



Central College Campus, Dr. Ambedkar Veedhi, Bengaluru-560001.

Examination Manual - 2018

Examination Reforms Committee to establish a credible, transparent and effective examination system in the trifurcated Bengaluru Central University.

1. *Prof.Lingaraja Gandhi* : *Chairman*
Registrar(Evaluation)
2. *Prof. K.Eresi* : *Member*
Former Director, PMEB,
Bangalore University
3. *Prof. J.Somashekar* : *Member*
Registrar Evaluation,
University of Mysore
4. *Prof. A.M.Khan* : *Member*
Registrar Evaluation,
Mangalore University
5. *Dr. Father Daniel Fernades* : *Member*
Principal,
St. Joseph College of Commerce
6. *Dr.AshfaqAhmed.M* : *Member*
Principal,
Govt. R.C.College of
Commerce & Management
7. *Dr.VijayaKumari .G* : *Member*
Principal,
Vijaya Teachers College

FOREWORD

Prof. S. Japhet
Vice-Chancellor
Bengaluru Central University

The *Examination Manual - 2018*, a ready reference for the conduct of examinations of Bengaluru Central University (BCU) is a crucial document for the smooth and effective functioning of the examination section.

The *Manual* drafted by a committee under the Chairmanship of Prof. Lingaraja Gandhi, Registrar (Evaluation) explains in lucid terms the procedures, norms and duties and responsibilities of personnel engaged in the examination activities.

With the effective use of ICT for the automation of the entire Examination Management System from start to finish commends appreciation. It has been our collective wish that the examination system is re-visited so that the transparent, fool-proof system is established, and the students are freed from undue anxieties with respect to proper conduct of examinations and the timely announcement of results and issue of marks cards and degree certificates.

I am very happy that the new *Examination Manual* is being prepared encompassing the best practices as well as well-laid out procedures followed in other Universities, and by following the KSU Act in this regard. It gives me immense pleasure to congratulate Prof. Gandhi and members of the committee for drafting a comprehensive and yet a concise *Examination Manual-2018* for BCU.

MESSAGE

Prof.M .Ramachandra Gowda
Registrar
Bengaluru Central University

I congratulate my colleague Prof. Lingaraja Gandhi, Registrar Evaluation, and the members of the committee for drafting a new *Examination Manual- 2018* for the Bengaluru Central University. The *Manual* is of immense practical value for the hassle free conduct of examinations. The *Manual* contains the details of procedures and rules to be followed by different stakeholders engaged in the examination related activities. The procedures and processes are well conceived and serve as ready reckoner.

PREFACE

Prof. Lingaraja Gandhi
Registrar (Evaluation)
Bengaluru Central University

With its Headquarters at the renowned Central College campus, the new Bengaluru Central University (BCU) came into existence as a result of the trifurcation of Bangalore University with the twin objectives of quality enhancement and administrative reforms.

The new University's territorial jurisdiction includes 13 Legislative Assembly segments of Bengaluru city. There are 239 affiliated colleges and 08 Postgraduate Department of Studies on the campus offering degrees UG, PG Integrated PG and Ph.D. programmes. The affiliation of colleges coming under BCU jurisdiction has been conducted for the academic year 2018-19 as per the affiliation norms of the parent Bangalore University. The UG and PG examinations of BCU are to be conducted for the academic year 2018-19 following admission of students.

The process of testing and evaluation which comes at the end of teaching-learning process is an outcome of the education system. Therefore, the establishment of a credible, transparent and efficient Examination Management System (EMS) is most crucial for enhancement of quality in education. It is the credible examination system which reinforces faith in the University education.

It has been the mission of the new University to establish a fair, efficient, just and fool-proof examination system by adopting the latest Information and Communication Technology (ICT). Introduction of the digital Communication right at the start of the University with all its stakeholders is the seminal objective of the University. End-to-end-digital solution beginning with the data capturing of students' admission, approval of admission by the University, preparation of evaluators profile (panel of Examiners) on-line submission of IA marks and uploading the same on University website, Proctoring and monitoring of examination and evaluation centres, result processing and declaration of results.

Digitalization of all the marks cards, degree certificates and depositing them with National Academic Depository (NAD) launched by UGC in 2017 which facilitates the on-line verification and attestation is to happen from the beginning. Launching of on-line students' Help Desk will also be part of the examination automation system. To conduct on-line examination and on-line evaluation, gradually, in select examinations is also the mission of the EMS of the new University.

The Examination Manual-2018 details the procedures, duties and responsibilities of all officials of the examination wing so that there is no ambiguity while implementing the policies of the University. Efforts are being made to introduce digital communication to the maximum extent possible in all the areas of examination section. Introduction of e-payment of all types fee is one such measure: the fee to be paid by students will be in digital mode only, thus facilitating students,

colleges as well as University. Along with automation of examination, an online and also an 'offline helpdesk' will be introduced for the benefit of students and colleges. A mobile app shall also be provided to students at a prescribed fee that will have host of features and ensures that students will not visit University to get their grievances addressed.

With all these procedures being in place, the University shall ensure accurate results with proper management of valuation process by maintaining utmost confidentiality. The University will make every effort to announce results within 24 hours from the time of completion of valuation.

Committed to build the University with a difference, the Vice-Chancellor Prof. S. Japhet has evinced keen interest and extended all his cooperation in the preparation of this *Manual*. A Committee constituted by the Vice-Chancellor has worked earnestly in the preparation of the *Manual*. I take this opportunity to thank the Vice-Chancellor, members of the Committee - *Prof.K.Eresi, Prof.J.Somashekar, Prof.A.M.Khan, Dr.Father Daniel Fernades, Dr.AshfaqAhmed.M, Dr.VijayaKumari .G*, and all other stakeholders for their invaluable inputs in the drafting of *Bengaluru Central University Examination Manual - 2018*.

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Definitions

In this *Examination Manual*, unless the context otherwise requires:

01. The 'Act' means the Karnataka State Universities Act 2000.
02. 'Examination Centre' means any premises consisting of examination halls.
03. 'Examination Hall' includes any Rooms, Laboratory, Workshop or any other premises used for conducting examinations.
04. 'Computer Centre' means the computer centre established by the University to attend examination related work
05. 'Chief Superintendent' means any person appointed by the Registrar (Evaluation) to be in overall control and supervision of the examination centre.
06. 'Deputy Chief Superintendent' means any teaching staff of the college appointed by the Chief Superintendent with the approval of the Registrar (Evaluation) to assist him in conducting examination
07. 'External Chief Superintendent' means any person appointed by the Registrar (Evaluation) to an examination centre for conduct of examination
08. 'Room Superintendents' means any teaching staff of the College/Department/ other Institutions appointed by the Chief Superintendent under intimation to the Registrar (Evaluation) for invigilation work.
09. 'Relieving Room Superintendent' means any teaching staff of the College/Department/ other Institution appointed by the Chief Superintendent under intimation to the Registrar (Evaluation) for giving relief to the Room Superintendent
10. 'Board of Examiners' means Board constituted by the Syndicate consisting of Examiners from among the panel of Examiners prepared and submitted by the concerned Board of Studies
11. 'Chairman of the Board of Examiners' means any Examiner appointed by the Syndicate from among the panel of Examiners to act as Chairman of the Board of Examiners
12. 'Paper setter' means any person appointed by the Syndicate from among the panel of Examiners furnished by the concerned Board of Studies for setting question papers
13. 'Vigilance Squad' means any person appointed by the Registrar (Evaluation) to supervise the examination centres, and to check any malpractices in the examinations, if any.
14. 'Valuation Centre' means the premises where the valuation of the theory papers/dissertation/project of the examination is conducted by the University.

15. 'Coordinator / Custodian' means teacher appointed by the University to be in charge of the valuation centre and to conduct valuation of theory papers/dissertation allotted to the valuation centre
16. 'Deputy Coordinator / Deputy Custodian' means teacher/s appointed by the Registrar (Evaluation) to assist the Coordinator / Custodian.
17. 'Reviewers' mean the Examiners who have been appointed by the Registrar (Evaluation) to Review the papers valued by the Examiners.
18. 'Examiner' means any teachers appointed by the Registrar (Evaluation) from among the list of eligible Examiners approved by the Syndicate for valuation of theory/practical papers/dissertation
19. 'Verification Officer' and Scrutinizers, mean any persons appointed by the Registrar (Evaluation) to discharge such duties and functions as provided under this Examination Manual
20. 'Malpractices' mean any one or more of the acts prescribed as malpractice under this Examination Manual.
21. 'Malpractices Enquiry Committee' means the committee appointed by the Vice—Chancellor
22. 'Answer Booklet' means booklet issued by the University to the students at the examination centre to answer the question paper of a subject.
23. 'Photocopy of answer paper' means a photographic reproduction the original answer booklet or scanned image of the answer book used by the student in the examination.
24. 'Re-Valuation / Challenge Valuation' means request of the candidate for fresh valuation of his/her answer paper/papers after announcement of the result
25. Expressions used but not defined in this Examination Manual but defined in the Act, Statutes or Regulations shall have the meanings assigned to them in the Act, Statutes or Regulations

02. Examination Process: Key Aspects

The section deals with the salient aspects of the examination process which include the following:

01. All activities of the examination process shall be digitally enabled
02. All types of fee payments shall be through digital mode only
03. Students shall update admission data through e-portal and also scan and upload all relevant documents. The admission form printout (acknowledgement) along with original

documents and two sets of Xerox copies are to be submitted to college for further processing

04. Colleges shall acknowledge data uploaded by students, verify all documents. Colleges shall forward the digitally uploaded document along with original documents to University for further processing.
05. In the case of students who do not have mobile number, then the admission details for such students along with scanned documents shall be entered by colleges through the e-portal, verify and forward the same to University for further processing.
06. Every student shall be allotted course-wise Register Number (comprising of alphanumeric characters) and University-wise unique Student Id (numeric characters)
07. It shall be the responsibility of colleges to ensure that correct subject / subject combinations are identified in respective examinations
08. It shall be the responsibility of colleges to ensure the validity of all documents uploaded by students such as marks cards, income certificate, caste certificate, etc. Colleges shall be held accountable in case if there are any omissions in this regard.
09. Examination application form submission shall be made by students through e-portal
10. Students can download hall ticket by themselves
11. Question paper indent is calculated automatically and sent to the printing press along with packing schedule. Colleges need not prepare the question paper indent
12. Candidate list shall be provided to colleges through e-portal
13. Colleges will have to do room allotment by using University authorised e-portal
14. Invigilator dairy in duplicate shall be printed from the e-portal after completion of room allotment
15. Answer book number of students as well as details of Absentees / Mal-practices are updated by colleges on the very day of examination itself
16. Answer bundle packing slip shall be printed by using the options available in the e-portal. The same shall be pasted on the answer book bundles and despatched to designated location
17. Every subject / theory paper shall have a unique numeric Question Paper code (QP Code)
18. The QP Code will be displayed / printed in all forms / reports such as Hall Ticket, Question Paper, Answer Book, Packing Slip, etc.

19. All stakeholders such as Examination wing, colleges, teachers, students will have to get familiarised with QP Codes and always mention the same along with subject name
20. During examination, room allotment and answer bundle packing has to be based on QP Code
21. Reports such as Candidate List, University Results and Examination Ledger shall be hosted on University designated e-portal. Printed result sheet will not be sent to the colleges. The result sheet / reports / documents can be downloaded by the colleges from the e-portal
22. Marks cards of only those students who pass in the entire examination shall be printed. Consolidated marks card shall be issued for those students who pass an examination through multiple attempts. Payment of marks card fee is mandatory for all students
23. University shall have dedicated Student portal at a nominal cost to student. Students can get all information through this portal
24. It is mandatory for all students to register into the Student's portal by providing information such as their Date of Birth, Mobile Phone number, e-mail id and Parent's mobile number
25. Student portal fee shall be applicable to all students irrespective whether they register for the student portal / app
26. Dedicated 'helpdesk' as part of Student's Portal shall be made available by the University to address examination related matters
27. Registering for Photo Copy of answer book / Revaluation / Retotalling / Challenge valuation results shall be made available to students through Student Portal
28. Students applying for photo copy of the answer book shall get the same either in the form of Photo copy or in the form of a soft copy sent to their registered e-mail id.
29. Revaluation / Retotalling / Challenge valuation results shall be made available to students through Student Portal
30. Challenge Valuation is allowed only in the case of PG examination
31. Payment of Convocation Fee and Provisional Pass Certificate shall be paid by students on their first appearance in the final examination through the designated e-portal. Students need not submit separate application form for Convocation / Provisional Pass Certificate
32. Result improvement in any examination is allowed only after completely passing in that particular examination.

33. All fee payments indicated are subjected to change from time to time as per University's guidelines
34. The entire examination result processing activities covering pre-examination, result processing and post-result processing except for question paper setting / valuation shall be carried out either by internal resources or by external reputed agency on "outsourced basis"

03. Admission

This part of the *Manual* explains the admission procedure. The admission details are entered online using the web portal provided by the University. All necessary documents are to be attached during the data entry. The admission list taken from the portal along with the original documents is to be submitted to University on or before the last date of admission as set by the University. Following are some of the important functionalities:

01. Students shall enter admission details of students online along with supporting documents. The admission details shall be entered by those students who have submitted their mobile number and e-mail id to colleges at the time of admission process
02. Students shall submit the admission form printed from the portal to the colleges along with original documents and two sets of Xerox copies of the documents.
03. In the case of students where mobile number is not available, Colleges need to enter admission details of such students online along with supporting documents
04. Colleges shall verify the uploaded documents by students, compare the same with the original / attested documents submitted by the students and shall forward the same to University
05. The Academic Section of the University shall validate admission data and approve the admissions made. The approved list is then forwarded to Examination Section.
06. The Examination section on receipt of the list of eligible / approved candidates from the Academic Section in soft copy format shall generate both Register Number and Unique Student id.
07. The student will be able to write examination only in the case of approval of admission failing which he / she shall be discharged from the course. The Roll Number / Register Number can have both alphabets and numbers
08. The Register Number and Student Id's once assigned shall be communicated through digital mode only to colleges and students

09. Any correction in student's information such as Name, subjects offered, etc. has to be got corrected by students through appropriate channels before commencement of examination. If corrections are sought by students after commencement of examination, then it shall be done after levying a fee on students
10. It shall be the responsibility of the Colleges to ensure that the student's data is updated into student portal

04. Examination procedures

In the context of ever growing Information Technology, the University examination system has introduced several path breaking procedures. Emphasis is given for transparency and simple examination management system without compromising on accuracy and security. The aim of the University is to give results within 24 hours from the last date of valuation. Some of the important procedures that will be adopted by the examination section are given below:

04.01 Examination Notification

The notification for commencement of examinations will be issued by the Registrar (Evaluation) as per the calendar of events issued by the University from time to time. The notification should contain the following details among others:

- a) Date of commencement of Examination
- b) Last date for payment of examination fee and submission of Examination application forms
- c) Last date for submission of examination application to the University by the college through online
- d) Last date for entry of IA marks through online

In addition to the above, the notification contains the last date fixed for conducting the practical examinations, the details of examination fee for various courses and other detailed instructions to the Principals for smooth conduct of examination.

04.02 Examination Time-Table

01. Examination Time-Table shall be based on Question Paper code (QP Code) and is prepared through an automated process
02. Detailed time table shall be made available to colleges in PDF / non-editable format. The University shall get the required number of copies printed for its internal use

03. It shall be the responsibility of students / colleges to verify the detailed examination time table and bring it to the notice of authorities in the case of clash of time table across subjects

04.03 Examination Application Form

01. Examination application form shall be made available to eligible students through Student's portal
02. Students who have satisfied all eligible conditions with minimum of 75% attendance only are admitted for examination
03. Hosting list of eligible candidates along with Hall Tickets in the official website of the University or any other website as authorised by Registrar (Evaluation) so as to enable the Colleges / Departments to download the same for use at their end.
04. The student Id. shall be displayed in the examination application form
05. A student who is appearing for any examination for the first time is required to pay examination fee for all subjects
06. A student who is appearing for any examination as a repeater has a choice to appear for any number of subjects
07. All fee payments related to examination section shall be paid by the students through digital transaction only
08. The examination fee once paid shall not be refunded

04.04 Hall Ticket

01. Hall Tickets shall be provided to students through Student's portal only.
02. Hall tickets are to be downloaded by students by themselves. Only printed copy of Hall Ticket is allowed to be carried by students into examination hall
03. Colleges shall have an option to block downloading of Hall Ticket by student(s) citing valid reasons.
04. In the case where students are unable to download Hall Tickets, then colleges can download and issue Hall Tickets for its students.
05. Hall Ticket shall indicate theory and practical examination centres
06. Hall Ticket shall indicate all the subject along with QP Codes, date and time of examination

07. The student Id. shall be displayed in the Hall Ticket. The student needs to write the Student Id. along with Register Number and QP Code in the Answer Book.
08. Both the Hall Ticket and question paper shall have QP Codes and it shall be the responsibility of students to ensure the correctness of QP code prior to commencing the writing the examination for theory papers

04.05 Question paper printing / packing / distribution

01. The question paper indent shall be arrived at based on the number of students registered for the examination. Registrar (Evaluation) at his discretion can get upto 20% of question papers printed in excess
02. Question papers shall be got printed at security printing press by Registrar (Evaluation) with concurrence of Vice-Chancellor, and such arrangement has to be kept totally confidential
03. Payment to vendors printing Question Paper shall be paid by Registrar (Evaluation) directly with consent of Vice-Chancellor
04. Registrar (Evaluation) can introduce secured digital transmission of question papers for any / all subjects at his discretion after ensuring proper infrastructure both at University and colleges (till such times the existing manual transmission system may continue)
05. The printer assigned for printing of question papers shall pack question papers Theory Examination centre-wise / date-wise / session-wise or in any other means as directed by Registrar (Evaluation)
06. Registrar (Evaluation) shall receive sealed question paper packets and keep them under security for further distribution to colleges
07. Sealed question paper packets shall be delivered to examination centres on the day of examination

04.06 Answer book

01. Students shall be issued answer booklet containing 40 pages including cover page (for theory examination). No additional answer book shall be provided to students while answering theory examination
02. The answer booklet issued to students shall have provision to write the QP Code and Student Id.

03. The answer booklet shall carry the answer book number both in number as well as in bar code format.
04. For practical examination, students shall be issued answer booklet containing 40 pages including cover page. No additional answer books shall be provided to students while answering practical examination
05. Students are expected not to disfigure barcodes printed on the answer book, failing which, it shall amount to mal-practice and will be dealt accordingly

04.07 Coding / Decoding of answer scripts

01. Coding of answer scripts to conceal the student identity shall be carried out
02. The concealed identity shall be maintained in confidential manner so as to facilitate decoding at a later stage
03. The coded slips shall be maintained in the coding section for future decoding
04. The answer scripts post coding shall be packed in number of 18 and handed over to Coordinator / Custodian for valuation
05. Decoding of answer scripts shall be carried out in a secured environment

04.08 Valuation

01. All Boards need to be formed and registered in the Examination system
02. All Examiners need to be registered in the examination system and shall be provided a unique code
03. All Question Papers (QP Codes) shall be linked to respective Boards
04. Examiners shall be linked to respective Boards
05. Date of commencement of valuation will be registered in the Examination system
06. Two packets of 18 answer books each per day can be valued by one Examiner and one each in morning and afternoon session
07. Examiners shall write their unique code as well as QP code in the draft marks sheet that is provided along with the answer book packet

08. The Examiners have to compulsorily value all answer books of a packet in the same day / session
09. Theory examination marks shall be captured at the source of valuation. The marks thus captured shall be provided in a form of report to the Examiners who are required to cross check the marks entered and certify the same
10. It shall be the responsibility of the Examiners to ensure the accuracy of marks entered into computer system as they will be certifying the marks entered
11. In case of multiple evaluations, it has to be done by different Examiners.
12. Valued answer books will be subjected for further scrutiny / review as per the University guidelines
13. On completion of valuation, the examination system shall generate TA / DA statement by considering the number of scripts valued and number of days spent in valuation. This statement shall be considered for the payment to the Examiners.
14. The valued answer books are to be stored in a highly secured and confidential manner. The procedure thus adopted should provide for easy retrieval of answer books for authorised users for genuine purpose and at the same time make it almost impossible for unauthorised users / non-genuine purpose

04.09 Withholding of results

01. None of the student's results be withheld without valid reasons
02. Students' result can be withheld only in extreme cases where non-availability of marks details affect result computation
03. All efforts should be made to release withheld results within 15 days from the date of announcement of main result

04.10 Mal-Practice

01. Students' Mal-Practice detected by Invigilator/ Room Superintendent/ Flying squad at the time of writing examination by the student has to be reported to Registrar (Evaluation)
02. Malpractice if detected at the time of coding by the coding officials should be brought to the notice of Registrar (Evaluation) / Coordinator / Custodian along with appropriate documents

03. Mal-practice if detected at the time of valuation by the Examiners should be brought to the notice of Registrar (Evaluation) along with appropriate documents. However, such answer books are to be valued in the normal manner and the marks awarded will be kept in pending mode and will be used in future depending on the decision of the mal-practice committee
04. All mal-practice cases shall be heard by the mal-practice committee and disposed off within 45 days from the date of announcement of results.

04.11 Gracing

01. Rule G1: 2% of the maximum marks of a subject, rounded off to next higher digit in case of fraction, can be distributed in any manner so that the student passes in that subject.
02. Rule G2 : 2% of the total marks of subjects in an examination in which student is appearing, rounded off to next higher digit in case of fraction, can be distributed in any manner so that the student passes in one or more subjects. The total grace marks that can be awarded through this rule cannot exceed 10 per subject. This rule can be applied only if the student passes all subjects in that exam.
03. Rule G3 : Maximum of 0.5% of total marks for a given examination can be awarded to a student provided the student has passed in all subjects without any grace marks under Rule 1 / Rule 2 and obtains next / higher class / grade
04. Gracing Rule G1 and Rule G2 cannot be applied together for same subject element.
05. Gracing can be applied for University theory examination only.
06. To ensure integrity of data, grace marks awarded under rule G3 shall be identified with any one University theory examination in which the student is appearing in the current examination. A separate indication in this regard shall be shown in the ledger.
07. Grace marks awarded under rule G3 shall be excluded while computing merit / rank

04.12 Result processing

01. If a student is marked as absent against IA marks, then it will be considered as “ZERO” marks for the purpose of result processing
02. If a student has paid examination fee and remains absent in all papers, then also it shall be treated as an “attempt”.

03. In the case of re-valuation (UG examination), the average of two marks rounded off to the advantage of student shall be considered for result computation. If the difference between two marks is more than 15%, it shall be submitted for third valuation. The average of nearest two marks rounded off to the advantage of student shall be considered for result computation
04. In the case of PG examination, the answer book shall be valued by one internal Examiner and one external Examiner. The average of the two marks rounded off to the advantage of student shall be considered for result computation. If the difference between the two valuations is more than 20%, it shall be submitted for third valuation. The average of nearest two marks rounded off to the advantage of student shall be considered for result computation
05. In the case of Challenge Valuation (PG examination), the answer book shall be valued for one more valuation. The average of nearest two marks rounded off to the advantage of student shall be considered for result computation
06. While declaring the first result / main result, it shall be declared by considering all the students who appeared for the examination. In other words, main result cannot be computed / released in parts
07. In the case of withheld results, Re-valuation, Re-totalling and Challenge Valuation, the results can be computed either for a student or range of students
08. In the case of Re-valuation, Re-totalling and Challenge Valuation, the revised results shall be treated as final result.

04.13 Result publishing

01. Results shall be announced on designated web sites and students will be provided a notification in this regard through Student's Portal
02. Students can access the results with details of marks obtained through the Student's Portal only
03. Results including those of re-valuation / re-totalling / challenge valuation shall be published only after the same is approved by Registrar (Evaluation) or any other official as approved by the Registrar (Evaluation). Individual notification shall be sent to such students on declaration of such results

04.14 Marks card

01. Marks card shall be printed and issued to students within 45 days from the date of publishing of results
02. Marks card shall be printed only in those cases where the student has passed in all subjects of a given examination
03. University shall always issue consolidated marks card at a minimum cost prescribed by University from time to time.
04. Printed marks card shall be collected by colleges directly by University with appropriate supporting documents
05. For those students who have failed in one or more subjects, the marks statement as provided in the Student's Portal can be downloaded, printed and kept for reference and also used for correspondence with University / College
06. For any correction in the marks card related to student's name, parent's name, etc., students are required to pay fee per marks card prescribed by University from time to time.
07. Students can apply for duplicate marks card by paying a fee per marks card as prescribed by University from time to time.

04.15 Reports

01. Examination ledger is to be generated after completion of announcement of all results including that of re-valuation / re-totalling / challenge valuation
02. The examination ledger should be hard bound and maintained in a secured location for future reference.
03. A copy of the examination ledger shall be preserved in PDF format
04. A copy of all modified results including those of re-valuation / re-totalling, etc. are to be maintained separately for future reference along with supporting documents.

04.16 Copy of answer book

01. Students can apply for copy of answer book within 5 days from the date of announcement of result.

02. Copy of the answer book shall be scanned and made available on the Student's Portal so as to facilitate the students to download the same. Notification in this regard shall be sent to student
03. In case of exigencies, copy of the answer book can be photo copied and sent to student by Registered Post
04. Fee in this regard shall be made through digital mode only and the fee will be fixed by the University from time to time

04.17 Re-valuation / Re-totalling / Challenge Valuation

01. Students can apply for revaluation / retotaling (UG courses) within 10 days from the date of announcement of result.
02. Students can apply for challenge valuation (PG courses) within 10 days from the date of announcement of result.
03. Prescribed fee payment shall be made through digital mode only
04. Results should be hosted on the University website or any other website as authorised by University and shall be intimated to students through Student's Portal

04.18 Result improvement

01. A student can opt for result improvement in any examination only after completely passing in that examination and after the notification of examination issued by the University
02. The student can appear for result improvement only in the immediate next examination, as and when conducted by the University
03. In any case, the student need to complete the course within the maximum period allowed for course completion failing which, the original result prior to registration of result improvement shall be restored.
04. In the case of students who have opted for result improvement, the marks which is higher between original examination and improved examination shall be considered for result computation
05. In the case of students who have opted for result improvement, but fail to appear in that examination / subject, then the marks of original examination shall be considered for result computation

06. In the case of students who have opted for result improvement, and if he / she is booked under malpractice / unfair means, they shall be treated at par with normal students and their results will be withheld

07. Result improvement for any examination can be availed only once.

04.19 Provisional Pass certificate

01. The students shall pay the Provisional Pass Certificate fee on the first appearance of final examination of the course.

02. Students need not fill any separate application form to obtain Provisional Pass Certificate

03. Provisional Pass Certificate shall be printed when a student completely passes in all examinations / subjects of a course

04.20 Convocation

01. The students shall pay the convocation fee on the first appearance of final examination of the course.

02. Students need not fill any separate application form for convocation purpose

03. Students need to upload their most recent photo onto the portal.

04. Gold medal list shall be generated as per the guidelines of the University

05. Rank statement / Toppers statement shall be generated as per the guidelines of the University

06. Convocation presentation book shall be generated as per the guidelines of the University

07. Degree certificates shall be issued to students only post convocation

08. Degree certificates shall be printed within 45 days from the date of convocation. Colleges shall collect these certificates from University

09. Students shall collect the degree certificate from the colleges

10. Only in case of students who apply for duplicate Degree Certificate, it shall be sent to the postal address as given by the student

04.21 Digitisation and E-Governance

01. Introduce digital communication with students, colleges and all other concerned stakeholders
02. All communication made from the designated mail id of Registrar (Evaluation) to colleges shall be treated as official. Sending / mailing printed copy to colleges shall be at the discretion of Registrar (Evaluation) and is not mandatory
03. Total digitisation in all activities immensely helps all stake holders such as students, colleges. As part of digitisation, the University shall provide help desk, online portal as well as mobile based student centric applications with the aim to address all issues of students without they having to come to University for getting their needs addressed. The University may collect a digitisation/ E-Governance Management fee up to Rs. 500/- along with University fee for each semester from each student for the path -breaking facilities / services provided to its students. The stipulated fee may be revised by the University as and when the situation demands.
04. Some of the features that will be provided to students as part of digitisation/ E-Governance Management (through online portal / mobile app) shall include admission approval status, registration, examination details, etc.
05. Digitalisation at the University can be taken up either by internal resources or by appointing external agencies having required related experience in University automation.

04.22 Lodging with NAD

National Academic Depository (NAD) is an online store house of all academic awards (Degrees, Diplomas, Certificates, Marks Cards etc;) lodged by the academic institutions in a digital form. It is a 24x7 online mode for making available academic awards and shall help in validating their authenticity, their storage and easy retrieval. UGC is an authorised agency to get into tripartite agreement, initially for a period of three years for the purposes of establishment of NAD. Colleges, Departments and students will be linked to NAD

04.23 Additional information to students

01. Any correction in student's information such as Name, subjects offered, etc. has to be got corrected by students through appropriate channels before commencement of examination. If corrections are sought by students after commencement of examination, then it shall be done after levying a fee on students

02. Students shall be allowed double the duration of the course to complete the course. For example, if the a particular course is of 3 years, then the student is required to complete the course within 6 years
03. A student who fails to complete the course in the prescribed duration needs to take fresh admission and shall be assigned new Register Number.
04. A student cannot reject entire / part result of an examination once the same is announced by the University
05. Challenge Valuation is allowed only in the case of PG examination
06. All fee payments shall have to be made through digital mode only

04.24 Declaration of Centres of Examination

The University shall declare an affiliated College / Institution which fulfils the following among other requirements as an Examination Centre of the Bengaluru Central University

01. The college having continuously affiliated to University for at least three years
02. The University at its discretion shall declare the institutions having minimum student strength of at least 300 in case of U.G. or 100 in case of P.G, as Centres of Examinations.
03. It shall be mandatory for centres conducting theory / practical examination to install CCTV cameras in all the places such as examination hall, question paper storage / printing area. The recorded video to be preserved at the college for a period of one year and has to be submitted to Registrar (Evaluation) on demand
04. It shall be mandatory for centres conducting theory / practical examination to possess IT infrastructure such as Computers, UPS, Laser Printers and high speed broad band Internet along with Generator facility
05. The college should have sufficient number of qualified teaching and non-teaching staff
06. The college should have adequate and suitable number of class rooms, office and store space
07. The college should have safe and secured college building

04.25 Valuation of Scripts in Undergraduate Courses

01. There shall be a Central valuation for Valuation of Answer Scripts in Undergraduate Courses

02. Each paper shall be valued by only one Examiner, whose name appears in the panel of Examiners approved by the Syndicate. The marks awarded by the Examiner shall be final unless the same is changed by the reviewer. The marks awarded by the Reviewer shall be final.
03. Each Examiner shall value as many number of scripts as prescribed by the University from time to time
04. Internal Assessment/Practical/Grades: The Internal Assessment/Practical Marks/ Grades obtained from respective course teachers shall be uploaded only through designated e-portal. Guidelines given by the Registrar (Evaluation) in this regard from time to time are to be followed.

04.26 Photocopy/Re-Valuation (U.G.)

01. After declaration of the results of the Undergraduate Examinations, if any candidate wishes to apply for Photocopy, he /she shall apply to the Registrar (Evaluation) in the University or in any office of the firm authorized by the University for the said purpose, by paying the prescribed fees notified by the University from time to time and within five days from the date of announcement of results of the respective course. Application for photocopy of the script / Re-Valuation is to be made through e-portal only
02. The answer script shall be scanned and sent to the candidate within five days after last date for submitting application for the same either through student's email or portal.
03. After receipt of the copy of the answer script, if any candidate wishes to apply for Re-Valuation, he / she shall apply to the University through e-portal only by paying the prescribed fees notified by the University from time to time and within five days from the date of issue of copy of the answer script from the University. The candidates shall receive the copy of the answer scripts only through e-mail id / student's portal.
04. Candidates who have secured 15% of maximum marks or more in each paper only are eligible to apply for Re-Valuation by paying prescribed fee.
05. After receipt of applications for Re-Valuation, the Registrar (Evaluation) may, with the prior permission of the Vice-Chancellor, either himself or through the Coordinator, specially appointed for the said purpose, shall arrange for valuation by a specialist from among the panel of Examiners approved already or specially by the syndicate, to evaluate the concerned scripts. The Coordinator so appointed shall fulfil the eligibility and other conditions as specified for the Coordinator / Custodian.
06. In case of Re-valuation, if there is a difference of more than 15% marks between the first valuation and re-valuation, the said script shall be referred to third Examiner, who has not valued the same script earlier. Average of the two nearest marks to the advantage of student shall be considered for valuation purpose.

04.27 Valuation of Scripts in Postgraduate Courses

01. There shall be a Central valuation for Valuation of Scripts in Postgraduate Courses
02. Each paper shall be valued by two Examiners, one ordinarily by an internal and the other by an external Examiner whose names appear in the panel of Examiners approved by the B.O.S and Syndicate. The results shall be the average of the two valuation marks. However, the Registrar (Evaluation) may get both the valuation done by external valuers.
03. In case there is a difference of more than 20% in the two valuations, the script must be valued by a third Examiner who figures in the approved panel of Examiners but who has not been an Examiner in the first or second valuation. Average of the two nearest marks to the advantage of student shall be considered for valuation purpose
04. Internal Assessment/Practical: The Internal Assessment/Practical Marks obtained from respective course teachers shall be uploaded on e-portal only. Marks statement printed from the e-portal is to be signed by the college Principal / department Chairman and sent to the Registrar (Evaluation) in sealed covers before commencement of theory examination.
05. Wherever special provision is not made for the P.G. Examinations, the provisions made for U.G. Examinations under this examination manual shall apply mutatis-mutandis the P.G. Examinations also

04.28 Challenge Valuation (P.G.)

01. After declaration of the results of the Postgraduate examination, if any candidate wishes to apply for Challenge Valuation, he / she shall apply to the University through the designated e-portal by paying the prescribed fees notified by the University from time to time within five days from the date of announcement of the results by the University.
02. Candidates who have secured 15% of maximum marks or more in each paper are eligible to apply for Challenge Valuation, by paying the prescribed fees notified by the University from time to time.
03. After receipt of applications for Challenge Valuation, the Registrar (Evaluation) either personally or through the Coordinator appointed for the said purpose, with the approval of the Vice-Chancellor, ask a subject specialist from among the panel of Examiners approved already or specially by the syndicate, to evaluate the concerned script.
04. In case of Challenge valuation, average of the two nearest marks to the advantage of student shall be considered for valuation purpose

04.29 Remuneration/Honorarium/Allowances

Remuneration/ Honorarium/Allowances/Fees, etc., are to be paid to the Chairman and members of the BoE, Paper - Setters and Examiners, Coordinators / Custodians, Chief Superintendent and Dy. Chief Superintendents, invigilators, Flying- Squad members and others who have put in work in connection with the conduct of examinations, as per the rates fixed by the University authorities from time to time. If any fine, penalties are to be imposed on any of them, an undertaking should be taken from the payment - receiver at the time of payment that he/she is bound to return to the University any such amount after an order to this effect is passed by the Registrar (Evaluation).

04.30 Examination Work as Duty

It shall be the mandatory duty of all the Teaching and Non-teaching staff in the University, constituent and affiliated colleges and the P.G. Departments to perform the examination duties as allotted to them by their immediate superiors and any of the University authorities. However, in exceptional circumstances, such duties may be exempted if justified through proper reasons given in writing.

Further, it is to be noted that the Principal of those colleges who do not ensure that Examiners appointed from their colleges report to valuation work or if they remain absent from the valuation work and also a teacher fails to report for valuation or remain absent for valuation work shall be liable for a penalty as specified in the schedule of penalties.

04.31 Grant of Extra Time in Examination to differently-abled (Blind and Physically Handicapped) Students and appointment of scribe

During Examination, some students having handicap of serious nature due to which they cannot write in normal speed and blind students do need extra time, as they have to dictate to another person. The granting of extra time to such candidates is subject to fulfilment of the following conditions:

01. The nature of the handicap must be such as it seriously affects the candidate's speed of writing.
02. The candidate must produce a certificate from the concerned District Surgeon/Medical Officer, Health Centre, and Common Statute, clearly spelling out the nature of the handicap or extent of defect which affects the speed of writing.
03. The candidate must submit an application at least 2 months before the commencement of examination with medical certificate to the Principal/Head of the Department/Institution for considering the handicap and his assessment of the writing. Performance of the candidate as observed repeatedly at the institution must also be taken into consideration.
04. Each case shall be examined on merits and decided regarding granting or not granting extra time and where such extra time is granted the ratio or quantum of extra time shall be stipulated in clear terms for compliances at the examination centre. Under any circumstances, the extra time shall not exceed 20 minutes per hour.

05. Any person, suggested by the 'differently-abled' examinee for appointment as scribe/helper to write the examination and who is not writing the same examination as the differently-abled examinee is writing and also who is not studying in the higher class of the same course, may be appointed by the Principal/Head of the Department/Institution. In case of any change of such scribe/helper appointed earlier, the examinee shall obtain fresh permission from the Principal/Head of the Department / Institution.
06. The Principal/Head of the Department/Institution may grant permission as stated above under intimation to the Registrar (Evaluation).

04.32 Post- Valuation

01. The Examiners shall write the marks awarded only in the space designated in the answer book. Normally, the space is allocated in the front / back sheet of the answer book
02. The Examiners shall not write any marks or mark comments inside the answer book, next to the answers.
03. The Examiners can put only "Tick" mark next to the answers which indicates that the said answer has been read / analysed by them
04. The Examiners shall be provided a marks sheet in which they can record the marks awarded.
05. In case of U.G. examinations, the Examiners are required to record only the total awarded marks
06. Marks awarded by the Reviewer shall also be recorded in the same marks sheet.
07. Marks awarded by the Reviewer shall be considered for result processing.
08. The marks shall be entered at the valuation center in each session and a printout will be provided to Examiners for cross verification and confirmation
09. Any correction suggested by the Examiners shall be updated immediately and a revised printout shall be provided to Examiners for reconfirmation
10. The Examiners once confirm the marks entered into the examination system, shall be solely responsible for any errors in the marks sheet
11. The Examiners on completion of valuation shall handover the valued answer books along with the manually written marks sheet and computer printed marks sheet to the Coordinator / Custodian. The guidelines issued by the University from time to time are to be followed in this regard.
12. In the case of P.G. examination, question-wise marks has to be recorded in the marks sheet along with the total marks

13. In the case of P.G. examination, two or more valuations are possible and has to be carried out by different Examiners
14. The computer centre shall compute result for all the students appeared in the examination. The centre should not withheld results of any student without valid reasons.
15. Accuracy of result computed shall be the responsibility of Head of the computer centre of Examination Section. Any omissions in this regard shall be attributed to the Head of computer centre of Examination Section.
16. Registrar (Evaluation) has to certify all the results prior to hosting the same on e-portal
17. Colleges shall be provided only soft copy of all results through e-portal.
18. The result shall be hoisted in the website of the University or any other website as authorized by Registrar (Evaluation) within two hours after getting approval from Registrar (Evaluation)
19. Students can opt for copy of answer books, re-valuation, re-totalling within prescribed time limits through e-portal only. Marks card shall be printed only after the registration process of re-valuation / re-totalling are completed.
20. Marks card shall be printed only for passed candidates. Lamination of marks card shall be carried out to subject to the nature of marks card and at the discretion of Registrar (Evaluation)
21. Computer Centre should maintain proper account of used / un-used marks cards. The stock details in this regard need to be counter signed by Dy. Registrar (Evaluation) on a daily basis
22. Printed marks card shall be distributed to the colleges as per the directions of Registrar (Evaluation)
23. Provisional passing certificate shall be printed for all those candidates who completely passes in a course.
24. Convocation fee is collected from students on their first appearance in the final exam. Students need not fill and submit separate application form for Convocation
25. Degree certificate shall be printed for eligible students on completion of their course subjected to the condition that they have paid the prescribed convocation fee.
26. Apart from this, the Computer Centre shall also assist in preparation of statistical data required for various agencies, viz., preparation of convocation list, strength list, Number of candidates appeared/passed/failed in the examination including gender-wise, category wise etc.

04.33 Procedure for attending to the problems of students

01. Any problem pertaining to mistakes in declaration of results, in marks cards or degree certificates or revaluation shall be registered directly by students through e-portal. The Registrar (Evaluation) shall give necessary direction to concerned departments / officials to address the problems as mentioned by the students
02. All problems pertaining to the examination work of their college must be attended to by a Coordinator (Examinations) designated in each college by the principal of the College.
03. The Coordinator is required to register the issues related to students / colleges through e-portal for speedy redressal.
04. The Coordinator shall also submit all the cases duly forwarded by the Principal to the Registrar (Evaluation) in person or by Registered Post within specified period.
05. After receipt of such applications, the concerned section shall attend the work and dispose of the same within three days. In case of non-disposal within stipulated period, the reply with appropriate reasons shall be sent to respective college within seven days and bring to the notice of the Registrar (Evaluation).
06. All the grievances received through e-portal shall be addressed by the e-governance team in coordination with Registrar (Evaluation), who shall provide necessary instructions / guidelines to the e-governance team from time to time.
07. The Coordinators of the colleges shall meet Registrar (Evaluation) / designated officers once in 15 days to get all pending matters related to examination of their colleges cleared.

05. Board appointment

Constitution of Board of Examiners and its Chairman is an important activity for the conduct of examinations. The guidelines in this regard are given below:

05.01 Appointment of the Chairman of the Board of Examiners

01. The Chairman of the Board of Examiners shall be appointed by the Syndicate for a period of one year from amongst the panel of Examiners prepared by the Board of Studies, and furnished by the Registrar (Evaluation) provided such persons satisfy the eligibility conditions as prescribed by the University.
02. The Chairman of Board of Examiners shall be Head of the University Department or Head of the concerned Department in a constituent college or teacher not below the rank of Associate Professor in University and P.G. Departments run in an affiliated colleges or Head/any senior teacher of an affiliated/autonomous college who have taught the subjects in U.G. /P.G. Courses. Alternatively, the Chairman of BoE should have put in at least 10 years of fulltime teaching experience or as decided by the University from time to time.

03. The Chairman of Board of Examiners shall preserve strict secrecy regarding the work allotted to him.
04. The Chairman of Board of Examiners shall arrange for the distribution of work of setting question papers. He shall also coordinate for valuation and review of answer scripts along with Coordinator / Custodian subject to control of Registrar (Evaluation). The said works have to be assigned only to the Examiners listed in the panel approved by the Syndicate.
05. The chairman of Board of Examiners shall ensure that no retired teachers shall be selected as paper setter
06. The Chairman of Board of Examiners shall assign the paper setting among the various persons approved by the Syndicate depending upon the field of specialization and experience of each person and ensure that persons who do not have basic qualifications are not assigned the setting of question paper in any subject.
07. The Chairman shall ensure that no question paper setter shall set question papers for more than three papers (QP Codes) and shall also ensure equal distribution of work of valuation among the Examiners. The Chairman should also ensure that question paper for each subject / paper has to be set by two or more paper setters.
08. After preparing the list of question papers to be set based on the information provided by Registrar (Evaluation), the same shall be entrusted to the eligible paper setters with the following instructions and materials:
 - a) The order of appointment in writing containing information about the question paper to be set for the QP code, maximum marks and number of questions to be answered, instruction regarding use of permissible gadgets in the examination (prohibition with regard to the use of mobile, calculators, mathematical tables etc. to be clearly stated on the top of the question paper.
 - b) He/she shall supply syllabus, previous Question papers (if any), blank question paper format, covers etc.
 - c) He / she shall provide the question paper along with model answers / scheme of evaluation
 - d) He/she shall extend all the required assistance and advice to the question paper- setters in determining the standard of the question paper required in each subject of examination
 - e) After the examination, at the time of valuation, the Chairman has to handover model answers / scheme of valuation to the Coordinator / Custodian of the valuation center with letter for supplying the same to each one of the Examiners on the day of valuation.
09. The Chairman of the Board shall ensure that the meetings of the Board of Examiners shall be conducted only in the University premises / or any other premises as approved by the University

10. He/she shall also maintain the minutes of the meetings of Board of Examiners and send copies of them to the Registrar (Evaluation).
11. The Chairman shall request the paper-setters who are not the members of the Board of Examiners to attend the meetings of the Board when their papers are taken up for discussion, if need be, under intimation to the Registrar (Evaluation).
12. The Chairman shall arrange with the approval of the Registrar (Evaluation), for the conduct of practical/clinical/projects exams earlier to the commencement of theory examinations in consultation with the Principals/HoD's of Constituent/affiliated/autonomous colleges, and shall assign practical/clinical /paper setting and valuation among the eligible Examiners only, and ensure as far as possible equal distribution of work.
13. He/she shall verify and confirm the required number of Examiners and ensure that the valuation work is completed within 10-15 days in coordination and cooperation of the Coordinator / Custodian
14. No person shall be a Chairman of a Board for more than one term of one year.
15. The University reserve its right to use the unused question papers for its future examinations.

05.02 Board of Examiners (BoE)

01. The Board of Examiners (BoE) will be appointed by Board of Appointment of Examiners (BoAE) under the Chairmanship of Vice-Chancellor as per the provisions of KSU Act 2000 for a period of one year
02. No person shall be eligible to be a member of the Board beyond one year. However, in the event of non- availability of eligible required number of Examiners to be appointed as Board of Examiners, they may be considered for reappointment after a gap of one year. Further, in the event of non -availability of sufficient eligible Examiners in a particular subject, the external Board may be constituted.
03. The Board of Examiners shall be constituted from among the panel of Examiners prepared and submitted by the Board of Studies.
04. The Examiners/Valuers will be appointed by Chairman of BoE on the basis of the gradation list maintained by the University. There shall be an online repository of the Examiners/Valuers list which shall be updated from time to time
05. Further, the Principal of those colleges who do not ensure that Examiners appointed from their colleges report to valuation work or if they remain absent from the valuation work and also a teacher fails to report for valuation or remain absent for valuation work shall be liable for a penalty as specified in the schedule of penalties.

06. It shall be the duty of the Board of Examiners to scrutinize, moderate and approve sets of question papers along with scheme of examination with Kannada translation wherever necessary, and submit the same to the confidential section forthwith on the completion of the Board meeting.
07. The paper setting will be done by BoE
08. Every Question paper shall have all numeric unique Question Paper Code (QP Code).
09. The BoE has to ensure that all the question papers are entered into a soft copy using a computer along with model answers and scheme of valuation. The printed copy of this document shall be scrutinized and along with soft copy written on a CD / DVD needs to be handed over to the confidential section.
10. Scrutinised question papers and model answers along with scheme of valuation will be made non-editable post -scrutinisation of the same.
11. Each question paper set shall be given a unique sub number under the main QP code for the purpose of identifying the question paper setter.
12. The Boards of Examiners shall ensure that a minimum of 10 or more question papers are available against each QP Code at any time. The BoE should ensure correct title of the question paper and QP Code, duration of the Paper, division of questions into sections, maximum marks allotted for the paper and the number of Questions to be answered by the students, usage of permissible gadgets and other required instructions and any other instructions to the Examiners are correctly noted in the question paper. The BoE also has to ensure that questions are set within the syllabi approved by the University and as per the format approved by BoS and Academic Council of the University.
13. The question paper for printing shall be selected by Registrar (Evaluation) on random basis with the help of software and the unused question papers shall be used for future examinations.
14. Registrar (Evaluation) shall inform BoE for question paper setting as and when the number of question papers available against a QP Code falls less than 10 in numbers.
15. Question papers except that of English subject have to be set both in English and Kannada
16. Standards in setting of question papers should be defined in clear and unambiguous terms. Question paper setters are expected to follow these guidelines without any deviation. Every question / sub question has to carry whole marks. In other words, none of the question / sub question can have fraction marks

05.03 Appointment, Functions and Duties of Paper Setters

01. The Syndicate shall appoint the paper setters for one year from amongst the panel of Examiners prepared and furnished by the Board of Studies through the Registrar Evaluation.
02. The Paper-Setter shall set the papers only on the texts and courses of study prescribed, and ensure that no question on topics not included in the prescribed syllabus is set.
03. The paper setter shall set as many sets of question papers as required, as per the prescribed pattern containing questions covering a wide range of contents of the courses for which they are set and send them all in sealed packets to the Chairman of the Board of Examiners.
04. A Paper setter can be assigned to set question papers in one or more QP CODEs
05. The question paper can be set by the Paper setter, only if he / she is still in service
06. The paper setter shall write the QP CODE legibly and in bold on each of the question papers. If the paper setter prepares multiple sets of question papers, then along with the QP CODE, he / she has to write set 1, set 2, etc.
07. The Paper setter shall ensure the papers set carry correct name of the QP CODE, subject, title and the division of the paper. He / she shall also ensure the proper incorporation of the duration of the paper, the maximum marks allotted to each question of the paper. The question paper setter shall indicate the permissible use of mathematical, Physical tables, Charts, data or hand books, gazettes, permitted to be used by the examinee on the top of the question paper. The paper setter has to provide model answers / scheme of valuation along with the question paper. He/she shall affix his/her signature on each page of the question paper manuscript without fail.
08. The Paper setter shall arrange to deliver these question papers to the Chairman, Board of Examiners in person or through Registered Post by name to the Chairman, Board of Examiners, by wrapping them in a sealed covers marked "CONFIDENTIAL". The QP CODE of the question paper has to be written legibly and in Bold on the sealed cover.
09. The Paper setters shall indicate clearly the instructions if any to the candidates regarding the answering in different section in different answer books or regarding the number of questions from different sections to be answered.
10. The Paper setter shall write the questions legibly in Ink or type personally, they shall avoid additions, alterations and erasures. Abbreviations are to be avoided. Special care shall be taken in the delineation of mathematical signs of index figures. He/she should workout the numerical problems before including them in question papers. After the completion of paper setting, the paper setter has to return the book to the Chairman of the Board on the dates specified
11. Typewritten questions should contain a certificate to the effect that they were typed by the paper setter himself

12. The paper setters shall write the questions in the blank booklets / format specifically supplied for the purpose by the University. The questions should be written clearly and legibly.
13. The Paper setter shall preserve strict secrecy regarding the work allotted to them. Drafts or copies of the paper set should be destroyed as soon as the question papers set have been sent to the Chairman.
14. The headings at the top of the page, such as name of the subject, instructions to be given to the candidates, etc. should be filled in before commencing the paper. This need not be repeated on inner sheets
15. Wherever the questions have to be written in two languages, Kannada and English, for each question, the Kannada version to be written first and then the English version
16. The maximum marks for the paper should be entered on this sheet in the space provided at the top. If a paper consists of parts, the maximum of each part should be given separately. The marks allotted to each question or part of a question must be indicated
17. The paper setters have to send to the Chairman question papers in the subject or subjects allotted to them by the Chairman
18. The paper setters have to send to the Chairman, along with each question paper, extra questions equal in number to about half the total number of questions in the paper. These questions shall be sent on a separate sheet of paper not more than the size of this booklet for use by the Board of Examiners while passing the question papers in case of moderation, if any, is considered necessary
19. Diagrams / sketches / drawings, if any, shall be drawn neatly in a separate sheet duly indicated the Q. No. and appended to the manuscript

06. College functions

The tasks to be performed by colleges are defined in this section. The University shall provide a web portal to perform these tasks by the college. Important activities to be performed by colleges are given below:

06.01 College Portal

01. Update student admission details in exceptional cases such as where the students do not possess mobile phone
02. Verify the admission data uploaded along with documents submitted and forward the same to University

03. Update all information related to students based on the Register Number assigned by the University
04. Update / modify subject combination of subjects at the beginning of each semester / annual system in the designated University web portal
05. Update student's attendance on a monthly basis. This information will be communicated to students / parents / guardians through Student's Portal
06. Update the final Internal Assessment (IA) marks awarded to students through online portal only. The printed copy obtained from the portal needs to be signed and submitted to the Registrar (Evaluation) 10 days prior to the commencement of theory examination
07. Option to block downloading of hall ticket for selected student(s)
08. Shall download and distribute Hall Tickets to students in exceptional circumstances.
09. Update faculty information providing their academic as well as non-academic information
10. Download reports such as Candidate List, Result Statement and Examination ledger from the College Portal
11. Download Question Paper indent for information
12. Room allotment on the day of examination
13. Update consolidated absent / present along with answer book number of students
14. Generate "Answer Bundle Packing Slip" and paste the same on Answer Bundles prior to despatching the same to designated location
15. Receive / download notifications sent by University

06.02 Internal Assessment

01. Internal Assessment (IA) marks shall be entered by colleges through online portal provided by University
02. IA marks will have to be entered on or before the last date as prescribed by the University
03. IA marks for repeaters should not be updated by colleges

04. On completion of entry of IA marks, it has to be acknowledged by respective faculty members
05. On completion of entry of IA marks for all subjects, it has to be acknowledged by the college Principal
06. Post acknowledgement of IA marks by the college Principal, modification of the same is not permitted
07. Once the IA marks is submitted to University, the college cannot make any modifications. In case any modification is required for any reason, it should be done before the commencement of the theory examination by giving valid reason for modification with the prior permission from the Registrar Evaluation.
08. IA marks under no circumstances will be allowed for modification once the results are announced by the University

06.03 Practical examination

01. Colleges will be provided date range within which practical examinations are to be conducted
02. Practical batches are prepared by colleges through online portal and the information is provided to students through Student's portal
03. Practical marks / attendance are updated into online portals by colleges immediately on completion of practical examination. The practical marks / attendance shall be provided to students through student's portal on the next day of examination.

07. Student Portal

A 'Student Portal' shall be made available to students along with mobile application. The University desires to establish digital communication with students so that all the required information is decimated effectively to students at a very low cost and shortest possible time. The aim is also to ensure that students grievances are addressed through online support thus ensuring students have more time for their academic activities. Some of the important features of the portal are given below

01. Students shall be provided information such as their name, gender, date of birth, category, father's name, mother's name, etc. through the Student's Portal and it will be the responsibility of the students to verify and confirm the same

02. Submit examination application form and pay the prescribed fee
03. Download Hall Ticket with personalised time table
04. Communication on the day of examination with room allotment details
05. Communication / notification shall be sent to students in case of absent / malpractice
06. Students can check their examination appearance status on the next day of the examination. They can verify for the accuracy of answer book number displayed
07. Register for all kinds of services such as Re-valuation / Re-totalling / Challenge Valuation / Duplicate marks card / etc.
08. Notification regarding main result / modified result
09. Get their documents such as marks card, degree certificate, etc. verified through Student's Portal on payment, in prescribed format
10. Students can submit their grievances / requirements through digital mode only and the University will respond to these in a time bound manner
11. Students can also upload and maintain documents in the portal for subsequent use.
12. Communication / notifications from University / College

08. Valuation

The valuation of answer scripts needs to be carried out in a secured environment. Coordinators / Custodians and other officials of highest integrity and with required qualification are to be appointed to carry out the sensitive task of valuation. The duties and responsibilities of these officials along with the mode of appointment are given below:

08.01 Coordinator / Custodian

01. The University may appoint any teacher of the University or the Principal of a Constituent/Affiliated College, who has put in minimum of 10 years of unblemished fulltime service as Coordinator / Custodian for the valuation of theory papers allotted to that centre.
02. Arrange for receipt of Answers script Bundles from all the examination centres on a day to day basis.

03. Ascertain the correctness of total number of answer books received at the valuation centre
04. Segregate, consolidate and handover the invigilator dairy / consolidated absent / mal-practice statement to the examination section.
05. He / she shall carryout reconciliation of answer books and handover the same to coding section.
06. Check the valuation centre allotted to them and ascertain the adequacy of rooms with proper ventilation, light, toilet facilities, furniture, etc.
07. Propose the required supporting staff to Registrar (Evaluation) in accordance with the guidelines given by the University.
08. The University shall provide advance contingency to each valuation center to meet the day- to-day expenditure. The Coordinators / Custodians are permitted to draw the required amount of contingency on A.C. Bill through Finance Officer, and after the conclusion of valuation the accounts with regard to the amount drawn shall be submitted to the Superintendent of concerned section in the exam branch through D.C. bill along with detailed original vouchers.
09. Ensure that the Valuation Centre is kept open from 9.30A.M.to 6.30P.M, on all working days and the valuation goes on throughout the day in these sessions with short breaks keeping the workload of the Unit in view.
10. Have the valuation centre open on non-working days by taking concurrence of Registrar (Evaluation)
11. Receive coded answer scripts from coding section for valuation and keep the same in an organised manner for further issuing to Examiners during valuation
12. Receive indents from the Chairman – BoE on the previous day of examination and ensure that the required number of packets for valuation are kept in an organised manner so as to ensure smooth valuation
13. Ensure marking of attendance by all the staff of the valuation unit reporting to that particular Coordinator / Custodians.
14. Issue one answer bundle / packet in each session. For the morning session, answer books for valuation can be issued between 9.30 A.M. to 10.00 A.M. only. For the morning session, answer books for valuation can be issued between 1.30 P.M. to 2.00 P.M. only.
15. The packets of answer books should be given for valuation, one after another i.e., after completing the Valuation of answer scripts of the previous packets. Only 36 answer books should be got valued in a day, by each Examiner.
16. Follow the guidelines, procedures and instructions issued from the University from time to time regarding valuation process

17. Receive both draft marks sheet and signed computer generated marks sheet and reconcile the same.
18. Handover the computer generated marks sheet to the computer section for getting the same bound and maintenance.
19. In case of P.G. valuation, get the answer books valued from different Examiners. If the answer books need additional valuation, then the same shall be got valued by Examiners who have not carried out earlier valuation
20. Handover the valued answer books to Registrar (Evaluation) for safe keeping
21. Daily account to be maintained regarding the number of answer packets valued / pending
22. Provide information on the day-to-day basis about the on-going valuation process to the Registrar (Evaluation).
23. The staff allotted to Coordinator / Custodian shall work under his/her direct supervision and control and shall be responsible to him/her.
24. Shall coordinate with Registrar (Evaluation), Chairman of BoE and the Computer Center of Examination department on valuation related matters

08.02 Deputy Coordinator / Custodians

Deputy Coordinator / Custodian shall be appointed by the Registrar (Evaluation) from among panel of teachers who have put in a minimum of three years of unblemished full time teaching and are capable of doing confidential work and maintaining of confidentiality.

The Deputy Coordinator / Custodians shall discharge the following duties and responsibilities:

01. Shall work during the specified hours on all the days (including extra hours and holidays) and shall complete the work as per the calendar of events given by the Registrar (Evaluation)
02. Shall not abstain from work without prior permission from the Registrar (Evaluation)
03. Shall not leave the Head Quarters until the work of valuation is completed and all the Documents are handed over to the Registrar (Evaluation) on the completion of the work.
04. Shall report for duty two days in advance of the work scheduled to commence, and shall be on duty till the valuation is completed.
05. Shall follow all the instructions / responsibilities assigned by the Coordinator / Custodians

08.03 Chairman of Board of Examiners (BoE)

01. Prepare list of eligible Examiners and get the same approved by Registrar (Evaluation) and University authorities
02. Issue appointment letter to Examiners / Reviewers in concurrence with Registrar (Evaluation)
03. Plan the valuation one day in advance and intimate the Coordinator / Custodian the number of packets needed for valuation on the next day against each QP Code.
04. Ensure that the Examiners are punctual in attending to valuation work.
05. Arrange for additional Examiners, who are not in the approved panel list, after taking prior permission from Registrar (Evaluation) / University authorities. Further shall ensure such Examiners appointed have taught the subject and also shall get a declaration from the Examiner to that effect, mentioning the year during which he/ she taught the subject
06. Ensure that the papers are valued strictly in accordance with the scheme of valuation. He should also ensure that the papers are not valued in hurry and that the Examiners spend sufficient time and devote proper attention on each paper.
07. Arrange for review of answer scripts on the same day of valuation and ensure a review of 15% of papers valued in each subject. However, he/she should ensure that the reviewer shall verify all the valued scripts and to check as to whether there is any mistake in totalling of marks, non-valuation of any answer, non-carrying of marks from inside pages to the draft marks sheet etc.,
08. Shall ensure the reviewer is not allowed to value the answer books.
09. With the co-ordination and co-operation of Coordinator / Custodian and Registrar (Evaluation) shall ensure the speedy completion of valuation at the earliest possible time and without any break
10. Shall intimate the names of Examiners, who are not punctual, and those who do not attend the valuation work throughout the period of valuation, or are indifferent in their work to the Registrar (Evaluation) without fail.

08.04 Examiners

01. The Chairman of BoE in concurrence with Registrar (Evaluation) shall appoint Examiners for each examination from amongst the list of eligible Examiners approved by the Syndicate depending upon the need in each paper. Persons whose names are not in the approved list shall not be appointed. However, under special circumstances after obtaining the permission of the Vice-Chancellor exceptions may be made and such cases shall be reported to the Syndicate at its next meetings. Under no circumstances can the Chairman

of the BoE issue appointment orders on his / her own. All Examiners will be required to submit their acceptance of the offer in the format given (Appendix 'A').

02. Every Examiner shall be assigned an unique code and the same is to be mentioned in the draft marks sheet filled by the Examiner post valuation
03. The Examiners shall maintain strict secrecy regarding their appointment and other work allotted in connection with the examinations. They shall mark their attendance through maintained in the valuation center every day without fail.
04. Each Examiner, after the receipt of appointment letter from the Chairman of BoE in concurrence with Registrar (Evaluation), shall report to the Coordinator / Custodian of concerned valuation centre allotted to him/her and affix the signature in the attendance register maintained by the Coordinator / Custodian of respective valuation centre.
05. On the day of commencement of valuation, half a day shall be utilized for getting familiar with valuation work and procedures to be followed.
06. The Examiners shall not evaluate the answer papers not related to his/her subjects.
07. The Examiner is required to count the number of answer scripts in the packet. He / she is also required to verify the QP Code / Packet number on the packet cover as well as on all the scripts are one and same.
08. The Examiners shall value the scripts strictly in accordance with the scheme of valuation provided to them. They shall get 15% of the scripts valued by the reviewer / additional reviewer appointed for the purpose and adhere to the instructions given.
09. The Examiners shall value the answer scripts assigned to them only with RED INK PEN. Marks awarded for each answer or part shall be awarded in RED INK and on the facing sheet of the answer script along the columns provided for them. However, marks should never be marked at the left hand of the margin of the answer under any circumstances. After entering both in figures and in words the total marks obtained by the examinee the Examiner shall record his/her full signature in the column provided for on the facing sheet.
10. The Examiner shall value all the answers and take into account the marks of only the maximum required or permitted questions by considering the marks awarded to the questions advantageous to the candidate and round off those not considered.
11. The Examiners shall write 'ZERO' wherever answers do not deserve any marks. The Examiner shall total up the marks.
12. The Examiner shall ensure that no answer or part of any answer is left out in valuation. The Examiner should read the answer script in detail and evaluate the scripts.
13. The Examiner shall not take the answer scripts out of valuation centre under any circumstances.

14. The Examiner shall not value any answer script which bears no code number. All such cases shall be reported forthwith to the Coordinator / Custodian and follow the instructions received from them
15. If the Examiner during valuation of the scripts suspects any case of malpractice, he/she shall immediately report it to the Coordinator / Custodian. He/she shall submit the suspected script after valuing it fully along with his/her report to the Coordinator / Custodian by name. He/she shall enter such references in the marks list against the code number.
16. The Examiner shall report to the Registrar (Evaluation) by name, cases of any candidates of other person on his/her behalf approaching him/her for any favour or writing letters to him/her indicating the name of the person, the register number/code number of the candidate, subject/paper etc., He/she shall also send the answer scripts of such candidates along with his/her report to the Registrar (Evaluation), forthwith.
17. The Examiners shall value not less than 36 full/ 54 half scripts per day i.e., 18/ 27 answer scripts in the morning and 18/27 answer scripts in the afternoon as the case may be.

Note: A half script implies an answer script of a paper of duration of less than 3 hours.
18. The Examiner shall prepare marks lists in the prescribed proforma provided for the purpose.
19. The Examiners appointed for the conduct of practical examinations shall ensure that the marks are awarded in the answer scripts to each answer or part of an answer. The marks list of practical examinations entered on the facing sheet of the answer scripts in the columns provided and the Examiners shall also enter the marks awarded for class records separately in the marks lists in the column provided for and in case of exceptions shall make the required observation in the remarks column in the marks list.
20. The Examiners shall handover the duly sealed marks lists of practical examinations to the chief Superintendent of the centre on the same day. The Chief Superintendent shall send practical marks lists to the University.

08.05 Reviewers

01. The Chairman of BoE in concurrence with Registrar (Evaluation) shall appoint reviewers who have unblemished service record. They shall mark their attendance in the valuation centre every day without fail and as per the guidelines of the University.
02. The reviewers shall use “Green Ink” for the review work and put “R” against the answers reviewed. The review work shall proceed alongside with valuation work in the presence of Examiners.
03. The review work shall be completed on a day to day basis. The Chairman of Board of Examiners shall have the authority to ensure that the review work is completed on the

same day, the scripts are valued, by getting the work done with help of senior teachers present for valuation work.

04. The Reviewer shall review 15% of papers valued in each subject completely. However, he/she should verify each answer script and marks allotted to each question and marks transferred on to the draft marks sheet. If any discrepancy found regarding valuation, transfer of marks and totalling, etc., warn the Examiner and get the mistake corrected and report to the Registrar (Evaluation) for necessary action as per the rules.
05. The Reviewer has to verify the inside pages as well as draft marks sheet, signature and date on all the answer scripts valued by his/her team of Examiners on the same day without fail. Failing which he/she shall be jointly liable for the penalty/punishment for such mistakes.
06. If the reviewer finds the valuation done by any Examiner under him/her unsatisfactory, he/she shall arrange for fresh valuation of the answer scripts by the Examiner and report the same to the Registrar (Evaluation). If the Examiner refuses to comply with the instructions, another Examiner may be entrusted with the work and the one who had erratically valued or not valued correctly may be denied remuneration for the unsatisfactory evaluation work done.
07. The Reviewers shall follow such procedure of review as notified by the University from time to time.
08. The Reviewers shall be entitled to remuneration as fixed by the University from time to time.

09. Appointments at Examination Centers

Examination shall be conducted at examination centers satisfying the criteria set by the University. Different cadres of officials are required to conduct examination in a secured environment by following the guidelines of the University. The procedures for appointment of these officials along with their duties and responsibilities are given below:

09.01 Chief Superintendent

01. The Principal of the college where examination is being conducted shall act as Chief Superintendent
02. If there are any close relatives taking the examination in that particular centre, then it shall be the responsibility of the Chief Superintendent to decline such appointment and bring it to the notice of Registrar (Evaluation), who in turn will appoint alternative Chief Superintendent.
03. Each institution which is declared as Centre of examination shall have a Chief Superintendent who shall ordinarily be the Head of the Institution. If, it cannot be done, the senior member of the institution suggested by the Head of the Institution may be

appointed as the Chief Superintendent. The letters of appointment shall be conveyed immediately to the Registrar (Evaluation).

04. The Chief Superintendent shall be responsible for the proper and smooth conduct of examinations at his/her centre. He/she shall take all necessary action before, during and after the examination for the smooth conduct of examination and dispatch of answer scripts promptly.
05. The Chief Superintendent shall immediately after receiving the orders of his/her appointment, take stock of things that he / she has to attend, regarding the number of answer scripts and other stationery required for his/her centre and arrange to procure the same from the office of the Registrar (Evaluation). Further, immediately after the declaration of examination centre from the University, he/she shall.
 - a) Confirm the number of colleges attached to the centre and the total number of candidates appearing for the Examination, course wise and subject wise.
 - b) Call for a meeting of Principals of all colleges attached to the centre. If any Principal is absent, contact the college and confirm whether candidates are appearing for the examination or not and also confirm the total number of candidates appearing for the examination.
 - c) Request the Principals of attached colleges to send the required number of staff for examination work (For Invigilation work and also to verify the identity of the candidates).
 - d) Prepare well in advance the statement regarding seating arrangements of the candidates including attached colleges. All candidates are treated equally without any discrimination.
06. The Chief Superintendent shall download statement of candidates taking the examinations at his/her centre from the authorized e-portal
07. The Chief Superintendent shall arrange for satisfactory seating of candidates at least a day earlier to the examination and shall arrange to notify at a prominent place register number for which seating arrangements are made, room or block-wise. Under normal circumstances, not more than 30 to 40 students shall be accommodated in a single room. If there are big halls, he shall arrange to appoint one room superintendent for every 40 candidates. Room allotment is to be done through authorized e-portal only
08. The Chief Superintendent shall get Invigilator Dairy in duplicate printed from e-portal on completion of room allotment.
09. The Chief Superintendent shall appoint the required number of Room Superintendents, Relieving Superintendents, Deputy Superintendent, Office Staff and Class - IV staff etc., as per the norms of the University.
10. The Chief Superintendent shall prepare well in advance the statement of allotment of work, seating for candidates and the number of Room Superintendents required and draft

all the teachers of his/her institution for supervision work depending upon the need. If the staff of his/her institution is not adequate, he/she shall take the staff of neighbouring colleges or PG Departments with the prior permission of the Registrar (Evaluation)

11. The Chief Superintendent shall convene a meeting of all the supervisory staff at least one day prior to the commencement of examination and explain to them their duties and responsibilities. He/she shall particularly impress upon them the need to prevent malpractices by scrupulous observation of rules. He/she shall also explain to the supervisory staff the procedure of reporting when a case of malpractice is detected. The Chief Superintendent shall send the proceedings of such a meeting to the Registrar (Evaluation).
12. The Chief Superintendent shall not post as far as possible any Room Superintendents in the same room successively. No Room Superintendents shall have advance information of the Room to which he/she shall be posted.
13. The Chief Superintendent shall inform the Room Superintend and candidates personally that no additional answer book will be provided and the candidates have to write their answer in only one answer booklet containing of 40 pages supplied to them in the Examination by the University.
14. The Chief Superintendent shall not leave the Centre of Examinations during the period of examination without the prior permission of the Registrar (Evaluation). In case of emergency, he/she shall make arrangements for the proper conduct of examinations by entrusting the responsibility to the next senior member of the staff of his/her institution, and report the arrangements made to the Registrar (Evaluation) and obtain approval, before leaving the centres of examination.
15. Shall arrange to collect question papers on a daily basis from University or by any other means as directed by Registrar (Evaluation). Safe custody of the question papers shall be the responsibility of the Chief Superintendent and any lapse in this regard will be viewed very seriously.
16. He/she shall take special care to see that the right question paper packets with required number of question papers are received and carried in a box with locking system from the place of delivery to the Institution. The question paper packets shall always be kept in his/her personal custody and that no one else is permitted to have access to the question paper packets.
17. The sealed packets of question paper shall be opened in the office of the Chief Superintendent by the Chief superintendent on the date of the Examination not earlier than half an hour fixed for the commencement of the examination in that subject in the presence of the Room Superintendent/Deputy Superintendent/External Chief Superintendent after carefully examining the seals and the packet. The question paper packets shall be opened under camera recording and preferably in front of one or two student representatives
18. Shall verify the subject with reference to time - tables and check the number of papers written on the packets and whether they are sufficient before the packets are opened. The question papers packets shall be opened leaving the seals intact after signing the

certificates duly witnessed. If the seals of the question paper packets are found tampered with, the matter shall be reported immediately to the Registrar (Eva) telephonically, but on that score the examinations shall not be stopped. The certificate of opening shall be preserved for 90 days.

19. Shall ensure that the right question paper is given to the candidates.
20. Shall arrange to send the question papers required for each room in separate covers which shall contain only the actual number of papers required in a particular room for which it is meant.
21. Shall arrange to collect back the undistributed question papers from examination rooms after half an hour.
22. Shall immediately report to the Registrar (Evaluation) either by phone followed by a letter or through a messenger in writing any serious misprint, wrong time, mistranslation, omissions or ambiguity etc, noticed or reported to him in the question papers. He shall not, on his own account or at the instance of any other person, give any clarification, unless it is clear case of misprint apparent on the face of it. In such cases a report of clarification given shall be sent to the Registrar (Evaluation) by name immediately.
23. Shall follow all procedures laid down by University while dispatching answer bundles to University.
24. Shall maintain proper account of unused answer books and also maintain them in safe custody.
25. Shall see that only candidates with authentic admission tickets by comparing the same with Invigilator Dairy. If in case a candidate has lost the admission ticket, the Chief Superintendent shall arrange to issue a duplicate admission ticket on payment of Rs. 250/- which should be credited to University Funds.
26. Shall admit a candidate provisionally entirely at the candidate's own risk and responsibilities under the following circumstances and by having an undertaking from the student :
 - a) When a candidate does not have admission ticket downloaded from the University authorized e-portal, but satisfies the Chief Superintendent by production of original documentary proof that he had duly sent communication separately to the Registrar (Evaluation) with a covering letter explaining in detail all the developments.
 - b) When the subject/paper is wrongly indicated in the admission ticket issued, the Chief Superintendent shall give the correct subject/paper provisionally subject to the approval of the University. The student shall be made aware that in case the contention of the candidate is found to be not valid; his/her answer script may not be valued.
 - c) All such cases of admissions are provisional till they are approved by the University.

27. He/she shall arrange to keep open the examination room/halls half an hour before the schedule time of commencement of examination on each day / session of the examination. He/she shall ensure that no candidate is admitted to the examination hall/room, 30 minutes after the commencement of the examinations and no candidate is allowed to leave the examination hall/room within 30 minutes of the commencement of the examination. The Chief Superintendent shall arrange for the ringing of bells to mark the examination timings.
28. He/she shall obtain any help required to maintain law and order during the period of examinations at his/her centre, under intimation to the Registrar (Evaluation)/Deputy Registrar (Evaluation).
29. The Chief Superintendent shall ensure that the “Warning Note” to candidates taking the examinations is read out five minutes earlier to the commencement of examinations.

NOTE TO BE READ BY Room Superintendents:

“You should follow the instructions printed on the admission ticket and on the facing sheet of the answer book. You should search your pockets, desks and tables and handover to the Room Superintendent any paper/book/notes/manuscripts/electronic gazettes which you may find there and handover to Room Superintendent before commencing to answer the examination paper”.

30. **Procedure for reporting of Malpractice cases:** The Chief Superintendent immediately on getting a report from the room Superintendent of malpractices committed shall send the concerned candidate/s out of the examination hall/room after seizing the admission ticket, the answer script and the question paper/s. The Chief Superintendent shall thereafter obtain a statement from the candidate and report details of case to the Registrar (Evaluation) by name, In obtaining the statement of the candidate and the room Superintendent and in making a report, he shall adopt the proforma given for this purpose, If any candidate refuses to give written statement, the same may be recorded and sent to the Registrar (Evaluation). He/she shall not permit such candidates to appear for subsequent paper/s, subject/s, and practical/viva voce examinations.
31. A student can be booked for malpractice only after ensuring sufficient documentary evidence. These documents are to be sent to Registrar (Evaluation) after keeping a copy of the same at the college.
32. He/she shall not forward more than one case of malpractice in the same report. Each case shall be forwarded with a separate report unless it is inter - related with another case. Every report shall be accompanied with a plan of the seating arrangement made in the hall/room where the malpractice cases are said to be committed, indicating the direction the candidate was facing and the place where the room Superintendent was stationed. All the documents and answer script recovered from the candidate/s along with the report/s, plans etc; shall be signed by both the Chief Superintendent and the Room Superintendent and forwarded to the Registrar (Evaluation) by name.

33. After receiving the written answer scripts from the concerned invigilators, count and tally the actual number of used answer scripts with the total number of candidates appeared for the examination (First tally the number of answer scripts room wise as per the entries in the nominal roll). Verify the correctness of the entries on the answer sheet with the data available on the nominal roll. After ensuring the accuracy, he/she shall prepare the packets of answer scripts containing such number of scripts as instructed by the University from time to time and then all the packets have to be inserted in a cloth bag along with one question paper, A-Form Plus Invigilator's Diary, stitch and seal the cloth bag and arrange to deliver the answer book bundles at the office of the Registrar (Evaluation)/ at a place indicated by the Registrar (Evaluation) / to the Valuation Centre notified by the University on the day of the examination and obtain proper acknowledgement. Wherever there are two sessions of examination in a day, the answer bundles of the first session shall be sent before commencement of the of the second session including out stationed centres and the papers of the second session before 7 PM of the day to the notified valuation centre and in case of out stationed exam centres the bundles shall be sent through insured Registered post or any other mode as prescribed by the University next day morning.
34. The absent and mal-practice information also to be uploaded on the designated e-portal. Consolidated absent and mal-practice report is to be printed for all subjects (QP Codes) from the e-portal and sent to University in a separate sealed cover with a covering letter.
35. Bundle slips are to be printed from the designated e-portal and are to be pasted on the answer bundles. The bundle slip thus printed shall indicate Examination centre code, QP Code, Subject name, date and time of examination, number of scripts and other important information. It shall also contain the address / location where the packed answer bundles are to be sent.
36. Each and every answer bundle is to be weighed and the weight observed is to be recorded on the bundle
37. The Chief Superintendent shall maintain all the acknowledgements for having handed over the written answer script bundles and other documents of each session/day of examination to the authorized person appointed by the Registrar (Evaluation).
38. Shall ensure that all the marks related to practical/clinical/viva-voce examination are updated on the designated e-portal on the day of examination. The copy of the marks list printed from the e-portal after its entry needs to be signed by all the Examiners and sealed in a cover and send all such marks lists relating to his/her centre subject-wise/paper wise in a sealed cloth cover to the Registrar (Evaluation)/Deputy Registrar (Evaluation) by name, soon after the completion of such examinations. The cloth cover shall be super scribed giving the following information. Guidelines in this regard issued from Registrar (Evaluation) have to be followed without any dilution.
39. He/she shall print the batch -wise student list appearing in the examination from the designated e-portal and send the same along with the practical examination answer books.
40. He/she shall be responsible for maintenance and proper accounting of all the stationery, answer books and cloth bags etc., required for the conduct of exams.

41. He/she shall render accounts of advanced drawn on A.C. Bills within two weeks of the completion of all examinations at his/her centre. The statement of accounts shall be supported by vouchers. Unutilized amount, if any, shall be credited to the University funds promptly. Separate accounts shall be furnished for stamps, approved contingent expenditure, practical examinations, answer books, cloth bags and articles of Stationery etc.,
42. He/she shall maintain all relevant records such as invigilators diaries etc., concerning the examination.
43. The Chief Superintendents, Room Superintendents and other staff engaged in examination work shall be entitled to remuneration and other allowance, if any, as per the rates of remuneration fixed by the University. The Internal Chief Superintendent shall submit the consolidated work done statement in the prescribed format along with receipts of examination expenses, as permissible under relevant rules, soon after completion of the examinations to the Finance Officer, BCU, so as to enable the University to arrange for payment of the same.
44. In the case where a particular college is tagged to another college for the purpose of examination, then in that case, one senior official from the tagged college shall be deputed to the examination centre to assist the Chief Superintendent
45. Theory / Practical examination may be held in same / different centres

09.02 Deputy Chief Superintendent

01. The Chief Superintendent shall appoint, soon after his/her college is declared as a Centre with the approval of the Registrar (Evaluation), a Deputy Superintendent to assist him, from his teaching staff preferably on the basis of seniority. When the number of candidates per session is 1 to 300, he/she shall appoint one Deputy Chief Superintendent, from 301 and above two Deputy Chief Superintendents. The Chief Superintendent shall ensure that no close relatives of the Deputy Chief Superintendent are appearing for any examination in their centre.
02. The Deputy Chief Superintendent who is not in a position to take up the appointment shall intimate the Chief Superintendent in writing well in time.
03. Assist the Chief Superintendent in general for the smooth conduct of examination at the Centre.
04. Arrange to assign the register numbers to different room/hall under the guidance of the Chief Superintendent.
05. On the days of the examination, shall ensure required number of blank answer books and other stationery for each room/hall and delivers the sealed packets of question papers to the rooms concerned.

06. Ensure that the Room Superintendents are supplied with all necessary requirements for the smooth conduct of examinations.
07. Allot rooms to Room Superintendents on the days of examination and assign work for relieving superintendents.
08. Assist the Chief Superintendent in dispatching the answer book bundles in cloth bags duly sealed to the Coordinator / Custodian of the notified valuation centre by name so as to reach the valuation centre before 7.00 PM on the day of the examination. Wherever there are two sessions of examination in a day, the answer bundles of the first session shall be sent before commencement of the of the second session to the notified valuation centre and also the papers of the second session soon after its completion in case of local centres and in case of outside centres, the same shall be sent next day morning by Registered post or by any other mode as prescribed by the University.
09. Prepare the bundles of answer scripts as per the guidelines of the University. The answer bundles are to be packed Question Paper Code wise (QP Code wise) irrespective of courses and put in cloth bags along with the Invigilators Diary and other documents in duplicate and sealed in the presence of the Chief Superintendent.
10. Shall ensure that the bundle slip is pasted correctly on the answer bundles that are put in a cloth bag. The bundle slips shall be generated only through the University designated e-portal
11. Shall ensure that the answer scripts of different QP Codes are packed separately and dispatched to the Registrar (Evaluation) by name or to the person authorized for receiving the same.
12. Shall arrange to prepare and send in the form prescribed to the Registrar (Evaluation)/Deputy Registrar (Evaluation) by name daily account of answer books dispatched.
13. Shall in addition to the above duties attend to any other work entrusted to him by Chief Superintendent in connection with the examinations and function under the overall control of the Chief Superintendent

09.03 External Chief Superintendent

01. The Registrar (Evaluation) shall, wherever necessary, may appoint one or more external Chief Superintendent to an examination centre
02. The External Chief Superintendent shall have power to communicate any matter pertaining to the conduct of examination to the Registrar (Evaluation) directly; He/she shall also submit a detailed confidential report to the Registrar (Evaluation) at the end of examinations.

03. The remuneration paid to the External Chief Superintendent shall be as fixed by the University from time to time. External Chief Superintendent appointed should be a senior teacher with at least 10 years of teaching experience to his/her credit.

09.04 Room Superintendent

01. The Chief Superintendent shall appoint the Room Superintendents from among the teaching staff of his P.G. Department/ college one week in advance of the commencement of examinations under intimation to the Registrar (Evaluation). In exceptional cases where the teaching staff of an Institution is inadequate, the Chief Superintendent may with the permission of the Registrar (Evaluation) appoint Room Superintendent from the teaching staff of other institutions.
02. The Room Superintendent who finds it impossible to attend to the work assigned shall intimate in writing to the Chief Superintendent at least 24 hours earlier to the time of work scheduled to be started, his inability to take up the work explaining the grounds for it.
03. The room Superintendents shall be in-charge of a room containing not less than 30 students and not more than 40 students. If the total number of candidates taking the examination(s) on a particular day is less than 40, one room Superintendent shall be in-charge.
04. The Room Superintendent shall ensure that the candidates who enter the examination hall/room occupy their respective seats at least 5 minutes before the time specified for the distribution of question papers. He/she shall immediately read out the following instructions to warn the candidates of malpractices;

“You should follow the instructions printed on the admission card and on the facing sheet of the answer book. You should search your pockets, desks and tables and handover to me any paper, book or note which you may find therein before starting to answer the examination paper. You shall switch off all electronic gadgets and also ensure the same is not in their personal possession failing which it shall be treated as an act of mal-practice. It shall be the responsibility of students to ensure that QP Code mentioned on student’s hall ticket and the question paper provided to him / her has to match. Further, he/she shall inform the candidates personally that no additional answer book will be provided and the candidates have to write their answer in only one answer booklet containing of 40 pages supplied to them in the Examination.”
05. The Room Superintendent shall not admit any candidate to the examination hall/room 30 minutes after the commencement of the examination and shall not allow any students to leave the examination hall/room before 30 minutes after the commencement of the examination and question papers of such candidates shall be collected.
06. He/she shall ensure that every candidate has taken his/her proper seat and enters his/her correct register number and student id and shade the circles in the space provided for and other particulars required on the OMR facing sheet of the answer script. The Room Superintendent himself/herself shall not under any circumstances enter the register number of candidates on the answer book. Answer books with doubtful register numbers shall be

sent to the Chief Superintendent separately for onward transmission to the Registrar (Evaluation) with a report.

07. He/she shall not allow candidates to converse among themselves when once they enter the examination hall/room. He/she shall distribute the question papers on hearing the bell rung for the purpose. He/she shall take proper care to ensure that correct question paper is issued to the candidate.
08. Shall ensure the required numbers of question papers are in possession prior to commencement of examination. This is to be ensured by cross checking with the printed invigilator dairy provided to him along with question papers.
09. He/she shall make necessary entries in the room Superintendent's diary. He/she shall also ensure that correct answer book number is written against their respective Register Numbers of the students followed by their signature.
10. He/she shall immediately after the first 30 minutes bell, return all the remaining question papers and the blank answer books of absentees to the Chief Superintendent. The Room Superintendent shall not give any question papers to any outsider and he/she shall not take question papers from any candidate for reading it.
11. Shall handover one copy of the Invigilator Dairy to the Chief Superintendent once all the relevant information is updated. This will help the college to prepare post examination activities such as updating of absent / mal-practice / answer book number in the designated e-portal and generate related reports.
12. He/she shall be responsible for the proper accounting of answer books of the candidates supervised by him; He shall ensure that the answer books and graph / map, if any, of each candidate are properly stitched / tied together, the answer books are arranged in the order as printed in the Invigilator dairy and hand them over to Deputy Chief Superintendent in charge of the work at the office of the Chief Superintendent in separate bundles.
13. He/she shall arrange to issue blank answer books to the candidates after they have taken their seats. Only one blank answer book shall be issued to a candidate against each QP Code. If the question paper has more than one QP code, then as many answer books shall be issued to students. He / she has to ensure that student use separate answer books to answer questions under different QP codes.
14. The Room Superintendent shall not be permitted to leave the examination hall during the first and last half an hour of the examination. During intervening period he/she may leave the examination hall with the permission of Chief Superintendent. Relieving Superintendent may take charge of the supervision of the room/hall for not more than 15 minutes. He shall sign in the relieving Superintendent s diary for the relief taken.
15. He/she shall report to the Chief Superintendent on the days of his/her work half an hour earlier to the time scheduled for the commencement of the examination and shall not leave the premises until he/she personally handover the answer books to the Chief/Deputy Superintendent on duty and return the diary and other stationery articles given to his/her charge.

16. He / she shall instruct students to write their Register Number and Answer Book number on the Question Paper issued to them so as to prevent mal-practice.
17. He/she shall not allow any candidate to copy from either books paper/from other candidates or have in his/her possession or in his/her desk any book or papers not issued by the Room Superintendent in the examination hall/room. He/she shall further ensure that no candidate detaches or tears off any sheet or part of sheet from the answer book and that every candidate hands over his/her answer book before he/she is permitted to leave the examination hall/room.
18. He/she shall at once report to the Chief Superintendent of any case of malpractice and prevent the candidate from writing any further answer or removing, displacing or destroying the materials from which the candidate was copying. Unless it is inevitable, he/she shall not take possession of such materials till the chief Superintendent takes charge of the case.
19. He/she shall be agile, watchful and active throughout the period of examination. He/she shall not relax or show indifference in the examination hall/room.

09.05 Relieving - Room Superintendent

01. The Chief Superintendent shall appoint the relieving Superintendent from amongst the teaching staff of his/her college one week in advance of the commencement of the examination under intimation to the Registrar (Evaluation).
02. The Relieving Superintendent who finds it not convenient to attend to the work assigned shall intimate in writing to the chief superintendent regarding his inability to attend work at least 24 hours earlier to the time scheduled for the commencement of examinations.
03. There shall be one relieving Superintendent for every Six Room Superintendents. If there are 5 Room Superintendents and less, the Deputy Chief Superintendent, shall act as relieving room Superintendent.
04. The Relieving Superintendent shall give relief to the Room Superintendent for about 15 minutes and be incharge of the duties of Room Superintendent during that period and discharge all the duties and responsibilities of the Room Superintendent. He/she shall return the Relieving Superintendents diary duly filled to the Chief Superintendent at the end of the day's examination.
05. The relieving Superintendent shall report for duty half an hour earlier to the time scheduled for the commencement of examination.

09.06 Chief Vigilance Squad and other members

01. The Chief of Vigilance Squad shall be appointed by Registrar (Evaluation) with the approval of the Vice Chancellor. He/She shall have 5 years of fulltime teaching experience. Other Members of the vigilance squad may be appointed by the Registrar (Evaluation). He/She shall have 3 years of fulltime teaching experience. They shall obtain the I.D Cards from the Registrar (Evaluation) by providing the photograph immediately on receipt of the appointment order. They should invariably carry the appointment order and identity cards with them and show the same to the Room Superintendents in the Examination Halls, before they enter hall, with a view to avoid unnecessary resistance and inconvenience.
02. The squad members shall assemble at the office of the Registrar (Evaluation), each day of the Examination, 45 minutes before the commencement of the examination. They shall make surprise visits to the various examination centres, along with the police Officers, if necessary, in the vehicles provided by the University.
03. Ordinarily, the squad consists of 3 to 4 members, one of whom shall invariably be a lady member, including a Police official shall visit the examination centre. However, in exceptional cases, the squad consisting more than 4 members, as decided by the Registrar (Evaluation), may visit the Centre.
04. The squad members have the powers to get the malpractice reports from the Chief Superintendents, Deputy Chief Superintendents, invigilators and they shall take on-the-spot decision regarding any malpractice committed by any student. The squad members shall also send a copy of the malpractice report as required under this *Examination Manual* in the prescribed format to the Registrar (Evaluation) on the day of the occurrence for being considered by the appropriate bodies and taking decision thereon. Further, if squad members book any student for malpractices with any ulterior intention and if established on a complaint by the student or the Chief Superintendent/Room Superintendent of the examination centre after conduct of enquiry by the University, shall be liable to penalty as prescribed in the schedule of penalties
05. They shall go round the examination hall during the period of examination.
06. They shall ensure that no unfair means are adopted at the examination centre, by the students/any staff involved in conduct of examination and others.
07. They shall ensure that no person is loitering (other than Examiners) within a distance of one hundred meters of examination centre.
08. All the staff involved in conduct of the examination shall wear the I.D. Cards during the examination centre visit
09. Subject to maintenance of dignity of the student, the members of the squad are empowered to make a search of candidate, in case they are suspicious of him/her possessing papers, books or any other aid which might possibly be of assistance in answering the questions. In case of girl students, they shall be searched only by lady members of the squad or any other lady members as selected by the chief of the squad

10. The members of the squad shall check the question paper packets that are to be used for next sessions to ensure whether the seals are intact or tampered with. They shall also verify whether all the answer bundles/answer papers of the examinations already completed are sent in time as per guidelines of the University.
11. The members of the squad shall check the dairy maintained by the Room Superintendents.
12. They should get an endorsement from the Chief Superintendent or Deputy Chief Superintendent in the required format on every day of their visit which should be sent back to the Dy. Registrar (Evaluation) in the Examination Branch, along with the report.
13. The Chief of the squad shall give a consolidated report along with attendance; extracts, I.D. Cards and daily squad report after the examinations are over.
14. The Squad members shall appear before the Malpractice Enquiry Committee, if desired by the Committee for tendering evidence.
15. Refusal to take up the Squad work will render the teacher ineligible for any examination work-like valuation, paper-setting etc in addition to the punishment /penalty provided in the Examination Manual.

10. Preparation for examinations (University)

The University needs to prepare itself for conducting the examination at multiple centres. It is required to provide all types of consumables including answer books, question papers, cloth bags and other stationeries along with candidate list to the centres to conduct the examination. Some of the important activities are detailed below

01. Candidate list shall be made available to examination centres through web portal only. The centres are expected to download the same for further use at their end
02. Required quantity of Answer Books shall be provided by the University on the basis of student enrolment for the examination
03. Colleges need to maintain the stock of Answer Book and report the same to Registrar (Evaluation) on a regular basis
04. Damaged answer books are to be recorded in a separate ledger and the same are to be returned to University with relevant documentation post examination
05. Consumables such as Kora Cloth bags, tags, maps, etc. shall be provided by the University

11. Preparation for examinations (College)

The colleges on their part also need to prepare for conducting of examination based on the input provided by the University. The colleges are required to carry out room allotment (seating arrangement) for students and appoint invigilators to monitor the examination. To carry out all these activities, the University provides a web portal to the colleges and the procedure to be followed are given below

11.01 On the day of examination

01. Colleges shall use the e-portal of University for room allotment during the examination.
02. Room allotment information shall be provided to students through Student's Portal one hour prior to commencement of examination so as to facilitate students to reach their exam halls without any problem
03. Invigilator dairy in duplicate are to be printed at colleges through e-portal. Separate Invigilator Dairy shall be printed for every QP code
04. One copy of the Invigilator Dairy from each examination hall shall be collected by the college principal / chief superintendent within one hour from the commencement of examination so as to update answer book number / absent / mal-practice information on the day of examination through e-portal
05. A student shall be allowed to write examination only with a proper and valid hall ticket
06. It shall be the responsibility of student to ensure accuracy of the hall ticket with regard to the subject / QP Code in which he / she is going to appear
07. The student is required to write his / her Register Number and Answer Book number on the question paper with an intention of preventing unethical activities

11.02 Answer book despatch to University

01. Packing slips for answer books to be sent to University shall be generated by the colleges through e-portal
02. Colleges are required to pack answer books – QP Code wise. Maximum of 100 answer books are to be put in a “Kora Cloth” bag and stitched. The “Packing Slip” as generated from the e-portal is to be pasted on this bag
03. Every answer bundle is to be weighed. The weightage particulars are to be recorded on the answer bundle in the “Packing Slip”

04. The consolidated present and absent statement and other information pertaining to the examination shall be generated using the e-portal. These reports along with one copy of Invigilator Dairy is to be sent to University along with answer book bundles in a separate sealed cover
05. Answer bundles are to be handed over at designated location as indicated on the “Packing Slip” by colleges on the day of examination itself. Colleges will have to adhere to the guidelines issued in this regard from time to time by the University
06. Colleges shall collect acknowledgement from University officials on delivering the answer book bundles

12. Answer book reconciliation

The answer books received from examination centers are to be accounted meticulously so as to ensure proper safe custody answer books. The answer bundles are opened and the answer books are counted and tallied with the report sent by colleges. Any discrepancy at this stage shall be sorted out in consultation with colleges. Some of the important procedures that are to be followed are given below

01. Answer books from the examination centres shall be received and maintained by University officials only in a safe and secured environment
02. Every answer bundle shall be weighed and compared with the weight recorded by the colleges. In case the variation weight recorded by college and University varies by more than 20 grams, then such bundles shall be opened only in presence of college officials
03. The officials of the University shall open the bundles received from the examination centres, reconcile the same with the report sent by colleges prior to handing over the same for coding purpose

13. Administration of the Examination Section

The examination section will be headed by Registrar (Evaluation), who is a statutory officer and shall be responsible for all the functions of the section. The Registrar (Evaluation) will be the only officer who can issue instructions to the staff of Examination Section. The Vice-Chancellor and other bodies of the University can give instruction to the staff of examination section only through Registrar (Evaluation).

“The Registrar (Evaluation) shall be incharge of the conduct of examinations and all other matters incidental thereto and ancillary therewith and shall perform such other duties as may be prescribed by statutes or Examination Manual s or as may be allocated to him by the Vice-Chancellor”, KSU Act 2000, Section 18 (3).

The officers / officials of the examination section along with their duties and responsibilities are given below

13.01 Powers and Functions of the Registrar (Evaluation)

01. Prepare periodically list of those persons who have committed lapses in discharging the examination related responsibilities entrusted to them and refer them to the enquiry committee of the University with the approval of the Vice chancellor and thereafter place it before the Syndicate for taking appropriate action against them.
02. Responsible for maintenance of records, maintenance of marks lists and valued answer scripts. The valued answer scripts shall be preserved for six months after the announcement of results and thereafter dispose them off through tenders except the scripts regarding which court cases are pending.
03. Maintain the cash accounts and stamp accounts for his section.
04. Prepare the budget estimates for his section and draw the sanctioned amount for his office expenses through A.C. bills and account for the amount drawn through D.C. Bills
05. Sanction the contingent expenditure to the centre of examination in accordance with the rate sanctioned by the Syndicate with the approval of Vice Chancellor.
06. Arrange to fix the rate of remuneration payable to the persons other than the staff drafted for various items of work connected with the examinations for the approval of Syndicate and shall have to issue sanction order after obtaining the approval of the Syndicate.
07. Draw up and notify a Calendar of events for various examinations in the beginning of each Academic year. It is incumbent on the part of the Registrar(Evaluation) to ensure adherence to the Calendar of events
08. Arrange for the tabulation and announcement of results expeditiously and arrange for the distribution of marks cards to the colleges/ Post - graduate department simultaneously.
09. Arrange to prepare the eligibility list of candidates and presentation lists for each convocation and arrange to print and distribution of the Degree Certificates to be conferred at the convocation.
10. Arrange to prepare the merit list and rank list and list of prize winners and medal winners list.
11. Responsible for the proper custody and maintenance of marks registers and other valuable and permanent records of the section.
12. Pass the DA and TA bills and other remuneration bills of the staff drafted for the examination work subject to rules.

13. Arrange for the re- totalling of valued answer scripts, in case of any reported totalling mistakes, re-valuation, challenge valuation, redressal of grievances of students.
14. Make enquiries into all types of malpractices committed during examination, valuation, revaluation/challenge valuation and process of results etc.,
15. Arrange for printing of question papers and supply them to the centre of examinations in accordance with the scheme laid down by the Syndicate.
16. Arrange for the preparation of statements college wise, subject wise, paper wise and date wise for printing the question papers.
17. Issue marks card, duplicate marks card, consolidated marks card and rank certificates, Duplicate Degree Certificate.
18. Exercise all these powers subject to the general control and supervision of the Vice-Chancellor.
19. Make any structural changes in the examination administration as and when required
20. Shall certify results prior to declaring the same officially and prior to hosting on the e-portal
21. Shall certify all modified results due to the reasons such as Re-valuation, Re-totalling, marks correction, etc. Supporting documents in such instances has to be approved by Dy. Registrar (Evaluation) with a counter signature of Registrar (Evaluation) and the same is to be preserved for a minimum period of six months.

13.02 Work to be attended to by the Office of the Registrar (Evaluation)

The following works shall be attended by the University officials/ if necessary, any agency appointed to assist the University.

01. Issue of Calendar of Events and schedule of examination, notification of examination fees and inviting applications from the candidates for various University examinations and such other items of work.
02. Preparation of detailed time - tables and their publication in time.
03. Fixing up of centre of examinations for theory and practical examinations.
04. Providing examination application form through e-portal
05. Providing Candidate to examination centres through e-portal

06. Preparation of the subject wise, paper wise and date wise / session wise statement to print question papers with Question Paper code numbers and arrange to issue them to the notified centre of examinations.
 - a. Note: Question Papers to be printed shall be 20% in excess of what is actually required in each subject, 15% of these excess shall be retained by the Registrar (Evaluation) and the balance of 05% shall be dispatched to concerned Colleges to use in examinations and/or keep in the Library for reference.
07. The question paper packets shall indicate Question Paper Code, subjects, semester, date and time of examinations and name of examination centre, No. of question papers in each packet etc.
08. Introduce Secured transmission of question papers through digital mode at appropriate time
09. Maintenance of records
 - a. One set of candidates list in soft copy
 - b. One set of result sheets pertaining to each examination in soft copy
 - c. One set of examination ledger duly bound and labeled and also in soft copy
10. Printing of various kinds of OMR forms, Forms, Answer Books, Registers, Marks card, Candidate lists, Degree Certificate etc
11. Inviting of Tenders/Quotations for printing and supply of all types of Examination related material, except for those items exempted under KTPP Act or any other Law.
12. Processing and passing of Bills of remuneration of TA, DA, other Conveyance/Allowance, and Maintenance of correspondence thereon.
13. Registration, Distribution and dispatching of day to day tappals.
14. Appointment of Chief Superintendents for examination centre and issue of instructions regarding the conduct of examinations.
15. Appointment of officials and other staff required for conduct of examination.
16. Issue of permission letters to blind and all type of disabled students
17. Arrangements for the work for dispatching of all examination material to examination centres, valuation centres etc.,
18. Facilitate the Syndicate in constituting and appointment of the Board of Examiners.
19. Announcement of selection and issue of appointment orders to the Chairperson, members and internal and external Examiners, Paper -Setters etc.,
20. Arrangement for conducting examination, collection of answer papers, getting answer papers valued and declaration of results

21. Preservation and disposal of valued answer scripts six months after the announcement of results.
22. Arrangement for preparation and distribution of marks cards, correction of mistakes in marks cards, and other certificates to the candidates.
23. Collection and maintenance of statistical data regarding the number of examinations, number of candidates registered for each examination, the number of boys, girls, regular candidates and repeaters, percentage of passes, receipts and expenditure on each category of examination etc.,
24. Preparation of merit lists and their transmission to appropriate authorities/bodies.
25. Collection of work done statements from the Chairmen, Paper-Setters and Examiners/ Coordinator / Custodians and forwarding them to the Finance Section for payment of remuneration.
26. Preparation of the lists of lapses and irregularities committed by the Examiners and others and forwarding the list to the competent authorities for consideration and necessary action.
27. Appointment of Coordinator / Custodians, squad chief, coding officers, tabulators, etc.,
28. Appointment of co-ordination Board to moderate IA marks.
29. Arrange for re-totalling of valued answer scripts requested by the candidates on his identifying the mistake in totalling after obtaining the photocopy copy of the script as provided in this Examination Manual.
30. Scrutiny and passing of the bills of printing and purchase of stationery etc.
31. Purchase, maintenance and issue of stationery articles to various Boards of coding, dispatching, tabulation, office use and to the centre of examination.
32. Maintenance of cash account and stamp account.
33. Preparation of A.C. Bills and D.C Bills of office
34. Sanctioning of contingent expenditure to colleges / post - graduate departments / valuation centres to conduct theory and practical examinations.
35. Assisting the Vice-Chancellor in constitution of mal-practice cases committee, detected before, during and after examinations.
36. Dealing with matters pertaining to the fixing of remuneration for the staff of section for various items of extra work connected with the examination.
37. Dealing with matters of examination fees and refunds if any.

38. Passing of conveyance bills, postal reimbursement bills and such other remuneration matters.
39. Announcement of results of examinations, dealing the cases held over for future announcement of follow up work in cases of discrepancies.
40. Issue of migration certificates, duplicate marks card / duplicate degree certificate, consolidated marks card, provisional Degree certificate, rank certificate, corrected certificate etc.,
41. Preparation of National Merits scholarships lists, in collaboration with the Director of Collegiate Education, University Grants Commission and State Youth Board.
42. Work related to Convocation is as under:-
 - a) Preparation of Eligibility lists for convocation, faculty wise and year wise.
 - b) Preparation of lists of Prize winners, and medal winners.
 - c) Print of the lists of students eligible for the convocation and preserving the bound volume of such list.
 - d) Printing of degree certificates/Rank certificate/prize or medal certificate, Ph.D certificate.
 - e) Intimating the candidates about the date and venue of convocation, and other literature relating to swearing etc., through e-portal
 - f) Distribution of admission cards and parent passes to candidates for the convocation.
 - g) Distribution of Degree Certificates.
 - h) Seating arrangements in the convocation hall.
 - i) To attend legal matters relating to examination.

13.03 Appointment, Powers and Functions of the Special Officers (Evaluation)

The required number of special officers for U.G., P.G and Ph.D Courses may be appointed (in concurrence with the Registrar Evaluation) from among the teaching staff of the University / any persons, having rich experience in examination related works, on such terms and conditions as determined by the University to oversee the examination works and to assist the Registrar (Evaluation) in discharge of his / her functions.

The Special Officers (Evaluation) shall have the following powers and functions, duties and responsibilities:

01. Shall assist the Registrar (Evaluation) in evolving and implementation of examination related reforms.
02. Discharge such duties as entrusted to them by the Registrar (Evaluation).

13.04 Duties and responsibilities of the Deputy Registrar (Evaluation)

Subject to the general control and supervision of the Registrar (Evaluation), the Deputy Registrar (Evaluation) shall have the following powers and functions, duties and responsibilities:

01. With the approval of the Syndicate/Vice-Chancellor, the Deputy Registrar (Evaluation) shall issue Notifications inviting applications 60 days in advance, fixing the dates of commencement of examination.
02. Prepare the detailed time-tables of all examinations and arrange to notify them for the information of candidates registered for the examinations as per calendar of events.
03. Declare and notify the centre of examinations for both theory and practical, 30 days in advance of the commencement of practical examinations in consultation with Registrar (Evaluation)
04. Note: An institution may be declared as a centre of examination, if the number of candidates taking the examination at that institution is about 500, in case of Under-Graduation and 100, in case of Post-Graduation and other courses.
05. Arrange to supply the candidate lists to the centre of examinations 10 days earlier to the commencement of examination.
06. Responsible for the proper maintenance of the records for stock registers, furniture, stationery etc., required for the work in the Section.
07. Assist the Registrar (Evaluation) to print and supply the various forms, registers, marks cards, etc., required for the office work and for the centre of examination.
08. Assist the Registrar (Evaluation) to print and supply the answer books and other stationery required to the centre of examination.
09. Assist the Registrar (Evaluation) to purchase/ procure the required stationery articles for the use of office and centre of examination as per rules, maintain the stock-account and supply them to various Boards and Centre of Dispatching, Tabulation etc.,
10. Assist the Registrar (Evaluation) to pass the bills of printing and stationery for payment. He / she shall also countersign and pass the bills of proof reading of question papers, postal reimbursement charges.
11. Assist the Registrar (Evaluation) to arrange to fix the examination fees for various examinations with the approval of the Syndicate.
12. Assist the Registrar (Evaluation) to arrange for the proper distribution and disposal of day-to-day tappals in the Section
13. Assist the Registrar (Evaluation) to issue of migration certificate, provisional Degree certificate, marks cards and rank certificate, Duplicate marks card, Duplicate Degree Certificate etc.

14. Assist the Registrar (Evaluation) to arrange to prepare through the tabulators, the statistics relating to the number of candidates registered for the examinations, passed in various examination subject wise, college wise etc. The statistics required by the UGC, Govt. of India, Karnataka Govt., Director of Collegiate Education and such other authorities shall be prepared and furnished.
15. Facilitate for convening the meetings of mal-practice enquiry committee constituted for the purpose. He / she shall be the Custodian of all the records connected with the mal-practice committee by the students during examinations and shall place the relevant records before the enquiry committee.
16. Attend to tabulation and other post-examination work under instructions of the Registrar (Evaluation) and take necessary action for the announcement of results on the due date.
17. Personally attend to the re-totalling of valued scripts, in case of re-totalling mistake reported by the candidate, redressal of grievances, etc., under instructions from the Registrar (Evaluation)
18. Attend to all the types of work connected with the convocation under instructions by the Registrar (Evaluation)
19. Assist the Registrar (Evaluation) to place before the Syndicate the Panel of Examiners suggested by the Board of Studies for its final approval.
20. Prepare and supply relevant extracts from this *Examination Manual* for the guidance and benefit of several Officers/officials entrusted with any kind of examination work/assignment. These should be sent along with the letters of respective appointments.
21. Prepare a list of defaulting subordinate staff who has failed to attend files within 3
22. working days and submit the same to the Registrar (Evaluation) for appropriate action
23. Addition to the above duties, carryout any other duty / duties entrusted to him by the Registrar (Evaluation)

13.05 Duties and responsibilities of the Assistant Registrar (Evaluation)

01. Discharge all the duties and responsibilities entrusted to him by the Registrar (Evaluation) / Special officers / Deputy Registrar (Evaluation)
02. Supervise and ensure the compliance of all examination related work of all subordinate staff working in the sections under him.

13.06 Duties and responsibilities of Section Officer/Superintendent

01. Shall exercise general control over the Section including supervision and coordination of work, discipline of staff and punctuality of attendance.

02. Ensure that all communications received in the section are accounted for and those that require action are brought before the appropriate officer promptly. No correspondence shall be kept pending without appropriate action for more than three working days in the section.
03. Scrutinize the cases put up by the Assistants, with particular attention to the accuracy of acts noted. The submission of files should include proper reference to page and paragraphs of the correspondence. There should be an independent office note in each case of submission. He should see that all cases are submitted for orders within 3 working days of the receipt of the cases.
04. In case of any delay in disposing of the cases within the time as stated above will be treated as a lapse on his part and if such lapses repeat for five times, then it shall be treated as misconduct, dereliction, negligence and or incompetence and he/she shall be liable for being enquired as per service rules
05. Personally attend to confidential and important cases and be in charge of the custody of the concerned files.
06. Scrutinize and supervise in particular the following registers maintained by each case worker.
 - a) Personal Dairy
 - b) Receipt and Dispatch Register
 - c) Weekly and Months arrears list
 - d) Candidates lists
 - e) Result sheets
 - f) Progress Charts
 - g) Work charts and
 - h) Such other files and Registers
07. Work particularly on pending cases, issue timely reminders and obtain orders for further disposal.

13.07 Duties and responsibilities of Computer Centre

The Examination Computer Centre shall be headed by senior most System Analyst. He / she shall be assisted by System Analysts and Operators. All of them must work under the direct control of Registrar (Evaluation). The Computer centre shall be an exclusive restricted area with access through biometric control. Entry and exist to the centre shall be regulated through permission of Registrar (Evaluation) or any authorized officer of the University. The entire staff of the Computer Centre shall report to Registrar (Evaluation) only or to any other person as authorized by Registrar (Evaluation). The nature of work carried out at the Centre is as follows:

01. Collection of college and students data from Academic Section and generate Register Number and unique Student Id.
02. Collection of data of students who have got transferred from other University/colleges year wise / semester wise / course wise

03. Hosting of Examination Application Forms for all Courses on e-portal
04. Issuing of candidates list for all courses to colleges through e-portal
05. Providing of Practical Subjects list with code for conducting practical examination 30 days before commencement of practical examination through e-portal
06. Generate question paper indent subject wise, college wise, centre wise within 5 days from the last date of submission of examination application form.
07. Hosting of Hall Tickets through e-portal.
08. Receiving of original Marks list of all Courses of covering theory paper / practical examination / Internal Assessment / Viva- voce through on line mode (soft copy) as well as in printed format (hard copy) from the Colleges / Departments.
09. Making arrangements for data entry or processing of scanned data provided by the scanning section / agency authorized by the University for the said purpose.
10. After collection of practical / theory marks data, the Computer Section / the authorized Agency should process and tabulate the result and declare the same and host in the University website or any other website as authorized by Registrar (Evaluation)
11. Printing of Marks cards, Examination Ledger, Passing Certificates and other documents.
12. Preparing of Merit list and Rank list / eligibility list / presentation list course wise in U.G. Courses and subject wise in case of P.G. Courses.
13. Printing and issue of Results Statistical Data for all courses.
14. Maintain all pertinent records in the computer centre both in hard and soft form and one set of same documents shall be handed over to the record section.
15. Periodic upgradation of software and hardware shall be ensured
16. Maintain copy of all regulations for all courses being offered by the University
17. Monitors results that are withheld due to various reasons such as Mal-practice, court cases, etc.
18. Provide all information as and when sought to Registrar (Evaluation), Dy. Registrar (Evaluation) or to any other officer as authorized by Registrar (Evaluation)
19. Foresee the needs of examination section and ensure that the same are procured well in time so as to ensure smooth functioning of the examination section

20. Receive and document all the complaints received from students, get the same addressed and provide solution within reasonable time by following established protocols
21. Any other work entrusted by the Registrar(Eva) from time to time

13.08 Duties and responsibilities of Assistants / Junior Assistants

01. Submit the proper file with relevant papers and references within two working days of receipt of cases. Urgent cases shall be attended to on top priority basis.
02. Carefully examine cases with reference to rules and precedents and shall be personally responsible for the facts mentioned in the office note.
03. Maintain personal register and up to-date entries regarding submission of files, disposal of papers, progress and work charts, candidates lists and result sheets etc., They shall maintain the records neatly compiled in proper files.
04. Compare typed fair copies with approved drafts and attend to the prompt dispatch of orders.
05. In case of any delay in disposing of the cases within the time as stated above, it will be treated as a lapse on part of employee and repetition of such lapses for five times shall be treated as misconduct and dereliction of duty, negligence and or incompetence and he/she shall be liable for being enquired as per service rules

13.09 Duties and responsibilities of Stenographers

01. Stenographers shall attend to taking down drafts given by officers and the typing work. He / she shall also assist other typists of the Section.
02. Ensure that no urgent cases are delayed or kept in arrears beyond two working days.
03. Attend the meetings of committee or conferences draft and report the proceedings of Committees or conferences.
04. Maintain the personal diary of work done; day-to-day noting to file number, the case, and number of pages typed on each day and submit personal diaries to superintendents for weekly check-up.
05. Responsible for maintenance of accuracy of cases attended by him.
06. Preserve and maintain confidential records and other papers which are given to his / her personal custody by his / her officer and maintain dairy of files received and sent. He / she shall also maintain the records of interviews and other correspondence.
07. In case of any delay in disposing of the cases within the time as stated above will be treated as a lapse and repetition of such lapses for five times shall be treated as misconduct

and dereliction of duty, negligence and or incompetence and he/she shall be liable for being enquired as per service rules

14. Obligations of teachers and acts of indiscipline and malpractice

Obligations of Teachers and acts of Indiscipline and Malpractice in the University Examination by the Teaching & Non -Teaching Staff under Sections 73, 74 & 75 of Karnataka State Universities Act-2000

Extract of the Karnataka State Universities Act

2000 Section 73: Duties of a Teacher:

01. Every teacher of a University or an affiliated college shall carry out the work relating to teaching, research, examination or academic work assigned to them by the University from time to time.
02. For the purpose of sub-section (1) both the teaching and non-teaching employees in the services of the University and also in the colleges affiliated to the University shall be administratively controlled by the University and shall abide by the instructions or orders issued by the University from time to time.

Section 74: Obligations to perform the examination work:

01. Any person who is entrusted with the examination work relating to paper setting, invigilation, supervision, evaluation, conduct of practical examinations, printing of question papers and answer books, tabulation and preparation of marks cards and all such activities incidental thereto and connected therewith shall discharge such duties prudently and with utmost integrity for attainment of the academic standards.
02. If any person who has been allotted the examination work under sub-section (1) is found guilty of breach of duties or involves in any misbehaviour, shall on conviction be punished with imprisonment for a period which may extend to three years or with a fine up to two thousand rupees or with both
03. No court shall take cognizance of offence punishable under this section or the abetments of any such offence save on the complaint made by the Registrar (Evaluation).

Section 75- Punishment for abetment of Offences:

Whoever instigates or abets the commission of offence punishable under section 74 shall, on conviction be punished with the same punishment provided for in that section.

The punishable wrongs by the teaching and non-teaching staff may occur at three stages viz., Pre-Examination, During Examination and Post-Examination.

15. Punishment/Penalty for various mistakes/ malpractices

The Vice Chancellor, on receiving a complaint in writing or otherwise, is empowered to constitute an enquiry committee to enquire into the allegations of mistakes or malpractices committed by the personnel employed/appointed in the conduct of examination, evaluation, processing and declaration of results and all other incidental and ancillary matters. The committee shall conduct an enquiry by providing an opportunity of hearing to the delinquent and submit its report, based on which the Vice Chancellor shall impose the penalties provided here under.

Paper Setting and Printing		
01.	Accepting the confidential work without disclosing the fact in writing when the relatives are appearing for the examinations.	Penalty of Rs. 10,000/- and disciplinary action as per rules
02.	Refusing / failure to set question paper in time	Penalty of Rs. 5,000/- per paper
03.	Setting of question paper out of syllabus or incomplete question and data	Penalty of Rs. 5,000/- per paper
04.	Setting of question paper not in accordance with the prescribed question paper pattern/as per the instructions of BoE Chairman.	Penalty of Rs. 5,000/- per paper
05.	Manuscript written by other than paper setters and BoE Chairman/BoE Member.	Penalty of Rs.15,000/- per paper
06.	Not signing the manuscripts.	Penalty of Rs. 10,000/- per paper.
07.	Not writing the proper QP Code / title of the question paper/paper code/duration/marks etc by the paper setter	Penalty of Rs. 1,000/- each. The Board of Examiners shall preserve the original manuscript and send it on to the Registrar (Evaluation) in sealed packets. If the mistake is done at the time of printing, the penalty of Rs.10,000/- shall be imposed on the person concerned.
08.	Submitting the question paper without scrutiny by the BoE.	Penalty of Rs. 10,000/- on each member and chairman per paper
09.	Not submitting the question paper within the Prescribed time by BoE Chairman to the University	Penalty of Rs. 10,000/- per Paper
10.	Accepting the paper setting without competence/eligibility	Penalty of Rs. 10,000/- on each member and chairman per paper

11.	Not submitting required sets of question papers by the BoE Chairman.	Penalty of Rs. 5,000/- each
12.	Failure to get any paper/s set and submit the same to University in time by BoE Chairman	Penalty of Rs. 15,000/- and disciplinary action as per rules
13.	Leakage of question paper:	
	a) by the paper setter,	Penalty of Rs.25,000/- + other disciplinary action as per rules
	b) by Chairman/Members of BoE	Penalty of Rs.35,000/- each + other disciplinary action as per rules
14.	Any other kind of mistakes which are not covered above.	Penalty of Rs. 2,000/- for each mistake+ other disciplinary action as per rules.
15.	a) Wrong packing of question papers by printer or the agency authorized. b) at the stage of printing	Impose penalty of Rs. 10,000/- each and in addition to the quantified loss of money incurred/spent by the University to hold an examination due to this mistake. Penalty of Rs.50,000/-+ other action as per terms and conditions of the agreement, if printing is outsourced and disciplinary action in case printing is done in the University
16.	At the Examination Centre by the Chief/Deputy Superintendent	Penalty of Rs.35,000/-+ other disciplinary action as per rules

During Examination: At The Examination Centers:

01.	Opening of wrong question paper packets by Chief Superintendent	Penalty of Rs.10,000/- + other disciplinary action as per rules
02.	Not keeping question paper under safe custody by the Chief Superintendent.	Penalty of Rs.10,000/- + other disciplinary action as per rules
03.	Distribution of wrong question paper at the examination centre.	Penalty of Rs.10,000/- The expenses that are to be incurred to conduct re-examination will have to be recovered from person responsible and disciplinary action as per rules
04.	Allowing candidates after half an hour of the commencement of Exam by the Room Superintendent.	Penalty of Rs.2,000/- per candidate
05.	Not signing of answer scripts by Room	Penalty of Rs.2,000/- for each mistake.

	Superintendent by verifying Reg. No's.	
06.	Allowing candidate without Hall Ticket for Examination.	Penalty of Rs.5,000/- each.
07.	Not writing Sl.No. of script in the Room Superintendent report.	Penalty of Rs.2,000/- each mistake
08.	Wrong entry of Sl. No. of script by the Room Superintendent Diary (Invigilation diary)	Penalty of Rs.2,000/- each.
09.	Writing wrong Reg. No. in the Room Superintendent Diary.	Penalty of Rs.2,000/- each.
10.	Absence of Chief Superintendent at the Examination Centre.	Penalty of Rs.5,000/-
11.	Not reporting the absence of external Chief Superintendent by the Principal.	Penalty of Rs.5,000/-
12.	Allowing any other person other than the candidate in examination (Impersonation)	Penalty of Rs.10,000/- each and disciplinary action as per rules
13.	Dereliction or lapses of duty on the part of Deputy Superintendent / Room Superintendent/Relieving Superintendent	Penalty of Rs.5,000/- each and disciplinary action as per rules The Chief Superintendent shall immediately report the matter to the Registrar (Evaluation) and at his own discretion the Chief Superintendent may stop further assignment of invigilation work to the concerned Room/Relieving Superintendent.
14.	Negligence of the supervising staff in discharging their duties leading to copying/ mass copying unruly behaviour etc., on the part of the candidates affecting smooth conduct of examination	1. The Superintendent / Deputy Superintendent and Room / Relieving Superintendent of the centre shall be imposed a penalty of Rs.5,000/- each per event. 2. A report to the management against them is to be sent to take disciplinary action and the action taken in the matter is to be communicated to the University and to the Directorate of Collegiate Education by the Management. 3. If the class III or IV Employees involved in such activities, their entire remuneration shall be forfeited and further disciplinary action shall be taken by the Management and

		<p>University against them</p> <p>4. If such an action is not taken by the management, a penalty of Rs. 1 lakh on the management shall be imposed. In addition to the above, the proceedings for the withdrawal of affiliation of the college shall be instituted.</p>
15.	Any other mistakes committed at the Examination Centre	Appropriate penalty as decided by Enquiry Committee appointed by the University
16.	Not dispatching the answer scripts in time to the University as per the instructions given by the University.	Penalty of Rs.10,000/- for each day of delay and disciplinary action on the concerned persons as per rules and cancellation of examination center for 3 years
17.	Not sending the sessional / term work / project work /Internal Assessment marks/grading before the commencement of theory examination.	Penalty of Rs.10,000/- per student on college
18.	In case marks are sent after commencement of theory examination and before announcement of results. Under no circumstances above said marks sent after declaration of results shall be accepted.	Penalty of Rs.25,000/- per student on college
19.	Not conducting the practical examination by the Examiners after acceptance of the said work	Penalty of Rs.10,000/- and shall be debarred from examination work for 2 years
20.	Allowing an ineligible candidate to write examination, without the permission of the Registrar (Evaluation) or without payment of fees, by the Principal.	Penalty of Rs.10,000/- each.
21.	Insertion / replacing of answer book/pages at the exam center	Penalty of Rs.15,000/- each and disciplinary and criminal action action
22.	Booking any student for malpractices with any ulterior intention by the squad members or for any other related mistakes	Penalty of Rs.5,000/- and shall be debarred from examination work for 2 years
23.	Any other kind of mistake which is not covered above.	Penalty of Rs.2,000/- for each mistake.

During Coding and Decoding:		
01.	Not keeping proper accounts of answer scripts bundles received from the exam centers.	Penalty of Rs.1,000/- for each mistake
02.	Wrong coding of answer script.	Penalty of Rs.1,000/- each
03.	Disclosure of code numbers.	Penalty of Rs.15,000/- and disciplinary and criminal action.
04.	Not completing the work within stipulated time.	Penalty of Rs.1,000/- per day
05.	Wrong decoding	Penalty of Rs.1,000/- each
06.	Tampering with Marks of Examiners	Penalty of Rs.15,000/- for each case and disciplinary and criminal action
07.	Disclosure of result before declaration by the University	Penalty of Rs.5,000/-
08.	If the coding and decoding is done through scanning by any agency authorized by the University and if any above mentioned mistakes are committed by such agency	necessary action as per terms and conditions of Agreement

During Valuation		
01.	Erratic valuation by the valuator	Penalty of Rs.2,000/- per paper
02.	Valuing the paper without competence by the valuator	Penalty of Rs.5,000/-
03.	Non valuation of a part of the answer	Penalty of Rs.5,000/- each
04.	Non valuation of a complete answer/non assignment of marks to an answer (up to five times)	Penalty of Rs.3,000/- each
05.	Non valuation of a complete answer/non assignment of marks to an answer (more than five times)	Forfeiture of the entire remuneration, conveyance etc., and a penalty of Rs. 3,000/- and shall be debarred for 2 years from valuation work and disciplinary action
06.	Wrong/ non-carrying of marks from inside to the Cover page of the answer script, etc,	Penalty of Rs.3,000/- for each mistake
07.	Wrong writing of marks in figures and words in draft marks sheet	Penalty of Rs.1,000/- per mistake

08.	Wrong totaling by the valuator/reviewer.	Impose penalty of Rs.1,000/- each
09.	Displacing the answer script from one packet to another packet.	Penalty of Rs.1,000/- for each mistake.
10.	Awarding more marks by Examiner/reviewer than the marks fixed for the questions.	Penalty of Rs.3,000/- per answer
11.	Failure to round off the extra No. of answers by the valuator	Penalty of Rs.500/- each
12.	Tampering with the marks given by the Examiner/ reviewer, indulging in any other malpractice by the Coordinator / Custodians and other staff of valuation Unit	Immediate cancellation of appointment and relieving from work with forfeiture of remuneration, TA/DA and penalty of Rs.25,000/- and also disciplinary and criminal action be initiated.
13.	Non issuance of instructions to Examiners by the Coordinator / Custodians	To be debarred for 2 years from all types of examination work with penalty of Rs. 5,000/-
14.	Non-compliance with the rules and instructions given and doing the work in a disorderly manner, or deserting in the middle	Debarring from such work for 3 years and no remuneration to be paid for the work done and penalty of Rs.5,000/- and disciplinary action
15.	Failure of Principal of the college to ensure Examiners appointed from their colleges to report to valuation or if Examiners remain absent from valuation work	Penalty of Rs.25,000/- on Principal of the college
16.	Failure of Examiner appointed from colleges to report to valuation or if Examiner remain absent from valuation work	Penalty of Rs.5,000/- on each Examiner

Note: While making over the payment of remuneration, an undertaking from the Examiners Chairpersons, etc. shall be obtained to the effect that fine or penalties would be acceptable by the receiver as provided under the Examination Manual.

Verification and Scrutiny		
01.	Wrong verification and scrutiny	Penalty of Rs.1,000/- for each mistake.
02.	Wrong totaling of marks	Penalty of Rs.1,000/- for each mistake.
03.	Tampering with Marks awarded by the Examiners in draft marks list	Penalty of Rs.15,000/- each and disciplinary and criminal action
04.	Not putting initials for the corrections/over writings.	Penalty of Rs.100/- each
05.	Not keeping the account of blank marks cards by the concerned	Penalty of Rs.5,000/-

Dispatch of Result Sheets and Marks Cards		
01.	Dispatching the marks card without facsimile	Penalty of Rs.1,000/- each
02.	Dispatching the blank marks card with facsimile.	Penalty of Rs. 1,000/- each
03.	Late dispatch of marks cards and Result sheet	Penalty of Rs. 1,000/- per course
04.	Dispatching degree certificate without signature of the Vice-Chancellor.	Penalty of Rs. 1,000/- each

General		
01.	Any breach of confidentiality relating to the examination work entrusted by the University.	Registrar (Evaluation) shall impose same penalty as provided above.
02.	Failure to undertake the examination work assigned by the Registrar (Evaluation) without prior permission in writing	Penalty of Rs.2,000/- and disciplinary action as per service rules
03.	Leaving the examination work before the completion.	The remuneration/ TA/ DA due to the concerned person shall be forfeited and a penalty of Rs.5,000/-
04.	In other cases of serious irregularities or gross dereliction of duties	Penalty of Rs.25,000/- for each case and disciplinary and criminal action

16. Malpractice by Candidates

Malpractice by Candidates Appearing in Examination, Procedure and Punishment under Section 77 of K.S.U. Act, 2000

01. Acts of Malpractice by Candidates Appearing in Examination

Malpractice means and includes any one or more of the following acts by a candidate appearing for the University Examinations to grant and confer Degree, Diploma and other Academic distinction on persons who have pursued a course of study or have carried on research.

- a) Unruly behaviour in or near the examination hall.
- b) Bringing into the Examination hall or being found while in the examination, in possession of any book, portions of a book, manuscript, material or any other matter not permissible to be brought into the Examination hall.

- c) Copying or taking aid from any material or matter to answer in the examinations.
- d) Communicating with any candidate or any other person in or outside the examination hall with a view to take assistance or aid to answer in the examination.
- e) Copying from the material or matter or answer of another candidate or similar aid or assistance is rendered to another candidate.
- f) Making any request or representation or offers any threat or inducement to Supervisor/Room Superintendent or/ and any other official or officer of the University/College in the Examination Hall or to the Examiner in the answer script.
- g) Approaching directly or indirectly the teachers, Officers or Examiners or brings about undue pressure or undue influence upon them for favour in the examination or valuation.
- h) Inserting or substituting in the answer script sheets or sheets of answer script not supplied in the examination hall.
- i) Impersonating or allowing any other person to impersonate for him in the examination hall.
- j) Committing any other act omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the Examiner or officers or authorities of the University/College.

02. Authority for imposing Penalty:

The Vice-Chancellor and the Syndicate shall impose penalties taking into account the recommendation of the Mal Practice Enquiry Committee.

03. Constitution, Powers and Functions of the Malpractices Enquiry Committee:

- a) The Malpractices Enquiry Committee shall consist of two members one of whom shall be the Chairman, who shall be the Dean of the Faculty of respective course. Another member shall be the legal advisor/any other person authorized by him from out of the Common Statute Panel Advocates approved by the Syndicate. There shall be one convener, who shall be an official of the University not below the rank of Assistant Registrar (Evaluation)
- b) The Committee shall have all the powers to issue notice, summon the candidate and witness, record their statements and recommend appropriate punishment/penalty as per the Schedule of penalties provided hereto.

04. Procedure and Penalties:

- a) No penalties may be imposed on a candidate except after an enquiry held, as far as may be, in the manner hereinafter provided.
- b) The Malpractice cases reported by the Chief Superintendent/ Squad/Examiner/ Coordinator / Custodian in sealed covers to the Registrar (Evaluation) shall be opened before the Committee only. The Committee after verifying the report and recording the material enclosed thereto shall make an endorsement to that effect.
- c) The Malpractices Enquiry Committee shall frame definite charges and cause to issue notice communicating such charges together with a statement or allegation on which they are based, to the candidate in writing and he/she shall be required to submit within 15 days from the date of receipt of notice or within such time as may be specified by the committee a written statement of his/her defence or admission of the guilt. In case the student fails to submit written statement of his/her defense or admission of his/her guilt within the stipulated period, the Committee shall hear the matter ex-parte and make necessary report.
- d) In case of contest by the student, the committee shall proceed to conduct a summary enquiry by providing a fair and reasonable opportunity to the student. On conclusion of the enquiry the committee shall record its finding about the commission of guilt by the student or otherwise and shall submit a report along with recommendation of the committee based on the findings recorded.
- e) The candidate may present his/her case himself/herself but shall not engage a legal practitioner for the purpose.
- f) The Malpractices Enquiry Committee shall, in the course of enquiry consider such documentary evidence and take such oral evidence as may be relevant or material in regard to charge or charges. The candidate shall be entitled to cross examine any witnesses summoned by the committee to give evidence in defense. The person presenting the cases and in support of the charges shall be entitled to cross examine the candidate and the witnesses examined in defense.
- g) At the conclusion of the enquiry, the Malpractice Enquiry Committee shall submit a report with findings on each of the charges together with all the documents and recommend either for imposition of penalty or exoneration of the student to the Vice-Chancellor.
- h) The Vice-Chancellor in turn shall, place the report before the Syndicate which shall consider and impose the penalty for various types of Malpractices as detailed in the schedule or as recommended by the Malpractices Enquiry Committee or exonerate the student as the case may be

05. The Procedure for Reporting Malpractice Cases:

- a) The Room Superintendent /Invigilator shall seize the incriminating material and the answer script or other substance forming part of answer and report the same to the Chief Superintendent immediately, if he/she notices a malpractice being committed by the candidate.
- b) If the candidate refuses to hand over the incriminating material or destroys or runs away with the material (causes to disappear) the facts shall be noted duly witnessed by two members of the supervisory staff and report the matter to the Chief Superintendent immediately. If the candidate refuses to give the statement the candidate should be asked to record in writing his refusal to give a statement. If he/she refuses to do even that, the facts shall be noted, duly witnessed by two members of the supervisory staff.
- c) The Chief Superintendent shall hold a preliminary enquiry, record the report of the Room Superintendent, the statement of the candidate in the presence of a teacher other than the Room Superintendent concerned. He/she shall forward a report along with the answer script or other substance or the incriminating material in a sealed cover or box, to the Registrar (Evaluation) by name, who, in turn, shall place before the Malpractice Enquiry Committee all the materials and records received by him/her. The Chief Superintendent shall forthwith suspend the candidate from writing the examination and withdraw the admission ticket.
- d) The Examiner/Reviewer, shall, if he/she suspects malpractice while valuing the answer script shall forthwith stop further evaluation and return the answer script with a report prepared by him under his/her name and signature to the Coordinator / Custodian who in turn shall forward the same to the Registrar (Evaluation) along with his/her remarks under his/her name and signature. If the suspicion arises or malpractice is suspected after script is already valued then the marks shall be entered into system. A separate note shall be sent to computer section to block the result under "Malpractice". A statement is to be made by the Examiner and hand over to the Coordinator / Custodian who in turn in a sealed cover shall forward the same to the Registrar (Evaluation).

Schedule of Penalties:		
Sl. No.	Nature of Malpractice	Penalty to be imposed
01.	Revealing the Identity of the candidate by putting any mark, symbol etc., in the answer paper	a) Fine not less than Rs.5,000/- b) Withholding and forfeiture of the performance of the examination.
02.	Possession of manuscript/printed or typed matter, books or notes/ impermissible electronic gadgets.	To deny the benefit of performance of the examination for which the candidate has appeared and debar him/her for a further number of chances extending up to TWO more examinations and penalty of Rs.5,000/-

03.	Possession of manuscript printed or typed matter. Book or notes and found copying.	To deny the benefit of performance of the Examinations for which the Candidate has appeared and debar him/her for a further number of chances extending up to THREE more examinations and penalty of Rs.5,000/-
04.	Identical answers in the answer scripts of different candidates as a result of copying. Copying or allowing a candidate to copy from his/her answer script.	To deny the benefit of performance of the Examination for which the candidate has appeared and debar him/her for a further number of chances extending up to TWO more examinations and penalty of Rs.5,000/-
05.	Appeal to the Examiner with money as enclosures to the answer book, use of abusive/obscene language, or threatening words in the answer book.	To deny the benefit of performance of the said paper of the examination for which the candidate has appeared and penalty of Rs.10,000/-
06.	Found giving or receiving assistance at the examination, passing on the question paper/ answer script/ additional sheet for purpose of copying	To deny the benefit of performance of the examination for which the candidate has appeared and debar him/her for a further number of Chances extending up to THREE more examinations and penalty of Rs.5,000/-
07.	Insertion of additional sheets/use of an answer book which is not issued at the examination hall/ insertion of any papers during or after examination at any stage.	To deny the benefit of performance of the examination for which the candidate has appeared and debar him/her for a further number of chances extending up to FOUR more examinations, period of debar, however, not to exceed THREE years, not to exceed THREE years, excluding the Examination already taken and penalty of Rs.15,000/-
08.	Impersonation, found guilty of deliberate pre-planned arrangement to cheat in the examination.	To deny the benefit of performance of the examination for which the Candidate has appeared and debar him/her for a maximum of SIX more examinations and penalty of Rs.25,000/-
09.	Abusing, threatening or and man-handling the examination authorities at the examination hall or in the premises of the examination centre, misconduct of a very serious nature.	To deny the benefit of performance of the examination for which the candidate has appeared and debar him/her for a further number of chances extending up to FIVE more Examinations depending on the degree of misconduct and penalty of Rs.10,000/- and criminal action

General

01. The committee is empowered to recommend suitable punishment for any malpractice which is not covered under any of the items defined in the above schedule of penalties.
02. Candidates involved in malpractice shall not be permitted to keep terms for the next higher course or pursue other alternative courses till their term of punishment is over. They shall also forfeit their scholarship/fellowship/financial assistance/admission in hostel during that period.

17. Repeal and Savings

- a) The provisions of any Ordinance, Order, Rule or Regulations in force shall be inapplicable to the extent of their inconsistency with this *Examination Manual*
- b) The University shall issue such orders, instructions etc and prescribe such format, procedure etc as it may deem fit to implement the Provisions of this *Examination Manual*.
- c) In case of any difficulty in the implementation or giving effect to the provisions of this *Examination Manual*, the decision of the Vice-Chancellor shall be final.

APPENDICES

1. Acceptance of Examinership

2. Requirements of Documents for Issue of Marks Cards, Certificates, Provisional Degree Certificates, Transcripts etc.

2.1 For Issue of Degree Certificate

Prescribed fee collected automatically on the first appearance in the final examination

2.2 For Issue of Provisional Degree Certificate

Prescribed fee collected automatically on the first appearance in the final examination

2.3 For Issue of Completion Certificate

Prescribed fee collected automatically on the first appearance in the final examination

2.4 For Issue of Transcript

Apply through e-portal by paying prescribed fee

2.5 For Degree Certificate Correction

- a) Submit application form through e-portal by paying prescribed fee
- b) Take printout of acknowledgment and submit the same to college along with original Degree certificate
- c) Colleges shall forward the application within three days from the receipt of the same

2.6 FOR MARKS CARD CORRECTION / DUPLICATE MARKS CARD / DUPLICATE DEGREE CERTIFICATE

- a) Submit application form through e-portal by paying prescribed fee
- b) Take printout of acknowledgment and submit the same to college along with all documents as mentioned in the e-portal
- c) Colleges shall forward the application within three days from the receipt of the same

ACCEPTANCE FORM

To

The Registrar (Evaluation)
Bengaluru Central University
Central College Campus, Bengaluru – 560001

From

Name:
(In Block letters)

Address:

College:

Subject:

Ph. /Mobile:

Residence,

Ph:

E-mail :

Sir/Madam,

I wish to intimate to you my acceptance/non acceptance of the invitation communicated in your letter No.....

I agree to maintain confidentially about this offer.

I have no relative / member of my family appearing for the examination nor have I coached any Student/s for the examination at which I have been invited to examine.

I have not written any guide or given any tuition for students with reference to the examination for which I have been invited to examine.

I have not registered myself for any examination (Regular or External) of this University (Registration for Ph. D is exempted)

I further agree to abide by all the rules and regulations of the University with respect to my assignment.

Date :

Yours faithfully,

Place :

Note: All the confidential letters should be addressed to the Registrar (Evaluation) by name.

Consolidated Fee and Remuneration Structure

Note: The fee structure will be annually reviewed by fee structure committee / Finance Committee and approved by the University Authorities from time to time.

I VALUATION UNIT				
		UGC TEACHERS	NON-UGC TEACHERS	NON-TEACHING STAFF
01	Coordinator / Custodian	Rs.1,000/- per day	Rs. 1,000/- per day (70 DAYS Maximum)	
02	Dy. Coordinator / Dy. Custodian	Rs.750/- per day	Rs.900/- per day	
03	Helpers/Attenders /Sweeper / Scavenger			Rs. 400/- per day (70 days Maximum)
04	Telephone Charges per Unit	Rs. 1,000/- per exam	Rs1,000/- per exam	

II DURING THE EXAMINATION				
05	Vigilance Squad (Chief)	Rs.800/- per day - Single Session Rs.1000/- per day - Double Session Telephone Charges Rs. 1000/- Contingency Rs. 1,000/-	Rs.800/- per day - Single Session Rs.1000/- per day - Double Session Telephone Charges Rs. 1000/- Contingency Rs.1000/-	
06	Squad Chief (UG/PG)	Rs. 600/- per day - Single Session Rs. 900/- per day - Double Session Telephone Charges Rs. 500/- Contingency Rs. 500/-	Rs.600/- per day - Single Session Rs. 900/- per day - Double Session Telephone Charges Rs. 500/- Contingency Rs. 500/-	
07	Flying and Sit- in Squad Members	Rs. 550/- per day - Single Session Rs.750/- per day - Double Session	Rs. 550/- per day - Single Session Rs. 750/- per day - Double Session	
08	Observer (Chief)	Rs.1100/- (Actual Valuation Period or 30 days which were is less) Telephone Charges Rs. 1000/- Contingency Rs.1000/-	Rs.1100/- (Actual Valuation Period or 30 days which were is less) Telephone Charges Rs. 1000/- Contingency Rs.1000/-	
09	Observer (Members)	Rs. 900/- per day	Rs. 900/- per day	

10	Question paper setting	Rs.300/-	Rs.300/-	
11	PHD Course work question paper setting	Rs.400/-	Rs. 400/-	
12	BOE meetings UG (Hospitality Charges)	Rs. 500/- per day (max of Rs. 3500/-)TA/DA	Rs. 500/- per day (max of Rs. 3500/-)TA/DA	
13	BOE meetings PG (Hospitality Charges)	Rs.500/- per day (max of Rs. 2000/-)TA/DA	Rs.500/- per day (max of Rs. 2000/-)TA/DA	
14	BOE UG /PG Chairperson	Telephone Charges Rs. 500/-	Telephone Charges Rs. 500/-	
15	Evaluation Work Allowances	Local UGC Scale Teachers Rs. 750/- per day	Local Non UGC Rs. 750/- + Non UGC Allowance Rs.150/- per day for Non UGC pay scale teachers	
16	Evaluation Allowances	Local out station UGC Teachers Rs.850/- per day	Local out station Non UGC Teachers Rs.750 + DA 250 = Rs.1000/- per day	
17	Valuation Allowances	Other University Teachers Rs. 750/- + TA/DA (TA: Admissible - 3 tire AC Charges)	Other University Teachers Rs. 750/- + TA/DA (TA: Admissible - 3 tire AC Charges)	
18	Viva-voce	Rs.400/-	Rs. 400/-	
19	Project Assessment/Viva-Voce/ Practical Exam/BBM,BHM	Rs. 30/- (Ceiling limit fixed at Rs. 3000/- for a Teacher)	Rs. 30/- (Ceiling limit fixed at Rs. 3000/- for a Teacher)	
20	Sitting fee	Conveyance Allowance Rs. 600/-	Conveyance Allowance Rs.600/-	
21	BOE Members Sitting Fee for UG/PG (Lumpsum)	Bangalore city & outside Bangalore Rs. 300/- / Rs. 400/- Admissible	Bangalore city & outside Bangalore Rs. 300/- /Rs.400/- Admissible	
22	Ph.D Registration Committee Meeting (External Members)	TA/DA (TA:Admissible3 tire AC Charges) Rs. 800/-	TA/DA (TA:Admissible3 tire AC Charges) Rs. 800/-	
23	M.Phil/ PHD Course work exams	Rs. 20/- / Script(min400)	Rs. 20/- / Script(min400)	

24	Ph.D Examinations thesis valuation	valuation of thesis Rs. 2000/- per Candidate Viva-voce Rs. 1000/- per Examiner Chairman's fee Rs. 500/-	valuation of thesis Rs. 2000/- per Candidate Viva-voce Rs. 1000/- per Examiner Chairman's fee Rs.500/-	
25	Practical Examinations - UG / Vocational Course Exams	Rs.7 to Rs.60 (Varies subject wise)	Rs.7 to Rs.60 (Varies subject wise)	
26	Practical examination at other colleges (UG)	Rs.5 to Rs.7 (Varies subject wise)	Rs.5 to Rs.7 (Varies subject wise)	
27	Supporting staff UG Practical examination			Rs. 20/- to Rs.35/- (Varies subject wise)
28	Post graduate practical exams	Rs.8/- to Rs.11/- per Candidate	Rs.8/- to Rs.11/- per Candidate	
29	Supporting staff PG practical exams	-		Rs.55/- to Rs.85/- (Varies subject wise)
30	Conducting of exams at University Department / Colleges	Rs. 100/- to Rs. 200/- CS: Rs. 200/- DS: Rs.100/- INV:Rs.100/- REL:Rs.100/-	Rs. 100/- to Rs. 200/- CS: Rs. 200/- DS: Rs.100/- INV:Rs.100/- REL:Rs.100/-	Rs.50/- to Rs.100/- H.CRs. 80/- C/T/CO:Rs.60/-
31	CA for Collecting question papers from Exam branch and handing over to exam centres.			Rs.300/-
32	Collection of Answer books from exam centres and handing over to evaluation centre			Rs. 200/- Evaluation unit.
33	Conveyance allowance for Non-teaching staff attending examinations work shall not exceed 75 days			Group A officials CA At Rs. 350/- /day Group B officials CA At Rs. 330/- / day Group C officials CA At Rs. 310/- / day

	covering all the examination in a year at the rate.			Group D officials CA At Rs. 300/- / day
34	Incentive and CA for confidential section personnel for distribution of question papers.			Superintendent/Sr.Assistant Remn. Rs. 2000/- + CA 30 days Max. Assistant/Jr.Assistant / Typist Remn. Rs.1500/- + CA 30daysMax. Class IV Staff/Driver Remn. Rs. 1000/- + CA 30 days Max.
35	Examination section Staff (Lumpsum)			Rs. 15,000/-
36	Other Items (Other than valuation & Valuation Unit)	Conveyance Allowance Rs. 500/- per day Daily allowance (Coming from Outstation) Rs. 600/- per day	Conveyance Allowance Rs.350/- per day. Daily allowance Rs.500/- per day.	

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