

# Maharshi Panini Sanskrit Evam Vedic Vishwavidyalaya, Ujjain

## ORDINANCE NO. 4

### CONDUCT OF EXAMINATIONS

#### (Refer Section 35(f) of the Act.)

(For the purpose of this Ordinance, the Act means Maharshi Panini Sanskrit Evam Vedic Vishwavidyalaya Adhiniyam 2006 (15 of 2008))

1. All arrangements for the conduct of examinations to be held by the University shall be made by the Registrar in accordance with such directions as may be issued by the Executive Council in consultation with the Academic Council.
2. The Registrar shall prepare and duly publish a programme for the conduct of examinations specifying the date of each examination and the last dates by which applications and fees for examinations shall be paid by the intending examinees. The dates of examination once announced will not be changed without the permission of the Vice-Chancellor.
3. (i) The Kulpati shall constitute a committee consisting of three members :-
  1. One professor who is a member of Executive Council
  2. One Principal of a College
  3. One Dean of faculty

which will recommend the Centers of Examination. List of Examination Centers will be reported to the Executive Council. The determination of Examination Centers will be as per norms approved by Coordination Committee and/or instructions of the State Government from time to time. The Principal of the College shall act as Senior Centre Superintendent of University examinations and he/she shall be overall in-charge for the conduct of University examinations at their respective centres. The Registrar shall in consultation with the Head of the Institution, where there is an examination centre, appoint Centre Superintendent and Assistant Superintendent, if any, for each examination centre and shall issue instructions for their guidance.

Provided that :-

- (a) the Principal/Professor/Reader of University Teaching Department as the case may be, will be the Senior Centre Superintendent for all the three shifts. A person other than the Principal can be appointed as Senior Centre Superintendent only when the University comes to the conclusion that the Principal there, for identified reasons, is not suitable to be the Senior Centre Superintendent or is not available.
- (b) there will be an Assistant Superintendent if the number of examinees exceeds 300 in a shift and an additional Assistant Superintendent for every 500 thereafter up to a maximum of 3 Assistant Superintendents.
- (c) the remuneration of the Senior Centre Superintendent/ Centre Superintendent/Assistant Superintendent for conducting final (main) examination and the supplementary examination will be as given in the Appendix to this Ordinance.
- (d) the Senior Centre Superintendent who is also the shift Centre Superintendent will not get any remuneration for the shift.
- (e) there would be remuneration for additional two days ( one day for preparation and one day for closing ) after the examination is over.

- (ii) The Centre Superintendent of the Examination at each centre shall be personally responsible for the safe custody of question papers and the answer-books sent to him and shall render to the University office a complete account of used and unused question papers and answer-books. The question papers may be kept in safe custody of the concerned Police Station/Treasury as per instructions of the University, if required.
  - (iii) The Centre Superintendent shall supervise the work of invigilators working under him and shall conduct the examinations strictly according to the instructions issued to him by the University.
  - (iv) The Centre Superintendent of the examination shall, wherever necessary, send a confidential report to the Registrar about the conduct of examination, mentioning therein the performance of the invigilators and the general behaviour of the examinees. He shall send a daily report on the number of examinees attending each of the examinations, absentee roll numbers and such other information relating to the examinations being held at the Centre as may be considered necessary, along with any other matter which he thinks fit to be brought to the notice of the University. The Senior Centre Superintendent shall also be responsible for maintenance and submission to the Registrar of the University, of the account of advance money received and expenditure incurred in connection with the conduct of the examinations.
  - (v) The Centre Superintendent shall have the power to expel an examinee from an examination or subsequent examination days, on any of the following grounds:--
    - (a) That the examinee created a nuisance or serious disturbance at the examination centre.
    - (b) That the examinee showed a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.
    - (c) If necessary, the Centre Superintendent may get police assistance. Where a candidate is expelled, the Registrar shall be informed immediately.
  - (vi) Unless otherwise directed, only teachers of Colleges and University Teaching Department shall be appointed as invigilators by the Centre Superintendent.
  - (vii) The principal of the College and/or the Centre Superintendent of the Examination Centre shall fix the premises of the examination centre within the periphery of 100 meters and restrict entry of unauthorized persons as per provisions of the recognized examination Act 1937 (as amended).
4. It shall be the duty of the Centre Superintendents to ensure that an examinee is the same person who had filled in the form for appearing in the examination, by way of checking the photograph pasted on the form in case of all regular and ex-student and non-collegiate candidates and by tallying the signature. It shall be the duty of the Centre Superintendent to see that on each day on which a candidate appears in the examination his signature is obtained on the form and to make sure that it tallies with the one already on it.
5. The University may change the examination centre of the examinees irrespective of a college to which they belong anytime it deems proper without assigning any reason.

6. The Principal may on the recommendation of the Centre Superintendent appoint an amanuensis to write down dictation pertaining to answers to questions at the examination on behalf of the examinee who is unable to write himself/herself on account of severe short sightedness, sudden illness or fracture in writing hand, provided that such an amanuensis shall be a man/woman possessing qualification of at least one class/examination lower than the examinee concerned. The Principal shall immediately after appointment of amanuensis, forward the application of the candidate to the Registrar.

Provided also that amanuensis and visually challenged person be given additional time of 20 minutes per hour (subject to maximum of one hour ) for writing the examination on production of medical certificate from Chief Medical Officer.

7. The Vice-Chancellor may appoint flying squad to inspect the examination centres consisting of one or more persons. The flying squad so appointed shall have the powers to visit and inspect any examination centre at any time and have the powers to take personal search of the examinees, if so required. The flying squad will report the cases of unfair-means, if noticed during their visit, to the Centre Superintendent of examination centre for necessary action. The flying squad shall submit its report immediately to the Registrar, who shall take such action or steps as may be considered necessary. During the course of inspection of the examination centre, the members of the flying squad shall act as invigilators.
8. The Executive Council may cancel an examination at all centers, if it is satisfied that there has been a leakage of question paper or any other irregularity which warrants such a step.
9. The Executive Council may issue such general instructions, for the guidance of the Examiners, Centre Superintendents, Tabulators, Collators, as it considers necessary for the proper discharge of their duties.
10. Subject to the provisions of this Ordinance, the Executive Council may, from time to time make, alter or modify rules and procedure about the conduct of examinations.
11. (1) The Results Committee for each of the Faculties will be constituted by the Academic Council as follows :-
  - (i) Dean of the Faculty Concerned - Chairman
  - (ii) Two Members from the concerned faculty - Members
  - (iii) Registrar - Member Secretary

In case of urgency, the Kulpati may nominate the two members under Clause (ii) above and this will be reported to the Academic Council at its next meeting.

- (2) Three members shall form the Quorum.
- (3) The term of the Results Committee shall be of one academic year.
- (4) The functions of the Results Committee shall be as follows :--
  - (i) To scrutinize and pass the results of the examinations conducted by the University after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards and to recommend to the Kulpati the action to be taken in any case where the result is unbalanced.

- (ii) To scrutinize complaints against question papers and to take necessary action.
- (iii) To decide cases of candidates who answered wrong paper;
- (iv) To decide cases of candidates whose answer books were lost in transit;
- (v) To exercise such other powers as the Academic Council may delegate to it from time to time.
- (vi) To decide cases of mistakes made by the paper-setters, moderators, examiners, invigilators, Centre Superintendents of the examination centers, tabulators, collators, co-ordinators and any other person concerned with the examinations whose cases are referred to the Committee.
- (vii) If the results of any examination disclose understandable divergence in the marks of the candidates in any subject or divergence in the marks in any paper or subject among the candidates of the Colleges or the University Teaching Departments, the Committee may investigate into the case of such divergence, which is referred to the committee.

If after the investigation the Committee is of the opinion that such divergence may be due to leakage of paper, personal favouritism or animosity, it may recommend to the Kulpati to take such action as he deems necessary including a revaluation of the answer-books.

If leakage of paper or favouritism or animosity in valuation of answer-books by any examiner is proved, the Kulpati shall report the matter to the Executive Council which may take such action against the examiner as it thinks fit and may debar him from examinership permanently or for a specific period.

Note :

- (1) If any action is to be taken against any examiner/paper-setter/moderator in cases of mistakes/omissions/negligence/leakage in paper-setting/moderation/evaluation, the matter shall be referred to the Executive Council with the recommendations of the Results Committee.
- (2) If any action is to be taken against Centre Superintendent/Assistant Superintendents/ Invigilators, the matter shall be referred to the Executive Council directly by the Kulpati.

12. The Kulapati shall appoint two tabulators of two sets of tabulators for tabulating the results of the examination and collators as necessary and he may issue general instructions for the guidance of tabulators in preparing the results of the examination.

Provided that with the previous approval of the Executive Council the results of examinations along with marksheets may be got prepared by computer for which purpose a set of two checkers for each examination shall be appointed. The degrees/diplomas of all the candidates passing in the final examination may also be got prepared by the computer in Sanskrit and Hindi and English versions simultaneously.

13. If a candidate has any communication to make on the subject of his/her examination paper, it shall be made in writing to the Registrar directly.
14. Any attempt made by or on behalf of a candidate to secure preferential treatment in the matter of his/her examination shall be reported to the Registrar, who shall place the matter before the Executive Council.
15. Except as other wise decided by the Executive Council, the examination answer-books and the documents regarding the marks obtained by the examinees, except the tabulated results, shall be destroyed or otherwise disposed of after 6 months from the date of the declaration of the results.
16. The Executive Council may, by a resolution, authorise the Registrar to publish the results of the University examinations as passed by the Results Committee on the notice board of the Office of the University. The results, when published, shall simultaneously be communicated to the Principals of the Colleges concerned. The results may also be published on the website of the University. The marksheets of all the candidates appearing at the college/examination centre will also be sent to the Principal along with the result. The degrees/diplomas of the candidates passing the final examination will also be sent to the Principal along with the marksheets for distribution.

If any clerical error or errors in the process of calculation or computerization is discovered in the results so declared, the Kulapati shall have the power to rectify the same.

17. The remuneration of the Examiners, Senior Centre Superintendents, Centre Superintendents, Assistant Superintendents, Invigilators, Tabulators and Collators and of any other person appointed for the conduct of the examination and the deductions to be made in remuneration for errors noticed shall be as given in the Appendix.
18. No examinee shall leave the examination hall within one hour of the start of the examination for any purpose what so ever and no candidate shall be permitted to appear for the examination after half an hour of its commencement.
19. Examinees desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of 5 minutes. The absence shall be recorded and if the examinee fails to return within this limit of 5 minutes, he/she shall not be permitted to enter the examination hall, unless he/she gives convincing explanation.
20. A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues talking inspite of the warning by the invigilators, the answer-book of such examinee shall be withdrawn and a second answer book supplied. Only the second answer-book shall be sent for valuation. The first answer-book shall be cancelled and sent to the Registrar or by the Centre Superintendent.
21. The Centre Superintendent of an examination centre shall take action against an examinee who is found using or attempting to use unfair means in the examination hall or within the premises of the examination centre during the hours of examination, in the following manner :--
  - (i) The examinee shall be called upon to surrender all the objectionable material found in his or her possession including the answer-book and a memorandum shall be prepared with date and time.

- (ii) The statement of the examinee and the invigilator shall be recorded.
- (iii) The examinee shall be issued a fresh answer-book marked 'Duplicate Using Unfair Means' to attempt answers-within the remaining time prescribed for the examination.
- (iv) All the material so collected and the entire evidence alongwith the statement of the examinee and the answerbooks duly initialed shall be forwarded to the Registrar by name, in a separate confidential sealed registered packet marked "Unfair Means" alongwith the observations of the Centre Superintendent.
- (v) The material so collected from the examinee together with both the answerbooks viz, the answerbook collected while using unfair means and the other supplied afterwards, will be sent to an expert in the subject appointed by the Kulpati for assessing both the answerbooks separately and to report if the examinee has actually used unfair means in view of the material collected.
- (vi) While evaluating, if the examiner finds similarity in the answers in many answer-books or he finds cash, cheque etc in the answer-book, this would be considered a case of unfair means.
- (vii) The cases of the use of unfairmeans at the examination as reported by the Centre Superintendent alongwith the report of the examiner shall be examined by a committee to be appointed by the Executive Council every year.

The Committee shall consist of :--

- (a) One teacher member of the Executive Council, one of the Deans of Faculties and one teacher who is a member of the Academic Council and one Principal of Government Colleges, nominated by the Executive Council.
- (b) Registrar or his nominee not below the rank of Deputy/Assistant Registrar (Secretary)

The Executive Council shall appoint one of the members included under (a) to be the Chairman of the Committee.

Three members shall form the quorum.

- (viii) The Committee shall after examining the cases, decide the action to be taken in each case and report to the Executive Council all cases of the use of unfair means together with the decision of the Committee in each case.
- (ix) Teacher and staff posted at examination centers who are found to be abetting in the use of unfairmeans to the examinees should be proceeded for penal action under the relevant laws.

**APPENDIX TO ORDINANCE NO. 4  
REMUNERATION FOR EXAMINATION WORK**

(1) The scale of remuneration for examination work shall be as follows :--

**1. Faculties of Veda, Vedanga and Sahitya, Darshana(Philosophy), Kala(Arts), Prachin Vigyana and Shiksha(Education) :--**

(i) For Ph. D./Vidya Varidhi, and D. Litt./Vidya Vachaspati examinations.	Rs.	
(a) Evaluation of a thesis for Ph.D./ Vidya Varidhi	500	
(b) Viva-voce examination for Ph.D./Vidya Varidhi	400	
(c) Evaluation of a thesis for D.Litt./ Vidya Vachaspati	800	
(d) Viva-voce examination for D. Litt./ Vidya Vachaspati	500	
 (ii) For Acharya, M.A., M.P. Ed., M.Ed. and M.Phil examinations :--		
(a) Setting a question paper (including translation)	500	
(b) Marking of each answer book.	10	
(c) (i) Evaluation of Acharya/M.A. dissertation / project report of a candidate	50	Total 75
(ii) Viva-voce examination on above per candidate	25	
	(Minimum Rs.300)	
(d) (i) Evaluation of M.Phil. dissertation / project report of a candidate	100	Total 150
(ii) Viva-voce examination on above per candidate	50	
	(Minimum Rs.300)	
(e) Conducting Practical examination per candidate	10	
	(Minimum Rs.300)	
(f) Viva-voce examination of a candidate.	10	
	(Minimum Rs.300)	
 (iii) For Shastri, B.A., B.Ed. and B.P.Ed. examinations :--		
(a) Setting a question paper (including translation)	350	
(b) Marking of each answer book	6	
(c) Conducting Practical examination per candidate	6	
	(Minimum Rs.250)	
(d) Evaluation of dissertation/project report and viva voce examination per candidates	25	
	(Minimum Rs.250)	

**2. Faculty of Ayurveda:**

B.A.M.S. examinations:

(a) Setting each question paper (including translation)	350
(b) Marking each answer book.	8
(c) Conducting Practical examination including viva-voce examination per candidate	8
	(Minimum Rs.250)

For M.D and M.S.(or equivalent) examinations:

(a) Setting each question paper (including translation)	500
(b) Marking each answer book	10
(c) Conducting Practical examination including viva-voce examination per candidate	50 (Minimum Rs.250)
(d) M.D. thesis evaluation of a candidate	200

**3. For all Diploma courses in any Faculty :**

(a) Setting each question paper (including translation)	350
(b) Marking each answer book.	6
(c) Conducting Practical examination including viva-voce examination per candidate	6 (Minimum Rs.250)

**4. Miscellaneous.**

(a) Remuneration to Head Examiners per valuation day ( max. 3 days) for Central valuation	300
Remuneration for Coordinator/Observer for Central valuation	300
Assistant Coordinator for Central valuation	250
Note : The remuneration in (a) will not form part of remuneration shown in (g)	
(b) Drafting detailed memorandum of instructions by Paper Setter or Examiner appointed by Kulpati, for examining the answer books	150
(c) For translation of question paper form English to Hindi & Vice-Versa	50
(d) Minimum remuneration to an examiner for examining answer book	75
(e) Remuneration for revaluation of each answer book ( to each of the two examiners)	25 (Minimum Rs.100)
(f) Maximum remuneration payable to any single examiner for evaluation for answer books in an academic session: for all Faculties	20000
(g) Incidental and Daily Allowance for journey by examiners for examination work	As per T.A. rules
(h) Internal Examiners in the Practical examinations.	Be paid at the same rate as external examiner
(i) For duplicating question paper where necessary	
(a) Centre Superintendent of Exam./ or Supervisor	50 per paper
(b) Comparer	50 per paper
(c) Typist	10 per page
(d) Multigrapher for preparing copies	10 per paper
(k) Postal expenses/ Rly. charges for sending question paper/ answer-books / thesis etc.	Actual expenses supported by receipts
(l) Remuneration to moderators for each question paper of any examination	75
(m) Remuneration for retotalling of each answer book	5



**5. Tabulation etc.**

(a) Tabulation of result per 100 candidate ( Manual )	100 ( Minimum 100 )
(b) Tabulation of result per candidate ( Computer )	As per tender
(c) Collation of result per 100 candidates	50 ( Minimum 50 )
(d) Checking per 100 candidates (of Computer Results)	50 ( Minimum 50 )
(e) Writing of statement of marks	2
(f) Checking of statement of marks	1
(g) Writing each degree & diploma	2
(h) Checking of each degree & diploma	1

**6. Invigilation work etc.**

(a) Senior Centre Superintendent	225 for 3 shifts 200 for 2 shifts 175 for 1 shift
(b) Centre Superintendent per shift	150
(c) Assistant Superintendent per shift	100
(d) Invigilator / Campus teacher per shift	60
(e) Class III and IV staff of the College / Department engaged in examination work at the Centre to be distributed among themselves:	
Class III per candidates	4
Class IV per candidates	3

**7. For Practical Examination**

(a) Laboratory staff engaged in practical examination of graduate and post-graduate courses in all Faculties except Ayurveda	
Class III per candidate	4
Class IV per candidate	3
Accompanist for practical examination in Music, per day	100
(b) Practical examination of clinical subjects under Ayurveda Faculty	
1. Each Assistant to Examiners (subject to maximum Number of 4 Assistants in a subject ) per shift ( not more than Rs. 50.00 per day )	30
2. Each patient examined	10
3. Technical staff for one examinee	10
Total Amount not to exceed Rs. 200/- per day and to be divided amongst all technical staff.	

**8. Forwarding officer & his staff** 50

Forwarding fee of Rs. 50/- per collegiate student will be shared as follows :

1.	University share	10
2.	College share	40
	(a.) Principal / Senior Centre Superintendent	05
	(b.) Teaching staff engaged	10
	(c.) Class III & IV staff	12
	(d.) Contingencies	13

9. For supplying all necessary materials for practical examinations, the Principal of the College concerned will be paid contingent charges for which Principal have to issue an official receipt at the rate of Rs. 5 per candidate actually appeared in under-graduate examination (all subjects inclusive) and Rs. 10 per candidate actually appeared in post-graduate examinations.

**10. Deductions**

- (i) Unless specially permitted, deduction shall be made from the remuneration bills on account of the following :

- (1) Delay in dispatch of foils and counter foils of marks to the Registrar, Rs.15 for each day of delay.
- (2) Delay in return of answer books, Rs.15 for each day of delay.
- (3) Delay in the dispatch of the report on examination, Rs. 5 for each day of delay.
- (4) Entry of marks against wrong roll numbers, Rs. 10 per mistake.
- (5) Wrong entry of marks (e.g. 35 instead of 25), Rs. 10 per mistake.
- (6) If marks in award list differ from those shown on the answer book, Rs. 15 per mistake.
- (7) Omission to enter marks in award list although answer books sent, Rs. 15 per mistake.
- (8) Omission to mark a question or part of question, Rs. 15 per mistake.
- (9) Mistake in totaling of marks, Rs. 15 per mistake.
- (10) If any examiner commits more than three mistakes under any of the categories mentioned in the forgoing paragraph or if any examiner commits mistake or mistakes by which the result of the candidate is affected, his work shall be deemed as unsatisfactory and matter may be placed before the Executive Council for any action deemed proper.

- (ii) Deduction at the following rates shall be made from the bills of the tabulators :

- (a) For each mistake affecting the result, Rs. 15
- (b) For each mistake not affecting the result, Rs. 10

11. (a) In case a question paper is set by two examiners, the remuneration for paper setting shall be divided equally between them.
- (b) If paper for an examination consists of two sections, both of which are compulsory, the remuneration payable for examining each answer book in a section shall be half the remuneration prescribed for examining each answer book in the full paper.
12. In case of a work where no remuneration has been prescribed in the foregoing paragraphs, the rates will be determined by the Kulpati.