

THE MAHAPURUSHA SRIMANTA SANKARDEVA VISWAVIDYALAYA**EXAMINATION ORDINANCE (2014)**

[As recommended by the Academic Council in its 2nd meeting held on 20.11.2014 and approved by the Board of Management in its 2nd meeting held on 27.11.2014 and approved by the State Govt. of Assam, vide]

1. Short Title:

This Ordinance shall be called the Mahapurusha Srimanta Sankaradeva Viswavidyalaya Examination Ordinance, 2014.

2. Commencement :

It shall come into force with effect from such date as the Governing Body by resolution directs.

3. Examinations which are to be conducted by the University:

The following Examinations to be conducted by University held on such date and time as it is fixed by the University:

- (i) Master Degree Examinations (M.A., M.Sc., M.Com. etc.)
- (ii) First Degree Examinations (B.A., B.Com., B.Sc., etc.)
- (iii) Diploma Examinations
- (iv) Certificate Examinations

[There shall be separate Ordinances for M.Phil. and Ph.D.]

4. Eligibility:

No one shall be allowed to appear in any University Examination:-

- (a) unless he/she is a registered student of the University;
- (b) unless he/she is of good conduct and character;
- (c) unless he/she has completed the minimum programme of study prescribed for each examination for such period of time with such minimum percentage of attendance as laid down in the Regulations of the programmes concerned.

Provided that in some special cases students may be allowed to appear without being registered in the University and in that case the result shall be kept withheld till the registration of the concerned student is completed.

5. Appointment of Paper-Setter and Moderators:

- (i) Paper-Setters and Moderators shall be appointed preferably three months before the scheduled dates of examination.
- (ii) They shall be appointed by the Vice Chancellor from a panel of names

prepared and arranged alphabetically for each paper by respective Boards of Studies.

6. Qualifications for Examiner, Paper-Setters and Moderators:

No one shall be appointed as a Examiner, Paper-Setter or a Moderator unless he/she possesses the qualifications as mentioned below:

- I. For Bachelor's Degree Examination (without major): A teacher in the constituent college five years or a teacher in any university three years.
- II. For Bachelor's Degree Examination (with major including practical): A teacher in the constituent college six years; including three years'; or a teacher teaching in major subject in University five years, provided that any teaching in major subject in a constituent college shall also be counted towards this period of 5 years.
- III. For Master Degree Examination the course teacher or a teacher of Post Graduate classes in the subject concerned or a teacher who had put at least seven years of service in a University but retired from University.

7. Framing of questions papers:

- (i) Question papers shall be set sufficiently ahead of the schedule dates of examination.
- (ii) They shall be such as to enable the testing not only knowledge, but also of understanding, reasoning and analytical capacity of the candidates.
- (iii) The wordings of the questions shall be clear, precise and unambiguous.
- (iv) Each paper of 60 marks shall ordinarily be of two and half hours duration.
Provided that the Board of Studies may fix shorter or longer period than two and half hours for any specified paper depending on total marks..

8. Internal Assessment :

There shall be provision of internal assessment as per the relevant regulation of the programme concerned. Practical examination, if any, shall be calculated as per the provision mentioned in the Regulation of the programmes concerned.

9. Pattern of Question-paper:

Pattern of the question papers weightage of marks to be assigned for each question shall be as prescribed in the Regulation of the programme concerned.

10. Syllabus to the paper-setters:

Every paper setters shall be provided with the syllabus and model question paper as approved by the Academic Council for the paper along with necessary instructions.

11. Guidelines for evaluation:

The maximum period for evaluation of answer scripts for a evaluator shall be fifteen days. In case of non-CBCS programmes, guidelines shall be provided to the paper setter in a separate sheet.

12. Moderation:

- (i) The question paper after it has been received from the paper setter shall be moderated by a Board of Moderators normally consisting of three experts on the subject; but not less than two.
- (ii) It shall be the duty of the Moderation Board to ensure that the questions are of required standard and are within the scope of the syllabus and the distribution of marks is clearly stated.

13. Printing: The printing of question papers shall be done with outmost secrecy.

14. Custody of printed question papers:

On receipt of the printed-question papers, the Controller of Examinations shall keep them in his custody. It shall be the personal responsibility of the Controller of the Examinations to see that no leakage takes place at any stage whatsoever and that no other person has access to them till he hands them over to proper authorities. The Controller of Examinations shall invariably remain present during the process of sorting out the question papers.

15. Admission to Examinations:

Application for admission to any examination conducted by the University shall be submitted through the Head of the Departments concerned within the prescribed dates with all requisite particulars in the prescribed form. The Head of the Departments shall satisfy about the eligibility of the candidates. No application received after the prescribed dates shall be entertained.

- 16. Fees:**
- (i) The fees for the different examinations of the University shall be at the rate prescribed by the Governing Body from time to time.
 - (ii) No application shall be entertained unless accompanied by the prescribed fees.

17. Entry in Register and scrutiny of applications:

The applications received within the prescribed dates shall be duly entered in a register kept for the purpose and scrutinise to determine the eligibility of the applicants to sit for examination applied for.

18. Use of Code numbers:

Every applicant who is eligible to sit for the examination shall be allotted a roll number. Code numbers against each roll number may also be used, whenever practicable.

19. Admit Card:

The fact of admission of the candidates of the Examination shall be intimated, by issuing them the admit cards.

Provided that the Governing Body shall have the right to cancel admission or examination of any candidate for sufficient reasons.

20. Examination Centre:

- (i) All the post Graduate Degree/Diploma examinations shall be held in the campus of the University.

Provided that the University may, if it is so satisfied, allow such examinations to be held also in the constituent colleges.

- (ii) All the examinations shall be held in examination centre approved by the University. Such a Centre shall be managed by a Centre Committee formed invariably by the constituent colleges under report to the University.

21. Officer in-charge For Examination Centre and his / her duties and responsibilities:

There shall be an Officer-in charge for every examination- centre. Ordinarily the H.O.D./ Principal of the College where the centre is located shall be the Officer-in-charge of that Centre. He should possess wide experience in conducting examinations.

- (i) The Officer in-charge shall require the roll sheets.
 (ii) Immediately on receipt of the roll-sheets the Officer in-charge shall prepare a seat-plan for the candidates and send a copy of the same to the Controller of Examination.

In making the seat-plan, the Officer-in-charge shall keep in view that there shall be a gap of at least three feet between two candidates. Separate seat plans for-sick candidates may be arranged whenever necessary.

- (iii) Well before the commencement of the examination, the Officer in-charge shall satisfy himself/herself that all arrangements for conduct of the examinations are perfect.
 (iv) He/she shall make seating arrangements according to the seat-plan already prepared by him/her. He/she may, however, alter the seat-plan as and when required as a precautionary measure against adoption of unfair means.
 (v) He/she shall also ensure the necessary furniture, lights, facilities for drinking water; urinal and laboratory exist in proper condition. He/she shall also see that arrangements are such that no communication to and from outside is possible.
 (vi) The Officer in-charge shall appoint the required number of invigilators ahead of that examination. As a general rule, there may be one invigilator for every twenty candidates. The invigilators shall be responsible to the Officer in-charge.
 (vii) Any subject teacher shall not, as far as practicable, be appointed invigilators the duty on which the examination on that subject takes place.
 (viii) The Officer in-charge shall call a meeting of all invigilators of the Centre on the day preceding the first day of the examination and shall give them proper instructions as to their duties and responsibilities.

- (ix) The Officer in-charge must be present at the centre during the full period of the examination and shall not take up any other extra assignment during that period. If in case of emergency he/she is required to leave the station, he/she shall do so with the prior approval of the Controller of Examination and put one member of his staff in charge of the examination during the period of his/her absence, with the concurrence of the Controller of Examination.
- (x) The Officer in-charge shall be in full control of the examination centre.
- (xi) The Officer in-charge of a Centre shall have the authority to expel a candidate from an examination, if the candidate breaks any rule or instruction for which he/she is liable to be expelled, or resorts any disorderly conduct, or adopts any unfair means. If he/she decides to expel a candidate, he/she shall obtain statement in the prescribed form from the candidate and two invigilators shall sign it as witnesses. He/she shall forthwith report the case with full facts and evidence to the University authorities. The relevant answer-scripts, the candidate's statement and incrementing documents, if any shall accompany the report. If the candidate refuses to sign the statement, this fact shall be clearly mentioned in the report and two witnesses shall sign on it. A notice shall also be served on the candidates to the effect that the expulsion case will be finally decided by the University with such other consequences as may follow there from. Pending the decision of the University, the candidate shall be ineligible to appear in the remaining University examinations.

22. Deputation of University Officer:

The University may depute any officer or teacher of the University or of constituent college to an examination centre to observe conduct of examination in the centre. Such officer or teacher shall be selected from among those who have at least three years experience of conducting examinations. It shall be his duty to see that all arrangements have been made for efficient and smooth conduct of the examination according to the rules and instructions of the University. He shall work in close collaboration with Officer in-charge of the centre and submit, at the end of the examination a report to the Controller of Examinations about the conduct of the examination in the centre.

23. Dispatch of Blank Answer scripts etc. by the University:

All blank answer scripts, roll-sheets of candidates appearing in the centre, attendance sheets, absentee-statement-forms and other connected papers shall be sent by the University Authorities to the Officer-in-charge of an examination centre ten days ahead of the date of examination.

24. Dispatch of Question papers:

The question papers for each centre shall be well-packed and sealed properly in the University Examination Office before despatch to the examination centre. The Controller of Examination shall personally ensure that the packets have been properly sealed and that the required number of question papers have been duly despatched to the Treasury or the Police-station concerned.

25. Officer-in-charge to check the Number of packets:

The Officer-in-charge shall verify the number of such packets with the number mentioned in the statement sent by the University. If he/she detects a discrepancy in the number received in the Treasury or the Police Station and the number entered in the statement sent by the University, he/she shall forthwith report it to the University Authorities. The University shall immediately take action, and if there is any shortage, despatch the required number of packets without any delay, ensuring that these reach the Officer-in-charge before the commencement of the examination.

26. When to open the packets of question papers:

On each day for each session of the examination, the Officer in-Charge shall take out the required packets of question-papers one hour before the examination starts. He/she shall not open the packets till fifteen minutes before the time fixed for the start of the examination. He/she shall open it in presence of at least two invigilators. The Officer-in-charge shall then sign a certificate to the following effects:

“Certified that the seal of the packet of the question papers has been found intact and the packet is opened in presence of the invigilators fifteen minutes before the start of the examination”

Two invigilators shall sign the certificate as witnesses.

The covers of the packets of the question-papers shall be preserved by the Officer-in-charge for six months.

27. Action to be taken when actual number of question papers falls short of the outer cover of the packet:

- (i) If the Officer in-charge, on opening any packet, finds that the number of question-papers in the packet actually falls short of the number mentioned on the outer cover of the said packet, then he/she shall report the matter to the University Authorities without any delay.
- (ii) If, on opening the packet, the number of question papers inside the packet is found to be obviously inadequate for distribution among all the candidates present, he/she shall proceed as follows:
 - (a) If the centre is situated within the town of Nagaon, then he/she shall immediately contact the University authorities over telephone, but if telephone contact is not possible, then send a special messenger to the University. The authorities of the University shall immediately send to the Officer in-charge the required number of question papers under proper care and custody.
 - (b) If the centre is situated outside the town of Nagaon, then he/she shall, if possible, collect required number of question

papers from the University or else he/she shall forthwith get them cyclostyled or Xeroxed under his supervision and distribute them among those candidates who could not be provided with the same and shall simultaneously inform the University authorities by telephone. The loss of time caused to any candidate by the delay in distribution of question paper under such circumstances shall be compensated by the grant of equal, extra-time by the Officer in-charge.

- (c) If the question papers are found, on opening the packets, to belong to a subject other than the one which is fixed for that day, the Officer in-charge shall follow the same procedure as outlined in the forgoing clause with this modification that where the University authorities are unable to supply the question papers on the proper subject in the Nagaon town-centre or any outside centre, the Officer in charge shall cancel the examination on that paper and forthwith inform the University authorities. He shall also forthwith repack and reseal the question papers and send them to the University authorities. Thereupon the University authorities shall hold a fresh examination of that centre in that subject in which the examination has not yet been held, the University authorities shall modify that question paper and reset the paper, if there is adequate time and hold the examination on the appointed date. But if there is no adequate time, then the examination on that subject shall be cancelled and a fresh examination held as soon as possible.

28. Candidates to seat 15 minutes before examination hour:

- (i) Every candidate shall take his/her seat at least fifteen minutes before the commencement of the examination.
- (ii) No candidate shall be admitted into the examination hall after 30 minutes have lapsed since the commencement of the examination.
- (iii) No candidate shall be allowed to leave the examination hall before one hour have lapsed since the commencement of the examination.

29. Instruction to the Candidates:

Instructions to the following effect shall be printed on the cover page of the answer-scripts:

- (i) The candidate shall write his/her Roll No., Registration No. and Subject of examination clearly and legibly on the front cover of the answer-script.. Unless these particulars are written clearly and legibly, an answer-script may be treated as invalid.
- (ii) He/she shall not carry into the examination-room or have in possession any book or any printed, hand written or typed or cyclostyled or blank paper except his/her admit card, registration card, and instrument box, nor shall be inscribe anything in any part of his body or any instruments except an instrument as per requirement of syllabus while he/she is in examination-room.

- (iii) He/she shall not receive any book or printed or hand written or cyclostyled or blank-paper from any other person while he/she is in the examination-room or in laboratory or in any other place to which he/she allowed to have access during course of examination.
- (iv) He/she shall not communicate with any other candidate in the examination-room or with any other person in and outside the examination-room.
- (v) He/she shall not see, read or copy anything written by any other candidate, nor shall he/she knowingly or negligently permit any other candidate to see, read or copy anything written by him/her or conveyed by him/her.
- (vi) He /she shall not write anything on the blotting paper or in other paper or materials during the examination, or pass any kind of paper to any other candidate in the examination-room, or to any person outside the room.
- (vii) He/she shall not disclose his/her identity to the examiner by writing his/her name or putting any symbol in any part of his answer-script.
- (viii) He /she shall not use any abusive language or write any objectionable remark or make any appeal to examiner by writing in any part of his answer-script.
- (ix) He /she shall not detach any page from the answer-script or insert any loose sheet into it.
- (x) He /she shall not insert any new answer-script by removing the pins of the origin answer-scripts and reaffixing them.
- (xi) He /she shall not resort to any disorderly conduct inside the examination-room or misbehave with the invigilator or threaten him.
- (xii) He /she shall not do anything which is contrary to instructions and rules relating to examination.

30. Penalty for contravention:

Contravention of any of the instructions specified above [Article 29] by any candidate shall render him/her liable to be expelled from the examination without prejudice to any other actions that may be taken against him under the rules of the University.

31. Attendance Sheet and Absentee Card Statement:

There shall be an attendance-sheet with the particulars of the candidates allotted to a centre. The invigilator shall verify the admit card and the registration number and obtain in the attendance-sheet the signature of each candidate appearing in the examination. Those who are absent shall be marked absent in the attendance-sheet and the invigilator shall sign the attendance-sheet. From the particulars in the attendance-sheet, an absentee statement shall also be prepared.

32. Duties of the Invigilators:

- (i) It is the cardinal duty of the invigilator to see that no unfair means is adopted by the candidates, and that no instructions specified in Article 28 are violated.
- (ii) The Invigilators shall remain present in the examination-room during the examination and go around the room every now and then.
- (iii) He/she shall see that no candidate talks to any other candidate or to any other person.
- (iv) In course of examination if any candidate has to go out for a brief duration to attend the call of nature the invigilator shall record the temporary absence and the duration thereof in a temporary absentee-sheet and keep him/her under observation.
In case of delay beyond the three minutes on the part of the candidate to return to the examination-room, the invigilator shall bring the matter to the notice of the Officer in-Charge for necessary action.
- (v) If the invigilator finds any candidate using unfair means, then he shall take the candidate with the relevant papers and incriminating materials to the Officer in-Charge for necessary action. The Officer in-Charge shall forthwith take action, and if he decides to expel the candidate, he shall obtain from the candidate a statement in the prescribe form and two witness shall sign it.
- (vi)
 - (a) If any invigilator does not attend at the time fixed for him/her or leaves the examination-premises earlier than the prescribed time or connives at the unfair means adopted by any candidate or otherwise fails in his duties, then the Officer in-charge may take immediate action against him and may, without prejudice to any other action that may be taken against him/her debar him from future appointment as invigilator.
 - (b) The Officer in-Charge shall as a precautionary measure, engage the invigilators for each room by rotation.
 - (c) He shall also personally go round the examination rooms to ensure that proper invigilation is being done.
- (vii) It shall be the duty of the invigilators to distribute the blank answer-scripts and the question-papers to the candidates at the prescribed hours.
- (viii) Fifteen minutes after the distribution of question-papers, the invigilator shall, after verifying the number of question papers with the number of candidates actually present in the room, hand over the surplus question-papers to the Officer in-Charge, who will keep them in his custody till examinations are over. The Officer in-Charge shall then render the University authorities an account of number of question-papers received, the number distributed, and the balance remaining.
- (ix) The invigilator shall keep record of the answer-scripts distributed to the candidates.

- (x) If an additional sheet is supplied to any candidate, the invigilator shall obtain the signature of the candidate in a separate sheet.
- (xi) At the end of every session, he shall show in a statement clearly how many answer-scripts were received by him, how many were distributed to the candidates and how many additional sheets were supplied to candidates, and compare the figures with the attendance-sheet.
- (xii) When the period of the session is over, he shall collect all the answer-scripts immediately and shall ensure that no candidate leaves the answer-scripts on the desk or leaves the room without submitting the answer-script even if it is blank.
Any candidate leaving his answer-scripts on the desk shall himself/herself be responsible for the loss of his script, if it is not traceable afterwards.
- (xiii) If, despite all precautions taken by the invigilator, the answer-script of any candidate is not handed over to him, he shall record the fact in the roll-sheet and in the statement of answer-scripts and also report it to Officer-in-Charge who shall in turn bring it to the notice of the University.
- (xiv) The invigilator shall arrange the answer-scripts serially, subject-wise and group wise.
- (xv) The invigilator shall, after ensuring proper serialisation, submit the scripts to the Officer-in-Charge.

33. Answer-scripts to be arranged serially:

The Officer-in-Charge shall at the end of each examination-session see that all the answer-scripts are arranged serially, subject-wise and group-wise.

34. Answer-scripts to securely pack:

The Officer-in-Charge shall get the answer-scripts securely packed and sealed in packets of not more than 100, and verify the top-sheet and sign it and paste it on the packet.

35. Answer-scripts to be despatched in the same day:

- (i) The Officer-in-Charge shall despatch the sealed packets to the Controller of Examinations on the same day by the first available transport with all the precaution about safety, security and secrecy.
- (ii) If, in any special case, he cannot despatch them on the same day for reasons which must be explained to the Controller of Examinations, he/she shall keep the packets properly sealed overnight in safe custody either in the local Treasury or in the Police Station and obtain a receipt and despatch them the next day by first available transport.
- (iii) Non-compliance of (ii) may lead to the cancellation of the examination centre for such period as may be decided by the Examination Committee, under report to the Governing body.

36. Other papers which are to be sent to the University:

The Officer in-Charge shall also despatch to the Controller of Examinations in a separate cover the attendance sheet, the absentee statement, and the statement of answer-scripts, the seat plan, the records about any expulsion or other disciplinary actions, the unused answer-scripts and surplus question-papers and all other connected records.

37. Action in the examination:

On receipt of the answer-scripts from various examination centres, the Controller of Examinations or the Officer authorised by him shall satisfy Branch of the himself that the seals and the packing of the packets are in order and University shall also verify the number of scripts with the statement sent by the Officer in-Charge.

38. Arrangement of scripts:

The Controller of Examinations or Officer authorised by him/her shall get the scripts again re-arranged serially for all the centres taken together according to the roll-numbers, and send them to the examiners as per the list of examiners approved by the Vice Chancellor.

39. Appointment of Examiners and Head Examiners:

- (i) The Controller of Examinations or authorised officer shall every year call for a list of teachers from every constituent colleges and every Head of the Department of the University. The list shall contain information about the length of service of each teacher, subjects taught by him/her, his/her experience as examiner and head examiner and related information.
- (ii) The Controller of Examinations or authorised officer shall send the list to the respective Boards of Studies. He shall inform the Boards about the total number of examiners and Head examiners required for examining each paper. Ordinarily, one examiner is needed for every 200 answer-scripts to be examined.
- (iii) The Board of Studies shall prepare penal of names of examiners separately and arrange the names of examiners in alphabetical order. Each penal shall contain at least 50% names in excess of required number.
- (iv) The Vice-Chancellor shall select the required number of examiners out of approved panels, with as much rotation among each category as is practicable, to ensure that that the same set of person are not appointed for an unduly long period.

40. Number of Answer scripts for each examiner:

While deciding upon the number of answer-scripts to be sent to an examiner it shall be kept in view that not more than 200 scripts are ordinarily allotted to one examine for one examination and that he/she shall examine the same within 10 days.

41. Other papers which are to be sent with the answer-scripts:

The Controller of Examinations or officer authorised by him, shall along with the answer-scripts, send the relevant question papers, the instructions regarding evaluation, the acknowledgement forms signed by examiner and specific directions regarding the last days by which the evaluated answer-scripts must reach to him. Ten days after the despatch of the scripts, the Registrar or authorised officer shall remind all examiners about the dates for returning the same.

42. Discontinuance of examinership on failure to return scripts timely:

If any examiner fails to return the scripts in accordance with the specified dates, the Vice-Chancellor may order discontinuance of sending answer-scripts to him/her in future.

43. Duties of the Examiners:

- (i) As soon as the examiner receives the packets of answer-scripts, he/she shall carefully examine the seals and the packing of the packets so as to satisfy himself/herself that these have not been tampered with.
- (ii) He/she shall acknowledge the receipt of the answer-scripts immediately in the prescribed form. If the number of answer-scripts received by him/her does not tally with the number noted on the top sheet, he/she shall mention it clearly stating the actual shortage or excess and he/she immediately report it to the Controller of Examinations.
- (iii) It shall be the duty of examiner to examine the answer-scripts with care, calmness and precision, justice, equity and fairness, and without any bias, prejudice or emotion, and to maintain the strictest secrecy about the answer-scripts.
- (iv) The examiner shall record the marks scored in each answer on the margin of the answer-scripts and shall then enter the scores answer-wise in the front cover of the answer-scripts and add their total.
- (v) If any candidate is found to have answered more questions than required according to the instructions of the question-paper, the examiner nevertheless evaluate all the answers, but he shall note the words "excess-answer" against the answer which has secured the lowest score, after ensuring that the total of full marks for the remaining questions as printed on the question-paper comes to be equal to the marks for which that paper has been set. He should note the words "excess-answer" also in the proforma on the front-cover.
- (vi) The examiner shall enter the total mark scored by each candidate in the mark-sheet in the triplicate after arranging these in order of roll-numbers.
- (vii) The examiner shall pack and seal the answer-scripts with all due care and precaution and despatch the packets to the proper authority strictly according to the specified date. He/she shall also send the marks-sheet in a separate sealed covered. Failure

to keep the specified date shall be treated as a disqualification for future appointment as examiner.

- (viii) It shall be the duty of the examiner to report to the University Authorities any case of answer-script which gives rise to any suspicion of adoption of unfair means.
- (ix) It shall be the duty of the examiner to report any case where directly or indirectly any approach was made to him by any candidate.
- (x) Failure to comply with the provisions of Clause (iii);(vii);(viii) and (ix) above on the part of any examiner shall entail removal of the name of such examiner from the list of examiners.

44. Scrutinizer:

- (i) In order to checking of marks in each script, the Controller of Examinations may appoint as many as many scrutinisers as are required to meet any particular situation. Ordinarily 300 scripts per day shall be scrutinized by one scrutinizer. The total number of scripts to be scrutinized on the whole by one scrutinizer shall not, however, exceed 5,000.
- (ii) The scrutinizer shall, as far as practicable, be appointed in rotation for different papers.

45. Qualification for scrutinizer:

No one shall be appointed as a scrutinizer unless he is empanelled as an examiner.

46. Duties of scrutinizer:

It shall be the duty of the scrutinizer to ensure:

- (a) that the total number of question answered does not exceed the number required to be answered;
- (b) that no answer has been marked twice;
- (c) that extra answer has not been taken into account;
- (d) that no answer has been given more marks than allotted to it;
- (e) that no answer has remained unevaluated;
- (f) that there has not been any mistake in total;
- (g) that marks recorded inside the scripts are duly entered in the proforma in the front cover;
- (h) that marks in the answer-scripts tally with the marks in the mark-sheet. It shall be the duty of the scrutinizer to maintain the strictest secrecy about his/her work.

47. Detection of mistake & rectification:

If, as a result of the scrutiny, any mistake is detected by the scrutinizer, it shall be brought to the notice of the Controller of Examinations. On approval of the Controller of Examinations other person if appointed shall exercise re-check and verification, and, if satisfied that there has been a mistake, shall rectify the mistakes by adding, deducing or altering the marks, as the case may be inside the answer-script as well as on the front cover and also in the mark-sheet in triplicate; and shall put his/her signature below the corrections.

48. Failure to attend timely entail penalty:

Failure to attend to duty according to specified time and according to the provisions of this Ordinance shall entail cancellation of the scrutiniser's appointment.

49. Tabulation:

As soon as the scrutiny of evaluated answer-scripts has been completed, the marks shall be tabulated in the prescribed form by the tabulators appointed for the purpose by the Registrar or the Authorised officer. The same tabulators shall not be appointed for the same examination for more than three consecutive years. The tabulators shall do their works independently in separate rooms and shall be responsible for safe custody of the tabulation sheets and mark-sheets during the process of tabulation.

50. Review by Examination Committee:

- (a) As soon as the results have been tabulated, the Examination Committee shall review the general trend of the results and take necessary action.
- (b) The Examination Committee shall also see whether the examinations in all centres were conducted properly and according to rules and instructions and shall, if deemed necessary, lay down fresh guidelines consistent with the rules and instructions.

51. Withholding of result and confirmation of expulsion:

- (i) The Governing Body shall be entitled to withhold the result of any candidate who is suspected of adopting any unfair means, till the final disposal of the case. If on investigation it is satisfied that the candidate had adopted unfair means, it may debar him/her from appearing in future examination for one or more years.
- (ii) The Governing Body may also confirm the expulsion of any candidate who has been expelled by the Officer-in-charge during the examination.
- (iii) The University may withhold with the approval of the Vice-Chancellor the result of any candidate for non clearance of various dues, library books and for want of necessary information required for tabulation, computation of the results.

52. Declaration of result:

On the approval of the proper authorities, the result shall be finally declared. Provided that the Vice-Chancellor may order declaration of results in anticipation of the approval by the proper authorities. The University shall have right to revise the result once declared, if it is so warranted after scrutiny later.

The Controller of Examinations shall strive to declare the results of every examination conducted by him within fifteen days from the last date of the examination for that particular course.

53. Minimum marks for passing:

No candidate shall be declared to have passed any examination unless he/she has obtained the marks as prescribed in *the Regulation of the programme concerned*.

54. Marks-sheet to be supplied to Candidates:

As soon as the results have been published mark-sheet of the candidates shall be issued by the University not later than three weeks from the date of publication of the results.

55. Remuneration:

Remuneration for Paper-Setters, Moderators, Scrutinizers, Tabulators wherever applicable, shall be at such rates as prescribed by the University. The schedule may be amended by the Governing Body on the advice of the Examination Committee from time to time.

56. Review of Question Papers by Boards of Studies:

At the end of every examination, the respective Boards of Studies shall review the question-papers to whether (a) these were of required standard and pattern, (b) were consistent with objectives formulated by the Board of Studies, (c) were within the scope of the prescribed syllabus and (d) were duly and skilfully moderated, and shall also consider the performances of the candidates. The Boards may, thereupon, lay down such instructions, if any, as are deemed necessary for the future guidance.

57. Re-evaluation of answer scripts:

There shall be no re-evaluation of answer scripts of the Semester Examinations of the University.

58. Disposal of old Answer-scripts:

The answer-scripts of an examination after the results have been declared, shall be stored at least for one year, after which the scripts shall be disposed off in a manner as decided by the proper authority.

59. Authority for final decision:

In case of any Controversy the Governing Body, MSSV shall take up the matters and a decision shall be taken which shall be agreed by all concerned as the final one.

ORDINANCE NO. (7)

**THE MAHAPURUSHA SRIMANTA SANKARADEVA
VISWAVIDYALAYA, NAGAON**

EXAMINATION ORDINANCE 2014

[Recommended by the 2nd Meeting of the Academic Council, MSSV held on 20.11.2014 and approved by the 2nd Meeting of the Board of Management, MSSV held on 27.11.2014]



**THE MAHAPURUSHA SRIMANTA SANKARADEVA
VISWAVIDYALAYA
NAGAON-782001, ASSAM**