



Kamdhen University

our motto: welfare of all living being

Conduct of Examination Regulations

In the exercise of powers conferred under section 24 of "Kamdhen University Act 2009" read with section 24 (2) (viii) there of the Academic Council hereby makes the following regulations namely "The Kamdhen University Conduct of Examination Regulations 2015"

Title. Extent and Commencement

1.

- (1) These regulation may be called "The Kamdhen University Conduct of Examination Regulations - 2015."
- (2) These regulation shall apply to all students already on the rolls of the Colleges / Polytechnics / University and also those seeking admission to the University or admitted to the University hereafter.
- (3) These regulations shall apply also to the College / University employees / teachers entrusted with the work of examination.
- (4) These regulations shall come into force at once on approval by the Academic Council.

Definitions

2.

- (1) Controller of examination means a person appointed as such or any other officer who is declared to be the Controller of Examinations of the University.
- (2) Conductor of examinations means a person appointed as such or any other officer who is declared to be the Conductor of Examinations of the college / Polytechnic.

Types of Examination

3. **Any examination may consist of one or more of the following type of tests:-**

- (a) Quizzes
- (b) Periodical Tests (Theory and / or Practical and / or Viva-Voce).
- (c) Semester End Examinations for theory / and/ or Practical and / or Viva-Voce.
- (d) Qualifying examinations and / or thesis and viva-voce examination for P.G. Students.
- (e) Annual / Board examination as per Regulation for B.V.Sc & A.H. Programme.

- (f) Entrance test and / or interview for admission to UG & PG courses.
- (g) Any such other examinations as may be prescribed from time to time under appropriate regulations.

Examiners

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- (1) It shall be Mandatory for every teacher to carry out supervision and examination assessment work entrusted to him by the University or the Colleges/ Polytechnics / PG Centres.
- (2) Evaluation other than Semester end examination shall be done by the course teacher.
- (3) Teachers of the University shall not be entitled to any remuneration for the examination work.

Remuneration may, however, be paid to an external examiner/ referee appointed from outside the University as may be determined by regulations made in that behalf.

- (4) **Undergraduate examiners**

- (a) All the teachers teaching the same courses in the University shall be examiners for an examination of the theory to be conducted at the end of the semester:

Provided that in the case of a course where there are less than two teachers teaching the course, another teacher of the concerned subject in the department including the one who had taught the subject shall be examiner.

- (b) A teacher taking practical shall conduct semester end practical examination of the course with the association of teacher who is teaching the course in the college. If there is only one teacher who teaches theory and conducts practicals, another teacher of the subject in the department of the college will be associated with him for semester end practical examination.
- (c) In case of Annual/Board/Professional examination, external examiners other than Kamdhenu University shall be appointed as required in the regulations.

- (5) **Pots-Graduate Examiners**

In the case of thesis viva-voce and qualifying examinations for post-graduate students external examiners/referees as required under post-graduate regulations shall be appointed from outside the University.

Conduct of Examination

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- (1) All the examination shall be conducted in the name of Kamdhenu University and the Controller of Examination shall lay down necessary instructions for conduct of examinations from time to time.

- (2) All the Examinations to be held at the end of semester for theory and / or practical shall be held at such times, at such places and on such dates as may be notified by the Controller of Examination.
- (3) The Controller of Examinations shall be the Chief Conductor for all semester end examinations and he / she shall be responsible for proper control and conduct of all University Examinations, Annual Board Examination Preparations, and publications of final results, custody of questions papers, result sheets mark sheets and all other confidential records connected with examinations.
- (4) The Principal / Associate Deans of concerned college or in his absence a person nominated by him /her shall be the conductor for all examination held at the concerned Examination Centre. He / she shall directly be in charge of all examinations at the centre and shall be responsible for proper conduct of all examinations at the centre. The seating and all other arrangements pertaining to examinations shall be made by the conductor.
- (5) For B.V.Sc & A.H. Degree Examination Annual / Board professional examination shall be conducted as per Regulations for B.V.Sc & A.H.
- (6) Appointment of supervisor shall be made from amongst the teachers. They shall be in charge of invigilation work in the examination hall.

**Instructions for
paper setters,
examiners and
supervisors etc:-**

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- (1) All persons entrusted with the work of examination shall maintain utmost secrecy about the entrustments and the work entrusted and shall not part with any information relating thereto directly or indirectly nor shall they disclose the same to any outsiders excepting the persons entitled to know the same.
- (2) The persons engaged with examination shall take meticulous care to observe the duties, functions laid down and instructions issued by the university from time to time.
- (3) It shall be the duty of every person appointed to do examination work to promptly report any cases in which he / she is allured, pressurised, threatened or persuaded to disclose the information or to favour or disfavour any person in the course of duties entrusted to him/ her. It shall also be his / her duty to see that he / she is just, fair, impartial in discharge of his/her duties and shall discharge all the duties without any fear or favours, in no circumstances, he/she shall surrender to any allurements, recommendations, requests, pressures or threats etc.
- (4) It shall be the duty of every examiner to see that all cases in which he/she has a reason to suspect copying, mischief or any other type of misconduct,

he / she shall promptly report such case to the conductor or Examinations under intimation to the university with full details including the result and supported by the situation of the requisite suspected literature used for copying etc.

- (5) No person who is to appear as a candidate at an examination shall be entrusted with the duties relating to any examination during that period.
- (6) No person whose close relatives is to appear at an examination shall be appointed to work as a paper setter, examiner or supervisor in that examination irrespective of the subjects offered by the close relative. It shall be the duty of every person so appointed either through mistake or through inadvertence to communicate immediately to the Controller of Examination with the non-acceptance thereof. Such a person immediately, on receipt of a letter of appointment shall communicate to the Controller of Examination by a separate letter about his disqualification for the appointment and shall promptly return the blank or of acceptance supplied to him, if any, in case however, if he is appointed to work in an examination other than that in which his close relatives is to appear, it will be open for him to communicate his acceptance.

Relative means:

Wife, Husband, Father, Mother, Brother, Sister, Son, Daughter, Grand Son, Grand Daughter, Son in-law, Daughter in-law, Uncle, Aunt, Nephew, Niece.

**Paper Setting
and Evaluation**

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- (1) Paper Setting and evaluation work will be done at the University Head Quarter or at a place permitted by the Vice-Chancellor as per instructions of paper setting specified by the University from time to time.
- (2) The manuscript of question papers shall be handed over by the Convener of the panel of Examiners in sealed cover to the Controller of Examinations or the responsible officer authorised by him, within the dates specified.
- (3) Paper setting and evaluation in case of B.V.Sc & A.H. examination shall be made as per Regulations for B.V.Sc & A.H.
- (4) The Chairman or the Convener shall be responsible for setting of the question paper in the subject in which he is appointed as paper setter. The Chairman or Convener in the discharge of his duties, he shall be helped by other paper setters who shall also be jointly responsible for the setting of the question paper.
- (5) In drawing the Question-papers, the Chairman and paper setters who have to set papers should be guided only by relevant regulations and syllabi and not by the question papers of the past years. They shall have to study the

syllabi carefully and not to go beyond. The entire course shall be covered while drawing question paper.

Use of unfair means **8**

- (1) A student found using unfair means or copying during an examination shall be liable to be expelled from the examination in the first instance by the Dean / Principal and shall not be permitted to appear in the remaining examinations. The supervisor shall report such cases to the senior supervisor and senior supervisor will report to the Dean/ Principal.
- (2) The Dean / Principal shall have the power to impose any other punishment for misbehaviour or misconduct of examinees.
- (3) The Dean/Principal shall examine the cases of unfair means and shall recommend to the Academic Council for suitable action.

Examination Fee **9**

- (1) Examination fees shall be as determined by the regulations made in that behalf.
- (2) Examination fees once paid shall not be refunded except in the circumstances mentioned below:-
 - (a) In the case of death of a candidate prior to the examination, the entire fee shall be refunded.
 - (b) Where a candidate is prevented from appearing at the examination due to reasons beyond his control or if he is not permitted to appear at the examination by the Controller of Examination, full fee shall be refunded.

Answer Books **10**

- (1) Written answer books for all examinations other than semester end examination shall be maintained in the custody of the teacher of the concerned college/ polytechnic for three months and thereafter will be destroyed.
- (2) Written answer books for final semester end examination, Annual / Board Examination shall be maintained in the custody of the University office for next two semesters and thereafter will be destroyed.

Result of Examination **11**

- (1) As soon as practicable after the conclusion of the semester end examination the Examiners' Committee will declare the result which shall be notified by the Controller of Examination / Registrar with the approval of the Vice-Chancellor.

- (2) The result of each candidate shall be maintained in the forms as may be approved from time to time by the Academic Council.
- (3) In any case where it is found that the result of an examination has been affected by error, malpractice, fraud, improper conduct or other matter of what so ever nature it shall be competent for the Academic Council on recommendation of the Examiners' Committee to alter such result in such manner as shall be in accordance with the true position and to make such declaration as the Academic Council shall in its discretion consider necessary in this behalf. Provided that no result of a candidate at any University examination shall be altered to detriment of the candidate after three months from the date of the declaration of the result by the Controller of Examination.

Provided further that no result shall be amended after the expiration of six months from the date of notification of the result by the Controller of Examination in the event of representation of the student.

- (4) (a) A statement in a printed form showing the Grades obtained by a candidate in each semester will be supplied to the candidate.
- (b) Transcript of Degree/Diploma examination showing O.G.P.A. Grades obtained by a candidate will be provided to the candidate on payment of required fees.
- (c) A statement of Grade obtained by a candidate in periodical evaluation in different subjects duly certified by the Principal/ Head of Department shall be notified soon after conclusion of a test examination by the Principal.

Verification of Grades **12**

- (1) Verification of grade awarded will be permissible within 15 days of declaration of the results on payment of required fees per each head of passing.

There is no provision of re-checking or re-evaluation of answer-book but scrutinized for re-totalling and for unmarked questions.

The answer-book will be shown to the student if he/ she desires on payment of additional fees for Rs. 100/- in addition to the normal fees for verification for grade. The fees shall not be refunded except in case of correction made as per applicant's request.

No correspondence in this regarded shall be entertained.

Examination Date and Time **13**

- (1) Semester-end examinations shall be held on such dates, time and places as

the University may determine and must be completed so that the results are announced before the onset of the ensuing semester.

Application for **14**
appearing in the
Examination

- (1) It will be the responsibility of the student to apply in a prescribed format for appearing in the examination. The application should be accompanied with Photo copy of the mark sheets of last semester-end examination, other prescribed Certificates and examination fees. The application should be submitted through the Principal on such date and time and at such Centre as the University may direct from time to time.