



Regulations (Conduct of Examination)

Conduct of Examination

1. Short Title and Commencement

- (a) These regulations shall be called the “Atal Medical & Research University Regulations relating to Conduct of Examination, Evaluation, Re-checking and Prevention, Punishment and Procedure concerning Cases of Misconduct and Use of Unfair Means in or in relation to Examinations” and be abbreviated as “Examination Regulations”.
- (b) These Regulations shall come into force with effect from the date of notification by the University.

2. Definitions

- (a) “Centre Superintendent” shall mean any person appointed by the University, to be overall in-charge of the examination Centre.
- (b) “University” shall mean the Atal Medical & Research University.
- (c) “Disciplinary Authority” shall mean the authority competent under these regulations to impose penalties on the student indulging in malpractice.
- (d) “University Students” or “Students” shall mean and include all students studying in the Constituent Colleges/Affiliated Colleges of the University.
- (e) “Examination Centre” shall mean any premises consisting of examination halls used for conduct of examination;
- (f) “Examination Hall” shall mean any Room, Hall, Laboratory, Workshop or such other premises that may be used for holding of examinations;
- (g) “Misconduct” is a generic term and shall mean conduct that is amiss, wrong or improper behaviour or conduct and includes misdemeanour, delinquency, indiscipline and other acts amounting to offences involving moral turpitude or acts which adversely affect the prestige of the institution or university;
- (h) “Malpractice” shall mean misconduct in relation to the conduct of any examination conducted by the University and includes any acts of omission or commission mentioned in these regulations.
- (i) “Unfair Means Cases Committee” hereinafter referred to as UMC Committee shall mean the Committee or Standing Committee appointed by the Academic Council or the Vice Chancellor for enquiring into any malpractice, misconduct or lapses committed by a University student;
- (j) “Preliminary Enquiry” shall mean a fact-finding enquiry in the nature of an investigation into any complaint or report, before initiating a regular enquiry under these Regulations and none of the provisions of these Regulations shall be applicable to such preliminary enquiry; and
- (k) Any other expressions, words or phrases that may have been used in these regulations but not defined, shall have the meaning assigned to them in the regulations.

3. Conduct of Examination

All the University examinations shall be conducted by the Controller of Examination as per the procedure and regulations approved by the University from time to time.

(a) General Conduct

- A Student must enter the examination hall 20 minutes before starting of the examination.
- He/ She is not allowed to carry anything except Pen / Pencil / Non- programmable Calculator besides his / her Admit Card and University Registration Card.
- Mobile Phone is strictly prohibited inside the examination hall.
- Students are not allowed to talk to each other in the examination hall.
- No exchange of question papers / calculators is allowed.
- In case a student has any doubt he / she should stand up to draw the attention of invigilator.
- Assistant Superintendent/Invigilator or any other teacher will not help any candidate in explaining the questions or in giving any hint.
- Roll list of the students permitted to appear at an examination will be sent along with examination material.

- Only the listed students with University Registration Card as their Identity and Admit Card will be allowed to appear for the examination.
- Depending on the room size, the number of candidates per room will be decided by the respective colleges ensuring that there is no scope for cheating/copying and also to ensure that the students are seated comfortably.
- Seating arrangements will be made according to the registration number. The attendance sheet will be provided by the University.
- The registration number of eligible students must be pasted / indicated on the respective allotted desk in the examination hall.
- A list containing the Room Numbers with seating arrangement, Names of the Assistant Superintendent/Invigilator for each paper shall be sent to the University.
- One Assistant Superintendent/Invigilator preferably a teacher of the University/College be appointed up to 40 students and subsequently it's multiple.
- There shall be at least one Assistant Superintendent/Invigilator in one room.
- For the purpose of temporary absence, each College may have 10% Assistant Superintendent/Invigilator as reserve staff in emergency every day.
- The Assistant Superintendent/Invigilator should ensure that the student has entered all relevant details in the Answer book as well as on the top of the Question Paper.
- A student leaving after one hour must submit his / her question paper and answer book to the Invigilator.
- One clerk is allowed to be appointed with Senior Superintendent.
- Centre clerk: One up to 400 students and subsequently it's multiple.
- Peon/Class-IV/Waterman: One up to 100 students and subsequently it's multiple.
- Sweeper: One up to 400 students and subsequently it's multiple.
- Daftari : One
- Night Chowkidar : One
- If a candidate fails to appear in the examination due to reasons beyond his/her control, he/she may be allowed to admit in next semester/year with his/her examination fee adjusted, with the approval of Vice-Chancellor subject to prior recommendation by the Head of Institution along with material in support, i.e., medical certificate etc. of his/her absence.
- Every University student shall at all times take reasonable steps to ensure and protect the interest and prestige of the University, pursue his/her studies diligently in accordance with the rules, regulations, ordinances, bye laws and statutes of the University, maintain discipline and do nothing which is unbecoming of a University student, contravention of which shall be deemed to be or tantamount to misconduct.
- During the examination, candidates shall be under the disciplinary control of the Centre Superintendent of the centre.
- Every day, before commencement of the examination, instructions shall be given to all the candidates to search their persons/pockets, desks etc. and to hand over all papers, books, notes, photo copies, reference material of any kind, mobile phones, pen scanners, blue tooth equipment or any other material that may be of any help in the examination. Being in possession of any of these items shall be construed as intent to use unfair means and shall be dealt with as malpractice and action taken as per the regulations.

(b) Seating Arrangements

- (i) Normally one student will be allowed to sit in one bench. For multiple seating desks, there should be minimum one meter gap between each student. A room generally used for a class of 60 students shall accommodate only 20 students during examination. The roll number of students should be written as per the attendance sheet for the examination on each bench. There should be adequate space between benches and the benches and chairs should be cleaned every day.
- (ii) The rooms should be kept locked and only opened 45 minutes before commencement of the examination.

- (iii) A consolidated room-wise seating arrangement will be displayed at prominent places of the college for guiding examinees to respective rooms.

(c) Gate Checking

- (i) A special team to be earmarked to carry out gate checking. Special emphasis to be given that following items are not carried by the students:-
- Cell phones, smart watches, ear phones and other such electronic devices.
 - Programmable calculator
 - Any other printed material/ hand written material except Registration Card, I-Card, Admit Card, and writing/ drawing materials.

(d) Attendance

- (i) Each page of the attendance sheet contains names and Registration numbers of the students.
- (ii) The Assistant Superintendent/Invigilator are required to mark the attendance of the students after checking the University registration Card and the admit card of the students.
- (iii) The Assistant Superintendent/Invigilator must mark the Absentee student with “ABSENT” (in Capital letters; preferably underlined) against his / her name with red ink.
- (iv) The counts of students present and students absent in each sheet should be recorded and signed by Assistant Superintendent/Invigilator (s) on the attendance sheet.
- (v) No student shall be allowed to go with the question paper to toilet. Not more than one student should be allowed to leave for toilet at any time. One can go to toilet at best twice during a sitting of examination. No student will be allowed to go to toilet in the last 15 minutes.

(e) Collection, Packing and Forwarding of Answer Sheets

- (i) The Assistant Superintendent/Invigilator shall arrange the answer books serially according to Roll numbers as appeared in Attendance Sheet; tie the answer books of the students into bundles of 40 (or part thereof). Starting and end registration number of the answer sheets and total numbers contained are to be mentioned on the cover page of the packet clearly.
- (ii) The Centre Superintendent and Deputy Superintendent must ensure that the answer books are matched with the attendance sheet and packed and sealed immediately after the examination. The attendance sheets should also be packed separately in a cloth lined A3 / A4 size envelope and duly sealed. A certificate/memo containing Registration Nos of students whose answer books are packed in the envelope and absent Registration Nos, from the Centre Superintendent must accompany the packet of Answer sheets.
- (iii) It is the responsibility of the Principal of the College / Director of the constituent / affiliated Institutes to see that the answer books of the examinations held at their centers are sent promptly as per instructions given by the University from time to time, to the University.
- (iv) The attendance statement (for each individual subjects) duly signed by the Centre Superintendent should be submitted in a separate packet at the time of dispatch of answer scripts.

(f) Question Paper Setting

- (i) The Controller of Examination will seek a panel of paper setters/ Examiners either from Chairperson, Board of Studies or from Dean/HOD of concerned College, separately for each paper in the subject at least two months before the start of the semester/year examinations. Final panel of examiners constituted by the Controller of Examination shall be approved by the Vice Chancellor.
- (ii) No one shall ordinarily be appointed as an examiner either for theory or for practical examination unless he/she is a permanent teacher and has put in at least three (3) years of teaching experience at the University/Constituent/ Affiliated or recognized Colleges of that University.
- (iii) If any National Agency has framed rules regarding eligibility of paper setters/examiners, they will be adopted with or without any change.
- (iv) The paper setters/examiners shall be appointed for various examinations in accordance with the respective rules and regulations in force.

- (v) The Vice-Chancellor may, on valid reason(s), cancel, withheld or suspend the appointment of any paper setter/examiner, and make alternate arrangements without reference to the concerned Board of Studies.
- (vi) The Office of the COE shall prepare a list of teachers from the university departments as also from the affiliated colleges based on seniority of these teachers and the area of their respective expertise for the purpose of paper setting.
- (vii) The Office of COE may ask the Dean of faculties/ HODs of departments to submit a list of eligible paper setters/ examiners in their respective expertise.
- (viii) The COE, in exercise of the power vested in him, shall offer appointment to these empanelled teachers as paper setters. The appointment of paper setters shall be rotated amongst the different faculty members having similar expertise on the basis of their service seniority.
- (ix) In case, an appointed paper setter fails to submit the question paper within the stipulated period, the COE, in exercise of the authority vested in him, may annul his/her appointment as paper setter and assign a second person to set the said paper.
- (x) The paper setters are required to maintain strict confidentiality and must submit the question paper prepared by them to the COE in sealed double enveloped cover. The inside cover must be inscribed with the details of the paper and the name of the paper setter. The paper setters must only use the stationery supplied to them by the university for the purpose.
- (xi) Alternatively, the question papers may be submitted through email address in a password protected format created for this purpose or through the paper setting module of IUMS.
- (xii) Each question paper must clearly state the name of the semester/year, subject name and paper no., allotted answering time, how many questions to be attempted, distribution of 6 grade points/marks for each question and all such other details that may be required by the examinee to comprehend the question paper.
- (xiii) The University shall, right at the commencement of the session and at its own behest, develop full set of paper-wise question sets covering the entire course content of each of the papers to be evaluated.
- (xiv) Ordinarily each such question set shall have three categories of questions namely; the objective type, the short answer type and the long answer type.
- (xv) Once these question sets are ready for each paper, the department of examination shall compile them together to form a comprehensive question bank.
- (xvi) The question Bank thus prepared shall be compiled paper and subject wise and may be made available in both digitized and print format.
- (xvii) The digitized question bank set shall be uploaded at the university website for reference of the teachers and students alike.
- (xviii) The question bank so framed shall be uploaded department-wise as also programme/ course-wise to facilitate fast and easy accessibility.
- (xix) All papers to be set during a particular semester/year examination shall be drawn randomly using adequately designed customized software.
- (xx) The random selection process shall be done by one or two senior faculty member decided by the COE from the panel of paper setter approved by the Hon'ble Vice-Chancellor.
- (xxi) In case the paper setters decides to frame new questions, the same may be added in the question bank after the examination. Such questions shall not carry more than 50% marks.
- (xxii) Till the COE is satisfied that the sufficiently large question bank is established the whole question paper will be set by the paper setter.
- (xxiii) The random selection process of the question sets from a preset question bank of a particular paper shall ensure transparency in the process without compromising confidentiality of the matter.
- (xxiv) Once chosen, the COE shall take charge of it and arrange printing of the paper set which would then be dispatched to the respective examination centres for the needful.
- (xxv) Alternatively, the questions will be sent to the examination centers one hour before the exam in a password protected email or IUMS and they will be printed half an hour before starting of examinations in the examination center under supervision of Center Supdt.
- (xxvi) Alternatively, CCTV cameras is installed in examination rooms and the university will supervise the whole examination process through them.

(g) Moderation of Question Papers

- (i) There shall be a "Moderator" for each subject.

- (ii) The Moderator shall be appointed by COE from the panel of paper setters approved by Vice Chancellor in specialized subjects.
- (iii) The Moderator shall ordinarily adhere to the format given in the model question paper with regard to the duration of examination, maximum marks, choice of the questions, marks allotment etc., standard of questions and proper distribution of questions covering the entire syllabus.
- (iv) The Moderator shall remove/modify the questions set outside the prescribed syllabus and remove ambiguity in the wording of question (s), and to enhance clarity in the questions.
- (v) The Moderator shall not remove any question or part thereof, which is in the scope of the syllabus.
- (vi) The Moderator shall keep all its proceedings strictly confidential and are liable for disciplinary action, as per the procedure laid down by the University, for any violation of this clause.
- (vii) There shall be at least one "Moderator" to moderate the question papers set in a particular subject/paper.
- (x) The moderator shall examine (a) clarity and correctness of the set questions, (b) coverage of syllabus and (c) distribution of marks. The Moderator would have the power to alter a maximum of 25% of the set questions provided it is unanimous that such changes are absolutely necessary.
- (xi) The Examination department shall ensure printing and distribution of the moderated question papers at respective examination centres at least two days prior to commencement of the examination, maintaining strict confidentiality.

(h) Flying Squads/Observers

- (i) Wherever necessary, the Controller of Examination shall constitute flying squads/Observers at the examination centers to ensure the conduct of the examinations without any malpractice, and strictly in accordance with the University rules.
- (ii) The necessary and required instructions and guidelines regarding the duties and powers of the flying squads/Observers etc. shall be issued from time to time by the Controller of Examination with the prior approval of the Vice-Chancellor.

4. Eligibility for Appearing in the Summative University Examinations

- (a) A student will be allowed to appear in the Summative University Examinations in those registered theory subjects, practical and other components for which he/she has registered subject to the fulfilment of attendance requirement. The attendance shall be considered from the date of commencement of classes as per academic calendar of the University. The schedule of classes shall be notified through a time table before the beginning of the classes in the Semester/year. Attendance record must be compiled at the time of each class test and the students with less attendance be informed through notice. The guardian of the said students shall also be informed through a letter. Letters must be issued to the student and the guardian before he / she is debarred from appearing at University examination due to shortage of attendance. University has to be informed about the percentage of attendance of such students who are not to appear in the semester/year examination indicating the subject.
- (b) A student must have at least 75% attendance in each subject separately in theory and practical for appearing in Summative University Examination. If any National Agency has requirement of more than 75% attendance in theory or practical, it would be adopted.
- (c) **Concessions:** a student who has been absent for short periods on health ground or due to participation in cultural, sports, other academic/ official assignments in the interest of the University with prior written permission of the Vice-Chancellor/ Head of the constituent/affiliated college shall be permitted a maximum of additional concession of 5% in attendance by the head of the institution. In special circumstances Vice Chancellor would may also give additional 5% attendance.
- (d) A student who is absent in any subject(s) for which he / she has registered will be awarded "Ab" grade. He / she will be permitted to appear in those subjects in subsequent semester/year examinations.
- (e) A student may register to appear in a semester/year examination which she/ he has already appeared and passed/failed for improving his / her marks after paying the prescribed fee.

5. Role of Controller of Examinations:

- (a) Subject to the provisions of the relevant Act, Statute and Ordinances, the Controller of Examinations shall perform the duties in regard to the arrangements for the conduct of the examinations and such duties and functions as may be assigned to him from time to time by the competent authority.
- (b) The Controller of Examinations shall appoint ordinarily the Principals/Head/In charge of Departments in all recognized examination centres at affiliated colleges/University departments, as the case may be, as Centre in Charge/ Sr. Centre Superintendent of that particular centre.
- (c) The Controller of Examinations shall appoint centre Supervisors who ordinarily would be a senior person either in an University Department or in a recognized college who would be entrusted with the responsibility to ensure smooth conduct of business at the centre he/she would be deputed during the examination days and would remain obliged to submit in writing a report to the Controller of Examinations within a week post completion of the examination session at his/her designated centre.
- (d) The Controller of Examinations shall exercise the power and authority vested in him/her shall have the right to withdraw/replace either or both of the Centre Supervisor and the Centre in Charge provided there is genuine evidence that their presence in that centre may adversely impact the smooth conduct of the examination process in that centre.
- (e) The Controller of Examination shall directly report to the Vice Chancellor and would function under his guidance.

6. Appointment of Supervisory Staff:

Senior Center Supdt. shall be appointed by the COE.

Following shall be appointed by Senior Center Supdt. under intimation to COE:

- Centre Superintendent
- Assistant Supdt./Invigilator
- Centre Clerk / JOA
- Supporting Staff: Peon, Waterman, Security staff etc.

7. Duties & Responsibilities of Examination Staff

(a) Senior Centre Superintendent

The Principal/Director of the College, where the examination is to be conducted shall act as the Senior Centre Superintendent. The Senior Superintendent shall be responsible for overall conduct of examinations.

He/she will ensure that all rules and regulations stipulated by AMRU are followed in letter and spirit. The Senior Superintendent may allow a candidate to appear at any examination without his name figuring in the attendance sheet after taking an undertaking from the concerned candidate.

The University shall take the initiative of on-line transferring the question papers to its affiliated colleges. The Senior Superintendent shall constitute a committee for down loading the question papers. He/she along with the members of the committee will download the question papers for the morning and evening session and get them photostat as per the requirement within time as prescribed by AMRU.

To maintain the secrecy during the process of down loading of the question papers shall be the responsibility of the Senior Superintendent. He/she will have a liaison with the District/Local administration and Police Authorities to ensure smooth conduct of examinations, if required.

(b) Centre Superintendent

Procure the list of Question- Papers from the Senior Superintendent if such a list with packets of question-papers is lying with him/her, otherwise he/she shall do the exercise himself/herself if he/she has himself/herself received the consignment direct from the University, and compare the question-paper envelopes received with the Centre Statement and cutlist supplied by the office. In case question-papers in any subject are not received or the number of question-papers received is insufficient as required in the Centre Statement he/she shall contact the Controller of Examination or the Assistant/Deputy Registrar (Secrecy) on telephone.

In case there is sufficient time then write a registered letter addressed to either of the above officers by name. If the question papers are sent online by the University he must certify and check the number these downloaded and got Photostat by the Institution in his presence. Write carefully the date, time and session of examination on each envelope containing question-papers and arrange these in order of the dates and session to avoid opening of a wrong envelope. Instructions issued separately in this regard be gone through carefully and acted upon.

Make proper seating arrangements. Notify the directions for candidates, date-sheet, seating plan, etc, outside the Examination Hall. He must sign a joint declaration form provided by AMRU along with two other persons on exam duty and mail or fax to AMRU immediately after downloading the question papers. Prepare duty chart of Invigilators according to the schedule and number of candidates for each date and session. Send the sample of the impression of seal of Superintendent or Assistant Superintendent/Invigilator to be used to the Assistant/Deputy Registrar (Conduct) for verification and record on the first day of the examination.

- He will ensure that adequate Waterman/Peons as per prescribed norms has been deputed on duty.
- He will ensure that strength of the students matches with the total number of question papers consumed and entry to this effect has been recorded on the envelope(s) containing Question Papers, indicating the balance and consumed question papers. These envelopes will be submitted at the end of every ETE in the office of COE
- Same Procedure to be followed in the case of Answer script used and unused.
- He will open the sealed Packets containing the Question Papers just 20 minutes before the start of the Examination and distribute the same to the invigilators as per the seating record and will cross check the details and maintain the same record.
- The Examination must be conducted as per schedule, but the storage of Question Papers should be brought to the knowledge of COE immediately.
- The COE will appoint one Assistant Superintendent/Invigilator as per norms. The Centre Superintendent will maintain the record of the Invigilators assigned to each room and for each session as per the prescribed format.
- He/she will ensure that attendance of a student is recorded on the Attendance Sheet.
- He/she ensure that the Examination is conducted and records are maintained as per the norms of the University.
- He/she will ensure that all used and unused Answer Books and Subject Packets are deposited in the office of COE at the end of ETE.
- Change of any kind during the conduct of Examination should be intimated to the COE before the lapse of half time of the Examination.

- All necessary instructions will be made available to the candidates in the form of notice prior to the commencement of the Examination.
- The Centre Superintendent will ensure that the Answer Books are sealed within 30 minutes of the close of the Examination along with the Secrecy Memo.
- He/she will report the following activities to the COE on the date of occurrence:
 - Record of cancelled Answer Books
 - Opening of wrong Question Paper
 - Late arrival cases
 - Discrepancies in Question Paper
 - Unfair means cases
 - Infringement of regulation
 - Any untoward incident happened

Receipt of Examination Material: Centre Superintendent shall receive the following material from the office of COE:

- Answer Sheets
- Examination Kit
- Question Papers: The sealed envelopes of question papers shall be handed over to Centre Superintendent 30 minutes before the session.

Role of the Senior Centre Supdt. as Centre in Charge :

- The Centre-in-charge shall have full disciplinary control over all matters concerning the smooth conduct of the examinations at his/her respective centre.
- On being reported against or having himself/ herself detected a candidate or candidates indulging in unfair practices during examination, he/ she shall have the right to warn/expel/temporarily debar or suspend the student(s) on the spot as may be deemed fit and appropriate under intimation to the COE. All relevant papers in the matter then may be forwarded to the office of the COE to enable the COE place the case before the EDC for its consideration.
- Any such disciplinary proceeding, if had to be resorted to, must be taken only after duly recording the reasons for adopting such measure in presence of the Invigilators who must attest the recorded reasons. The recorded document, duly endorsed by the Centre Supervisor, may then be forwarded to the office of the COE under sealed cover marked 'Confidential'.
- All such disciplinary measures taken shall have to be immediately reported to the Controller of Examinations for the needful.
- The Centre-in-Charge shall make all necessary arrangements for enabling the differently-abled candidates write their examinations.

- The Centre-in-Charge shall make necessary arrangements for providing sick bay with medical attendance in case a student falls sick during examination or intends to write the examination while already in sickness as may be certified by the candidate's attending physician.
- The Centre Supervisor shall act as the link between his/her designated centre and the examination department of the university and shall monitor the entire examination processes there at the designated centre on behalf of the University.
- At the close of the examination, the Centre Incharge shall remain obliged to submit a written Status Report in a sealed envelope marked 'Confidential' to the COE on his/ her experiences at the centre.
- The Centre Superintendent one day prior to Examination will ensure that the entire infrastructure and stationery are in order and available in sufficient quantity for smooth conduct of the Examination(s)
- He will ensure that Examination should begin and end at the scheduled time.

(c) Assistant Superintendent/Invigilator

All the Assistant Superintendent/Invigilator are required to report to the Examinations Office 30 minutes prior to the commencement of the examination to collect the following:-

- Question papers with special instructions if any
- Charts/graph papers or tables if required
- Attendance sheet
- Seating plan

Where two or more papers are being held in the same room, ensure that the seating plan prepared by the Examinations Office is displayed at the entrance to the examination halls. Assistant Superintendent/Invigilator has to ensure that the answer books and question papers be given to the students in time.

The Assistant Superintendent/Invigilator shall allow the entry of the candidates to the examination room 15 minutes before the published start time. No candidate shall be allowed to enter the examination room after 10 minutes the start of the examination. A candidate who arrives late (within 10 minutes) will not be allowed extra time at the end of the examination to account for their late arrival.

Assistant Superintendent/Invigilator shall announce the rules and conduct of the examination. Please note that mobile phones are not permitted. Assistant Superintendent/Invigilator should then ensure that only authorized materials which the candidates have brought for use in the examination are permitted. Any unauthorized items in the possession of the candidate shall be taken away. Assistant Superintendent/Invigilator shall draw the candidate's attention to the official clock being used in the examination room. Assistant Superintendent/Invigilator shall start the examination at the mentioned time. If there has been a delay in starting the examination, the corresponding amount of time should be added on to the mentioned finishing time. When candidates are seated and the examination has commenced, Assistant Superintendent/Invigilator should request the exam office that one of the assistants must check the nearest toilets to ensure they contain no notes / books or other material which could be referred to by students taking toilet breaks during the examination. Confirming attendance 30 minutes after the start of the examination, an assistant/clerk should collect completed attendance sheets, checking that photographic identification is displayed. All activities carried out during the examination shall be conducted as quietly and discretely as possible. Talking between Assistant Superintendent/Invigilator s should be kept to an absolute minimum and be carried out in a hushed tone. If it is necessary to approach a student for any reason, communication should be calm and supportive. All Assistant Superintendent/Invigilator are expected to remain in the hall for the entire duration of the examination. Further, the Assistant Superintendent/Invigilator s are advised to move around in the hall. Occasionally an Assistant Superintendent/Invigilator may leave the room in order to clarify a question or other emergency for which reliever Assistant Superintendent/Invigilator will be deployed. These absences must be kept to a minimum and at no time the examination room be left without an Assistant Superintendent/Invigilators.

(d) Responsibilities of Assistant Superintendent/Invigilator: The Assistant Superintendent/Invigilators will ensure that

- Only candidates having Admit Card/ID Card are allowed to sit in the Examination Hall.
- No Cheating or copying in any form is taking place.
- No Student leaves the examination hall before the laid down time for the end of time.
- No student enters the examination hall after prescribed time for the start of Examination.
- No Bags/Purses are being kept in the Examination Hall
- No candidate is in the possession of Mobile/Laptops/ Pen Drive or any other storage data.
- At no time the Examination Hall should be left unattended.
- Once a candidate leaves the Examination Hall after submitting his/her Answer Script, he/she should not be permitted to re-enter the Examination Hall.
- All Answer Scripts are signed by the Assistant Superintendent/Invigilator after verifying the detail filled in by the candidate in the answer script.
- No candidate should be permitted to go out of the Examination Hall without submitting the Answer Script.
- Assistant Superintendent/Invigilator must ensure that the candidate has fill attendance sheet with signatures within 30 minutes of the start of the Examination.
- The candidate has entered his/her Roll Number on the question papers.
- The stamp of COE Signature with date and space below cancelled stamp is to be put at the end of the space used by the candidate in the Answer Book

(e) Responsibilities of Members of Flying Squad:

- To check physically any candidate from any Examination hall. Also to verify the whole Examination documentations regarding conduct of Examinations.
- To suggest remedies for improvement in examination system on the basis of observations made during their visits to Examination Centres.

(f) Norm for appointment of Supervisory Staff:

The ratio between various categories of supervisory staff depends upon number of candidates, size of rooms, location of rooms, etc. This ratio shall be as per policy issued by the university.

(g) Change in duty of Supervisory Staff:

It is mandatory for all the Employees to comply with examination duty as assigned by COE/Senior Centre Supdt., however, in emergent cases COE/Senior Centre Supdt. can change this duty, provided some alternative employee accepts to give Examination duty in place of original incumbent. Vice-Chancellor can relax the condition in emergent cases.

(h) ID Checks

All students must be able to confirm their identity by presenting Examination Admit Card issued by the University. As students enter the room, they should be reminded of the need to place these documents on the desk for checking. However, in exceptional cases, a student who does not have an appropriate document should be instructed to report to the examination office, obtain a signed slip and present it to Assistant Superintendent/Invigilator on their return. The slip is valid for one examination only and must be taken back from the student.

(i) Suspected Irregularity or Misconduct

If an Assistant Superintendent/Invigilator suspects a candidate of misconduct he / she must inform the Centre Superintendent. The directive of Centre Superintendent shall be final in this case. A written report should be prepared by the Assistant Superintendent/Invigilator and submitted to the Assistant Registrar (Exam) after the examination. The Assistant Superintendent/Invigilator shall confiscate any illicit material which appears to be in the possession of the candidate and annotate the script. The decision of Centre Superintendent for continuation of such candidate is final.

(j) Problems with Question Papers

Where candidates raise points / queries requiring clarification on question paper which cannot be dealt with by the invigilator(s) in the Examination room, the he/she shall immediately notify the examinations office that will endeavour to obtain and convey the necessary information to the student(s). The Controller of Examination must be informed immediately of every such case. Supervisory staff shall not advise on meaning or interpretation of questions.

(k) Additional Paper

No additional sheet will be provided. However, in exceptional cases if it is required during the examination, same may be supplied along with a tag to tie / stitch these sheets to the answer book.

(l) Disturbances

In the event of noise or other external factor causing a disturbance in the room, notify the Examinations Office immediately.

(m) Illness

In case of illness of any student, Examinations Office must be informed for immediate action.

(n) Leaving Early

Without the special permission of the Center Superintendent any candidate shall neither leave the examination room until half time of the examination period has elapsed, nor leave their desk during the last 15 minutes of any examination for purposes other than completion of the paper. In the case of Two-hour examinations, candidates must not leave the room until allowed by the invigilator.

(o) Ending the Examination

The Assistant Superintendent/Invigilator shall announce the time when there is 1 hour remaining and again 15 minutes before the end of the examination. The examination shall end at the scheduled time unless extra time has been added due to a delay in starting or any other exceptional circumstances. The Assistant Superintendent/Invigilator shall ask candidates to remain seated and be silent until all scripts have been collected. All answer script shall be stamped with "Noting Attempted beyond this" stamp at the end of the portion of the answer script where the student has stopped his/her answers by the invigilator.

(p) Collection of Answer Scripts

Before Students leave the Examination Hall, It is very important that all answer books and additional sheets (whether used or not) are collected before students leave the hall. In no circumstances students are allowed to take answer books or paper from the examination room. Students may keep question papers unless otherwise specified in the special instructions. After all answer books are collected, the Assistant Superintendent/Invigilator should count the answer books and ensure that they tally with the number of students appeared in the examination

(q) Administration of Completed Scripts

Packaging the Papers Assistant Superintendent/Invigilator should hand over the following to the examination office after completion of the exam:

- (i) Answer books arranged subject wise in the attendance sheet serial order.
- (ii) Attendance sheet.
- (iii) Spare copies of the question paper (if any).
- (iv) Any other material related to examination.

8. Evaluation and Declaration of Result

(a) Evaluation of answer book/test booklets

- (i) The Controller of Examination, on receipt of the answer books/test booklets from the examination centres shall take the required and necessary steps for evaluation by the approved examiners, after due scrutiny and coding.
- (ii) Evaluation of all answer scripts shall be centrally executed at designated location under direct supervision of the COE.
- (iii) Neat and duly filled in Score Book in triplicate along with the evaluated answer scripts shall be handed over by the evaluator to the office of the COE under sealed cover inscribed with words "Top Confidential".
- (iv) All evaluation works must be taken up by the office of the COE in all earnest and all efforts shall be taken by the office of the COE to positively complete the evaluation works within 15 days counting with effect from the date of the last held examination of a particular semester/year.
- (v) All UG and PG answer scripts shall be evaluated in marks that shall subsequently be converted to grade points based on which alphabetical grades shall be awarded, if required.
- (vi) Alternatively, the answer books may be sent in physical form to an evaluator after allocating Fictitious Roll No's.
- (vii) Alternatively, the answer books may be scanned and evaluated in online manner after allocating Fictitious Roll No's. In this case the marks will be uploaded by the evaluator directly in the Paper Checking Module of IUMS or any other such software approved by the University.
- (viii) The paper evaluators shall be appointed by the COE from the list of examiners approved by the Vice Chancellor.
- (ix) Fractional marks shall always be rounded off to the nearest next whole number.
- (x) All practical examinations shall be conducted under the supervision of Internal/external examiners who shall be appointed by the COE. The External Examiners so appointed shall however have to be from a panel of examiners duly approved by the Vice Chancellor.

- (xi) **The External Examiner so appointed may be from the colleges affiliated with AMRU or from any other University/Institution.**
- (xii) In the event of an external examiner failing to present himself/herself during the scheduled examination, the Centre in Charge may, under intimation to the COE appoint a team of two internal examiners to conduct the examination.
- (xiii) The marks of practical examination shall be submitted by the In-Charge of Practical Examination for that subject, appointed by the COE. Alternatively, these marks may be uploaded by the Subject In-charge directly in the software provided by the University.
- (xiv) Notwithstanding anything contained herein above, the Vice-Chancellor shall have the power to take such steps and issue orders accordingly as may be deemed necessary from time to time to uphold the interest and integrity of the university system.
- (xv) If any National Agency has framed rules regarding conduct of practical/clinical examination, they shall be adopted by the University.

(b) Post Assessment Work

- The work of entering marks from answer books shall be done simultaneously by nominated data entry operators. It shall also be seen that all answers in the answer books are assessed by the examiners and no answer is left un-assessed.
- Alternately, the result shall be prepared directly by the software approved by the University and in which the marks are entered by the examiners through their login.
- The Data Entry section would have at least three PCs and one printer. Two separate groups of Data Entry Operators would be assigned the data entry work.
- The validation checks to be done by the software.
- The assessed answer book shall then be rearranged by inserting Supervisor's Report in the relevant bundle of answer books and stack them subject wise.
- If any supplement is found detached from the main answer book, Administrator, Central Administrator shall take efforts to locate its main answer book and shall carefully attach the supplement to the main answer book. It shall be then ascertained whether all marks are given to the answer book as well as to supplement and they are taken down properly in the mark list.

(c) Declaration of Result

- The tabulated results of any examination/subject shall have to be approved by the Controller of Examination before publication in newspapers/website.

11. Assessment Procedures:

Terminal Tests and Summative Examinations:

- (a) A student admitted to the privileges of the university either at any of its departments or in any of its affiliated institutions shall have to appear in all terminal tests that would be conducted during the semester/year in order to become eligible to sit for the Summative University Examination.
- (b) Ordinarily, any student admitted to the privileges of the university who has duly applied for permission to sit in his/her Summative University Examination shall be treated as eligible to sit for the examination subject to the conditions that the student concerned has
 - i. paid the prescribed fee and
 - ii. has, on aggregate, attended at least 75% of the total lectures delivered during the entire tenure of the semester/year he/she is enrolled in.
- (c) In the event of a student failing to obtain the stipulated 75% or 80 % attendance, whichever is required for that subject. He/She may apply through his /her Head of the department to the concerned Dean or to the Principal of the college wherein the student is enrolled seeking partial relaxation of the applicable attendance norm. Subject to the condition that the concerned authority is convinced of the genuineness of the case, he/she may grant relaxation in attendance to the tune of a **maximum of 5% and** provided that the

relaxation thus granted makes up for the stipulated attendance norm, the student concerned may be allowed to sit for examination. In case, the relaxation thus accorded is not sufficient to make the student eligible to sit for the examination, the student shall have to repeat the papers in which he/she has insufficient attendance in the next relevant semester/year.

12. TA/DA and Remuneration to Examiners

The payment of Local Conveyance Allowance, Travelling Allowance, Daily Allowance and Remuneration shall be made by the COE according to the rules prescribed by the University.

13. Answer Books Safe Custody

- (a) The coded answer books are to be made into bundles of 60 giving bundle number (clearly visible). The bundles are to be stacked in racks with proper ventilation and free from termites/pests.
- (b) Information of each answer-book in each bundle to be kept in computer data bank for ease in retrieval at a later stage as per requirement. A register will be maintained to record removal of an answer book indicating purpose for which it was required by the in-charge of answer book storage. Return of answer book will also be recorded.
- (c) The answer-book storage area to be fumigated and aired periodically so that they are preserved without any damage.
- (d) Cell in-charge shall be responsible for accounting and proper storage of answer books till destruction.

14. Declaration of result

- (a) The result of an examination after tabulation, and collation, with a statement showing the percentage of passes in the whole examination and in each subject thereof, with a similar statement in respect of same examination for the three preceding years be considered by the Controller of Examinations and if there is no variation in either the over-all result in respect of any subject thereof upto 10% he may order the results to be declared. In case a variation of 10% or more in comparison to the earlier years results is noticed, he may refer the matter to the Vice-Chancellor along with the report from the concerned examiner, and Head of the Department and may suggest modification of the result. Such result shall be declared only with the prior approval of the Vice-Chancellor.
- (b) At the time of declaration of results a merit list shall be prepared on the basis of aggregate marks allotted to the examination concerned excluding the marks in additional optional subject.

15. Publication of result

- (a) The Controller of Examinations shall publish the results of all the examinations in the manner directed by the BOM. The list of the names of successful candidates, showing in each case the marks obtained, shall be simultaneously communicated to the institution presenting the candidates.
- (b) Failure statements of the examinations, showing the subject or subjects in which the candidates have failed to obtain the prescribed minimum number of pass marks, shall be prepared by the Controller of Examinations and it shall be his duty to communicate the same to the institutions concerned within prescribed time of the communication of the results.
- (c) The Controller of Examinations may, on the report in writing of the head of the institution concerned, withhold the result of a Candidate, who has already taken the examination if the candidate has failed to pay the dues outstanding against him.
- (d) In case of discrepancy between the result displayed on the website or otherwise published, the original result lying with the University shall prevail.

- (e) On being endorsed by the COE, the draft Result Sheet shall be submitted to the Vice-Chancellor for approval following which the COE shall formally declare the result in the public domain.
- (f) The office of the COE shall remain obliged to dispatch the full result sheet to all concerned within 24 hours of declaration of the result.
- (g) The office of the COE shall be obliged to dispatch the printed detailed marksheets to the concerned HoD/Principal as the case may be within 15 days from the day of declaration of the result.

16. Rectification of Results:

- (a) A student shall be eligible to apply for rectification of printing/calculation errors detected on his/her detailed marksheet in respect of Name, Semester/year, Title of the paper(s), CGPA, SGPA score/marks within 7 days from the date of receipt of the detailed marksheet.
- (b) The requests for such rectification shall have to be duly endorsed by the HoD/principal concerned as the case may be.
- (c) The office of the COE shall issue a fresh detailed marksheet incorporating the corrections sought for within 7 days from the date of receipt of the application through the concerned HoD/Principal as the case may be.

BOM shall have the power to quash the result of a candidate even after it has been declared, if:

- (i) he/she is disqualified for using unfair means in the examination; or
- (ii) a mistake is found in his/her result; or
- (iii) he/she is found ineligible to appear in the examination; or
- (iv) he/she has been rusticated or expelled from a College or a Teaching Department of the University.

17. Postponed/Not held examination

Controller of Examination may order the holding of a “Postponed/Not held Examination” in the same semester/year or the same year, as the case may in respect of any examination of the University on the following conditions:

- (i) Where an examination has been duly notified to be held and where due to certain unforeseen calamities such as excessive snow and break down of power supply on the day of the Examination, an examination will be notified by the University to be held on a subsequent date and the candidates taking such an examination will be entitled to benefits accruing to candidates taking a regular examination.
- (ii) Where an examination has been duly notified to be held and the postponement has to be ordered on account of disturbed conditions, riots and curfew, the candidates taking such an examination on a subsequent date to be notified by the University would be entitled to all such benefits as accrue to candidates taking the regular examination.

18. Re-examination

Controller of Examination may order re-examination if it is satisfied that there has been a leakage of a question paper or a part thereof.

19. Improvement Provisions:

- (i) A student shall be allowed to seek “improvement” in not more than two papers provided the student has secured pass grade in all the papers appeared but is not satisfied with his/her score.
- (ii) All applications seeking permission to appear for improvement must have to be duly endorsed by the HoD/Principal as the case may be and, shall be submitted to the office of the COE in accompaniment of the

receipt of payment of the fee prescribed by the university for such purpose within 12 days counting from the day of declaration of the result.

- (iii) A student shall have to appear for the improvement papers in the relevant odd/even semester/year examinations as the case may be. The student shall not however be required to join the relevant semester/year for attending classes but shall be required to appear in all the terminal/ practical tests that would be conducted in the concerned paper(s) in that particular semester/year.

20. Complaints against question paper

- (i) All complaints against a question paper shall be addressed to the Controller of Examination by name by the Chairmen of the University Teaching Departments or of the affiliated or recognised institutions and shall be sent to him/her by Registered Post within five days of the examination in that paper.
- (ii) The Controller of Examinations shall immediately refer the complaints to the paper-setter and the convener of the Board of Studies in the subject concerned, and shall take such action as he deems necessary

21. Rechecking of Answer Books

- (a) If any examinee/student is not satisfied with the marks obtained in any theory paper or papers in a subject or subjects, he/she may apply for re-checking of his/her answer-books within ten days from the date of uploading of result on University's web site by depositing a non refundable fee as prescribed by AMRU from time to time. In rechecking total marks awarded by the examiner shall be counted. The examinee shall have no right to challenge the marks awarded by the examiner.
- (b) This re-checking facility shall be permitted for theory papers only of all the examinations conducted by the University for the respective current session only. No re-checking shall be permissible in case of practical, viva voce examination, field work, dissertation seminars and Entrance Examinations etc.
- (d) The Candidate is required to produce a photocopy of his/her current Admit card and/or statement of marks for verification of Roll No., marks etc., at the time of submission of Application Form for re-checking or the candidate will be able to apply through IUMS.
- (e) The revised detailed marksheet will be issued by the University to the candidate after the candidate surrenders the old detailed marksheet.
- (f) Any doubt about the interpretation of these rules or matter not provided herein will be resolved by Vice-chancellor, whose decision shall be final and binding.
- (g) A candidate whose answer-book is lost after having been received by the Superintendent or Superintendent-in-charge of the Examination Centre, provided he has passed in all other subjects of the examination, may be permitted by the Vice -Chancellor to reappear in that paper, which is lost, on a date to be fixed by the Controller of Examination, and if he obtains pass marks in that paper he shall be deemed to have passed the examination. In the case of dispute as to whether a Candidate's paper was duly received or not, the finding of the Controller of Examinations subject to confirmation by the Vice-Chancellor, shall be final.

22. Entrance examination

- (a) Entrance examination for the admission to various under graduate and post graduate courses shall be conducted from time to time as per schedule approved by Vice- Chancellor.
- (b) Controller of Examination shall be the custodian of whole process of conduct of entrance examination, declaration of result and preparation of merit list etc.
- (c) After the conduct of entrance test, the answer key shall be uploaded on University website.

- (d) Any objection to the answer in the answer key shall be brought in the notice of Controller of Examination with proof within the specified period notified by the university at the time of uploading the answer key.
- (e) On receiving the objections, if any, Controller of Examination will constitute a Committee of subject experts with prior approval of Vice-Chancellor and shall go for vetting.
- (f) If any question/answer is proved to be incorrect by the committee, same shall be rectified and bonus marks shall be awarded to the candidates.
- (g) Final result declared after rectification shall be binding on all the candidates.
- (h) No rechecking or re-evaluation shall be allowed in entrance examination.
- (i) In addition to other supervisory staff described in relevant clause, for entrance examination a Deputy Supdt. shall be appointed for entrance examination.

Roles and responsibilities of Deputy Superintendent

The Deputy Superintendent shall assist the Superintendent in the opening of the question papers properly or in downloading the question papers as the case may be, maintaining discipline in the centre especially in the supervision of side-rooms, If necessary, he/she shall have to perform any of the duties of the Superintendent temporarily under his/her instructions. He/she will be under the Superintendent and will take charge of the examination centre in case of any emergency.

He/she shall read entire Book of instructions carefully, for he/she may have to act as Superintendent during letter's absence. He/she will not leave the station without the permission of the Controller of Examination/Additional Controller of Examination for which application shall have to be made through the Superintendent. He/she must equip himself/herself with a name seal at his/her own cost. If he/she does not possess the same, the Superintendent should report the same to the Controller of Examinations and in that case Deputy Superintendent may use the seal of the Superintendent with his approval. He/she will report to the Controller of Examinations cases of gross irregularities in the conduct of examinations, if any. He/she will stamp all the answer books of the examinees with the stamp provided by Controller of Examination. An Additional Deputy Superintendent will be appointed in case number of candidates exceeds 300. In case there are more than one building in one center, there shall be at least one Deputy Supdt. in a building.

He will assist the Centre Superintendent in all tasks pertaining to conduct of Examination.

In the absence of Superintendent due to illness, any other duty assigned by competent authorities or any other reason, Deputy Superintendent shall perform all the responsibilities Centre Superintendent.

23. Promotion to next semester/year/Class pending Re-checking

- (a) Pending the process of re-checking, the student may be admitted to the next higher class to which he/she could have been admitted if he/she had passed in the said examination as per the following norms:-
 - (i) The college shall be entitled to charge fees as prescribed by AMRU from time to time at the time of granting admission to such students to the next class before declaration of the result of the re-checking.
 - (ii) Such admission shall be provisional and automatically stands cancelled on receipt of the result of re-checking process, if the student is not declared passed in the requisite number of the subjects on re-checking which would entitle him/her to take admission in the next higher class, and in such case the fees paid by the student or any part of the same shall not be refunded.
 - (iii) In case if the student is declared to have passed in the requisite number of the subjects on re-checking which would entitle him/her to take admission in the next higher class as per the Ordinances/regulations, the provisional admission will be regularized.

24. Award of Degree/Medal

The students obtaining the highest and the second highest score at the University Examination in their respective subjects shall be awarded with Gold and Silver Medals in the subsequent Convocation held at the university post declaration of such results.

25. Acts of Commission and Omission

Some acts of commission and omission amounting to malpractice are as under:-

- (i) Bringing in or being in possession of any document, paper, book photocopy, or any other material including electronic devices such as cell phones, digital diary, programmable calculator, pen scanner, Bluetooth equipment etc. other than those permitted by the University, in the examination hall, at any time during the examination.
- (ii) Taking or giving or attempting to take or give, any help from, or to any person or from any material, written, recorded, typed, printed or electronic or in any other form whatsoever.
- (iii) Removing original sheets of an answer book and/or inserting new ones, or taking outside the examination hall any answer book issued at the examination or writing answers in any form on the question paper or admit card.
- (iv) Copying answers of another candidate, or assisting any other candidate in copying answers either from his own answer book or from common or different sources.
- (v) Being a party to mass copying, that is to say, where, barring minor or insignificant deviations, the question chosen for answering, or the answers of himself and two or more students appearing simultaneously for the examination in the same centre are almost identical in content, sequence, or pattern, or are having such other telltale features in common.
- (vi) Using impersonation technique in any form to write answers in answer books.
- (vii) The presence of unusual marks, folding, creases, wrinkles or soiled appearances in one or more answer scripts or any other attempt to disclose identity; or writing on the question paper or any other paper some answers to the questions set in the question paper.
- (viii) Altering, defacing, tampering with the answer book, identity card, or admit card or any other relevant document or handing over or parting with his identity card or admit card to a third party during the examination period.
- (ix) In case of apprehension or attempt at apprehension by authorized persons or authority, for any suspected act of malpractice, offering resistance to such apprehension or escaping or attempting to escape or disobeying instructions, or declining to give written explanation when asked to do so, or destroying or substantially altering any material evidence seized, or about to be seized.
- (x) Re-entering or attempting to re-enter examination hall, during the hours of examination, after he had left the same earlier, without permission or without proper escort.
- (xi) Being in possession of answer book outside the examination hall.
- (xii) Using abusive or obscene language, or behaving in a disorderly or unruly manner or using physical violence, in or around the examination hall.
- (xiii) Using any means to communicate or attempting to communicate with the examiners, or officers of the examination, directly or indirectly with requests, threat, inducement, appeal or undue influence upon them for favour in the examination.

- (xiv) Using or attempting to use any other unfair means to deceive, mislead or induce the authorities.
- (xv) Communicating with any candidate or any other person in or outside the examination hall with a view to take unfair assistance or aid to answer in the examination, by use of any means of communication.
- (xvi) Leaving the examination hall without delivering to the supervisor concerned the answer book or any part thereof or taking away the same or tearing it or otherwise depositing it or tearing the answer book of other candidate or otherwise depositing it of.
- (xvii) Refusing to obey the legitimate orders of the Centre Superintendent and/or any other member of the Supervisory staff.
- (xviii) Changing the seat without the permission of the Supervisory staff or occupying the seat not allotted to him/her.
- (xix) Coming to the examination hall under the influence of alcoholic drink or drugs.
- (xx) Swallowing or attempting to swallow a note or paper or running away with it or causing its disappearance or destroying it in any manner.
- (xxi) Passing or attempting to pass on to any one a copy of the question set in the question paper or the question itself, or a part thereof, or a solution to a question set in the question paper.
- (xxii) Possessing a solution to a question set in the question paper with or without the connivance of any person including a member of the Supervisory staff.
- (xxiii) Creating disturbance in the examination hall or in its vicinity.
- (xxiv) Organizing a walk out, or instigating others to walk out; or misconducting oneself in any manner in or outside the examination hall.
- (xxv) Disturbing or disrupting the examination in any manner whatsoever.
- (xxvi) Carrying into the examination hall fire-arms or any other weapon.
- (xxvii) Forging another person's signature on admission form or using a forged document knowing it to be forged with the view to seeking admission to a college or to a university examination.

26. Disciplinary Authorities

- (a) The powers regarding discipline, disciplinary action and imposing punishments in regard to University students shall vest with the Vice-Chancellor.
- (b) The Vice Chancellor may refer any case for the decision of the Board of Management.

27. Examination Disciplinary Committee

- a. There shall be an Examination Disciplinary Committee (EDC) duly appointed by the Vice-Chancellor. Ordinarily, the EDC would have tenure of one year from the date of notification of its appointment. The members appointed in the EDC, however, shall remain eligible for reappointment.
- b. All the reported cases on adoption of unfair means during the conduct of an examination shall have to be referred to the EDC which shall have at least five members to be drawn from amongst the Officials / Teachers of the university and Principals of the affiliated colleges. The COE or his nominee shall chair all meetings of the EDC and three members shall form the quorum for an EDC meeting.

- c. The EDC is mandated to examine the documents reported to have been used by a defaulting examinee, grant personal hearing to the defaulting examinee if need be and then on the basis of its findings recommend, on a case to case basis, appropriate further actions to be taken by the university over and above the spot action already taken by the delegated authority on behalf of it. Ordinarily, such recommendations of the EDC shall be arrived at by a simple majority. In case, attending members fail to finalize its recommendation either by simple majority or by consensus, the matter shall then be referred to the Vice-Chancellor whose decision in the concerned matter shall be final and binding.
- d. All recommendations of the Examination Disciplinary Committee shall, along with comments of the COE on them, be placed before the Vice-Chancellor for his approval.
- e. If dissatisfied with the decisions taken at the behest of the EDC, the concerned examinee shall have the right to file a review petition to the Vice-Chancellor within two weeks of the receipt of the disciplinary action decision of the university. Provided the Vice-Chancellor is satisfied that the review representation of the candidate warrants merit then, he, in exercise of the authority vested in him, may decide to exonerate the applicant from the charges levelled against him/her and inform the EDC about the revised decision.

28. Procedure for Reporting Malpractices:-

- (a) When a case of malpractice is detected or otherwise brought to the notice at an examination centre by any person appointed to supervise the examination other than the Centre Superintendent (e.g: Invigilator, Assistant Superintendent/Invigilator, squad member, Deputy Superintendent, etc.) he/she shall immediately send intimation to the Centre Superintendent and seize all documents and materials concerned which are suspected to be evidence of the malpractice and detain the Candidate. On arrival of the Centre Superintendent, he shall hand over the candidate and the evidence along with a brief report.
- (b) If the candidate refuses to hand over the incriminating material, or destroys or runs away with the material, the facts shall be recorded and duly witnessed by two members of the supervisory staff and the matter reported to the Centre Superintendent. If the candidate runs away, the assistance of police, if available, may be sought to apprehend and securing the presence of the candidate.
- (c) The Centre Superintendent when he/she himself/herself detects the malpractice or on getting the report, shall conduct a preliminary enquiry. Should the enquiry indicate the commitment of malpractice, he shall obtain written statement from the candidate along with the report of the Asstt. Superintendent / invigilator.
- (d) If the candidate refuses to give a written statement, the facts shall be recorded and signed by the Centre Superintendent, duly witnessed by two members of the Supervisory staff.
- (e) The Centre Superintendent shall forward a report, along with the answer script and all other incriminating documents, materials or substances, report of the Supervisory Staff, statement of the candidate and any other relevant material, in a sealed envelope, to the COE by name, who shall place the same before the Unfair Means Committee.
- (f) The answer book of the candidate detected to be indulging in malpractice shall be seized by the Centre Superintendent and shall be sent to the COE in a separate sealed cover, superscripted "Malpractice Case," along with his report.
- (g) The Centre Superintendent shall expel the candidate from the examination hall detected to be indulging in malpractice.
- (h) If any case of malpractice is detected in the Evaluation Centre by the Custodian, Coordinator or other staff, the Custodian shall report the matter in writing along with all incriminating material and report of the staff who detected malpractice to the Controller of Examination.
- (i) In case the malpractice is detected by an examiner while evaluating an answer script, he shall return the script and other incriminating material, without further evaluation, with reasons in writing, to the Controller of Examination, through the custodian. If already evaluated, wholly or partially, the marks shall not be entered in

the evaluation sheet in which marks awarded to other candidates are furnished, but entered in a separate list which is sealed in a separate cover and sent along with other documents.

- (j) When a case of copying on a mass scale (more than 1/4 of the total candidates) at a particular examination centre/hall is detected or reported, the Centre Superintendent shall ascertain the facts by a preliminary enquiry, report to the Controller of Examination and cancel the examination of all the concerned candidates.

29. Constitution of Unfair Means Committee

The Vice Chancellor shall constitute a Committee known as Unfair Means Cases (UMC) Committee.

- (a) The Committee shall consist of five members as under:

- (i) Controller of Examination - Chairman
- (ii) Lawyer - Member
- (iii) Lady member (Eminent Academician) - Member
- (iv) One member nominated by the Vice Chancellor
- (v) Assistant Registrar - Member Secretary.

- (b) At least three members of the committee must be present to complete the quorum .

- (c) The term of the Committee shall be two years, unless otherwise specified in the order constituting the committee.

- (d) The Controller of Examination shall not be a Chairman or member, if any of the examination staff from the University is involved in the malpractice. Similarly, the Dean/ Principal who has reported the malpractice or who is a witness for the same shall not be a member.

- (e) The committee shall enquire into cases of alleged malpractices in University examinations, in accordance with procedures outlined in these regulations, and based on its findings, to recommend the imposition of appropriate penalties by the Disciplinary Authority, on the concerned student.

- (f) Remuneration and TA/DA to the all the members shall be paid as per University norms.

30. Unfair Means:

- A. Indulging in any of activities listed hereunder during the examination and inside the examination hall shall ordinarily be construed as acts of unfair means:

- i. Talking to another candidate or person, inside or outside the examination hall during the examination hours without the permission of the Centre-in-charge, the Assistant Superintendent/Invigilator or any supervisory staff.
- ii. Writing on question paper or any other piece of paper, a question or any matter relating to a question except the answer-book or the supplementary answer-book supplied to the candidate.
- iii. Using or attempting to use mobile phone, pager or any other electronic and communication devices inside the Examination Hall.
- iv. Making an appeal to the Examiner through the answer-book and / or through the supplementary answer-book.
- v. Keeping currency notes in the answer-book or in the supplementary answer-book to influence the Examiner.
- vi. Deliberately disclosing her / his identity or making any distinctive marks in the answer-book or supplementary answer-book for the purpose of disclosing identity.
- vii. Possessing or having access to books, notes, paper or any other material, whether written, inscribed or engraved, or any other device, which could be of help or assistance in answering any part of the question paper.

- viii. Concealing, destroying, disfiguring, rendering illegible, swallowing, running away with, causing disappearance of or attempting to do any of these things in respect of any book, notes, paper or other material or device, used or attempted to be used for assistance or help in answering a question or a part thereof.
- ix. Exchanging answer-book and / or supplementary answer book or passing on or attempting to pass on, during the examination hours, a copy of a question, or a part thereof, or solution to a question paper or a part thereof, to any other candidate or to any person.
- x. Receiving or attempting to receive, with or without the help of or in connivance with any member of the supervisory staff or any person, a solution to a question or a part thereof.
- xi. Copying, attempting to copy, taking assistance or help from any book, notes, paper, any other material, any device or from any other candidate, to do any of these things or facilitating of rendering any assistance to any other candidate to do any of these things.
- xii. Presenting a thesis, project, dissertation, term paper, practical work- book and field work presentation, wherever required, not prepared or produced by the candidate herself / himself.
- xiii. Leaving the examination hall without delivering the answer-book and or supplementary answer-book or arranging to send an answer-book and or supplementary answer-book, to the Centre-in-charge, Assistant Superintendent/Invigilator or to any member of the supervisory staff, and taking away, tearing off or otherwise disposing off the same or any part thereof.
- xiv. Smuggling into the examination hall an answer-book or a supplementary answerbook or taking out or arranging to send an answer-book or supplementary answerbook or replacing or attempting to get replaced the answer book or supplementary answer-book, during or after the examination with the help of or in connivance with any person connected with the examination, or through any other person or agency, whatsoever.
- xv. Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, moderator, tabulator or any other person connected with the University examination from the University or from outside the University with the object, directly, or indirectly, of influencing her/him to leak out the question paper or any part thereof, or to enhance marks, or favourably evaluate, or to change the award in favour of the candidate.
- xvi. Any attempt made by a candidate or by any person on his behalf to influence, or interfere with, directly or indirectly, in the discharge of the duties of Centre-in-charge, Observer, Flying Squad member, Assistant Superintendent/Invigilator and member of the supervisory staff or inspecting staff of an examination centre before, during or after the examination. Provided that without prejudice to the generality of the provision of the clause any candidate or any person on her / his behalf as is referred to therein who threatens, abuses, insults, intimidates, assaults any one of the above shall be deemed to have interfered with or influenced the discharge of their duties.
- xvii. Writing in abusive or obscene language in the answer-book and / or in the supplementary answer-book.
- xviii. Forging document (s) or attempting to forge documents (s) in any matter relating to the examination.
- xix. Indulging in impersonation or arranging to impersonate for any candidate at the examination.
- xx. The Centre-in-charge may declare any other act of omission or commission to be treated as unfair means in respect of any or all the examination.

B. If the Vice-Chancellor is satisfied that there has been copying or use of unfair means on a mass-scale at a particular centre, he may cancel the examination of all the candidates concerned and order re-examination. Where either all members of the team of the Flying Squad or the Centre-in-charge, Observer and Assistant Superintendent/Invigilator (s) in-charge are satisfied that one-third or more students are involved in using unfair means in a particular examination hall, it shall be deemed to be a case of mass copying. Such report along with full details of the evidence thereof shall be submitted to the COE immediately without delay and on the day of the occurrence, if possible. The COE shall submit the report along with full details of the evidence to the Vice- Chancellor with recommendations.

C. A candidate shall not be forced to give a statement against his will but the fact of his having refused to make a statement shall be recorded by the Centre-in-charge and shall be attested by the Observer and / or the Assistant Superintendent/Invigilator on duty at the time of occurrence of the incident.

D. A candidate detected or suspected of indulging in unfair means in examination may be permitted to answer the question paper, but on a separate answer-book. The answer book along with the supplementary answer-

book, if any, in which the use of unfair means is detected shall be seized by the Centre-in-charge, who shall send both the answer-books and supplementary answer-books (s), if any, to the controller of examinations with her / his report. This shall not affect the concerned candidate to appear in the remaining papers of the examinations.

31. Procedure for Imposing Penalties

- (a) No penalties shall be imposed on a candidate except after an enquiry is held by the UMC Committee.
- (b) The Controller of Examination on getting a report of a case of malpractice shall issue a notice in writing to the accused student concerned, setting forth the relevant facts in brief, frame definite charges and ask him/her to show cause as to why action under the Regulations should not be taken against him/her and penalty as provided under rules may not be imposed on him/her. The student shall also be instructed to appear in person before the UMC Committee on a fixed date, time and place.
- (c) The candidate shall be required to submit a written statement in his defence within the stipulated time specified. If the accused student fails to reply in writing, a second show cause notice may be issued.
- (d) If the accused student fails to reply in writing and to turn up on the date fixed, the UMC Committee may proceed expert and base its findings on the reports and other proceedings in the case and make appropriate recommendations to the Vice-Chancellor.
- (e) Where the accused student admits the charge of malpractices, as set out in the show cause notice, in his written reply to the charges, the UMC Committee may in its discretion, accept the same and make suitable recommendations to the Vice-chancellor including the proposed penalty.
- (f) Where the student appears on the fixed date, but denies the charge of malpractices, the UMC Committee shall proceed to carry out a detailed enquiry.
- (g) The Vice Chancellor may appoint any person, to be known hereafter as “Presenting Officer”, to present on behalf of the University the case in support of the charges framed.
- (h) The Presenting Officer and the accused student shall have the right to examine and to cross-examine the witnesses who may have been summoned.
- (i) The UMC Committee may in its discretion, summon and examine any person not cited or any document not produced before it already.
- (j) The statements of each witness shall be recorded separately. The UMC Committee shall proceed to record its findings on each charge after taking into consideration the representations contained in the student’s written reply in his defence, citing reasons for arriving at the findings. For purposes of proper identification, each witness examined and document exhibited shall bear an identifiable connotation and number etc.
- (k) During the course of the inquiry, or on the completion of the inquiry, if the UMC Committee finds that any other person or persons, ought to have been named as accused of malpractice, the UMC Committee may in its discretion submit its report against the persons already presented before it, or postpone the further hearing till notice to such other person to show cause, is issued. The evidence already on record shall subject to all just exceptions be read as evidence against the person subsequently summoned.
- (l) The accused person shall not have the right or liberty to be assisted or represented by any legal practitioner or other person in the inquiry. But he/she shall have access to the papers or other materials produced during the inquiry. However, he/she shall not be entitled to get copies of any such documents or proceedings.
- (m) The UMC Committee in its discretion may also deny inspection of any document, or material, on grounds such as preserving the confidentiality and secrecy associated with valuation or on other similar grounds.

- (n) Where the UMC Committee finds that the accused student is trying to delay the proceedings by arising any tactic, or by unreasonably lengthy or irrelevant examination or cross examination of witnesses, the UMC Committee shall have the discretion to terminate the proceedings and proceed to give its findings with appropriate recommendations.
- (o) Where the proceedings relate to two or more students, the UMC Committee may jointly inquire into such cases, and where one of the cases has been commenced or inquired into earlier, the evidence on record may be read as evidence in the other case, with liberty to the accused student or students to recall and examine any witness subject to their paying travelling allowance, if any of the concerned witness or parties.
- (p) On completion of the enquiry, the UMC Committee shall prepare a report recording its findings on each charge, together with reasons therefore and submit its report to the Vice Chancellor with its recommendation regarding the proposed penalty. However, if the proceedings of the inquiry establish a charge different from those originally framed, it may record its findings on such charges, provided that the findings on such charges shall not be recorded, unless the accused University student has admitted the facts constituting them or had the opportunity of defending himself against them.
- (q) The UMC Committee may also express its views on the role played by any staff members of institutions, in the malpractice alleged, for appropriate action by the University.
- (r) If on receipt of the report of UMC Committee the Vice Chancellor disagrees with the findings of UMC Committee on any of the charges, he shall record his reasons for such disagreement and record his findings on each charge, provided the evidence on record is insufficient for the purpose. If however, the Vice-Chancellor agrees with the findings of the UMC Committee, he need not record his reasons for so agreeing.
- (s) On the basis of such findings arrived at by the Vice Chancellor, he may proceed to pass one or more penalties after due consideration of the recommendations made by UMC Committee. In case, the Vice Chancellor feels that, it is necessary or advisable to leave the matter for the decision of Academic Council, he may direct the case to be placed before the Academic Council for its decision and the Academic Council may consider and impose one or more of the said penalties.
- (t) The proceedings and records of the UMC Committee shall be preserved for a minimum period of two years from the date of submission of report of UMC Committee to the University.

32. Communication of Orders, Imposing Penalties

- (a) The Controller of Examination shall communicate the final decision of the Vice-Chancellor/Academic Council to the concerned University student, to his parents as well as to the heads of the College/Institution to which he belongs.

33. Review of the Case

- (a) There shall be no provision for review.

34. Destruction of Answer Book

- (a) Unless and until specific instruction is given by the Vice-Chancellor, AMRU, all evaluated answer books will be destroyed by shredding after one year of declaration of results.
- (b) A certificate to be given by the Controller of Examination, indicating details of answer books that have been shredded

35. Lapses Committee

- a. There shall be a Lapses Committee to be appointed by the Vice-Chancellor that would be entrusted with the responsibility to examine any/all allegation of lapses by any person engaged by the university on examination related works and to recommend appropriate actions to be initiated by the university on the offending person.
- b. The Lapses Committee shall ordinarily be a five member body. The Vice- Chancellor shall nominate its members from amongst the senior administrative/ faculty members. The COE shall however be the ex-officio Chairperson of the LC. Three members shall constitute the quorum for a meeting of the Lapses Committee.
- c. The tenure of the Lapses Committee shall be one year but its members shall remain eligible for reappointment.
- d. Any or all of the following activities shall be construed as lapses liable for appropriate disciplinary actions:
 - i. Non-submission of Question papers, evaluated answer scripts marks book within the stipulated time.
 - ii. Compromising confidentiality of the examination process.
 - iii. helping students inside the examination hall by way of prompting answers or by supplying unwarranted materials or by wittingly ignoring an act of unfair means adopted by one or more candidates.
 - iv. For showing discernible bias while evaluating the answer books biased while evaluating.
 - v. Any other act that is expressly in contravention of the established practices in respect of the conduct of a public examination.