtained into points.

Points 100/10 cp= $\frac{pxc}{10}$

The Credit Points obtained in course(s) will be calculated as under:

$$\text{Points in a Course} = \frac{\text{Total marks obtained in a Course out of 100}}{10}$$

$$\text{Credit Points in a Course} = \text{Points in Course} \times \text{Credits of the Course}$$

The significance of points for Undergraduate students shall be as follows:

Percentage of marks	Credit Points
100	10.00
90 to bellow 100	9.00 to bellow 10.00
80 to bellow 90	8.00 to bellow 9.00
70 to bellow 80	7.00 to bellow 8.00
60 to bellow 70	6.00 to bellow 7.00
50 to bellow 60	5.00 to bellow 6.00
Bellow 50 (fail)	Bellow 5.00 (fail)
Far Example 80.95	8.10
57.25	5.73

57.24	5.72
Less than 75 (but shortage of attendance) *	Fail (F Grade)

* 15% attendance can be waved off by the Vice chancellor in special circumference.

Add marks make result

After the marks obtained by a student at various Examinations held in a course during a Semester including Semester final Examinations marks are added up and the result is awarded.

No credit for F Grade

No credit points shall be awarded for a course in which the student obtains 'F' grade.

F Grade to repeat

The student shall be required to repeat all the courses in which he/she has obtained 'F' grade for successful completion of the degree programme.

Good Standing Credit Points

Requirement of **GOOD STANDING for Graduation**: The minimum overall credit point average requirement shall be as prescribed from time to time by the Academic Council..

31. Computation of SGPA and CGPA

The following shall be the procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

- i. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e. $SGPA (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$ where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.
- ii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e. $CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$ where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester.
- iii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts. 8. Illustration of Computation of SGPA and CGPA and Format for Transcripts

Illustration of Computation of SGPA and CGPA and Format for Transcripts

i. Computation of SGPA and CGPA

Illustration for SGPA

Course	Credit	Grade letter	Grade point	Credit Point (Credit x Grade)
Course 1	3	A	8	3 X 8 = 24
Course 2	4	B+	7	4 X 7 = 28
Course 3	3	B	6	3 X 6 = 18
Course 4	3	O	10	3 X 10 = 30
Course 5	3	C	5	3 X 5 = 15
Course 6	4	B	6	4 X 6 = 24
	20			139

Thus, **SGPA = 139/20 = 6.95**

Illustration for CGPA

Semester 1	Semester 2	Semester 3	Semester 4
Credit : 20 SGPA:6.9	Credit : 22 SGPA:7.8	Credit : 25 SGPA: 5.6	Credit : 26 SGPA:6.0

Semester 5	Semester 6		
Credit : 26 SGPA:6.3	Credit : 25 SGPA: 8.0		

Thus, **CGPA = $\frac{20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.0}{144} = 6.73$**

144

Transcript (Format): Based on the above recommendations on Letter grades, grade points and SGPA and CCPA, the transcript may be issued for each semester and a consolidated transcript indicating the performance in all semesters.