

Shri Vaishnav Vidyapeeth Vishwavidyalaya

Ordinance No. 4

Conduct of Examination

(1) Preamble

Ordinance describes regulations laying down conditions for Appearing in an examination for a program of the University.

- **Regular candidates** means a person who follows a regular course of study in the university teaching department (UTD) or a university institution and seeks admission to an examination of the university.
- **Ex-student candidate** means a person who was admitted to an examination as regular candidate of this university and was not declared successful there at or was not able to appear in the examination though admission card was issued to him by the university and seeks admission again to the same examination;
- **Failed candidates** means a student who could not get minimum marks to clear a subject or exam;
- **Enrolment** means the period for which a candidate's registration is valid;
- **Attested** means signed and verified by an officer.
- **Forwarding officer** means a person authorized by the registrar of the university.

2) Admission of various categories of students to university examination

- I. No candidate shall be permitted to appear in the University examination unless He/she is duly registered/ enrolled with the University & had paid all dues.
- II. Duly filled up examination forms of all the candidates with the complete examination fees shall be forwarded by the head of the institution so as to reach the designated center on or before the last date prescribed by the University. It will be the responsibility of the head of the institution to see that the candidate possesses minimum academic qualifications for appearing in the examination, has fulfilled attendance norms and is of good conduct.
- III. The Registrar of the University or the Head of the Institution can detain a student from appearing in an examination if he/she has not paid full dues of the University or does not return the Institution property and all the articles or if the conduct of the students has been unsatisfactory as recommended by the committee constituted for

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- the inquiry between the time of submission of his/her application form to the Registrar for admission to the examination and the date of commencement of the examination.
- IV. An Ex-student shall submit his examination form in prescribed format on or before the last date notified by the University to the concerned Head of Department who will forward it to the designated center after verification.
 - a) An Ex-student shall offer the subjects or optional papers which he/she had previously offered as a regular student unless on account of a change in the scheme of examination the subject/paper offered by him/her earlier cases to be a part of the scheme of the examination or syllabus for the examination and he/she is permitted by the University to offer a different subject or paper.
 - b) An Ex-student will be required to appear in the examination in accordance with the syllabus specifying the scope of studies in different subjects in force in the University.
 - V. Every Ex-student shall appear at the examination center at which the regular candidates from the institution in which he/she had prosecuted a regular course of study shall be appearing provided that the Registrar/Head of Exam in action may, for sufficient reasons require or allow a candidate to change his/her examination Center.
 - VI. A regular candidate will submit his/her application form with Prescribed examination fee to the Head of Institution/Head of the University Teaching Department or the School of Studies, who will forward the forms, so as to reach the Registrar on or before the last date prescribed for the purpose by the University authorities.
 - VII. For each application, the Head of the Institution / Head of the University Teaching Department or the School of Studies shall certify that the candidate :-
 - a) Possesses the minimum qualification for appearing at the examination to which he seeks admission.
 - b) He/she is of good conduct.

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- VIII. The Head of the University Teaching Department or the School of Studies or the Head of the Institution concerned shall send list of eligible candidates for examination, as per examination schedule declared by the University.
- IX. No candidates shall be allowed to take the annual/term-end/semester examination unless he/she has :
- a) Attended least 75% of lectures/Practical's delivered however; the Vice Chancellor and other authorities can condone the attendance up to 15% on reasonable ground.
 - b) Paid all the due fees and –
 - Obtained “No Dues” Certificates from the concerned Department/College.
 - Submitted the Project Report/Job Internship Certificate as notified by the Director / Head/ Principal.
 - Received in-plant trainings prescribed by the Principal/Head/Director.
- X. Admission of regular candidate to an examination of the University. No student shall Be admitted to an examination of the University as regular candidate unless he/she:-
- Has been enrolled as a student in the University Teaching Department or constituent School of Studies/Colleges in accordance with the provisions of the Ordinance.
 - Possesses the minimum academic qualification for admission to the examination to which he seeks admission and has prosecuted a regular course of study for that examination.
 - A Regular candidate migrating from another University or Board of Secondary Education should submit his/her original migration certificate along with his/her enrolment application form on the scheduled date for enrolment of students and their admission to course of study together with the migration and immigration fees as prescribed by the University from time to time.
 - The controller Exam on the specific recommendation of the Principal/ Head of constituent Institution, and if he is satisfied that an admission

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card has been lost or destroyed, may grant a duplicate admission card on payment of fees as prescribed by the University.

- Where a candidate offers an additional subject paper for an Examination in accordance with the provisions of the Ordinance relating to the examination, the minimum attendance requirement shall apply equally in case of such additional subject/paper.

XI. In computing the attendance for fulfillment of the condition regarding Execution of a regular course of study :-

- Attendance at lectures delivered and practical's, if any, held during the academic session, and shall be counted.
- Attendance at any lecture delivered or in practical held within fourteen days proceeding the first day of written examination which shall be treated as preparation leave, shall not be counted.
- Attendance at NCC/NSS Camp & Sports event during the session shall be taken as full attendance at lectures/Practical on the day of such camp and the day of journey to such camp.
- Participation as a member of a SVVV/College team in any Inter-University or Inter-Collegiate Competition shall be taken as full attendance on the days of such competition and the days of journey for participating in them.
- For special reasons such as prolonged illness, deficiency in percentage of attendance not exceeding fifteen percent i.e. up to ten percent and a further five percent of the total number of lectures delivered and practical's held in each subject may be condoned by the Principal/HOD of constituent Institution and by the Vice Chancellor respectively.

XII. Except as otherwise provided, a regular candidate for an examination shall on or before the last date notified by the University.

- Submit an application for an admission to the examination in the prescribed form duly affixing his/her latest passport size photograph at

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the appropriate place, through the Principal of the College/Head of the University Teaching Department or School of Studies indicating the subject/subjects in which he desires to present himself for the examination.

- Pay along with the application the fee prescribed for the examination concerned.
- Application submitted by regular candidate together with the examination fee shall be forwarded by the Principal of the College/Head of the University Teaching Department, School of Studies so as to reach the University on or before the last date prescribed for the purpose by the University.

For each application, the Principal of the College/Head of the University Teaching Department, School of Studies shall certify that the candidate :

- Possesses the minimum academic qualification for appearing at the examination to which he/she seeks admission.
- Is of good conduct.
- The Principal of a constituent College or the Head of the University Teaching Department or School of Studies may detain a regular candidate from taking an examination if he does not pay outstanding College dues, or does not return the College property and all the articles and uniform issued to him for sports or NCC or does not pay the cost thereof in case of loss within days preceding the examination or if the conduct of the student has been unsatisfactory between the time of submission his application form to the University for admission to the examination and the date of the commencement of the examination.

XIII. Admission of an Ex-Student candidate to an examination of the University –

No ex-student candidate shall be admitted to an examination of the University unless he submits with his application for appearing in the examination:-

The statement of marks (in original) obtained by him in the said qualified examination issued by the University together with an attested copy thereof, or

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In case he was duly admitted to the said examination as a regular candidate but could not appear thereat, a Certificate from the HOD/Principal of the constituent College, last attended by him showing the year, the roll number and the examination to which he was admitted as a regular candidate.

XIV. An ex-student candidate for an exam shall :

Submit through the forwarding officer i.e. the HOD/Principal of the college wherein he has pursued a regular course of study, and application for admission to the examination in the prescribed form on or before the last date notified by the university by specifying Whether he is a entitled candidate for the examination and The subject paper or subjects and or papers in which he desires to appear for the examination.

Attach with his application for admission to the examination, his/her latest passport size photograph duly attested by the forwarding officer.

Prescribed fee for the examination shall be paid through crossed bank draft drawn in favours of the Registrar of the University or in any other manner prescribed by the University.

An Ex-student candidate shall offer the subjects/papers which he had previously offered as a regular candidate unless on account of a change in the scheme of examination the subjects/papers offered by him earlier ceases to be a part of the scheme of examination or syllabus of the examination and he is permitted by the University to offer instead a different subject or paper. An ex-student candidate will be required to appear in the examination in accordance with the syllabus specifying the scope of studies in different subjects in force in the University. Every ex-student candidate shall appear at the examination center at which the regular candidates from the college in which he has pursued a regular course of study shall be appearing.

2) Examination Fee:

The examination fees for various courses under semester systems examination pattern will be decided by the University from time to time. The Board of Management of the University can change any of the fees or conditions for the examination as and when the situation so warrants. The decision of Vice Chancellor will be final in all regards.

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1. All arrangements for the conduct of examination to be held by the University shall be made by the Examination Controller in accordance with such directions as may be issued by the Board of Management of the University.
2. The Examination Controller shall prepare and duly publish a programme for the conduct of examination specifying the date of each Examination and the last dates by which applications and fees for the examinations shall be submitted by the intending examinees.
 - The Board of Management shall in consultation with the Head of the Institution appoint Superintendent and Assistant Superintendents, if any, for the examination center and shall issue instructions for their guidance.
 - The Superintendent of the Examination shall be personally responsible for the safe custody of question papers and the answer book sent to him and shall render to the University office a complete account of used and unused question papers and answer sheets.
 - The Superintendent shall supervise the work of invigilator working under him and shall conduct the examination strictly according to the instructions issued to him by the University.
 - The Superintendent of the Examination shall, whenever necessary send a confidential report to the Examination Controller about the conduct of Examination, mentioning therein the performance of the invigilators and the general behaviour of the examinees. He shall send a daily report on the number of examinees attending each examination, absentees roll numbers and such other information relating to the examination, being held at the center as may be considered necessary. Along with any other matter which he thinks fit to be brought to the notice of the University. He shall also be responsible for maintenance and submission of report to the CRAO of the University, of the

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account of advance money received and expenditure incurred in connection with the conduct of the examination.

- The Centre Superintendent shall have the power to expel an examinee, from examination on subsequent days, on any of the following grounds:
 - That the examinee created a nuisance or serious disturbance at the Examination Centre.
 - That the examinee shows a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.
 - If necessary, the Superintendent of examination may get police assistance. Where a candidate is expelled from examination the Examination Controller should be informed immediately.
 - Unless, otherwise directed, only teachers of Institutions, University Teaching Department, shall be appointed as invigilators by the Superintendent, provided that a teacher of the subject of the written examination at any session may not be an invigilator at such session of the examination.
3. It shall be the duty of the Centre Superintendent to ensure that an examinee is the same person who had filled in the application for appearing at the examination. It shall be the duty of the Centre Superintendent to see that on each day on which a candidate appears in the examination his signature is obtained on the form and to make sure that it tallies with the one already on it.
4. The University may change the examination centre of the examinees irrespective of Institution to which they belong anytime if it deems proper without assigning any reason thereof.

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5. The Examination Controller may, on the recommendation of the Centre Superintendent appoint an alternative person to write down dictation pertaining to answers to questions at the examination on behalf of an examinee who is unable to write himself/herself on account of serve short sightedness or sudden illness, (must be sported by a certificated issued by a Medical Officer), provided that such an alternative person is possessing qualification of at least one class examination lower than the examinee concerned.
6. The University may from time to time appoint Supervisor or Flying squad to see that the conduct of the examination is strictly according to the rules and procedure laid down. In the event of the supervisor pointing out breach of rules or procedure, the Vice-Chancellor may take such action as may be necessary including postponement of cancellation, wholly or in part, of the examination at the Centre, and if any such action is taken, a report of the action taken shall be made to the Board of Management at its next meeting.
7. The Vice-Chancellor may cancel the examination if he is satisfied that there has been a leakage of question papers or any other irregularity which warrants such a step.
8. The Vice-Chancellor may issue such General Instructions for the guidance of the Examinee, Centre Superintendent, Tabulators, Collators, as he consider necessary for the proper discharge of their duties.
9. Subject to the provision of this Ordinance, the Board of Management may from time to time make, alter, or modify procedures about the conduct of Examination.
10. The Results Committee for each faculty shall consist of the following members:-

Dean of concerned faculty	Chairman
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Chairman of Concerned Board of Studies	Member
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One Faculty of concerned department/Examination Controller	Member
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Two members shall form a quorum.

The term of the Results Committee shall be one academic year.

The function of the Results Committee shall be as follows:

11. To scrutinize and declare the results of the examinations conducted by the University after satisfying itself that the results on the whole and in various-subjects are in

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conformity with the usual standards and to recommend to the Vice-Chancellor the action to be taken in case the results is unbalanced.

- To scrutinize complaints against question papers and to take necessary action.
 - To decide cases of candidates who answered wrong papers.
 - To decide cases of candidates whose answer books were lost in transit.
12. To decide case of mistakes made by the paper-setters, Moderators, Examiners, Invigilators, Superintendents of the Examination Centres, Tabulators, Collators, Co-coordinators and any other person concerned with the examinations whose cases are referred to the Committee.
 13. To exercise such other powers as the Board of Management may delegate to it from time to time.
 14. The Vice-Chancellor shall appoint Tabulators and Collators as necessary and he may issue general instructions for the guidance of tabulators in preparing the results of the examinations.
 15. If a candidate has any communication to make on the subject of his/her examination paper, it shall be made in writing to the Examination Controller.
 16. Any attempt made by or on behalf of a candidate to secure preferential treatment in the matter of his/her examination shall be reported to the Examination Controller who shall place the matter before the Board of Management.
 17. Except as otherwise decided by the Board of Management, the examination answer books shall be destroyed or otherwise disposed of after three months from the date of declaration of the result.
 18. The Registrar will publish the results of the University examinations as passed by the Results Committee on the notice board of the office of the University. The results, when published, shall simultaneously be communicated to the Head of Institutions of different faculties. If any cleared error or errors in the process of calculation of computerization is

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discovered in the results so declared, the Vice-Chancellor shall have the power to rectify the same as soon as possible.

19. No examinee shall leave the examination hall within half an hour of the start of the examination for any purpose whatever and no late corner will be permitted in the examination hall after half an hour of commencement of examination.
20. Examinee desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of five minutes.
21. A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues talking in spite of the warning by the invigilators, the answer book of such examinee shall be withdrawn and a second answer book supplied. Only the second answer book shall be sent for valuation. The first answer book shall be cancelled and sent to the examination controller by the Superintendent.
22. The superintendent of an examination centre shall take action against an examinee who is found using or attempting to use unfair means in the examination hall or within the premises of the examination centre during the hours of examination, in the following manner:
23. The examinee shall be called upon to surrender all the objectionable materials found in his or her possession including the answer book and a memorandum shall be prepared with the date and time.
 - The statement of the examinee and the invigilator shall be recorded.
 - The examinee shall be issued a fresh answer book marked “Duplicate Using Unfair Means” to attempt answer within the remaining time prescribed for the examination.
 - All the materials collected and the entire evidence along with a statement of the examinee and the answer book duly initialed shall be sent to the examiner by the Registrar/Controller Examination by name, in a separate confidential

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sealed registered packet marked “Unfair Means” along with the observations of the Superintendent.

24. The material so collected from the examinee together with both the answer books, viz, the answer books, collected while using unfair means and the other supplied afterward, will be sent to examiner by the Registrar/Controller examination for assessing both the answer books separately and to report if the examinee has actually used unfair means in view of the material collected.
25. The cases of the use of unfair means at the examination as reported by the Centre Superintendent along with the report of the Examiner shall be examined by a Committee to be appointed by the Vice-Chancellor every year.
26. Where a candidate applies for revaluation, the answer book in which revaluation is sought will be sent for valuation by Controller of Examinations to Two Examiners (other than the One who initially valued it.) The average of the nearest two of the three valuations (one initial and two revaluations) shall be taken as corrected marks.

If the revaluation marks deviate 20% more from the initial valuation, a fourth examiner shall be appointed by the Vice-Chancellor. In such cases the marks awarded by the fourth examiner shall be final.
27. The cases of unfair means at the examination as reported by the centre Superintendent along with the report of the examiner shall be examined by a Committee to be appointed by the Board of Management every year. The Committee shall consist of:
 - One member of Board of Management, one of the Deans of Faculties, and one teacher, who is appointed in Academic Council nominated by the Board of Management.
 - One student who in the academic session immediately preceding was a member of any Board of Study, nominated by the Vice- Chancellor.
 - The Board of Management shall appoint one of the members included under (a) to be the Chairman of the Committee.

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- The committee shall after examining the cases, decided the action to be taken in each and report to the Board of Management all cases of the use of unfair means together with the decision of the committee of each case.

28. The remuneration of the Examiners, Superintendents, Assistant Superintendents, Invigilators, Tabulators and Collators shall be decided by the Board of Management from time to time deduction shall be made in remunerations for errors notice & rate of deduction will be decided by Board of Management.

29. All the records of examinations and results will be maintained by the university for three years from the date of results of the concerned examination.

5) Award of Credits and Grades

Each course, along with its weight age in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the standing committee of Academic Council and the Board of management. Only approved course can be offered during any semester.

A student shall be continuously evaluated for his/her performance in a subject through tutorial work, practical, home assignment, mid-semester test, field work, seminars, quizzes, end semester examinations and regularity, as proposed by respective Board of Studies and approved by standing committee of Academic council and Board of Management of the University.

6) General Conditions

1. No candidate shall appear in more than one degree examination or for the Master's degree in one and the same academic year.
2. A candidate who has passed a part of the Bachelor's degree examination or a part of a Master's degree examination of another University may, on the recommendation of concerned chairman, Board of Studies and Dean of the Faculty may be admitted with the permission of Vice Chancellor to the next higher examination of the University for the degree provided the course offered by the candidate at such other University is equivalent to the course of the University for the corresponding examination.

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3. No person who has been expelled or rusticated from any college or University or has been debarred in appearing at a University examination, shall not be admitted to any examination during the period for which the sentence is in operation.
4. An application for admission to an examination received by the University after the last date notified by the University but not later than fifteen days after such last date. May be entertained on payment of a late fee prescribed by the University but not later than the fifteen days before the commencement of examination.
5. Notwithstanding anything contained in the Ordinance relating to admission of candidates to an examination of the University, the Vice Chancellor may, in special cases (such as diligence follows part of the candidate and that it would be a great hardship to the candidate if his application is rejected), allow an application which is otherwise complete in all respects to be entertained with the late fee prescribed by the University even though the same is received after the expiry of the period of fifteen days mentioned in the forgoing paragraph.
6. The University shall issue an admission card in favor of a candidate, if:-
 - a. The application of the candidate is complete in all respect and in order in accordance with the provisions applicable to him.
 - b. The candidate is eligible for admission to the examination, and the fees as prescribed have been paid by the candidate.
 - c. Where the practical examination is held earlier than the examination in theory paper, a candidate shall not be deemed to have been admitted to the Examination until he is issued an admission card for appearing in the theory examination.
 - d. The admission card issued in favour of candidate to appear at an examination may be withdrawn if it is found that:-
7. The admission card was issued or permission was given mistakenly or the candidate was not eligible to appear in the examination.
8. Any of the particulars given or documents submitted by the candidate in or along with the application for enrolment admission to a college, Teaching Department or School of Studies or an examination is to be found false or incorrect.

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9. In case if the applicant loses or destroys admission card by mistake, the Registrar may on the recommendation of HOD/Principal/Superintendent Exams, grant permission to issue a Duplicate admission card on payment of fees prescribed by the University. Such card shall show in a prominent place the word “Duplicate”.
10. A candidate shall not be allowed to enter in the examination hall unless he produces the Admission Card before the Superintendent of the Examination Centre or the invigilator.
11. In the Examination Hall the candidate shall be under the disciplinary control of the Superintendent of the Centre and shall obey his instructions.
12. In the event of a candidate disobeying the instructions of the Superintendent or showing indiscipline conduct or insolent behaviour towards the Superintendent or any invigilator, the concerned candidate may be excluded from appearing that day examination, and if he persists in misbehavior he may be excluded from the rest of the examination by the Superintendent of the Centre.
13. If a candidate acts in a violent manner or uses force or makes a display of force towards the Superintendent or any invigilator at the centre or in its precincts endangering the personal safety or either of them or acts in a manner prohibiting the authorities in the discharges of their duties, the Superintendent may expel the candidate from the centre and may take police help.
14. If a candidate, brings any dangerous weapon within the premises of the examination centre he may be expelled from the centre and /or handed over to the police by the superintendent.
15. If a candidate is found guilty of using or attempting to use or having used unfair means at an examination such as copying from some book or note or from the answer of some other candidate or helping or receiving help from any other candidate or keeping with him in the examination hall any material connected with the examination or failure of an examinee to hand over his answer-book to superintendent /invigilator or taking away his own answer book or walks out of the examination hall, the Board of Management or the Committee appointed for the purpose by the Board of Management may cancel the examination of the candidate.

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16. The Board of Management may cancel the examination of a candidate and /or debar him from appearing in an examination of the University for one or more years, if it is discovered afterwards that the candidate was in any manner guilty of misconduct in connection with his examination and/or was instrumental in or has abetted the tampering with the University records including the answer books, marks-sheet, result charts, degree, diplomas etc.
17. The Board of Management may cancel the examination of a candidate and/or debar him from appearing at an examination of the University for one or more years, if it is discovered afterwards that the candidate has obtained admission to the examination by misrepresenting facts or by submitting false or forged certificate/documents.
18. The examination fee of a candidate who dies before appearing at the examination may be refunded to his guardian or his successor.
19. The entire fees paid by a candidate whose application for appearing at an examination is cancelled on account of producing fraudulent documents or giving false particulars shall stand forfeited.
20. A candidate whose result has been declared may apply to the Registrar for retotalling and rechecking of any of his answer books in the prescribed for within 30 days of the declaration of his result. Provided that no candidate shall be allowed to have the answer books of more than two papers revalued. Provided also that, no revaluation shall be allowed in case of scripts of practicals, field work, sessional work, tests and thesis submitted in lieu of paper at the examination.
21. Such application must be accompanied by fees as prescribed by the University.
22. The result of the re totalling / revaluation shall be communicated to the candidate.
23. A candidate who has passed any final degree examination may, after the declaration of his result and before the date of the next convocation apply to the Registrar for a Provisional Certificate of passing the examination of the University. Such application shall be accompanied by a fee as prescribed by the University.
24. A person who is under sentence of expulsion or rustication from a University Teaching Department School of Studies or college or from the University or is debarred from

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appearing at examination of the University for any period of time shall not be granted a Migration Certificate during the period for which the sentence is in operation.

25. Duplicate copies of the following certificates shall be granted on payment of the fee prescribed by the University, viz:-Marks list, Migration Certificate, Degree Certificate
26. Provided further that duplicate copy of Migration Certificate shall not be granted except in cases in which the Registrar is satisfied by the production of an affidavit on a stamped paper of proper value required by Law for the time-being in force that the applicant has not utilized the Original Migration Certificate for appearing at an examination and has lost the same or that the same has been destroyed and that the applicant has real need for a duplicate. The names of first ten successful candidates in each final examination who obtain first division shall be declared in order of merit, as per provisions of concerned ordinance.
27. The Vice Chancellor may award one grace mark in case the candidate is failing by one mark or mission a division by one mark where the deficiency is so condoned, one mark shall nowhere be added in grand total.