

**RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA,
BHOPAL**

Established under Act No. 13 of 1998

Ordinance No. 5

Ordinance for Conduct of Examinations

(Refer clause vi of section 39 of the Act)

As Amended up to December,2011

1. All arrangements for the conduct of examinations to be held by the Rajiv Gandhi Proudhyogiki Vishwavidyalaya (University of Technology of M.P.) shall be made by the Controller of Examinations in accordance with such directions as may be issued by the Executive Council in consultation with the Academic Council.
2. The Controller of Examinations shall prepare and 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.
3. (i) The Executive Council shall determine in consultation with the Academic Council the centers of examination, Controller (Examination) and the Registrar shall, in consultation with the Head of the Institute, where there is an examination center, appoint Superintendent and Assistant Superintendents, if any, for each examination center and shall issue instructions for their guidance :
Provided that for the purpose of appointment of an Assistant Superintendent at a centre, the minimum strength of examinees appearing there from shall be at least 300.

(ii) The 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 Rajiv Gandhi Proudhyogiki Vishwavidyalaya office a complete account of used and unused question papers and answer-books.

(iii) The Superintendent shall supervise the work of invigilator working under him and shall ensure that a teacher of the subject of the concern written examination shall not be an invigilator at such session of the examination.
4. It shall be the duty of the Centre Superintendent to ensure that an examinee is the same person who had filled-in the form of application for appearing at the examination, by way of checking the photograph pasted on the form and signature (one already on the form and the other to be obtained in the examination hall) in cases of all candidates.
5. The Rajiv Gandhi Proudhyogiki Vishwavidyalaya may change the examination centre of the examinees irrespective of a college to which they belong any time it deems proper without assigning any reason.
6. The Superintendent of examination, if fully satisfied, appoint an amanuensis to write down dictation pertaining to the answer to questions at the examination on behalf of an examinee who is unable to write himself/herself on account of severe short sightedness or sudden illness after obtaining medical certificate of the competent medical officer of

Govt. Hospital duly countersigned by the Civil Surgeon provided that such amanuensis should be a man/woman possessing qualification of at least one class/examination lower than the examinee concerned. The Examination Superintendent will send the information to this effect to the Examination Controller of the University with all the connected papers just after over the examination.

7. The Rajiv Gandhi Proudyogiki Vishwavidyalaya may, from time to time, appoint Observers/Inspectors or Board of Observers/Inspectors to see that the examinations are conducted strictly according to the rules and procedure laid down. In the event of the Observers/Inspectors pointing out serious breach of rules or procedure, the Kulpati may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination at the centre, and if any such action is taken, a report of the action taken shall be made to the Executive Council at its next meeting. In case of the conduct of practical examination, in the event of external examiner pointing out serious breach of rules or procedure, the Kulpati may take appropriate action against the examination centre and the action taken by the Vice-Chancellor will be reported to Executive Council.
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 Examiner, 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 procedures about the conduct of examinations.
11. 1. The Result Committee for each of the Faculties will be constituted by the Academic Council.
11. 2. The functions of the Results Committee shall be as follows :
 - (i) To scrutinize and pass the result of the examinations conducted by the Rajiv Gandhi Proudyogiki Vishwavidyalaya after satisfying itself that the results on the whole and in the 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 complains 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.

Note: If any action is to be taken against any Examiner, Centre Superintendent or Invigilator, the matter shall be referred to the Executive Council with the recommendation of the Result Committee.

12. The Kulpati shall appoint two tabulators or two set of tabulators for tabulating the results of the examination and two collators for each examination and he may issue general instructions for the guidance of tabulators in preparing the results of examination. One tabulator will tabulate the result from files and another from counter files. The set of tabulators and collators can be dependent upon the number of examinees involved.

OR

To save the time and to maintain the accuracy, the Kulpati may order to computerize the result/results from the university computer center or from private agencies, after completing all formalities in this connection.

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 Controller of Exam direct.
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 Controller of Exam who shall place the matter before the Executive Council.
- ****15. *Except as otherwise decided by the Executive council, the examination answer-books and the documents regarding the marks obtained by the examinees, except the tabulated result, shall be destroyed or otherwise disposed off after three months, from the date of declaration of result or after one month from the date of declaration of the revaluation result.*
16. The Executive Council may, by a resolution, authorize the Controller of Exam to publish the results of the Rajiv Gandhi Proudyogiki Vishwavidyalaya examinations as passed by the Result 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.
17. The remuneration of the Examiners, Superintendents, Assistant Superintendent, Invigilators, Tabulators and Collators and the deductions to be made in remuneration for errors noticed shall be as decided by the Executive Council.
18. No examinee shall leave the examination hall within half an hour of the start of the examination for any purpose, what so ever, and no latecomer may be permitted 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 five minutes. The absence shall be recorded and if the examinee fails to return within this limit of five 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 invigilator, the answer book of the examinee shall be withdrawn and a second answer book supplied. Only the second answer book shall be sent for evaluation. The first answer book shall be cancelled and sent to the Controller Exam by the Superintendent.
21. The Superintendent of Examination Centre shall take action against the 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 manners:
- 21.1 The examinee shall be called upon to surrender all the objectionable material found in his/her possession including answer book and the memorandum shall be prepared with date and time.
- 21.2 The statement of the examinee and the invigilator shall be recorded.
- 21.3 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.
- 21.4 All the material so collected and the entire evidence along with the statement of the examinee and the answer-book duly initialed shall be forwarded to the Exam Controller by name in a separate confidential sealed registered packet marked "Unfair Means" along with the observations of Superintendent.
- 21.5 The materials so collected from the examinee together with both the answer-books, Viz., the answer-book collected while using unfair means and other supplied afterward will be sent to the Examiner by the Controller Exam for assessing both the answer book separately and to report if the examinee has actually used unfair means in view of the material collected.
- 21.6 The cases of the use of unfair means at the examination as reported by the center superintendent along with 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 :-

- 21.6.1 One member of the Executive Council, one of the Deans of Faculties, and one teacher who is the member of Academic Council nominated by the Executive Council.
- 21.6.2 One student who in the academic session immediately preceding was member of any Board of Study, nominated by the Kulpati.
- 21.6.3 Controller of Examinations.

The Executive Council shall appoint one of the members included under (21.6.1) to be the Chairman of the Committee.

- 21.7 The Committee shall after examining the cases, decide the action to be taken in each case and report to the Executive Council with all cases of the use of unfair means together with the decision of the Committee.
- 22.1 Where a candidate applies for the revaluation, the answer-book in which revaluation is sought, will be sent for revaluation by the Kulpati to two examiners (other than the one who initially valued it) at least one of whom shall be from a

place outside the territorial jurisdiction of the University. A copy of the memorandum of instructions for the guidance of examiners, if prepared by the paper setter, will be sent to each of the two examiners to enable them to evaluate the answer-book concerned in the light of the standards set by the examiner in the memorandum of instructions. Each of the two examiners shall receive a remuneration for the revaluation of an answer-book as prescribed by the University.

****22.2** If the marks awarded in the paper by any of the two examiners vary from the marks given by the original examiner by more than 10% of the maximum marks in the paper, the average of the marks awarded by two of the examiners, amongst the original examiner and two revaluers which are nearest to each other, will be taken to represent “correct valuation”. This average of marks will be awarded to the candidate for the revision of his/her results.

Provided that subject to the condition that at least one of the variations from the original marks is more than 10% of the maximum marks in the paper, if the difference in marks allotted by the first examiner and the original examiner is equal to the difference in marks allotted by the second examiner and the original examiner, that difference of marks shall be taken into account for arriving at the correct valuation which is to the best advantage of the candidate.

Provided further that if the original marks obtained by the student are reduced on revaluation, it shall not be taken into accounts.

23. Keeping in views the jurisdiction of the University of whole Madhya Pradesh and to conduct the examination smoothly, the Executive Council may, on the recommendation of the Kulpati establish the NODEL CENTRE/ NODEL CENTRES at any college for conduct of examination. The NODEL CENTRE will work on behalf of the University with the rules and regulations abided by the Act, Statute and Ordinances. The center will be responsible for the conduct of examination and to coordinate the work relating to examinations, evaluation and tabulation as may be assigned from time to time by the University. The Coordinator of the center will be appointed by the University and will normally be of the rank of a Principal/Professor in the institution.

*** (Approval accorded by H’ble Kuladhipati on Single file system on dated 30/9/04)**

*** * (Approval accorded by H’ble Kuladhipati on Single file system on dated 07/10/08)**

*** * *(Approval accorded by H’ble Kuladhipati on Single file system on dated 01/04/09)**

******(Approval accorded by H’ble Kuladhipati on Single file system on dated 23/12/11)**