RE-4
REGULATIONS ON CONDUCT OF EXAMINATIONS
[Approved by the Executive Council in its 23rd meeting held on 31.10.2015 vide resolution No. EC23.5.1]

(Under OC-4 and OC-5)

1. 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 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.

1.1 Role of the Centre in Charge and the Centre Supervisors:

a. The Centre-in-charge shall have full disciplinary control over all matters concerning the smooth conduct of the examinations at his/her respective centre.

b. 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.

c. 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'.

d. All such disciplinary measures taken shall have to be immediately reported to the Controller of Examinations for the needful.

e. The Centre-in-Charge shall make all necessary arrangements for enabling the differently-abled candidates write their examinations.

f. 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.

g. 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.

h. At the close of the examination, the Centre Supervisor 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.

2. Assessment Procedures: Sessional Tests and End Semester 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 sessional tests that would be conducted during the semester in order to become eligible to sit for the end semester examination.

b. Ordinarily, any student admitted to the privileges of the university who has duly applied for permission to sit in his/her end semester 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 he/she is enrolled in.

c. In the event of a student failing to obtain the stipulated 75% attendance, 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

d. All regular students shall be subjected to the process of continuous evaluation. Accordingly, a student is required to attend and duly clear two sessional tests and one end semester examination by the close of each semester. The structure of these sessional tests and end semester examinations shall be as given hereunder.

Sessional Test/ End-Term Exam.	Total Credit
Sessional Test – I	1
Sessional Test – II	1
Sessional Test – III/Practical	1
End Semester Examination	2

Note: For the purpose of calculating the SGPA, best two of the three sessional tests taken shall be considered.

In case of the affiliated colleges, however, the following shall be applicable as exceptions to the above:

i. Two instead of three sessional tests shall be taken and one of these two tests

should be a practical test wherever applicable.

ii. The first of the two sessional tests to be taken must always be a written one.

iii. The second sessional test may take the form of assignments like term paper, book review, group discussion or even another written test and the format to apply shall be at the discretion of the course teacher.

iv. The second sessional test, for all Subjects/ Papers having a practical component, shall always be a practical test.

v. All two sessional tests are compulsory and failing to clear them and not having adequate attendance would entail the student to repeat the semester later in a relevant semester post completion of the course.

e. The minimum pass mark at the end semester examination shall be 30.0% of the total score in each paper/subject. The end semester question papers shall be set for a total of 50 marks to be answered within a time slot of two hours. The aggregate qualifying marks for being declared to have duly cleared a semester shall, however, stand at a minimum of 33.0% of the total score in that semester.

f. The minimum pass mark for a practical paper shall be the same as that of the theory paper and inability to secure the minimum prescribed pass mark in a practical paper would make the candidate fail in that paper. Practical papers shall not be re-evaluated. As far as Professional Courses are concerned it shall be as per the norms of the respective disciplines.

g. As far as the General Courses (both UG and PG) are concerned, the internal and external evaluation shall be in the proportion of 50:50 wherein the two sessional tests shall be of 25 marks each. The end semester examination shall have a total score of 50 marks.

h. Ordinarily, a student shall not be detained in any semester even if the student attends less than 75% of the classes held in that particular semester and/or fails in the end semester examination subject to the condition that the student has to clear all papers within the stipulated number of semesters as is fixed by the university failing which the student would be declared 'Failed' and has to restart from the first semester of the course in case still willing to pursue study.

i. In case of regular UG, PG programme of studies, the maximum number of allotted semesters to complete and duly clear the course in order to be eligible to be awarded the degree shall be 10(ten) and 6 (six) respectively. In case of integrated professional UG degree courses, the number of additional semesters the students would be allowed to avail shall remain restricted to 4 over and above the actual number of semesters stipulated to complete the course.

j. Any student enrolled in a regular UG course of the University shall have to compulsorily sit for and clear all the prescribe papers within the stipulated number of semesters as specified herein above at Clause (i) in order to be declared qualified for a Degree.

k. A student enrolled in a regular UG course shall be eligible for the award of a Honours Degree provided the student appears in and successfully clears all the prescribed 18 papers within the stipulated number of semesters securing an aggregate of 45.0% or above in the chosen Honours subject. Students securing an aggregate score of less than 45.0% but duly clearing all the papers shall, however, only be eligible for a Simple pass Degree.

l. The student may, however, be deemed as eligible for the award of a Simple Pass Degree provided the student has duly cleared at least 14 out of a total of 18 of the papers prescribed for such a course.

m. The University shall issue a composite marks card at the end of each completed semester examinations showing the SGPA and latest CGPA status of the students. The University shall also issue a transcript, if requested for, at the end of the programme of study undertaken by the student detailing the progress and preparedness level of the concerned student.

n. National Service shall be a compulsory non-credit or Audit Paper for all UG courses in the University with effect from the 2015 Odd Semester. This course as such shall not earn a letter grade unlike the other credit papers and would only be marked as 'Satisfactory' or 'Unsatisfactory' in the score card.

o. A student unable to clear the end semester papers in one go shall be allowed to repeat the failed papers in the next relevant semester subject to the provisions of Clause (e) and Clause (f) above and shall be allowed to repeat one or more papers as the case may be during the relevant end semester examinations.

p. A student seeking to improve his/her result may do so by duly applying for the same on payment of the prescribed fee only after completion of the course and this improvement chance can be availed only once in a course subject to the condition that the result of such an improvement examination shall not count towards award of rank/medal or any other prize available at the disposition of the university.

q. In order to repeat a paper or more as the case may be, the concerned student would need to apply to the office of the CoE through proper channel and if permitted to sit for the repeat examination, would be required to pay the prescribed fee at least a week before commencement of the examination.

r. Examinations of each of the end-semester theory papers for a regular UG Course shall be of two (2) hours duration. Examinations of each of the end- semester theory papers for a professional/integrated UG Course shall be of two and a half an hour (2.5) duration. The practical papers, however, shall be as per standard norms as is being practiced by the concerned departments.

s. Programme schedule of the end semester examination for the university departments shall be proposed and prepared by the department concerned under supervision of the Head/ in charge and shall have to be approved by the CoE at least two weeks prior to commencement of the examination. The CoE shall however draw the programme schedule of each end semester examination and notify the same to the concerned centres of examinations at least two weeks prior to the commencement of the examination.

t. The CoE shall ensure that question papers, mode of evaluation and examination date shall be same in both colleges and university departments provided that the course, subject and the degree to be awarded are the same.

u. Towards ensuring confidentiality, answer scripts of the end semester examinations shall be coded prior to handing them over to the evaluators.

NB: Notwithstanding anything contained in Section 2 above, wherever the courses offered at the university invites mandatory compliance to the guidelines of national regulatory authorities such as the Bar Council of India (BCI), Pharmacy Council of India (PCI), the National Council of Teacher Education (NCTE), The Indian Council of Agricultural Research (ICAR) and the All India Council of Technical Education (AICTE) as the case may be, the conduct of examinations in such courses shall broadly adhere to such guidelines as it would be laid down by the concerned regulatory authority from time to time. Conduct of examinations in the courses listed hereunder shall comply with the prescribed stipulations of the concerned national regulatory authority. Accordingly,

1. The Bar Council of India (BCI) guidelines on course structure, admission criteria and successful completion of the course of study shall be adhered to in respect of all UG/PG courses on Law.
2. The Pharmacy Council of India (PCI) guidelines on course structure, admission criteria and successful completion of the course of study shall be adhered to in respect of all UG/PG courses on Pharmaceutical studies.
3. The National Council of Teacher Education (NCTE) guidelines on course structure, admission criteria and successful completion of the course of study shall be adhered to in respect of all UG/PG courses on teacher education.
4. The Indian Council of Agricultural Research (ICAR) guidelines on course structure, admission criteria and successful completion of the course of study shall be adhered to in respect of all UG/PG courses offered on Horticulture.
5. The All India Council of Technical Education (AICTE) guidelines on course structure, admission criteria and successful completion of the course of study shall be adhered to in respect of all UG/PG courses offered on technical and management education including computer and IT related educational courses.

While these courses shall broadly comply with the stipulations of the concerned national regulatory authority, the university may define its own standards for granting admission and/or award of degree in the corresponding field of study provided such standards as may be defined by this university shall not in any manner compromise the minimum prescribed stipulations in matters of course structure, teaching obligations, admission eligibility, successful completion of the course and such other matters of relevance as may have been laid down by the concerned regulatory authority.

In the event of any dispute arising in the interpretation of the laid down stipulations vis-à-vis the university norms as may be in force at a particular point of time, the matter shall, through the CoE, be presented to the Vice-Chancellor whose decision in such matter shall be final.

3. Question Paper Setting:

a. 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.

b. The CoE, in exercise of the power vested in him, shall offer appointment to these empanelled teachers as paper setters and while doing so, would take care to give due weightage to seniority and the field of expertise of the respective teacher so offered the appointment. The appointment of paper setters shall be rotated amongst the different faculty members having similar expertise on the basis of their service seniority.

c. 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.

d. 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.

e. Each question paper must clearly state the name of the semester, subject name and paper no., allotted answering time, how many questions to be attempted, distribution of

grade points/marks for each question and all such other details that may be required by the examinee to comprehend the question paper.

NB: All the exercises described here at above in Clause 3, Sub Clauses (a) to (e) may be dispensed with if the University, in compliance to the UGC guidelines opts to go ahead with the Question bank system. In the event of University deciding to go for the Question Bank system the method of paper setting shall be as described hereunder:

i. 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.

ii. Ordinarily each such question set shall have three categories of questions namely; the objective type, the short answer type and the long answer type.

iii. The complete question bank so formed for a particular paper shall have at least ten times the number of questions the student would have to answer during the examination in each of the categories described at (ii).

iv. Once these question sets are ready for each paper, the department of examination shall compile them together to form a comprehensive question bank.

v. The question Bank thus prepared shall be compiled paper and subject wise and may be made available in both digitized and print format.

vi. The digitized question bank set shall be uploaded at the university website for reference of the teachers and students alike.

vii. The question bank so framed shall be uploaded department-wise as also programme/ course-wise to facilitate fast and easy accessibility.

viii. All papers to be set during a particular semester examination shall be drawn randomly using adequately designed customized software.

ix. The random selection process shall be supervised by the CoE in presence of at least two other senior faculty/Head of academic/administrative departments of the university to be nominated by the Hon'ble Vice-Chancellor for the electronic draw of each such question sets.

x. 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.

xi. 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.

4. Moderation of Question Papers:

a. There shall be a moderation Board to moderate the question papers set in a particular subject/paper.

b. The moderation Board in each such subject/paper which is taught at the affiliated colleges shall be constituted with at least three members of whom two should preferably be drawn from the affiliated colleges. In cases where the subject/paper is not taught at the affiliated colleges, all three members of the Board may be drawn from the concerned university department. The HoD/in charge of the relevant PG department at the university shall chair the sittings of the Moderation Board. The Moderation Board meetings shall be convened by the Officer-in Charge of the confidential section of the university evaluation wing.

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c. In the event of a subject being not offered at the university, the Vice- Chancellor shall be pleased to appoint, on being recommended by the CoE, a suitable faculty member as Chairperson of the said Board. The structure and size of the moderation board in such case shall however be as per provisions at Clause 4.(a) and Clause 4.(b) above

d. The moderation Boards shall examine (i) clarity and correctness of the set questions, (ii) coverage of syllabus and (iii) distribution of marks. The Moderation Board would have the power to alter a maximum of 25% of the set questions provided it is unanimous that such changes are absolutely necessary.

e. 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.

NB-2: Provided Question Bank Pattern of paper setting, as described at NB-1 above, is adopted by the University, Moderation exercises would not be required at the level of the examination department.

5. Evaluation:

a. Evaluation of all UG answer scripts shall be centrally executed at designated location under direct supervision of the CoE.

b. 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'.

c. 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.

d. The PG answer scripts shall be evaluated by the concerned faculty at the department. The evaluated answer scripts along with neat and duly filled in score book (in triplicate) in sealed envelopes inscribed with the words "Top Confidential' shall be handed over to the office of the CoE immediately on completion of the work.

e. 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.

f. There shall be a Result Moderation Board (RMB) with CoE as its Convener in which all Deans of Schools including the Dean, Students' Welfare shall be the members. The quorum of the Board shall be 50% of the total members.

g. The RMB shall sit as soon as the tabulation of results is completed and recommend the grace principle (if required) for approval of the Vice- Chancellor. In case, the Deans are not available in station as the case may be during vacation period, the CoE and at least two Heads of academic/ Administrative Departments shall sit together and finalise the result.

h. In order to enable a student pass or secure a better grade, the Board shall have the authority to grant a grace score not exceeding 3 or grade point 0.3 in a 10 point scale.

i. Fractional marks shall always be rounded off to the nearest whole denomination.

j. All practical examinations shall be conducted under the supervision of 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 Academic Council.

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k. 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.

l. 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.

6. Re-evaluation and Re-scrutiny:

a. A student, if dissatisfied with his/her result, may apply to the office of the CoE requesting re-evaluation of one or more papers as the case may be. Such applications for re-evaluation must have to be duly recommended by the Principal of the concerned college in case of a college student/HoD in case the student is from a University department must reach the office of the CoE complete in all respect within 12 days counting from the day of the declaration of the result.

b. All such applications for re-evaluation shall be accepted at the office of the CoE only if they accompany the prescribed fee as is being levied by the University for undertaking such exercises and are submitted within the stipulated timeframe defined at Clause 6 (a).

c. The CoE shall appoint an examiner from amongst the empanelled list of such examiners for undertaking the re-evaluation exercise. An examiner so appointed must not be the examiner who originally evaluated the script.

d. Post re-evaluation, the higher of the two scores shall be treated as the final score. However, in case the re-evaluated score exceeds the first score at least by 10 marks or more, the concerned answer script shall be re-examined by a third examiner and the score awarded by the third examiner shall be treated as the final score.

e. There shall be no re-evaluation for sessional tests and/or practical examinations.

f. A student may request for a fresh scrutiny of her/his papers (not more than two in a particular end semester examination) on payment of prescribed fee as fixed by the university. Such requests for re-scrutiny must have to be duly recommended by the Principal of the concerned college in case of a college student/HoD in case the student is from a University department must reach the office of the CoE complete in all respect within 12 days counting from the day of the declaration of the result.

7. Improvement Provisions:

a. 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.

b. 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.

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

8. Publication of Results:

a. On being endorsed by the Result Moderation Board, 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.

b. 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.

c. The office of the CoE shall be obliged to dispatch the printed mark sheets to the concerned HoD/Principal as the case may be within 15 days from the day of declaration of the result.

9. Rectification of Results:

a. A student shall be eligible to apply for rectification of printing/calculation errors detected on his/her grade card in respect of Name, Semester, Title of the paper(s), **CGPA** and **SGPA** score within 7 days from the date of receipt of the grade sheet.

b. The requests for such rectification shall have to be duly endorsed by the HoD/principal concerned as the case may be.

c. No fee shall be charged for processing applications requesting rectification in the Grade Card.

d. The office of the CoE shall issue a fresh grade card 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.

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10. Award of Degree/Medal:

The students obtaining the highest and the second highest CGPA score at the Final Semester 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. The Re-evaluated candidates, however, shall not be eligible for the award of Rank/ prizes and medals as the case may be.

11. 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 three but not more than 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

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.

12. 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 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.

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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, 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 answer-book or taking out or arranging to send an answer-book or supplementary answer-book 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, 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 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 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.

13. 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.

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