

# Maharshi Panini Sanskrit Evam Vedic Vishwavidyalaya, Ujjain

## STATUTE NO. 14

### APPOINTMENT OF EXAMINERS

#### (Refer Sections 19(ix) and 24(x) of the Act.)

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

1. In this Statute, unless there is anything repugnant in the subject or context :
  - (i) “Internal examiner” means.
    - (a) in case of a theory paper, an examiner including a paper setter who is a teacher in a University Teaching Department or College maintained by or affiliated to the University.
    - (b) in case of practical and viva-voce examination an examiner who is a teacher in the Institution whose candidates are being examined at the examination centre.
  - (ii) “External examiner” means an examiner other than an internal examiner.
  - (iii) “Co-examiner” means an examiner in a written paper other than the paper-setter.
  - (iv) “Examination Committee” means the committee to be constituted by the Kulpati, for each subject of the examination. The committee shall consist of the following members :-
    - (a) Dean of the Faculty concerned – Chairman
    - (b) Two teachers nominated by the Kulpati from among the members of the Subject Committee in the concerned subject.
2. The office of the Registrar shall prepare for every subject an institution wise list of names of persons qualified for appointment as examiners. The list shall be in two parts, the first part containing the names of persons working as teachers in the University Teaching Departments or College maintained by or affiliated to the University and the second part containing names of persons other than teachers of the University qualified for appointment as examiners, whose names shall be obtained by the Registrar’s office from other Universities on its own initiative or under the direction of the Dean of the Faculties concerned.
3. The list shall contain, as far as possible, information relating to the persons included therein on the following points, namely :
  - (a) The academic qualifications and teaching experience at degree and post-graduate levels,
  - (b) The field of specialization,

- (c) The examinations of the University and years in which they have acted as examiners in the past.
4. The list so prepared shall be made available to the Examination Committee concerned together with the names of persons appointed as examiners in the University during the two preceding years. The Committee may add to the list the names and experience of persons qualified for appointment as examiners but not included therein.
  5. The Registrar's office shall also give the Examination Committee the approximate number of candidates expected to appear at each examination and the list of centers of each practical/viva-voce examination together with the estimated number of candidates thereat.
  6. The Examination Committee shall, in the light of the provisions of the following paragraphs, recommend :
    - (i) a panel of three names for the appointment of the paper- setter of each written paper,
    - (ii) a list of names of persons for appointment as co-examiners where necessary, the number of names included in the list being atleast fifty percent in excess of the number to be appointed,
    - (iii) a list of names of persons for appointment as examiners in each practical/viva-voce examination, the number of names included in the list being sufficient for the conduct of practical/viva-voce examination at different centers.
    - (iv) a list of names of persons for appointment as moderators in each subject of examination, if the Executive Council decides to have system of moderation in particular examination.
  7. The list prepared by Examination Committees for appointment of paper-setters, co-examiners and practical / viva-voce examiners and moderators shall be placed before the Academic Council. The Academic Council shall make its recommendations to the Executive Council. The Executive Council shall make the said appointments.

In case of urgency, the Kulpati shall appoint paper-setters, co-examiners, practical/viva-voce examiners and moderators ordinarily from amongst persons recommended by the Examination Committee. He may, however, appoint a person whose name is not included in the list of names recommended by the Examination Committee if he is satisfied that the person in question possesses the minimum qualification and his appointment will not be contrary to the provisions of the following paragraphs. The Academic Council and the Executive Council shall be informed about this in their next meetings.

8. The qualifications of the paper-setters and co-examiners shall be as follows, namely :

**(A) Paper-setters :**

**Qualification :**

**Examination :**

- |   |  |
|---|--|
| (i) Post-graduate examinations                      | (i) Experience of teaching the subject at the post-graduate level for atleast seven years.   |
|   | Or   |
|   | Experience of teaching the subject at the Post-graduate level for atleast five years together with research experience/total teaching experience at the degree and/or post-graduate level for atleast ten years. |
| (ii) Degree examinations                            | (ii) Teaching the subject at degree or Post graduate level for atleast seven years.  |
| (iii) Degree examination in the Faculty of Ayurveda | (iii) Teaching experience in the subject at the degree and/or post-graduate level for atleast five years.  |
| (iv) Diploma examinations                           | (iv) Teaching experience of atleast three years of degree or five years of diploma classes.  |

Or

Ten years professional experience

**(B) Co-examiners :**

The qualifications shall be the same as for paper-setters but the minimum teaching/professional experience required shall be less by two years than that prescribed in case of the paper-setter.

Provided that in case of degree examinations where sufficient number of internal co-examiners in a subject with the aforesaid qualifications is not available, teachers in the University Teaching Departments and Colleges in the University with atleast three years teaching experience at the degree/post-graduate level in the subject shall be eligible for appointment as co-examiners.

9. (1) In case of practical and viva-voce examinations at the post-graduate level, the external examiner shall be a person having qualifications as prescribed in para 8(A)(i).
- (2) In case of practical and viva-voce examinations at the first degree level the external examiner shall be a teacher of the subject with not less than three years experience of teaching the subject at the degree and/or post-graduate level.
- (3) The internal examiner in case of viva-voce examination at the post-graduate level shall be the Head of the Department in the subject in the Institution whose regular

candidates are to be examined at the Centre and where the Head of the Department is not available a teacher of the Institution recommended by the Head of the Institution shall be the internal examiner.

- (4) The internal examiner in case of practical examination both at the degree and the post-graduate level shall be appointed from amongst the teachers of the Institution, whose regular candidates are to be examined at the Centre, on the recommendation of the Head of such Institution.
  - (5) The external examiner at the post-graduate level in case of a practical/viva-voce examination shall not ordinarily be a teacher in a University Teaching Department or College maintained by or affiliated to the University.
  - (6) Except in the Faculties of Ayurveda, Education and Physical Education all external examiners in case of practical examination at the first degree level shall as far as possible be appointed from amongst the teachers in any University Teaching Department or College maintained by or affiliated to the University.
10. (1) Ordinarily not more than 50 percent of the paper setters at the post-graduate examination and not more than 25 percent of the paper-setters at the first degree examination in any subject shall be external. All external paper-setters for the first degree examination and atleast 50 percent of the external paper-setters at the post-graduate level shall ordinarily be from Madhya Pradesh.
- (2) Where in any paper more than one examiner is appointed, the paper-setter shall be the Head-examiner. Examiners other than the paper-setter shall be the co-examiners.
  - (3) All co-examiners shall be internal, provided that if sufficient number of qualified teachers in a subject is not available for appointment as co-examiners, external co-examiners may be appointed.
  - (4) For appointment as paper-setters and co-examiners, teachers in the University Teaching Departments and College maintained by or affiliated to the University shall be ordinarily considered on the basis of seniority, subject to fulfilment of other conditions for such appointment.
11. (1) No one shall ordinarily be given more than one theory examinership (paper-setting or co-examinership). In case the Examination Committee considers it necessary to recommend more than one examinership (one for the first degree examination and one for post-graduate examination) in case of any person, it shall specify its reasons for doing so.
- (2) Ordinarily not more than one paper-setter shall be appointed from any one University Teaching Department or College in the same subject at any one examination.
  - (3) No one who is paper-setter at any post-graduate examination shall be appointed as an external viva-voce examiner at that examination.
  - (4) No one shall ordinarily be given more than two external practical examinations, provided that in case of Centre where the total strength of

candidates appearing at Part I, II and III of a first degree examination is less than 120, one external examiner may be appointed for all the three examinations.

- (5) In case of under-graduate practical examinations, one external examiner shall not ordinarily examine more than 120 candidates.
  - (6) In case of written examination, an examiner shall not ordinarily value more than 250 scripts and a co-examiner shall be appointed if the number of candidates appearing in the paper is more than 250.
  - (7) While recommending names for examinership in Faculties where English is not the sole medium of examination the Examination Committee shall ensure that the examiners recommended can value the scripts written in Hindi.
  - (8) The provisions of sub-paragraphs (1) and (2) above shall not apply in case of examinations in Education, Physical Education and Ayurveda.
12. (1) Examiners shall be appointed for the examination of one year only, but they shall be eligible for re-appointment.
- (2) Any person who has acted as an examiner (paper-setter, co-examiner or external viva-voce examiner) for three consecutive years shall, ordinarily not be eligible for re-appointment until a period of one year elapses between the year in which he last acted as an examiner and the year in which he is re-appointed.

Provided that such a gap will not be necessary in case of internal examiners if the number of eligible examiners in the subject concerned is less than the number of internal examiners required.

Provided, also that on the recommendation of the Examination Committee a specialist or expert may be continued for two years more after the expiry of the three years period without a gap.

- (3) An examiner may be discontinued any time even before the expiry of the three year period if his work is found unsatisfactory.

An examiner's work shall be deemed to be unsatisfactory if (i) mistake of such nature are found in his work in the course of checking and scrutiny which affect the result or (ii) he is found by the Executive Council to have delayed the work without good cause or (iii) there is an adverse report from the Head Examiner; or (iv) in the opinion of the Executive Council there are reasonable doubts about his integrity or suspicion that he is accessible to examinees or their relations and (v) if there are serious complaints against his paper, e.g., that his paper was much above or below the standard or contained questions outside the prescribed course.

13. (1) In a paper for which there is only one examiner, he shall set the paper and value the answer-books received by him.
- (2) In a paper for which more than one examiner has been appointed, the Head examiner shall :
- (i) Set the paper;

- (ii) forward a memorandum of instructions for the guidance of the co-examiners to secure conformity with his own standard in the valuation of the answer-books by his co-examiners.
  - (iii) forward to each co-examiner at least five answer-books duly marked by him to serve as models;
  - (iv) take care to see that the model answer-books shall, as far as possible, be representative of all grades of candidates, i.e., failure and third, second and first division;
  - (v) assign duties to the Deputy-Head examiners, if there be any ;
  - (vi) value such number of answer-books as may be allotted to him;
  - (vii) examine the latest installments of answer-books received from the co-examiners in accordance with the succeeding sub-para and convey his approval of the marking or issue such instructions as may be necessary to secure uniform standard in valuation;
  - (viii) report to the Registrar on the work of the co-examiner and state whether he has observed the instructions received from the Head examiner.
- (3) Where the number of co-examiners is more than six, a Deputy Head examiner shall be appointed.

A Deputy Head examiner shall act as a co-examiner in relation to the Head Examiner and perform the functions of the Head Examiner with respect to the co-examiners that may be allotted to him. He shall, however, forward a copy of the memorandum which he received from the Head Examiner to each of his co-examiners.

- (4)
- (i) The Head examiner shall, as soon as he receives answer-books, forward to his co-examiners a memorandum of instructions and within three days from the date on which he receives scripts forward to each co-examiner model scripts as provided for in clause (iii) of para 13(2) above.
  - (ii) A co-examiner shall, on receipt of the memorandum of instructions start valuation of the answer-books allotted to him. He shall within two days from the day of the receipts of model answer-books from the Head Examiner send to the Head Examiner first test instalment of ten marked answer books for re-examination. The co-examiner shall continue his valuation work; but shall adjust his valuation according to the standard set by the Head Examiner.
  - (iii) The co-examiner shall forward to the Head Examiner a further instalment of five answer-books.
  - (iv) The co-examiner shall comply with all instructions given to him by the Head Examiner.

- (v) In case the co-examiner does not receive the memorandum of instructions within a week of the date of examination, from the Head Examiner, he shall remind the Head Examiner under intimation to the Registrar. If the Head Examiner does not receive the first test instalment and subsequent instalment of answer-books, each in due time, he shall remind the co-examiner concerned telegraphically under intimation to the Registrar.
- (5) The Head examiner, the Deputy Head examiner, if any, and every co-examiner shall carry out all the instructions received by them from the University in the matter of receipt and despatch of answer-books, their valuation and all other matters incorporated in the instructions.
- (6) Notwithstanding the provisions of sub-paras (2) to (5) above where the Executive Council / Kulpati so decides, in case of a paper wherefor more than one examiner is required, the paper-setter shall draw up and send detailed memorandum of instructions regarding valuation of answer-books including solution of numerical questions along with the question paper set by him. The detailed memorandum of instructions, moderated if necessary by the Moderation Committee, shall be sent by the University to all examiners in the paper. All examiners shall value the answer books allotted to them strictly in accordance with the instructions contained in the memorandum of instructions. There shall be no exchange of model answer-books and instalments of marked answer-books between the paper-setter and other examiners.
14. If for any reason an examiner becomes unable to value the answer-books or to perform the duties of the Head examiner, after setting the question paper, he shall be entitled to receive only one-half of the amount of fees for paper-setting, the balance being payable to the examiner who values the answer books or acts as Head examiner.
- Provided that if the paper-setter dies before he is able to take up or complete the valuation of answer-books, full fee prescribed for paper-setting shall be paid to the heirs of such paper setter.
15. Even though a paper set for any examination is not utilized in that year, the paper-setter shall be entitled to receive the full fee for setting the paper.
16. In case of examination, where the Ordinances provided for a Second/Supplementary examination the paper-setter may be required to set two papers any one of which may be used for the Main examination, the second being used for the Second/Supplementary examination. The paper-setter shall be an examiner at both the Main and the Second/Supplementary examination.
17. In any subject, if a viva-voce examination is prescribed, it shall be conducted by a Board of two examiners of whom one shall be an external examiner and the other internal.
18. In the case of examinations, where thesis is permissible in lieu of a paper there shall be a Board of two examiners for reading the thesis. The maximum number of marks for the thesis shall be equally divided between the two examiners each of whom shall mark the thesis independently. If the valuation of these two examiners differ by 20 percent, the thesis shall be referred to the third examiner, (other than a teacher of the University)
19. who shall award marks out of half of the maximum marks for the thesis. The aggregate of two of the three awards nearest to each other and to the best advantage of the candidate shall be taken as the correct valuation..

20. Notwithstanding anything contained in the foregoing paragraphs :

- (a) The examination in written papers and the practical and oral and clinical or sessional test, in each subject or group of subjects for an examination in the Faculty of Ayurveda shall be conducted by a board of two or four examiners, one or two be, as the case may, of whom shall be external examiner(s) and the other(s) internal examiner(s).
- (b) There should be a Board consisting of four examiners, of whom atleast 50 percent shall be external examiners in each of the subject for M.D./M.S. examinations for written papers and the practicals, oral and clinical tests.
- (c) In the Faculty of Ayurveda, no person shall ordinarily be appointed as an examiner in any subject unless he has taken at least five years previously a Doctor's or Master's degree or a post-graduate diploma of a recognized University or an equivalent qualification, and thereafter has had at least five years teaching experience in the subject in a University or an affiliated college of a University recognized by the All India Council for Ayurveda. In each subject there shall be at least one internal examiner (the Head of the Department).
- (d) The internal paper-setter for examination in each subject in the Faculty of Ayurveda shall be appointed by rotation from amongst the Heads of the Departments of Ayurveda Colleges affiliated to the University. If there is only one Ayurveda College and the Head of the Department cannot be an examiner, the next senior most teacher in the subject shall be the internal paper-setter and examiner.

20. Ordinarily, the external examiner of the Board shall be the Chairman of the Board concerned, the marks shall be submitted under the signatures of all the members of the Board concerned but the report on the working of the examination, the equipment of laboratories, and the thesis, shall be submitted by the external examiner of each Board under his signature only.

21. In case of an examination for a research degree, the Examination Committee shall recommend for each thesis to be examined, a panel of atleast six names of persons who :

- (a) possess a research degree in the subject and atleast ten years teaching experience at the post-graduate level, Or
- (b) are scholars of repute in the subject.

21. (i) No person shall act as paper setter or examiner either in theory, viva-voce or practical examination if any of his relations is taking the examination, provided that this provision shall not debar a person from acting as an examiner for practical at a Centre other than one at which his relation is appearing.

(ii) No person shall act as a moderator or tabulator for any examination if any of his relations is appearing/has appeared at that examination.

23. In the case of examinations in which the system of central valuation is to be followed, some of the provisions of this statute shall apply in such modified form as may be decided by the Kulpati from time to time.