



**SRINIVAS UNIVERSITY**

# **MANUAL**

**For**

# **CONDUCT OF EXAMINATIONS**

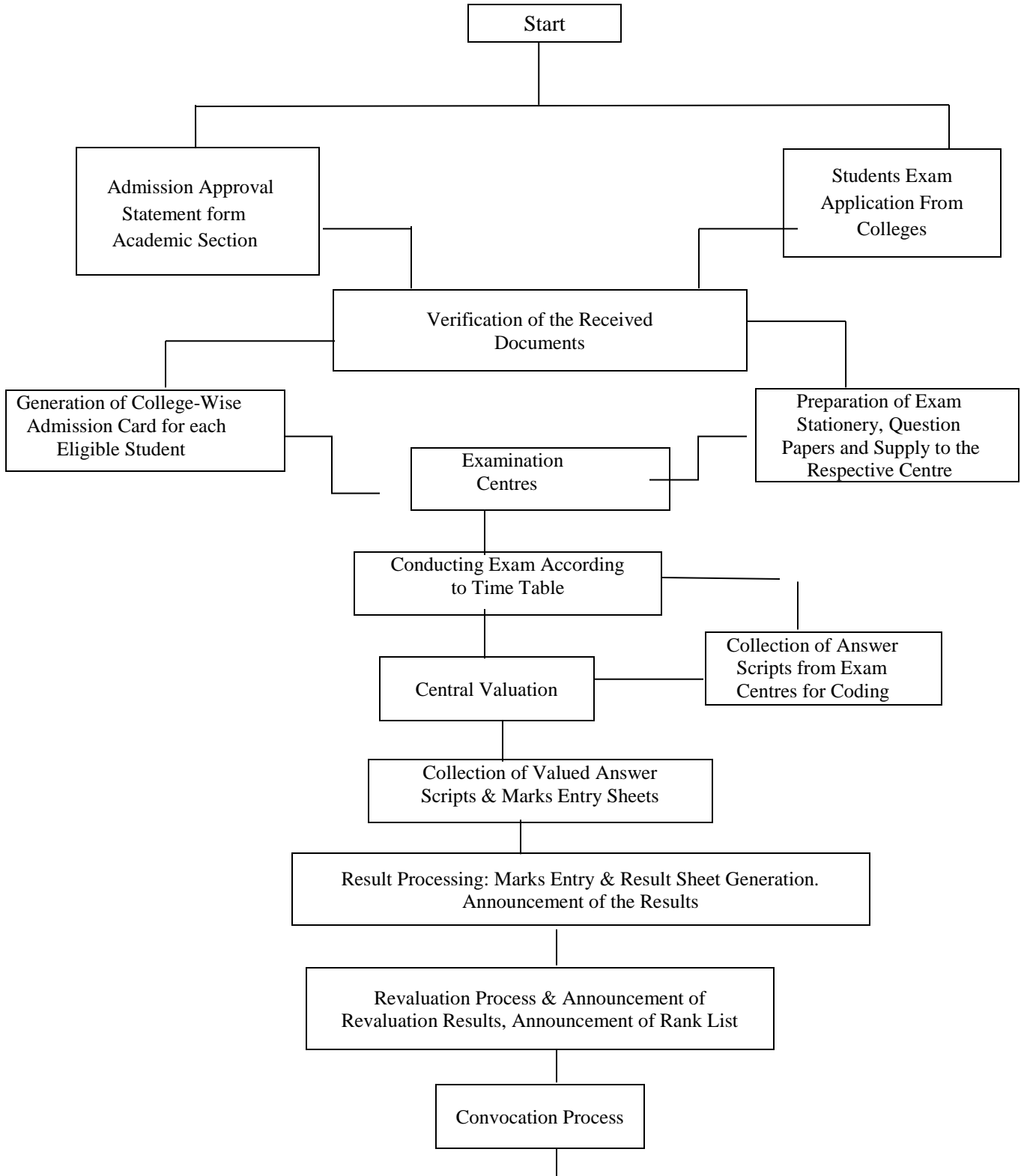
**(Including Some Important Guidelines)**

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# Flow Chart of Examination Process



End

### **Appointment of Chief Superintendent**

University will declare the Examination Centres for the conduct of respective examinations from time to time. By virtue of his/her post the Principal/Dean of the College will be appointed as the Chief Superintendent. It is responsibility to see that, all facilities are extended for smooth conduct of examinations at that centre.

The Chief Superintendents are to remain in the Headquarters during the time of both Theory and Practical Examinations to supervise the arrangements as well as effective conduct of Examinations except, in case of an emergency or any serious cause. They shall see that, no undesirable activities takes place in the premises of the examination centre and strictly adhere to the guidelines and duties issued by the University.

Chief Superintendents shall not leave the centre of examination without prior permission of the Registrar (Evaluation), SRINIVAS University, Mangaluru and in such cases of absence, name of the next senior most Professor should suggested for appointment well in advance.

## **DUTIES AND RESPONSIBILITIES OF CHIEF SUPERINTENDENT OF THE EXAMINATION CENTRE**

1. Each Institute which is granted Examination Centre for the conduct of the University Examinations shall have a Chief Superintendent who shall be, generally, the Head of the Institution and shall be appointed by the University.
2. The Chief Superintendent shall be responsible for the smooth and proper conduct of the Examinations at his/ her centre. He/she shall take necessary precautions and actions before, during and after examinations as per stipulated guidelines of the University and shall be responsible, till the Answer Books reach the place, as per the direction of the Registrar(Evaluation).
3. Immediately after receiving the appointment letter from the University, the Chief Superintendent shall look into requirements, depending upon the number of candidates appearing for the examinations and acquire the required number of main Answer books and additional (supplements) answer papers, drawing sheets and other stationery required for the centre by sending an indent to office of the University and also responsible for arranging the manpower required for the conduct of examinations.
4. The Chief Superintendent shall appoint required number of Deputy Chief Superintendents, Relieving Superintendents, Room Superintendents, office staff and class four staff from among the employees of the college as per the guidelines given below:
  - One Deputy Chief Superintendent for every 500 candidates
  - One Room Superintendent for every 30 to 40 candidates
  - One Relieving Superintendent for every 150 candidates
5. The Chief Superintendent shall prepare well in advance the statement regarding sitting arrangements for the candidates.
6. The Chief Superintendent shall convene a meeting of all the staff involved in the Examination work, two or three days prior to the commencement of Examinations and explain them the duties and responsibilities and inform

to follow strictly the instructions laid down by the University. The Chief Superintendent shall also give the instructions to the room superintendent about the distribution of answer papers and question papers. He/ she shall impress upon the need for prevention of any kind of malpractice during the examination. He /she shall also explain them the procedure for identifying and reporting of malpractice. The Chief Superintendent shall send the proceedings of such a meeting to the Registrar(Evaluation), SRINIVAS University.

7. The Chief Superintendent shall take care not to allot a particular room superintendent to the same room successively.
8. The Chief Superintendent shall see that the candidates with valid admission ticket & identity card only are allowed to take the examination. The Chief Superintendent will see to it that no candidate is allowed to enter the examination hall after 30 minutes of the commencement of the examination. If any candidate has lost the admission ticket, after ascertaining the validity of the claim, the Chief Superintendent shall issue a duplicate admission ticket on a payment of Rs.100/-.
9. The Chief Superintendent or his/her authorized nominee ( a senior teaching faculty) shall collect the question papers of the examinations or shall be delivered by the office of the SRINIVAS University as per the arrangements made by the Registrar(Evaluation) from time to time. Chief Superintendent shall be solely responsible for the safe custody of the question papers at his/ her centre.
10. The Chief Superintendent or his nominee should take sufficient care to verify the question paper parcels with reference to their indent with regards to date, subject allocation, time of examination, number of question papers etc, while collecting from the University. He/she shall take care to ascertain about the paper sealing of the packet and check for the number of question papers.
11. On the day of the examination, the relevant sealed packets of the question papers shall be opened in the office of the Chief Superintendent, not earlier than half an hour scheduled for the commencement of examination in the

presence of the Deputy Chief Superintendent and one or two other officials, after carefully examining the seal, date, time etc on the packets. All of them shall also verify the subject as per the timetable and check the number question papers written on the packets and ascertain whether those are sufficient for the requirement of the examinations.

12. The concerned officials shall open the question papers after getting the signature on the relevant certificate. If the seal on the question paper packet are found tampered, the matter shall be immediately reported to the Registrar(Evaluation) either by telephone call or by mail. The certificate of question paper packets opening shall be preserved for at least one month.
13. After opening the question paper packets taking the help of the Deputy Chiefs, the Chief Superintendent shall arrange to put the question papers required for each block in separate cover, which shall contain actual number of papers as per the number of candidates taking the examination in the block.
14. The packet with the required number of answer books and supplements will be handed over to concerned room superintendents to take to the examination hall. The Room Superintendents are to be present in the respective blocks 30 minutes before the commencement of the examination.
15. The Chief Superintendent shall arrange to print / type the candidates seat numbers on room superintendent's report and attendance report before issuing it to the room superintendent.



## **IMPORTANT REQUIREMENTS TO BE NOTED DURING THE CONDUCT OF EXAMINATION**

1. The Chief Superintendent is instructed to provide the desks and tables free of any written matter, as otherwise the student appearing on the allotted table may be appended for MPC.
2. The Chief Superintendent shall give instructions to the room Superintendent to read out the warning note the candidates 5 minutes before the commencement of the examinations.

### **Warning Note**

**All the candidates in the examination hall should search desks, tables and their pockets before the issue of question paper and hand over to the room superintendents if any papers / notes manuscripts or books are found**

3. The candidates who have before the completion of examination hours are not permitted to take the question paper with them and they are to leave the question paper with their seat no's on the question paper with the Room superintendents. However, they can collect the question paper immediately after the examination hours.
4. Whenever, the Chief Superintendent receives a report of any candidate's indulging in malpractice he/she should immediately take action as per the MPC manual.
5. **As per the MPC regulations, a candidate booked under MPC shall be permitted to write all subsequent lower and higher semester examinations (for more details refer MPLEC regulations).**
6. Immediately after the end of each examination session, the Chief Superintendent shall arrange to receive and check the answer scripts brought by the room superintendent at his/her office.
7. The Chief Superintendent shall arrange to prepare the packets: semester wise, subject wise, packet wise in serial order and enclosing the relevant proforma. Also, it is to be ensured that in each bag at least two question papers of the concerned subject are enclosed.

8. Packing, sealing and super scribing of the bundles of the answer papers are to be carried out immediately after the examination of each paper and shall be kept ready to hand over to the University official or deliver as per the arrangements made by the Registrar(Evaluation) from time to time.
9. Only Chief Superintendent shall sign wherever he/she has been asked for.
- 10.The Chief Superintendent shall make arrangements for the availability of required Handbooks, Mathematical Tables, Tracing sheets, and Polar Graphs etc, well in advance.
- 11.The Chief Superintendent under his supervision, shall see that, a signal bell shall be given as under:
12. 15 minutes before the commencement of the examination for allowing the students to enter the examination room.
13. Second bell shall be given at the beginning of the examination for distribution of the question papers.
- 14.Third bell shall be given 10 minutes before the closing time, when no student is allowed to leave the examination hall and
- 15.The final bell shall be given at the conclusion of the examination.

## **DUTIES AND RESPONSIBILITIES OF THE DEPUTY CHIEF SUPERINTENDENT**

1. The Deputy Chief Superintendent (DCS) shall assist the Chief Superintendent in general for the smooth conduct of Examination at the centre.
2. The DCS shall arrange to assign seat numbers to different rooms under the guidance of the Chief Superintendent.
3. The DCS shall on the days of examination arrange to supply the blank answer books, additional books and other stationary required for each room and deliver the packets of question papers to the rooms concerned. The Deputy Chief Superintendent shall ensure that the Room Superintendents are supplied with all necessary requirements for the smooth and fair conduct of examination.
4. The DCS shall allot rooms to Room Superintendent at the time of examination. It is expected that the room superintendents not posted to the same room successively.
5. The DCS shall see that the candidates with valid admission ticket and identity card only are allowed to take the examination (If any candidate has lost admission ticket, after ascertaining bonafide, he/she will request Chief Superintendent to issue a duplicate admission ticket on payment of required fee as per the orders of SRINIVAS University).
6. The DCS shall in addition to the above duties attend to any other work entrusted to him by the Chief Superintendent in connection with the examination and function under the control of the Chief Superintendent.

## **DUTIES AND RESPONSIBILITIES OF ROOM SUPERINTENDENT**

1. The Room Superintendent shall report to the Chief Superintendent at least 30 minutes before the commencement of the examination and ascertain the examination block assigned to him / her and the number of candidates in the block.
2. The room superintendent shall go to the block allotted 15 minutes before the commencement of the examination and ensure that no chits or any other materials are found in the block.
3. The candidates shall be admitted into the examination hall 10 minutes before the commencement of the examination.
4. **The Room Superintendent shall announce to the students to leave the books, papers and other reference materials etc., outside the examination hall and instructs the candidates to search desks, tables, their pockets, wallets, instrument box before the issue of question paper and hand over to the room superintendent if any papers /notes/ manuscripts/ books or any material. The students are expected to ensure that they are not in possession of any written material on hand/s, palm, writing pads, inner and outer covers of calculator/ geometry box, hand kerchief, ...etc.**
5. Five minutes before the commencement of examination, the answer papers shall be distributed to those candidates only, who are seated in the examination hall and are not to be placed on the vacant seat.
6. The Room Superintendent shall distribute the question papers to the candidates seated in the examination hall only when the commencement bell of the examination is given.
7. **The Chief Superintendent shall ensure that candidates take their seats before the commencement of examination** even though the candidate shall be allowed to enter the examination hall up to half an hour from the commencement of the paper (In such special cases, the entry shall be made in the invigilator's diary).
8. Candidates shall be allowed to leave the examination hall after 60 minutes have elapsed after the commencement of the paper.

9. The Room Superintendent shall affix signature at the place marked as Room Superintendent's Signature only after ensuring that, the candidates have taken their seats and have entered the correct seat number and other particulars required on the facing sheet of the answer paper, checking the identity of the candidate with photo on admission ticket and identity card and shall obtain the signature of the candidates on attendance report **(FORM B)**.
10. The Room Superintendent shall remain alert in the examination hall and shall attend to the requests of the candidates for supply of the **supplementary answer sheets**, graph sheets as and when found absolutely essential.
11. If any student has not brought his/ her admission card, the matter shall be brought to the notice of the Chief Superintendent.
12. If any candidate is absent, the word **ABSENT** shall be written in capital letters in the appropriate column of the attendance sheet **(FORM B)**, **preferably in red ink**, after expiry of 30 minutes from the time of commencement of the examination. A consolidated statement showing the subject-wise, candidates present and absent be submitted in form A.
13. After half an hour of the commencement of the examination, the spare answer books and question papers shall be returned to the Deputy Chief Superintendent when he / she visits the examination hall or return it to the office of the Chief Superintendent.
14. The Room Superintendent shall not accept the answer paper of any candidate without ensuring that, it bears his/ her correct University seat number and other information asked on the title page of the answer paper.
15. The Room Superintendent shall not allow the candidate to use unfair means in the examination hall. It is expected that the room superintendent maintain decorum and sanctity of the examination hall.
16. No candidate shall be allowed to go out to use rest rooms.
17. **The Room Superintendents are expected to take rounds in the hall and shall not engage themselves in conversation with other Room**

**Superintendent, while the examination is going on and also shall not read magazine or newspaper.**

**18. The Room Superintendent should ensure that, there is no communication among the candidates in the examination hall.**

19. The violations of instructions by any candidate shall be brought to the notice of the Chief Superintendent immediately and a written report is to be made regarding such cases to the University by the Chief Superintendent.

20. Smoking and taking Tea/ coffee or any other refreshment in the hall where the examination is in progress is strictly prohibited.

**21. Whenever, the candidate wishes to change the pen/ink, the room invigilator SHALL AFFIX THE SIGNATURE ON THE TOP OF THE FACING SHEET OF THE ANSWER SCRIPT to this effect.**

**22. By the orders to the Chief Superintendent, a signal bell shall be given**

I. 10 minutes before the commencement of the examination for allowing the students to enter the examination room.

II. Second bell shall be given at the beginning of the examination for discontinuation of the question papers.

III. Third bell shall be given 10 minutes before the closing time, when no student is allowed to leave the examination hall and

IV. The final bell shall be given at the conclusion of the examination.

23. After the expiry of the time of the examination, when the final bell is given, the Room Superintendent shall collect the answer papers and shall arrange seat number wise and hand over to the Chief Superintendent along with other reports.

**24. The Room Superintendent shall be personally held responsible for loss, misplacement of any answer book.**

25. While taking rounds of the examination hall, if the Room Superintendent notices that, any candidate is indulging in copying or possessing a manuscript or answer papers other than that of the candidate any written material on calculator/ geometry box / scale, he / she shall immediately take in his/her possession the candidate's answer book, question paper,

- and the materials which he/ she has used for copying and immediately report to the Chief Superintendent. The Room Superintendent should not allow the candidate to leave the examination hall till the Chief Superintendent comes to the examination hall and takes over the charge.
26. Any dereliction of duty on the part of the Room Superintendent is seriously noted and the Chief Superintendent shall take necessary action as per the guidelines of the University and report the same to the University immediately.
  27. Whenever a flying squad of the University makes a surprise visit, the Room Superintendent shall ensure their identity and allow to enter the examination hall for surprise check.
  28. The Room Superintendent shall not leave the College premises until, he/ she personally hands over the answer books to the Chief Superintendent and return the diary and other stationery materials given.
  29. Room Superintends shall be very vigilant inside the examination hall. He/She shall be called for inquiry in every case of malpractice that is detected or booked,
  30. Room superintendents shall not carry mobile phones inside the examination halls. Use of mobile phones inside examination halls will be viewed very severely.
  31. Room Superintendents shall arrange the answer scripts collected in the order of REGISTER Numbers to ensure a systematic collection and deposit of answer booklets.
  32. Any exchange of invigilation duties shall be brought to the notice of the Deputy Superintendents in a written format ,counter signed by both the parties. No oral communication is accepted in case of exchange or change of invigilation duties.
  33. In case of emergencies , the room Superintendent/s MUST arrange substitutes for invigilation. Absence from examination duties is unacceptable and viewed seriously.

## **APPOINTMENT, DUTIES & RESPONSIBILITIES OF THE RELIEVING SUPERINTENDENT**

1. The Chief Superintendent appoints the relieving Superintendent. Generally a senior staff member is appointed.
2. There shall be one Relieving Superintendent for every 150 candidates. If the number of students is less than 75, the Deputy Chief Superintendent (Internal) shall take the responsibilities of the Relieving Superintendent.
3. He / She shall be active, vigilant and shall move from block to block during the examination. Room superintendents shall be relieved only after one hour of commencement of the examinations.
4. The relieving Superintendent shall not permit room superintendents to leave the examination hall during the first and last half an hour of the examination. During the intervening period, he/she shall relieve the room superintendent.
5. The relieving superintendent shall assist the Deputy Chief Superintendent in general for smooth conduct of examination at the centre.
6. The Relieving Superintendent shall in addition to the above duties attend to any other work entrusted to him / her by Chief / Deputy Chief Superintendent.
7. The Relieving Superintendent shall give relief to the room superintendent for maximum of 10 minutes & be in charge of the duties of room superintendent during that period and discharge all the duties & responsibilities of the room superintendent. He shall return the Relieving Superintendent's diary filled to the chief superintendent at the end of examination.



8. The relieving superintendent shall report for duty half an hour earlier to the time scheduled for the commencement of examination.
9. The relieving superintendent shall assist in the distribution of question paper packets and also shall assist while receiving and verifying the answer scripts and at the end of the examination

## **DUTIES AND RESPONSIBILITIES OF SQUAD**

1. The Registrar (Evaluation) may appoint teams of Flying squads according to the need to ensure proper conduct of examinations and to curb malpractice at University examination centres.
2. Each team may consist of not more than four members of whom one shall be designated as the Chairman of the team.
3. The Chairman and the members of the squad shall be appointed by the Registrar (Evaluation) as per the directions of Vice-Chancellor from among the teachers of the Colleges affiliated to the University.
4. The squad team shall conduct themselves at the examination centre with utmost caution, courtesy and respect, without causing any kind of commotion, which shall disturb the students attending the examination.
5. The squad team shall not cause any kind of harassment either to the students or to any of the officials of the examination centre.
6. The squad team shall inspect the University examination centres assigned to them quickly, surprisingly and frequently to ensure whether the arrangements made at different centres for the conduct of examinations are proper and adequate.
7. They shall initiate action to curb malpractice like copying, possession of indiscriminatory materials related to the University examinations.
8. Further they shall,
  - I. Book the candidates under Malpractice, who are found indulging in malpractice and send such candidates out of examination hall after taking necessary undertaking and signature, from the candidate on the prescribed forms.
  - II. Carry out any other duties assigned by the Registrar (Evaluation) for the smooth conduct of examinations and to curb the number of malpractice cases at any centre.
  - III. Not release any press statement under any circumstances.

- IV. Ensure utmost care to take the Chief Superintendent into confidence in the process of execution of their duties and not to use improper language.
- V. Mark the malpractice case with the prior intimation to the Chief Superintendent. When once a candidate is booked under malpractice, they will see that, the chief superintendent shall serve a memo to the concerned candidate instructing him/her to attend the MPLEC meeting, as fixed by the University. A copy of the memo shall be sent along with other relevant papers to the office of the Registrar (Evaluation), by the chief superintendent. This act shall strictly ensure that the candidate detects the malpractice case.
- VI. See to it that, while appreciating all the efforts of the room invigilators, it is expected that, instructions may be given to the room invigilators to be more vigilant. As the University is seriously considering calling room invigilators to the MPLEC meeting, in such cases, wherein the squad detects the malpractice case.
- VII. Not create unnecessary distractions to the examinees by unnecessarily shouting while handling cases in the examination halls.

## **DUTIES & RESPONSIBILITIES OF CHIEF CO-ORDINATOR**

1. The Registrar(Evaluation) shall appoint Chief Co-Ordinator for Central Valuation.
2. It shall be the duty of Chief Co-Ordinator to prepare the scheme of work assigned to him and plan for the Central Valuation.
3. The Chief Co-Ordinator in consultation with the Registrar(Evaluation), fix the date of commencement of Central Valuation and the duration of completing it.
4. The Chief Co-Ordinator shall appoint required number of Deputy Chief Co-Ordinator, Coding Officers, Office Staff and Class four staff of his own choice and confidence, so as to complete the work properly without giving room for any mal-practice. Their appointments shall be strictly confidential.
5. For the work of Deputy co-ordinators, and Coding officers- appointment shall be made from among the senior teaching faculty.
6. The Chief Co-Ordinator may appoint the required number of office staff and worker on daily wages depending upon the need and number of answer scripts available for central valuation work.
7. The Chief Co-Ordinator shall well in advance receive the required stationery and other items for Central Valuation from the Registrar(Evaluation).
8. The Chief Co-Ordinator shall be responsible for the smooth and proper conduct of valuation. He shall take necessary pre-cautions and actions during the Central Valuation.
9. The Chief Co-Ordinator shall remain at the Centre during the entire period of valuation. In case of any emergency he shall make all the arrangements for the proper conduct of valuation by entrusting the responsibility to the next senior Deputy Co-Ordinator of his confidence, with the prior approval of the Registrar(Evaluation).
10. The Chief Co-Ordinator shall be responsible for the receipt, coding and the conduct of valuation of answer scripts.
11. The Chief Co-Ordinator shall be responsible for the proper custody and accounting of the answer scripts till the valuation process is completed and

shall hand over the valued answer scripts along with the sealed cover of marks list to the Registrar(Evaluation).

- 12.The Chief Co-Ordinator shall collect the list of valuers in each course and in each subject from the Registrar(Evaluation) and accordingly intimate the date of Valuation.
- 13.The Chief Co-Ordinator shall prepare the schedule of valuation and thereby intimate the date of valuation to the valuers.
- 14.The Chief Co-Ordinator shall receive the answer script bundles from the colleges and place it in safer custody. He shall verify the contents of the bundles with reference to Dispatch Memo regarding subject with code, Number of Answer Scripts, Number of Packets, Number of Absentees, Seat Number of Absentees etc. and report any discrepancies, immediately to the Registrar(Evaluation).
- 15.The Chief Co-Ordinator shall arrange for, before issuing the answer scripts to the examiners, scripts to be verified for coding.
- 16.The Chief Co-Ordinator shall ensure that each examiner shall a value Minimum of 30 and a maximum of 50 scripts per day.
- 17.He shall strictly instruct the valuers as well as officers and staff involved in the process, not carry any materials/ papers/ bags/ mobile phones etc. into the valuation centre.
- 18.The Chief Co-Ordinator shall make necessary arrangements at the Valuation Centre for the Examiners to carry out valuation.
- 19.The Chief Co-Ordinator shall verify the issuance and receiving of valued answer scripts along with the marks list from the examiner.
- 20.The Chief Co-Ordinator shall arrange to distribute the scheme of valuation for each subject, sent by the Registrar(Evaluation) to the valuers, so as to bring the uniformity in valuation.
- 21.He shall ensure that, the coding and decoding has been done in a proper manner and there shall not be any discrepancies.
- 22.He shall arrange to submit the decoded marks sheets to the Registrar(Evaluation), on every day or on the completion of particular subject.

23. He is authorized to issue the attendance certificate to the examiners for having attended the valuation work (externals).
24. He shall have to act on the directions given from time to time by the Registrar (evaluation) for the smooth conduct and early completion of valuation.
25. After the completion of valuation he shall handover all answer books and records maintained, accounts etc. to the Registrar (Evaluation).
26. In each and every step he has to maintain the confidentiality and he shall not take any decision without Registrar (Evaluation) approval and shall not conduct any press meet.

## **GUIDELINES FOR APPOINTMENT OF EXAMINERS FOR VALUATION OF THEORY SCRIPTS**

1. The examiners shall be appointed from among the panel supplied from the examination section.
2. The scheme of valuation shall be supplied by the Registrar(Evaluation) to the chief coordinators.
3. Depending upon the number of scripts, chief coordinator shall appoint the examiners for valuation work.
4. There shall be one Chairman for each subject.
5. There shall be one moderator for 5 valuers.
6. The Chairman and Moderator shall value the scripts along with their basic responsibilities.
7. In case, any appointed valuers do not turn up for valuation the Chief Co-Ordinator shall report the matter to the Registrar (Evaluation).
8. Each examiner shall value maximum of 50 scripts per day.

### **GUIDELINES FOR CHAIRMAN / MODERATOR**

1. There shall be one Chairman/Moderator for 4-5 valuers.
2. The Chief Coordinator shall appoint the Chairman/Moderator for each subject.
3. The Chairman/Moderator shall receive the scheme of valuation for the subject assigned from the Chief Coordinator of Central Valuation.
4. He shall allot the scripts to the examiners for evaluation.
5. He shall review 10 % of the total scripts valued by each examiner.
6. He shall value the scripts apart from the duties of Chairman/Moderator. However, the number of scripts moderated and that valued should not exceed 50. Further, it is the responsibility of the moderator to complete the moderation of the scripts on the same day of valuation by the examiner.
7. He shall enter the marks on facing sheet and Marks sheet and affix his signature.

8. The reviewed answer scripts along with the mark sheets shall be returned to the examiners to submit to the coordinator.

### **GUIDELINES FOR EXAMINERS**

1. On the basis of approved list of examiners received from the office of the Registrar (Evaluation). The Chief Coordinator will appoint the required number of examiners for the valuation of scripts.
2. The Examiners shall report to the Chief Coordinator.
3. Scheme of valuation shall be supplied to the examiners for reference.
4. There shall be two sessions i.e pre lunch and post lunch, valuation shall be conducted on Sundays also.
5. The examiner shall collect the answer scripts from the coordinator.
6. Minimum 30 scripts to be valued each day to the maximum of 50 scripts.
7. Valuation shall be done according to the scheme of valuation provided for the purpose.
8. Marks awarded to each questions / sub questions should be indicated on the facing sheet of the answer script in space provided for the same.

### **CONDUCT OF UNIVERSITY EXAMINATION**

**Change of Experiments:** Change of experiment in Practical Examinations is permitted with the following conditions:

- ❖ Under the Change of experiment, a new set of experiment/s has to be given altogether (where two experiments are involved, both the experiments will have to be changed)
- ❖ The new set of experiments will be given adopting the same procedure as adopted in allotting the first experiment set.
- ❖ The change of experiment has to be considered, provided the request is made for the same, within half an hour from the start of the examination
- ❖ **Under such circumstances, the evaluation shall be only for 80 percent of the total marks (there will be a deduction of 20% of maximum marks )**
- ❖ **The change of experiment is allowed one only in a particular lab examinations.**



**Dean of Colleges are requested to:**

- **Discharge the Duties of Chief Superintendent**
  - **Submit** Correct **Question Paper Indent**, Batch List, IA Marks, List of shortage of Attendance, Marks lists, Answer booklets, accounts within the time specified.
  - Finalize the **IA marks for ELECTIVE SUBJECTS, PROJECTS & SEMINAR**. and submit a consolidated marks list for each branch of EACH discipline to the office of the Registrar (Evaluation), before **commencement of examinations**. It is requested that, faculty members take utmost care while finalizing the IA marks so that there shall be no discrepancies.
  - Submit the batch list of candidates for project work at least 15 days before the commencement of Practical examinations. The **Viva Voce marks** of each candidate shall be sent **manually** in a tele-sheet and **colleges shall maintain the record for having conducted the Viva-Voce examination** and submit the same to the Registrar (Evaluation) (like Practical Answer booklets).
- Viva Voce examination shall be conducted in Two parallel batches so that there shall be 6 batches/day (two projects in each batch). If viva voce examinations cannot be conducted in stipulated two days, it may be extended by a day.
- Submission of batch lists **and other practical** examinations (at least one month before the commencement of practical Examinations) to the office of the Registrar (Evaluation), with copies of the same to the Co-

Kindly ensure that:

1. While forming the batches, Regular students and arrears students shall be **grouped** separately and shall be mixed excepting for one or two batches.
2. Single branch batches in a sheet are sent.

3. The batch lists of all labs in all branches are dispatched to the University (Batch size: 10-15,# of Batches/  
per day:3/2).
- 4. Filled in practical MARK Sheets in a sealed cover shall reach the office of the Registrar (Evaluation),  
within three days from the date of completion of all practical examinations.**
- 5. All valued practical answer books shall be submitted to the Registrar (Evaluation) within five days from the date of completion of all practical examinations & NO VALUED PRACTICAL ANSWER BOOKS SHALL REMAIN IN THE COLLEGE.**
- 6. Award of marks in Practical Examinations is the Joint Responsibility of both the examiners and the break-up of marks suggested does not indicate the division of marks between the examiners.**
- 7. If the external examiner appointed by the University does not turn up, Principals of respective Institutions are empowered to make substitute appointment .**
8. **In a Block**, there shall be a **minimum** of **25** students and a maximum of **40** students
9. Every candidate taking University Examination has to write his/her USN on the Question paper.
10. Room Invigilators shall be more vigilant while the examinations are going on and they should not leave the  
room.
11. Accommodate the candidates from different branches in a hall.
12. There shall be sufficient space between desks.
13. Faculty of the same subject shall not be the invigilator for the block wherein same examinations are going on  
Ex: faculty of Mathematics shall not be the invigilator for the block where the examinations for Mathematics are going on.
- 14. Supervision by Assistant Instructors/ Instructors / Foreman / SDA / FDA / OS / Librarian is strictly  
Prohibited**

15. The **squad** team shall conduct themselves at the examination centre with utmost caution, courtesy and respect, without causing any kind of commotion, which shall disturb the students attending the Examination. The squad team shall not cause any kind of harassment either to the students or any of the Officials of the examination centre.

16. **Submit consolidated list of absentees** for each Practical & Theory Examination

17. **Deputing** faculty members for examination assignment – Squad, Deputy Chief Superintendent (external), Coding/Valuation & Revaluation/Decoding of answer scripts

The Principals are specifically instructed to **withhold the hall ticket** of the candidates, who have **fallen shortage of attendance, detained due to Malpractice and whose admission are not approved by the University**

#### **TRY TO AVOID THE FOLLOWING PROBABLE DISCREPANCIES**

- **Late submission of IA Marks**

As per the university regulation the IA marks shall reach the University before the commencement of theory/practical examinations.

- **IA Marks Left blank**

This shall impose severe restrictions if it were to be a Practical/Lab, as there is a requirement of a minimum IA Marks, failing which the candidates are not eligible for appearing in practical examinations.

However, in case of theory subjects the system will record it as zero and processing takes place.

- **Missing Signature/s of examiners**
- **Entries left blank in the Practical Marks List**
- **Wrong entry of IA Marks**
- **Entry of Correct subject code of the subject**
- **Entry of Correct Examination code**

Filling of A (Absent) & C (Cancelled) in the practical Marks Sheet for the same candidate

- **Overwriting of IA marks with/without affixing initials (*in case of manual entry*)**

## **GUIDELINES FOR DISTRIBUTION OF PRACTICAL EXAMINATION / VALUATION WORK**

In an attempt to decentralize the system of examinations, the BOE in each discipline is constituted, comprising one chairman and several members. The BOE shall take care of setting of Question Papers, Scrutiny of Question Papers, distribution of work to staff in respect of Practical Examinations & Central Valuation. The University requests full co-operation from all the BOE members and everyone connected to SRINIVAS UNIVERSITY.

The Chairman / Members of BOE shall act as coordinators shall be responsible for the smooth conduct of Practical Examinations. The coordinators shall also make substitute appointments wherever necessary. The Chief Superintendents are requested to fall in communication with coordinators, in case necessary **Enough care shall be exercised to see that there shall be at TWO examiners for each of the practical examinations.**

The Chairman, BOE in consultation with the members shall identify one faculty to act as Chief, for each theory subject and the same shall be forwarded to the office of the Registrar (Evaluation),. It is proposed to have meeting of the chief for each theory subject. It is proposed to have meeting of the above subject chiefs to discuss the scheme in order to maintain uniformity in valuation, who in turn will convene a meeting of valuers at valuation center in each subject.

