

Examination Manual



APPROVED BY THE SYNDICATE
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RAMA DEVI WOMEN'S UNIVERSITY

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Controller of Examinations
R.D. Women's University
Bhubaneswar

CONTENTS

Part	Aspects	Page No.
A	1. Glossary of Terms 2. Role And Responsibilities of COE Office	1-4
B	Various Committee /Boards	4-5
	1. Examination Committee	5
	2. Board of Conducting Examiners	5
	3. Board of Studies	5
C	Pre-conduct of Examinations	6-11
	1. Registration	6
	2. Attendance	7
	3. Answer Book	7
	4. Sitting Arrangement	8
	5. Appointment of Scribe	8
	6. Question Paper Setting	8
	6.1. Appointment of Question Paper Setter and Moderator	9
	6.2. Instruction to Question Paper Setter	10
	6.3. Instruction to Moderation Board	11
D	Conduct of Examinations	11-21
	1.1. Examination Centre and Conduct of Examination	11
	1.2. Examination Programme	11
	1.3. Distribution of Question Paper to the Students	12
	1.4. Centre Superintendent and Deputy Centre Superintendent to conduct the Examinations.	13-14
	1.5. Invigilators and their duties.	15
	1.6. Report by the Centre Superintendent	16
	1.7. Nodal Colleges And Tagged Colleges	16
	2. Malpractice	17-19
	2.1. Disciplinary Action	17
	2.2. Penalty Imposed	17
	2.3. Checking of Malpractice	18
	2.4. Reporting of Malpractice	18
	2.5. Dispatch of Answer Scripts of MP Cases	19

E	Post-Conduct Examinations	20-42
	1.Packing And Dispatch of Answer Books at the Examination Centre	20
	2. Course Evaluation	21
	2.1.Distribution of Marks for End Sem and Midsem.	22
	2.2.Guideline for Mid Semester Examination	23-25
	2.3. Conversion of Marks into Grade	26
	2.4. Calculation of Grade Point Average (CGPA & SGPA)	27
	2.5. Teacher student Co-operation in CIA	28
	3. Valuation of Answer Scripts.	28
	3.1.Selection of Valuation Zone	29
	3.2. Appointment and Remuneration to Zone Staff	28
	3.3. Allotment and Distribution of Answer Scripts	30
	3.4. Appointment of Assistant Examiners	31
	3.5. Instruction to the Assistant Examiners	31
	3.6. Duties of the Zone Supervisors/ Dy Zone Supervisor	32
	3.7. Shall Appoint Scrutinizer	32
	3.8. Special Instruction to Chief Examiners	33
	3.9. Procure for obtaining Transcript & Geniuses Certificate	34
	3.10. Duties of Scrutinizer	35
	3.11. Duties of Zone officer from the University	36
	3.12. Record of marks on the Answer book	36
	4. Publication of Result	36
	4.1. Meeting of the Board of Conducting Examiners	37
	4.2. General Guideline for Issue of Mark sheet and Provisional Certificates	37
	5. Re-addition of marks and photocopy of Answer scripts	38
	6. There will be no re-valuation of Answer scripts	39

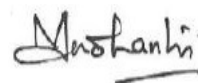
PART-F	Other Matters	39-42											
	<ol style="list-style-type: none"> <li data-bbox="459 241 667 271">1. Preservation <li data-bbox="459 300 762 329">2. Waste Management <li data-bbox="459 353 1139 383">3. Exam Guidelines for Two Year B.Ed. Programme <li data-bbox="459 421 983 450">4. Research Policy and Ph.D. Guidelines <li data-bbox="459 477 954 506">5. Automation in Examination System <li data-bbox="459 530 1126 560">6. Security features involved in examination section <li data-bbox="459 584 890 613">7. National Academic Depository <li data-bbox="459 638 1145 703">8. Procedure for Obtaining Duplicate Certificate and Format of Sworn- In -Affidavit <li data-bbox="459 728 1177 792">9. Implementation of E-Governance in the Examination Section <li data-bbox="459 817 1082 882">10. Examination Details in the Institute Website: https://rdwu.ac.in 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">39</td></tr> <tr><td style="text-align: center;">39</td></tr> <tr><td style="text-align: center;">39</td></tr> <tr><td style="text-align: center;">39</td></tr> <tr><td style="text-align: center;">40</td></tr> <tr><td style="text-align: center;">40</td></tr> <tr><td style="text-align: center;">40</td></tr> <tr><td style="text-align: center;">40</td></tr> <tr><td style="text-align: center;">40</td></tr> <tr><td style="text-align: center;">41</td></tr> <tr><td style="text-align: center;">42</td></tr> </table>	39	39	39	39	40	40	40	40	40	41	42
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PREFACE

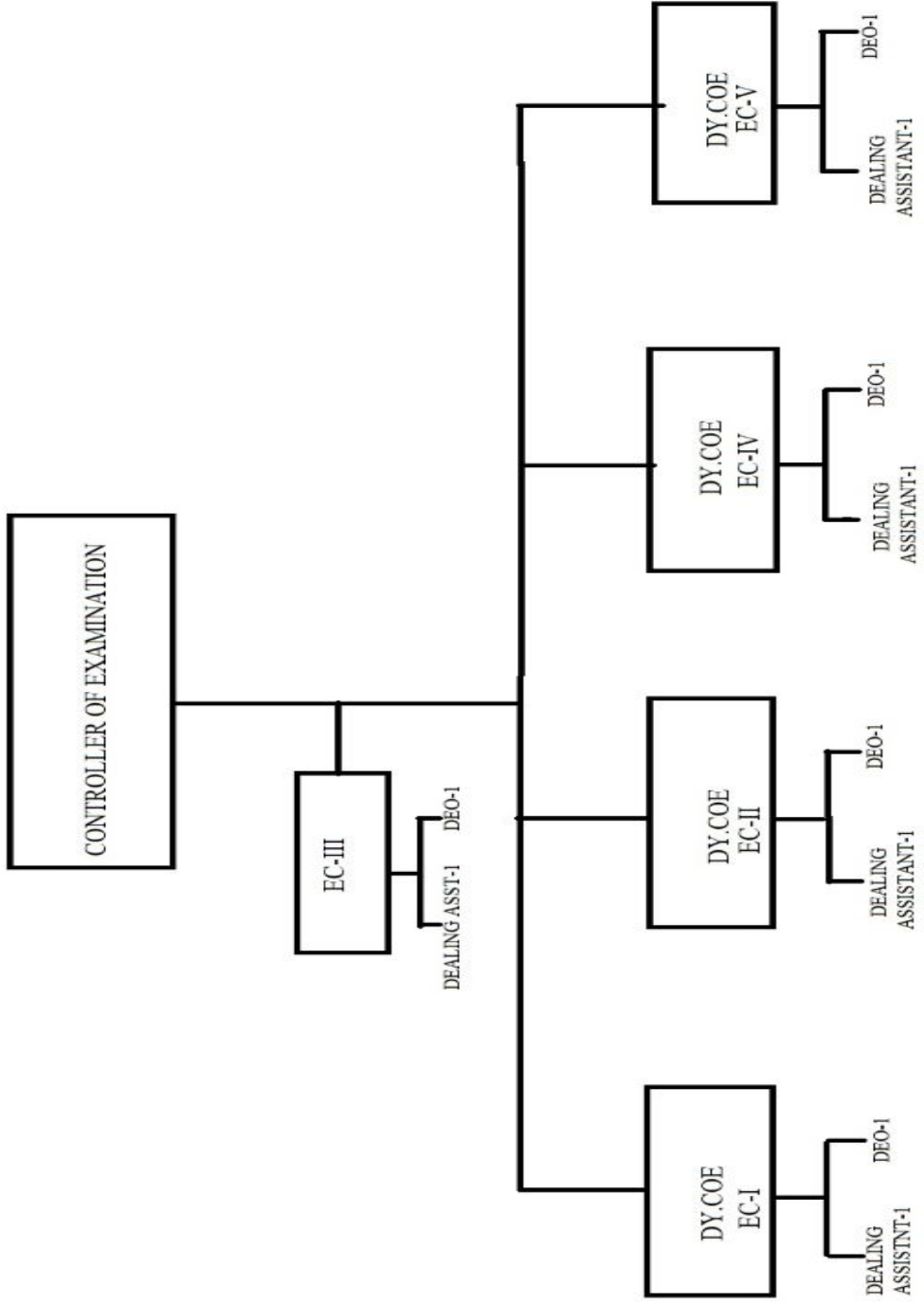
Rama Devi Women's University, the first Women's University in Odisha strives to maintain high academic standards and imparting quality education. Therefore, the University examination system has been so designed as to accomplish the above objectives. It aims at summative assessment at the end of the semester / academic year as the case may be to evaluate whether a student has acquired the required level of knowledge skills and attributes so as to ensure that she is a competent student. To maintain a high degree accuracy, reliability, integrity, consistency and uniformity in the conduct of examination, the university goes on reviewing and revising the examination regulation from time to time taking into account the emerging challenges, demands and reforms. The examination manual explains the procedures with respect to conduct of examination from publishing of examination notification to publishing of results.

The main objective of these guidelines is to conduct the Examination smoothly and to publish the Results within the time as specified in the statutes of the University correctly at a time for all students. It has been proposed to fix specific duties and responsibilities to the Institutions, valuation zones, University Office and individuals and even Government machineries with a view to streamlining the entire system and a list of check-points have been prepared for their guidance.

I shall be very much glad to receive additional suggestions from all quarters to be included in this manual to make our system successful. I seek kind co-operation of all concerned for a grand success in rendering service to the students, their guardians and the Public.

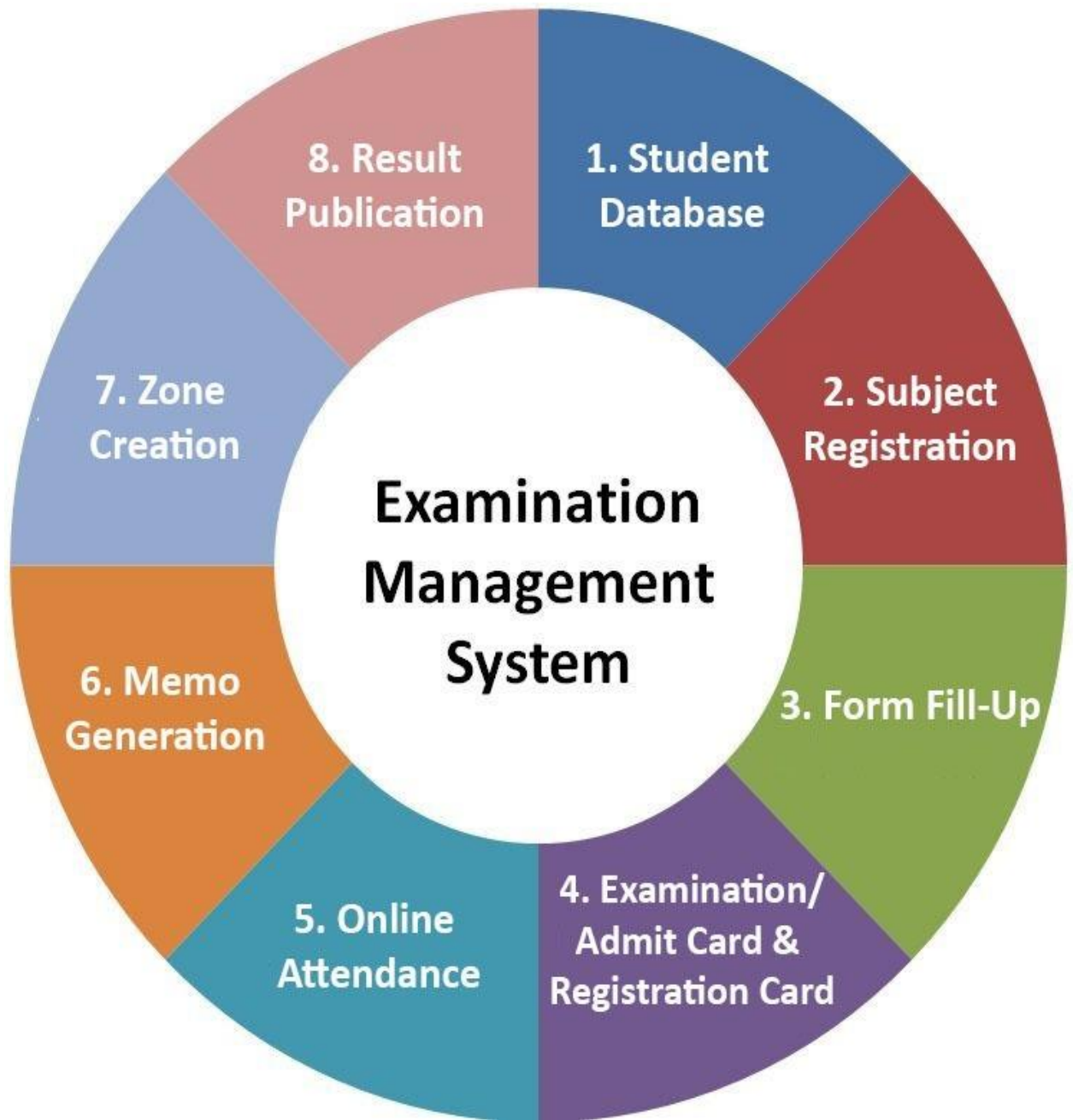


CONTROLLER OF EXAMINATIONS



DISTRIBUTION OF DUTIES AMONG DIFFERENT SECTIONS

SL. NO.	SECTION	ASSIGNMENTS
1	EXCLUSIVELY CONFIDENTIAL	Strong Room, Question Paper Printing
2	EXAMINATION CONFIDENTIAL (EC-I)	<u>Pre-conduct of Exam(UG) :</u>
3	EXAMINATION CONFIDENTIAL (EC-II)	<u>Post-conduct of Exam(UG) :</u>
4	EXAMINATION CONFIDENTIAL (EC-III)	<u>Accounts & Administration:</u>
5	EXAMINATION CONFIDENTIAL (EC-IV)	<u>Pre and Post-conduct of Examination (PG,B.Ed and other Programmes) :</u>
6	EXAMINATION CONFIDENTIAL (EC-V)	<u>Ph.D, Policy, Procedures, Miscellaneous:</u>
7	Diary & Dispatch	<u>Diary & Dispatch</u> 1. Diary & Dispatch 2. Maintenance of the Section Files, Registers & other records



PART-A

Short title, glossary of terms and definitions:

1. Glossary of Terms

- **Academic Year** - Academic year comprises two semesters, with each semester having 18 weeks of academic work with a minimum of 90 days of teaching. The Odd semester is scheduled from June to November and the Even semester from December to May.
- **Answer Booklet** - Document containing answer or answers given by a candidate during the examination to the question or questions in the question paper meant for the said examination.
- **Assessment** – Process of collecting, recording, scoring, describing and interpreting information about learning.
- **Board of Examiners** - Board constituted with the approval of the Vice- Chancellor and Academic Council for the setting and scrutiny of question papers, conducting practical examinations, viva-voce examinations, valuation of answer scripts and evaluation of student performance in the departments and the Institute.
- Board of conducting examiners.
- **Certificate/ Diploma / Degree** – A title/qualification awarded after satisfactory completion of achievement in a program.
- **Course** – A course or collection of courses forms a program of study. It is the primary component of a curriculum with well-defined educational goals/objectives and specific learning outcomes.
- **Course Credits** – Unit of measure of course work. An integer number indicating the weightage assigned to a course unit, project, research work or any other academic component, based on instructional hours assigned to it per week on all learning activities.
- **Course Code** - A curricular component identified by a designated code number typically consisting of a string of alphanumeric characters.
- **Course Learning Outcomes (CLOs)** – These are the outcomes/ knowledge that every student is expected to gain at the end of the completion of each course (subject).
- **Course Unit** - A component of an academic programme for which a syllabus and required number of instructional hours per week are specified.
- **Continuous Internal Assessment (CIA)** – Refers to the Continuous assessment of a course during the semester.
- **Cumulative Grade Point Average (CGPA)** - Measurement of average grade points obtained by a student in all the semesters excluding additional courses as per the scheme. It shall be expressed up to two decimal points.

- **Evaluation** – Evaluation is the process of making judgements based on evidence and interpretations gathered through examination and assessment and based on agreed-upon criteria.
- **Examination** – Examination is a quantitative measure of a learner’s performance and is usually held at the end of the academic session or semester.
- **Examination Committee** - The committee constituted by the Vice-Chancellor to devise a detailed procedure for an efficient, transparent and fair evaluation of students, including coordination of activities relating to the conduct of examination, and also to decide on the cases relating to the acts of misconduct, misbehavior, malpractice and for the use of unfair means by the students in the examinations.
- **Fair Assessment** – An unbiased assessment that does not give an advantage or disadvantage to any student.
- **Grade Point** - Numeric weightage allotted to each letter grade on a 10 point scale up to one decimal point.
- **Internal Examiner** - An examiner for practical sessions, viva voce examinations, seminars, workshop practice, paper valuation etc., including paper setter who is a teacher of the Institute.
- **Invigilator** - A person who assists the Centre Superintendent of the Examination Conducting Committee in conducting and supervising an examination of the Institute.
- **Learning Outcome Based Education (LOBE)** – Adherence to a student-centric learning approach to measure students’ performance based on the pre-determined set of outcomes.
- **Letter Grade (UG & PG)** - An index of students' performance resulting from the transformation of actual marks obtained by a student in a course. Grades are denoted by letters E, O, A, B, C & D.
- **Maximum Registration Period** - The maximum period specified in the Teaching and Evaluation scheme of a degree, diploma or certificate programme for which a candidate may be registered.
- **Moderation** – Moderation at various stages like – Assessment of overall procedure adopted, quality and standard of the paper setting, assessment and evaluation system.
- **Outcomes** – Intended results of education in a higher educational institution:What students are supposed to know and be able to do?
- **Programme** – A collection of courses in which a student enrolls and contributes to meeting the requirements for awarding one or more Certificates/ Diplomas / Degrees.
- **Programme Learning Outcomes (PLOs)** – They represent the knowledge, skills and attitudes a student should be equipped with at the end of the programme.
- **Question Bank** – A repository of quality questions on a subject.
- **Question Paper** - A document containing the questions to be administered at an examination to be answered by a candidate.

- **Repeat the Semester** - A student is required to repeat the semester due to insufficient attendance in that semester or any other reason thereof.
- **Revaluation** – A recheck of an already corrected answer script.
- **Registration** – Process through which students select a course to be taken during a semester or module.
- **Statement of Marks and Grades** - Statement of marks based on the marks and grades earned, shall be issued to all the registered students after every semester.
- **Scheme of Instruction and Examination** - The scheme of Instruction and Examination for a programme in an academic year as approved by the Academic Council that is earlier passed in Board of studies.
- **Semester Grade Point Average (SGPA)** - The calculation of the performance of a student in a particular semester.
- **Student** – A candidate admitted and registered under Institute regulations.
- **Syllabus** – An outline of topics covered in an academic course.
- **Teaching Experience** – refers to the number of years of teaching experience in the subject in an institution recognized by the Institute.
- **Transcript** – A certified copy of a student's educational record.

2. **ROLE AND RESPONSIBILITIES OF COE OFFICE**

Brief outline of important duties in the office of the Controller of Examinations

- Preparation of Examination Calendar before the commencement of each academic year for semester activities.
- Based on the Examination calendar the office shall issue notification containing the details like date of commencement of examination, date of form fill-up and date of valuation.
- Frame detailed guidelines and procedures for an efficient, transparent and fair evaluation of student's performance, conduct examinations and post the results
- Conduct UG, PG, MPhil, B.Ed. and Ph.D. Viva Voce examination
- Review from time to time the results of the University examinations and submit the reports thereon to the Academic Council
- Update and implement the reforms related to examination
- Make recommendations to the Academic Council for the betterment of the examination system
- Convene various Committees/Board Meetings related to Examinations whenever necessary

- Prepare budget required for the examination section and purchases thereafter
- Recommend the rates of remuneration for the Examiners, Chief Examiner and other Staff members engaged in Pre and Post conduct of examinations.
- Prepare tentative Examination schedule and submit the same to the Vice Chancellor for approval and notification
- Prepare the list of question paper setters, examiners and evaluators for each course for each semester
- Print question papers for Semester Examination (both Theory and Practical).
- Maintain confidentiality of the question papers received from the papersetters
- Arrange for the printing of Answer Booklets in standard format provided by the University and maintain record of used and unused answer booklets
- Make all necessary arrangements for the smooth conduct of Examinations
- Appoint scribes for physically challenged students who are unable to write on their own
- Upload examination results in the University website within the stipulated time
- Taking care of the attainment of COs and POs and Learning Outcome Based Education
- Update the procedures as per the guidelines of UGC related to Examination and Evaluation
- Submit written report/representation/complaints received after completion of the examination to the Examination Committee headed by the Vice Chancellor for action
- Issue Duplicate Mark Sheets and Transcripts to the required student
- Issue Genuineness certificate to the required Institutions / Organizations / Agencies
- Implement National Academic Depository (NAD) through Digilocker

PART-B

VARIOUS COMMITTEES / BOARDS

1. EXAMINATION COMMITTEE

The Examination Committee consists of the following members :

- Vice Chancellor – Chairperson
- Ex-officio Members
- Syndicate Members
- Controller of Examinations

2. BOARD OF CONDUCTING EXAMINERS

There shall be a Board of Conducting Examiners in each subject of each examination consisting of three examiners (other than Assistant Examiners) appointed to ensure proper conduct of the examinations and forwarding the results to the Controller of Examinations for approval and publication by the Syndicate. Any two or three members shall form the quorum of the Committee.

Duties of the Board of Conducting Examiners

- i. To value answer papers, dissertations, thesis etc. relating to their subject or branch of subjects, as the case may be
- ii. To set the papers for the practical examinations in such subjects and papers wherever necessary
- iii. To make a report on the work of all examiners
- iv. To make a report on the performance of the candidates
- v. To make a report on the cases on the unfair means adopted by candidates specifically on the extent of use unauthorized or incriminating materials recovered from them
- vi. To pass results of the examination concerned
- vii. To perform such other duties, as may be assigned to them by the Syndicate or Vice-Chancellor.
- viii. To consider all cases of unfair practices in examinations and make suitable recommendations to the Syndicate
- ix. To recommend the Syndicate, names of suitable persons for appointment as Examiners
- x. To consider the reports of Board of Conducting Examiners on the work of Chief, Additional, Special and Assistant Examiners

3. BOARD OF STUDIES

Member of the Board of Studies shall be appointed by the Syndicate and consist of experts or others possessing special knowledge of the respective subjects.

Each Board of Studies shall consist of not less than three and not more than nine members excluding the Ex-officio members, provided that the total number of members of any Board of Studies including the Ex-officio members shall not exceed twelve.

Head of PG Departments in all colleges not below the rank of the reader shall also be the ex-officio members of the Board of Studies in their respective subjects.

PART-C

PRECONDUCT OF EXAMINATIONS

Return to be submitted by the Head of the Institution (HOI) at the beginning of the Academic Session:

The Heads of all institutions under this university shall forward to the controller of Examinations not later than one month from the last date of admission in the institution at the beginning of the academic session or by the 15th November whichever is later, a Return in the form specified (Form-1) of all students in the institution/college appearing at any examination of the University or preparing for such examinations. (Statute-222)

Only such candidates who have passed the Higher Secondary examination of the Council of Higher Secondary Education, Orissa or an Examination recognized as equivalent thereto shall be permitted to have their names entered in the Register of students (Statute -221)

COMPULSORY REGISTRATION:

All students admitted in 1st semester of a college will compulsorily be registered by the University. For the purpose of such registration, the students of other Universities shall be required to submit a migration Certificate from the University from which they have passed the last qualifying examination. (Statute-219).

Provided that if the migration certificate is not produced at the time of the registration for the examination, the candidate may be allowed to appear at the examination, but her result shall not be published until she produces the migration Certificate (statute-219).

Provided further that the results withheld on account of default of candidates in furnishing Migration Certificate and registration number within the time allotted by the university for the purpose are liable to be cancelled after a period of two years from the completion of the Examination.(Statute-211 (7)).

1. REGISTRATION

Every student applying for registration as a student to the University shall pay a fee of Rupees seventy for first registration through the principal of the college / Head of the Institution in which she studies and Rupees forty for each registration for subsequent examination. (Statute-221).

REGISTRATION NUMBER:

Each student registered as a student of the University shall be assigned a number and year of Registration and shall in all communications to the University quote such number. The HOI shall advise the students in the calendar/ prospectus/ Notice to preserve the Registration Certificate. (Statute-226)

A student may obtain a duplicate registration certificate on payment of Rupees sixty in case the original registration number is lost.

2. Attendance and condonation of shortage of attendance:

- A candidate shall be required to attend at least 75% of the lectures in theory and practical classes taken separately.
- Condonation may be granted by the principal (In case of affiliated colleges) to the extent of 15% in exceptional cases i.e., serious illness & hospitalization, accident, mishap in the family or deputation by the college for any specific work for which the period of his /her absent shall not be counted towards the calculation of attendance on the condition that students concerned submit a certificate to that effect from the appropriate authority.
- Further to the above, the Principal may grant further condoning of shortage in attendance to the extent of 10% in respect of candidate who represent the University or State for Inter University or inter-state competitions in games and Sports or attending different recognized National level camp.
- Under no circumstances, the condoning shall be beyond 25%.
- This clause shall not be applicable for Distance Education.

3. ANSWER BOOKS

- The University shall supply the blank answer books to the Principal/ HOI along with a statement of particulars.
- Answer books containing 32 or 16 pages supplied by the University from time to time are used for the theory Examinations.
- Serial no of each answer book shall be printed chronologically on the first page.
- The number used in each sitting shall be noted in the stock register.
- While supplying the answer books to the Examinee during the Examination the serial number of the answer book and additional answer books shall be recorded against each Roll. No.in the attendance sheet.
- Instructions to the candidates have been printed in the second page.
- Each candidate shall fill up her details in the first page of the answer book.
- No additional sheet shall be provided for theory examinations.
- For practical examinations answer books of 12 pages supplied by the university from time to time are used.

4. SITTING ARRANGEMENT:

A day before the commencement of the examination, Centre Superintendent shall ensure that satisfactory sitting arrangements have been made. He/She shall particularly see that the candidates are seated in such a way as to render all communication between them is impossible. The Roll no should be written with chalk on each desk / table so that the candidate has no difficulty in finding out her allotted seat.

The Centre Superintendent shall prepare room wise seating plan showing the order of allotted to candidates and send a copy of the seating plan for each sitting to the University.

In the seating plan for each room a candidate who is absent be marked ABS and be encircled with red ink----ABS

The doors should be opened half an hour before the time specified for the distribution of paper on the first day and fifteen minutes before the time on the subsequent days.

No candidate shall be allowed beyond thirty minutes of commencement of examination. Ordinarily the Superintendent should not allow any candidate to appear in subject other than those

shown against his name in the list of candidates. If however a candidate insists that she has offered the course paper other than those shown in the list or admit card, the Superintendent should allow her to appear provisionally in that paper after obtaining an undertaking in writing from the candidate that she is doing so at his own risk and report the action taken by him/her to the Controller of Examinations.

No candidate should be allowed to leave the examination hall or take any question paper before the expiry of one hour.

5. APPOINTMENT OF SCRIBE:

Scribe be provided to blind candidates on production of certificate to this effect from a physician not below the rank of a Chief District Medical Officer or equivalent.

The candidate shall submit her application along with the above medical certificate to the Principal/ HOI .

The Principal/ HOI shall select a writer and recommend to the Controller of Examination along with the attested copies of photograph of the writer.

The blind students shall be accommodated in a separate room and shall be allowed 20 minutes extra per hour of examination.

6. QUESTION PAPER SETTING

6.1. APPOINTMENT OF QUESTION PAPER SETTERS AND MODERATORS:

Appointment of question paper setters relating to all examinations, conducted by the University shall be made by the vice chancellor or by the Controller of Examinations (by virtue of powers delegated to him/her by the Vice Chancellor) from the respective panels prepared based on recommendations of the Board of Studies as approved by Board of Examinations in the subject concerned as per the qualification and norms recommended by the Academic Council from time to time.

Every panel submitted to Controller of Examinations shall consists of sufficient number of names of question paper setters as required. However he/she can appoint persons not included in the panel also as question paper setters in exceptional circumstances, with the approval of the Vice Chancellor.

The question paper setters are engaged for preparation of 'question paper banks' for the subjects concerned.

The controller of Examinations (COE) can cancel the appointment offered to any person as question paper setter for valid reasons.

Only persons having the prescribed qualifications and experience as per University statute shall be included in the panel. In case any question paper setter found inefficient, indulging in negligence, misconduct, malpractice or found ineligible for any other reason, the Vice-Chancellor on recommendation of the Controller of Examinations may disqualify such persons from being question paper setter.

The COE may appoint moderators for each subject in order to verify whether the question papers are set as per the syllabus and the scheme of examinations as and when required.

Remuneration and TA/DA (as applicable) will be paid to all question paper setters/moderators at the rates fixed by the University from time to time.

The Vice Chancellor shall approve appointments as question paper setters/ examiners waiving the above requirements in exceptional cases and in such cases his/her action shall be reported to the Academic Council.

6.2. INSTRUCTIONS TO QUESTION PAPER SETTERS :

Extreme confidentiality must be maintained by the question paper setters. They shall not disclose any information which might give a clue or hint with respect to the questions being set to anyone under any circumstances.

Every persons appointed as paper setter shall be required to furnish a declaration in the form prescribed by the university stating that:

- None of his /her near relations is appearing in the Examinations concerned.
- He/she has not been engaged in giving private tuitions and /or teaching at private coaching institutions or carried out similar other work.

The question paper setter has to ensure that the prescribed standards are maintained and the question paper covers the broad areas of entire syllabus and also as per the mark distribution criteria prescribed by the University (if any). Composition of the question papers shall have a mixture of questions of different levels as follows:

- Questions that can be answered by an average student 50% to 60%
- Intermediate level of difficult questions: 20% to 30%
- Advance level of questions: 10% to 20%

The question paper setter shall prepare and submit as many questions papers for each subject / paper as directed by the Controller of Examinations.

The paper setter should keep in mind that an average student would be able to answer all the questions in the prescribed time.

All questions will be in bilingual except the language subjects.

Question paper setting is a time bound process and paper setters shall not make any delay in reaching the prepared question paper in the University. However reasonable time will be given to question paper setters for preparing Question Papers.

6.3. INSTRUCTIONS TO MODERATION BOARD

There shall be a Question Paper Scrutiny Board or Moderation Board for all subjects recommended by the members of the concerned Board of studies. The tenure of the members of the Question Paper Moderation Board shall be three years.

The functions of the question paper moderators shall include the following:

To ensure that the question papers have been set strictly in accordance with the syllabus, Scheme of Examinations, model question appear and the instructions given by the University.

To ensure that the prescribed standards have been maintained and that the questions, cover the board areas of the entire syllabus adequately.

To replace questions, if any found in the Question appear from topics outside the prescribed syllabus and avoid repetitions. Repeated questions in the same question paper at different places (long answer, short essay and short answer) as well as repetition of the same subject in the same question paper should be avoided.

To check and make sure that the Question Paper Code, the name of examination, Subject/paper, scheme etc. are correct.

To check the correctness of the maximum marks and duration allotted to the paper. Marks allotted to each question must be clearly mentioned. It will be ensured that the sum of the marks for the different questions equal the maximum marks for the paper.

To avoid ambiguity / confusion in the language of the questions, if any and make clarity.

To ensure proper distribution and indication of marks for each question or part or parts thereof and to correct errors, if any in this regard.

To ensure that the composition of the question papers shall have a mixture of questions of different levels as follows.

- i) Questions that can be answered by an average student: 50% to 60%
- ii) Intermediate level of difficult questions: 20% to 30%
- iii) Advance level questions: 10% to 20%

Time allocated for answering all the questions should be kept in mind while scrutinizing the question papers.

To ensure that the questions are serially numbered.

To ensure that representation and weightage has been given to all the chapters as far as possible.

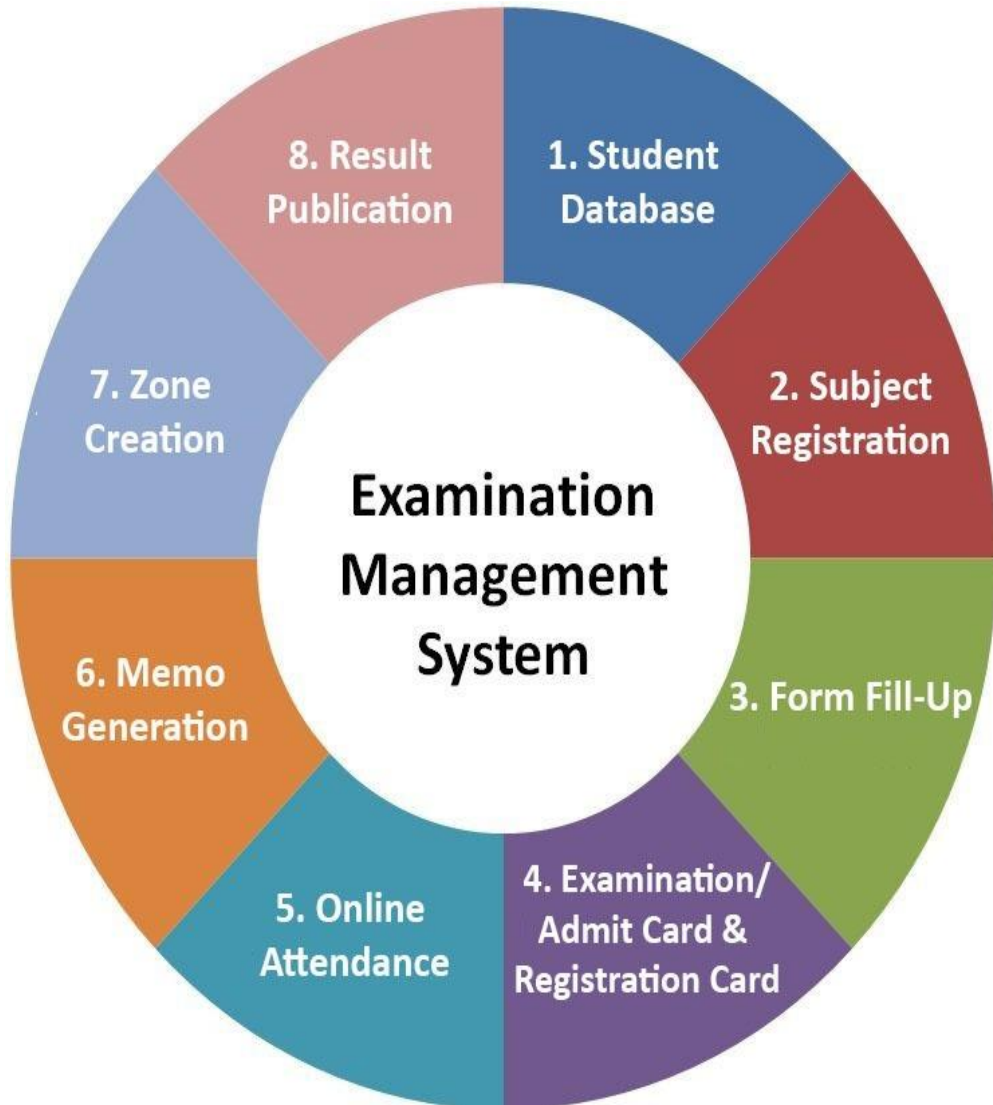
To bring to the notice of the Controller of Examinations, lapses or omission, if any, on the part of the question paper setter.

To correct/modify/replace the questions in case of necessity.

The moderators are solely responsible for the omissions, mistakes or errors left uncorrected in the question paper.

PART-D

CONDUCT OF EXAMINATIONS



1.1. EXAMINATION CENTRE AND CONDUCT OF EXAMINATION

All the examinations shall be held at such places, here-in after called Examination Centre as the syndicate may decide from time to time. The Syndicate may consider the number of students reading in a college, the facilities available for smooth conduct of examinations namely sufficient Room facility, compound wall for restricting outsiders to come inside the college, furniture, steel almirah to keep question papers, answer scripts and other confidential papers safe from other environment and calamities. The Syndicate may direct a student or group of students or all students of a college to appear the Examination in another college (statute-211(2)). The syndicate may withdraw a College to be an Examination Centre. The decision of the Syndicate to fix a centre, to withdraw a centre and to direct a student or group of students or all students to appear at another college centre is final without assigning any reason thereto.

1.2. EXAMINATION PROGRAMME:

The Controller of Examination shall notify the examination Programme well in advance at least 30 days before the commencement of Examination.

The Controller of Examinations shall communicate the examination Programme with a list of centres of examination to the

- i) Secretary to Govt. Govt of Odissa in Higher Education Department
- ii) Secretary to Govt. Govt of Odissa in Home Department
- iii) Director, Higher Education
- iv) Director General of Police
- v) Collectors of concerned Districts
- vi) Superintendent of Police of concerned districts.

The controller with approval of the Vice Chancellor shall request the District Civil Administration Authority to maintain Law and Order

The office of the Controller of Examinations will act as the control room during Examination, so that the Centre Superintendents can contact over phone when crisis arises.

1.3. DISTRIBUTION OF QUESTION PAPERS TO THE STUDENTS

The controller's establishment will make packets of question papers according to number of examiners rounded to next multiple of 20 plus 20 extra questions for Library Use.

The questions are packed in sealed inner covers containing 100, 50, 20 and 10 questions in an outer cover containing those inner covers with a statement of number of students and date and time of examinations.

The questions will be sent by the Controller of Examinations by bearer at least one day before the commencement of examinations depending upon the circumstances.

The principal/ HOI will verify the number of students, date of examinations and time of examination mentioned on the outer cover. In case the number of questions received falls short of the requirement the matter be reported to the Controller of Examinations at once over Telephone or through e-mail. The Principal/HOI shall keep the question papers in his safe custody and hand over the same to the Centre Superintendent if he/she is not the Centre Superintendent. The Centre Superintendent shall maintain a question account register in the format **(Form No-6)**. The question Account Register and storage position shall be inspected by the Supervisors / Squad party/ University Officers authorized for the purpose at any time.

The Centre Superintendent shall short out the question paper packets date-wise and sitting wise according to the Programme. The Seal of Question Paper packets in no account be broken. The packets will be opened in the presence of Deputy Superintendent and at least two invigilators.

The packets are to be opened by the Centre Superintendent only in presence of the invigilators 15 minutes before the commencement of Examinations for distribution. If there is any shortage of question in any subject or if question packets for any subject are not found in the bundle, the same should be intimated at once to the Controller of Examinations, Rama Devi Women's University, Bhubaneswar by telephone or by e-mail.

In case the packet opened contains any matter or questions other than the question papers required for the particular sitting, the packet should immediately be sealed and kept under the personal custody of the Centre Superintendent. This matter should immediately be reported to the Controller of Examinations.

The Almirah in which the question papers are kept shall be sealed every day at the end of the examination and it should be opened and sealed next day after taking out the question papers required in each sitting.

The stock position of the question and the question account is subject to inspection by the Supervisors / Squad members/Officers of the University authorized to do so.

1.4. Centre Superintendent and Deputy Centre Superintendent to conduct the Examinations.

Their duties and responsibilities are :

- The centre superintendents are responsible for the efficient and prompt conduct of the theory Examinations at each Centre.
- Generally the Principal/ HOI shall be the Centre Superintendent in each Centre.
- The Centre Superintendent is responsible for receiving the answer books and all examination related materials from the Principal/ HOI well in advance.
- It shall be the duty of CS to appoint Deputy Centre Superintendent, Invigilators and other supporting staff well in advance for the concerned session of the examination for which he/she is appointed.

- The CS shall give necessary instructions to the Invigilators as and when required.
- The CS shall ensure that the Examination hall(s) is kept clean and there is no unwanted writing on the desks/ walls or board.
- The CS shall ensure that drinking water is made available to the candidates in the Examination hall.
- The CS shall display hall-wise seating plan for the information of candidates at prominent places as per the final nominal roll.
- The CS shall ensure that the following items are permitted in the Examination hall.
 - i) Admit card.
 - ii) ID card issued by the University/ College
 - iii) Allowed writing and drawing materials
 - iv) Simple calculator if permitted for the particular examination
- A candidate shall not be allowed to write examinations, if she does not have a valid Admit Card and ID card issued by the University. However, if a candidate reports that her admit card is lost, the Centre Superintendent can permit her for the examination, after obtaining a written request from her and shall report the matter to the University.
- The CS shall ensure that Mobile phones, Bluetooth devices, programmable electronic gadgets like scientific calculators etc. and other electronic gadgets are not allowed in the Examination Halls even if they are turned off. During examination if any such gadget is found in the possession or custody of the candidate, these items shall be taken into custody by the Centre Superintendent and the matter reported to the Controller of Examinations at the earliest.
- The CS shall ensure that the Candidates, Invigilators, observers, CS himself/ herself and any other person entering the hall are not using mobile phones inside the examination hall.
- The CS shall keep an account of the used and unused question papers and answer books.
- The CS shall ensure that the answer books collected from Examination Halls are packed in bundles and sealed in front of the invigilators or observers if any appointed by the University.
- All the packets containing the answer books are to be wrapped in a cloth cover and forwarded to the valuation zone as per the Dispatch Advice.
- The CS shall ensure that the packets containing answer books and related documents are dispatched on the day of Examination by speed post or as per direction by the University issued from time to time.
- In case of examinations conducted in the afternoon session, the CS shall ensure that

answer books are dispatched on the next working day itself. In extraordinary situations where there is any delay in dispatch, the same shall be intimated to the Controller of Examinations the same day itself.

- Unused, damaged and cancelled answer books shall be counted and maintained in the register.
- The principals/ Centre Superintendents shall send the following documents on the last day of each examination by Regd. Post/ speed post/ Special Messenger.
 - i) Abstract of Absentee (Roll Nos only) and Roll. Nos Booked under malpractice date wise and subject wise to the Controller of Examinations, Rama Devi Women's University, Bhubaneswar-751022.
 - ii) Utilization Certificate of Centre Charge account. The Unspent balance of Centre Charge should be refunded to the University by Draft in favour of Comptroller of Finance, Rama Devi Women's University, Bhubaneswar-22 payable at Bhubaneswar.
 - iii) Correct CNR with seal and Signature of Centre Superintendent along with forwarding letter to the Controller Of Examinations, Rama Devi Women's University, Bhubaneswar-22
- Malpractice answer scripts shall be sent to the Controller of Examinations,
- Rama Devi Women's University, Bhubaneswar-22 on the same day by speed post/ registered post.

If any candidate/examinee move to the Court of Law and/or seeks information under RTI Act, the Principals/Centre superintendents shall be requested to supply information if required and hence they are required to preserve the documents in form of duplicate (if submitted the original to university) or originally to supply documents positively on the stipulated date if required by the university, as mentioned above, failing which the entire responsibility will lie on them.

1.4. INVIGILATORS AND THEIR DUTIES.

Invigilators play an important role during the conduct of Examination. Impartial invigilation helps not only to check the use of unfair means but also to keep the morale of the candidates. A set of guideline for the invigilators are :

- Each Invigilator is required to give a certificate to the Centre Superintendent to the effect that none of her /his near relations is appearing in the examination at the Centre and that none of the candidates appearing at the Centre has received private coaching from her/him.
- They shall report to the Centre Superintendent at least 30 minutes before the time fixed for the commencement of Examinations.

- The invigilators shall act as witness as and when required by the Centre Superintendent for the opening of Question paper packets and ensure that the said question packet is meant for that date of examination.
- The lady invigilators shall search the candidates if required, physically before or during the course of Examination.
- The Invigilators shall verify the correctness of Roll. No, Registration No, Subject, paper and date of examination and put her/his full signature (along with date) on the space provided in the answer book.
- No candidate shall be allowed to leave the Examination Hall before the expiry of one hour, and before 15 minutes of the end of Examination.
- The Invigilators shall ensure that no candidate possesses cell phone, data transfer devices, pagers, scientific calculators and any other form of electronic gadgets that may promote malpractice.
- Invigilators shall be responsible for the discipline, order and smooth conduct of examination in the room under their supervision. They should be watchful and move around in the room and should not indulge in talking among each other or should not use mobile phone during the period of Invigilation.
- Cases not covered under the above rules should be referred to the Centre superintendent for obtaining necessary guidance.

REPORT ON THE CONDUCT OF EXAMINATION

1.5. REPORT BY THE CENTRE SUPERINTENDENT:

The Centre Superintendent shall submit a report in form no 10 after end of each sitting

In case the Centre Superintendent seeks any specific help namely more Dy. Superintendent and Invigilators from other college, Supervisors to be deputed frequently or for each sitting and so on for smooth conduct of examinations, he may report the same to the Controller of Examinations over phone or by express telegrams.

INSPECTION

The University shall depute Observers/ Flying Squad /University Officers under due authority to inspect the examination Centre as and when required. They shall visit the Centre with / without notice. The Principal / Centre Superintendent / the lecturers of the college and the Management if necessary, shall cooperate the above Inspections as representative of the University.

1.6. NODAL COLLEGES AND TAGGED COLLEGES

The Syndicate at its discretion may select some colleges as Nodal Colleges. The Syndicate may identify some colleges whose manner of conduct of Examination is not satisfactory. Such colleges are hereinafter called Tagged Colleges. The newly affiliated Colleges may also be treated as tagged college for this purpose. These colleges shall be tagged to one nearby nodal

college and such tagging is at the discretion of the Syndicate. The nodal; colleges shall depute a team of senior teachers to supervise the conduct of examination in tagged college Centre and advice and give guidelines for smooth conduct of examination. The team shall consist of two or more teachers. The Principal/ Centre Superintendent and the College staff and also the management if necessary shall render all cooperation in the inspection.

The tagged colleges including the management shall have to co-operate and render all Assurances for smooth conduct of examination and in no account refuse to cooperate the Supervisors of nodal colleges in addition to the supervisors / Flying Squad deputed by the University separately.

The Principals of the Nodal Colleges shall select teachers of his/her college at his/her discretion for deputation as supervisors preferably in each sitting of the Examination.

The University shall place suitable funds with the Principal as Advance Money for the purpose. The Principal shall make payment of the bills in this connection and submit the Accounts Statement with Utilization Certificate in **Form No-28** for adjustment of the Advance Money. The account is auditable as per the University Rule.

The Supervisors of nodal college while supervising the tagged colleges and the Supervisors/ Flying squad/ University officers or other officers deputed by the University to the tagged Colleges or other colleges as the case may be shall see all possible ways for prevention of Malpractice and also detect the same. They shall look to the check points item wise and send their report in **Form No-13**.

The University shall conduct an orientation course of the teacher in charge of Examination and Asst. in charge of Examination of the affiliated colleges on the Examination Rules and Conduct of Examination in November in every year.

The University shall conduct a conference of all Principals/ HOI at least once in a year to discuss on various aspects on the conduct of Examinations.

The University shall conduct a conference of Principals /HOI of the Various Valuation zone colleges, Deputy Zone Supervisor and Zone Officers of the said colleges/ Institutions soon after the conference of the Principals/ HOI.as in clause 12.2 above is over to discuss on the valuation Programme.

2. MALPRACTICE

2.1. DISCIPLINARY ACTION (Unfair means in Examinations)

If during the course of examinations any candidate is found doing any of the following acts,

- ❖ she shall be deemed to have used unfair means at the Examination.
- ❖ Use of programmable calculators (except the paper in which it is asked to use such tools), mobile phones/smart watch (even in switch off mode), document or any electronic devices having memory chips.
- ❖ Leaving the examination hall within the first hour from the commencement of the

examination.

- ❖ Talking to other examinees in the Examination hall.
- ❖ Trying to give help to others or trying to seek any help from others inside or outside the Examination Hall.
- ❖ Using question papers and /or answer scripts for communicating with fellow examinees
- ❖ Exchange of question paper or answer script with other examinee/ outsiders.
- ❖ Writing answers in question papers writing obscene or filthy languages in answer scripts.
- ❖ Taking away the answer scripts or any examination materials/papers to the outside of the Examination hall without the intimation/ permission from the concerned authority of the Examinations.

2.2 . PENALTY IMPOSED:

The candidate will be awarded 'M' grade having 0(zero) Grade Point in the Paper/papers concerned and he/she will be warned by the University with a copy to the parents/ guardians or a notice in the official website of the University for a first offence.

For repeated offence as described above in subsequent semester examinations in spite of the warning issued previously or grave misconduct despite warnings, he will be awarded 'M' grade having Zero(0) Grade Point in all the papers of that examination and will be expelled from the college for one year.

Any student found manhandling/ threatening the officers/ staff connected with the examinations(Invigilator, Centre Superintendent, Supervisors, Principal, Members of Flying Squad etc.) will be awarded 'M' grade having zero (0) Grade point in all the papers of that Examination and will be expelled from the college for one year. Other disciplinary actions as deemed fit (as per the Odisha conduct of the Examinations act -1988 or University First Statute 1990 or IPC) would be initiated by the University. (as per university UG regulation from the academic session 2019-20).

2.3. CHECKING OF MAL-PRACTICE

The college authorities shall take all possible measures for prevention of malpractice and take prompt and appropriate action in the following matters:

No outsider should be allowed to enter to the premises of the examination centre during the period of examination and half an hour earlier.

The invigilators and other staff as authorized by the Centre Superintendent will only enter the Examination campus after showing identification pass issued by the Authority. Those who are not on Examination duty will be prevented from entering the premises during the hours of Examination. The non-examinee students of the college should be treated as outsiders for this purpose.

All entry to the examination campus shall be through one gate as far as possible and each

candidate shall be allowed entry after checked by the invigilator posted on duty at the gate.

In case any candidate refuses to submit herself to be searched, the matter should immediately be brought to the notice of the Centre Superintendent. The candidate should then be searched by the Invigilators failing which the Centre Superintendent shall deny admittance to the Examination hall. A report of the incident should be sent to the Controller of Examinations forthwith.

Centre Superintendents, Principals of colleges should take steps to ensure that invigilators perform their duties properly and effectively. They should pay frequent visit to the examination halls to supervise the work of the invigilators. A special confidential report on the work of each invigilator should be sent to the University in due course. If any invigilator is either suspected or found to be negligent and in sincere his/her name should be reported to the Controller of Examinations and also to the Director of Higher Education for information.

2.4. REPORTING OF MAL-PRACTICE CASES

All cases of malpractice are to be reported through superintendent of the concerned centre. The Invigilators/ Centre Superintendent should be careful and broadminded while booking a case of MP. They should not have any prejudice. It should be reported only on prima facie. an innocent candidate should not be dragged on doubt only. Attention of the Centre Superintendents is drawn to the fact that incomplete and perfunctory reports regarding malpractice result in a lot of subsequent correspondence which could have otherwise been avoided and there is considerable delay in disposing of these cases. Further, since the punishment awarded on the basis of the reports are liable to the questioned in Courts of Law the technical formalities of an enquiry are to be scrupulously followed. Definite charges have to be framed against the candidates involved and an adequate opportunity for defense must be given to them. The Centre Superintendents have been provided with a view to seeing that the proceedings in every case of malpractice meet the requirements on natural justice.

For each individual case separate reports are to be made in **Form No-07** meant for the purpose.

The person detecting the malpractice should seize the incriminating materials from the candidate and get a written statement of the candidate. The invigilator should also give his/ her statement at **item no 11 of Form-** . The report should be very specific and there is no scope of ambiguity in the meeting of report. In case the candidate refuses to give her signature on the incriminating materials and/ or a written statement the same should be noted by the invigilator at **item no 12 of Form-**

The person detecting the case should put his /her signature on the incriminating materials and fill up all relevant items of **Form-** , before handling them over to the Centre Superintendent.

The centre superintendent after proper enquiry will forward to the university all such cases filling all other columns and giving his/ her views at **item no 13 of the Form No-** and putting his/ her signature on the body of the incriminating materials(on each case). The candidate's address for correspondence shall be given in **item no 5 of Form No-** .

A candidate may be expelled only if there is sufficient, clear and convincing evidence of his/ her resorting to malpractice. But this power should be very rarely and cautiously exercised and should no way be abused in doubtful cases candidates should not be expelled from the examination hall but a full and detailed report along with suspicious documents or papers should be sent to the Controller of Examinations immediately on the day of occurrences. Their answer books are not be sent to the valuation zones along with answer papers of other candidates for valuation. The invigilators shall acquaint themselves with the rules laid down for the guidance of candidates and shall see to their strict compliance not allowing the candidates to take the plea of inadvertence.

The centre Superintendent should ensure that the following documents are sent to the Controller of Examinations by the name only with each case in a cover.

- i. The report of MP in form no – 07
- ii. The incriminating material seized from the candidate with signature of the Centre Superintendent on each page of incriminating material
- iii. The answer script.

3.5. DISPATCH OF ANSWER SCRIPTS OF MP CASES:

- 3.5.1. In case the supervisor/ squad party/ officers of the University detect the M.P. case and do not hand over the incriminating material to the Centre Superintendent, the Centre Superintendent shall send the documents as in 8.4.6 in a sealed cover mentioning that incriminating materials have been taken by the supervisor/ squad party etc.in item no 14 of Form-
- 2.5.2. The Centre Superintendent shall send a detailed report in all cases of misconduct along with the answer book and other relevant documents such as statement of the concerned invigilator, candidate and others, if any in support of the case in Form no-
- 2.5.3. In no case the incriminating material should be verified with the answer papers to ascertain their use as it is the duty of the board of conducting examiners. But if it is detected while he is using the incriminating material there same may be stated in the report form in item no -11.
- 2.5.4. All documents are to be sent by the Centre Superintendent on the very day of occurrence.
- 2.5.5. The Centre Superintendent shall also send a consolidated report in form no 22 separately stating the roll no of candidates reported for adopting unfair means at his/ her Centre on the last day of the Examination to the Controller of Examination by name in a cover. In case there is no malpractice a NIL report shall be submitted in a cover.
- 2.5.6. The observers/ members of the Flying squad besides their daily reports shall submit a final report on the last day of the examination herein they shall state the Roll Nos of cases they have detected at different centres and handed over to the concerned Centre Superintendent for reporting them to the University in Form no -23. This final report is to be sent to the controller of Examinations by name in a sealed cover.
- 2.5.7. The University may not take into consideration if the above procedure is not followed while reporting the cases of Mal practice.

PART-E

POST-CONDUCT OF EXAMINATIONS

1. Packing and Dispatch of answer Books at the Examination Centre INNER PACKETS

Immediately after the expiry of the time for the examination the invigilators shall cross mark on the blank portion of the answer script and shall hand over the answer books subject wise and

Roll no wise along with the answer books chart prepared in Form no-9 to the Centre Superintendent. The Centre Superintendent shall arrange the Answer books received from

different halls subject wise and Roll No wise. There shall be an inner packet for each subject with strong packing paper.

- i. Answer Books arranged Roll No wise
- ii. The answer book chart as prepared by the invigilators of different halls with their signatures.
- iii. Dispatch memo as per **Form No-12**.
- iv. Five spare questions.

The subject, core paper no and No of Scripts shall be mentioned on inner packets.

The inner packets shall be arranged for dispatch to different valuation zones.

OUTER COVER PACKETS

The inner packets meant for each zone shall be placed in a outer cover and placed in a cloth strongly and sealed properly superscribing

Centre Code:

Name of the Examination Centre:

Date-----

Sitting-----

Paper-----

<u>Subject</u>	<u>No of scripts</u>
Economics	48
History	42

The institution is to dispatch answer scripts of other subjects in this manner. Sometimes the institution mixes up and sends the answer script to one zone though computerized mark foils have been sent to different zones and thus there is a dislocation. It is difficult to trace out the answer scripts in case of missing marks. The institution should send the answer scripts to the proper destination.

In the absence of documents mentioned at (i), (ii), (iii) and (iv) of clause 9.1 , the answer scripts shall not be evaluated in the valuation zone.

2. COURSE EVALUATION:

The Institute has implemented the Choice Based Credit System (CBCS) of the curriculum for Undergraduate and postgraduate programmes from 2016 and has modified the pattern subsequently in line with the guidelines of concerned statutory bodies (UGC, NCTE, AICTE, OSHEC and RCI).

The Examinations of both undergraduate and postgraduate programmes of study shall have two major components –Continuous internal assessment (Mid semester) and Comprehensive Examination (End Semester Examination).

Comprehensive (End Semester) Examination

A comprehensive or End semester exam is an evaluation that measures a student's competency and mastery of concepts in the field of an academic discipline. Passing a comprehensive exam, which is mostly in written format, indicates that a student is prepared to move into the dissertation phase of the degree.

Continuous Internal Assessment

In order to assess the skills, values and knowledge gained by the students, the concerned faculty members have to conduct an internal assessment and/or Mid Semester Examination.

The Institute shall hold examinations and assess the merit of the students using the following tools available for the CIA:

- Quiz
- Written and oral tests
- Seminars, Presentations
- Assignment in the Class, Library or Home
- Practical work in the Laboratory or Field
- Project work / Dissertation / Thesis / Term paper
- Internship / Training / Skill Training
- Tutorial group discussion / Seminar
- Unit test, workshop, project-based learning

Almost any type of tests (tool) could be used, provided it is designed to test one or more of the stated learning outcomes.

Utilizing the relevant tools, the programmes of CIA are designed by all the teachers together. The weightage for the different tools of evaluation as mentioned in the regulation for different programmes is informed to the students' forehand.

The CIA component for UG and PG programmes is 20% from 2016. From 2022 the CIA component for PG programme is raised to 30%.

2.1. Distribution of Marks for End Sem and Mid Sem:

The weightage of Continuous Internal Assessment (CIA); Comprehensive Examination (CE) is as follows

FOR PG PROGRAMME

FROM 2016

Mid Term(CIA)	Term End(CE)	Total
20/10	80/40	100/50

FROM 2022

Mid-semester is of 30 marks out of which **20 marks** is for Mid-semester examination and **10 marks** for continuous assessment such as Quiz, seminar etc.

For **AC-101** out of **20** marks.

Mid Sem. is of 10 marks and Practical is of 10 marks.

For AC-401 Mid-semester is of 15 marks out of which Mid Sem. examination is of 10 marks and marks for continuous assessment such as Quiz, seminar etc.

For UG Programme

FROM 2016

A. Subjects Without Practical :

Mid Term	Term End	Total
20/10	80/40	100/50

B. Subjects With Practical :

Mid Term	Term End		Total
	A-Theory	B-Practical	
15	60	(15+6 (Viva) + 4 (Record))	100

FROM 2019

A. Subjects Without Practical

Mid Term	Term End	Total
20	80	100

B. Subjects With Practical

Mid Term	Term End		Total
	A-Theory	B-Practical	
15	60	25 (20 + 05 (Record))	100

2.2. GUIDELINE FOR MID SEMESTER EXAMINATION:

UG PROGRAMME:

1. Mid semester examination will be of 01 hour duration for 20/15 marks (20 for subjects having no practical and 15 for subject with practical papers).
2. There shall be no pass mark in Mid Semester examination.
3. **The type of questions will be decided by the college authority.**
4. The Mid-Semester Examination shall be conducted and valued by the Teacher(s) who are teaching the corresponding paper or any external faculty in the college(s). A student who fails to appear in a Mid-Semester Examination **will be allowed one more chance to take the same examination.**
5. **There will be no provision to re-appear in the Mid-Semester Examination for improvement.**
6. The College has to conduct the Mid-Term Examination between 15th September to 30th October for 1st, 3rd, & 5th Semester and in between 1st March to 15th March for 2nd, 4th, & 6th Semester respectively and will **feed the marks online under the University/College Examination management System within 15 days from the date of examination.** In case of First Semester Mid-Term, marks shall be fed by 30th November
7. The College authority will preserve the Answer Script of the Mid-term examination for 06 months from the date of publication of result for future reference.
8. Absence in a Mid Term paper will be declared as failed in that Paper. A student who was absent in the Mid Term examination during both the chances but has passed at the University End Term examination shall be treated as failed in that Semester. Such candidates would be required to appear Mid Semester Examinations in subsequent semester.

PG PROGRAMME:

1. Mid Semester (internal) examination will be of 01 hour duration for 20 marks, and 30 min. for 10 marks. There shall be no pass mark in Mid Semester examination.
2. The papers of Mid Semester Examination will be valued by the teachers of the concerned department or any external faculty teaching that paper in the Department/ Colleges.
3. If a student fails to appear any of the Mid-Sem, she will be allowed to appear a special Mid-Sem in the same semester only once with the approval of Chairperson, P.G. Council. She has to provide adequate justification for not appearing the examination.
4. There is no provision for Improvement examination in Mid-Semester examination.
5. The Mid-Semester examination will be conducted in the last week of September and February for Odd and Even Semester Examination respectively.

6. The valued answer scripts of Mid Semester Examination shall be Preserve d with the Department/College concerned confidentially at least for a period of 09 (Nine) months from the date of publication of result of the End Semester of which it is a component.
7. The students who fail to appear Mid Semester Examination or whose Mid Semester mark of a subject(s) is / are not uploaded in due time by the institution, will be awarded “ZERO” in that subject(s) against Mid Semester mark.

Question pattern for End semester:

UG Programme

Types	Without practical	With practical
Part-I: One word/ fill in the blanks	12x1=12	8x1=8
Part-II: One/two sentences	8x2=16	8x1.5=12
Part-III: 75 words	8x3=24	8x2=16
Part-IV Within 500 words	7x4=28	6x4=24
Total	80	60

PG programme:

Category	Section I	Section-II	Total
Subjects with FM-70	5x4=20 Or 10x 2=20	5x10=50	70
Subjects with FM<70	5x2=10	3x10=30 (For BT 6x5=30)	40

Minimum Pass mark

For UG Programme

A. Paper Without Practical :

Mid Term	Term End	Pass Mark Term End	Total	Paper Pass Mark
20	80	30% out of 80 (i.e. 24 marks)	100	40 out of 100 By taking both components (i.e. Mid-Term + End Term Exam.)

- Term End (University Examinations) Total Mark: 80, 30% out of 80 (i.e. 24 mark)
- Total Mark: 100 (40% out of 100)
- No Pass mark for Mid Term Exam. A student has to appear the Mid Term Exam. Securing 'ABS' in both the chances in Mid Term exam student declares fail in that paper, though he/she secures pass mark in theory paper.

B. Paper With Practical :

Mid Term	Term End				Total	Paper Pass Mark
	A-Theory	Pass Mark A-Theory	B-Practical	Pass Mark B-Practical		
15	60	30% out of 60 (i.e. 18 mark)	25	40% out of 25 (i.e. 10 mark)	100	40 out of 100 By taking (i.e. Mid-Term + End Term Exam + Practical)

- Term End (University Examinations) Total Mark: 60, 30% out of Total Mark (i.e. 18 mark)
- Minimum pass mark for practical paper is 40%.
- Total Mark: 100 (40% out of 100)
- No Pass mark for Mid Term Exam. A student has to appear the Mid Term Exam. Securing 'ABS' in both the chances in Mid Term exam student declares fail in that paper, though he/she secures pass mark in theory paper.

*There will be no improvement for **MID-TERM** or **PRACTICAL** .

NB: *In order to clear a Semester examination a candidate is required to pass in all theory & practical papers/project component of the said semester.*

1.1. CONVERSION OF MARKS INTO GRADES:

FOR UG PROGRAMME:

GRADE SYSTEM IN EACH PAPER (MID +END SEM EXAM) IN A SEMESTER

Qualification	Grade	Mark Secured from 100	Grade Point
Outstanding	'O'	90-100	10
Excellent	'A+'	80-89	9
Very Good	'A'	70-79	8
Good	'B+'	60-69	7
Above Average	'B'	50-59	6
Fair	'C'	45-49	5
Pass	'D'	40-44	4
Failed	'F'	Below 40	0
Absent	'AB'	00	0
Malpractice	'M'	00	0

Qualification	Grade	Mark Secured from 100	Grade Point	Classification for Hons.	Classification for Pass
Outstanding	'O'	90-100	10	First Class Hons.	Pass
Excellent	'A+'	80-89	9		
Very Good	'A'	70-79	8		
Good	'B+'	60-69	7	Second Class Hons.	
Above	'B'	50-59	6		
Fair	'C'	45-49	5		
Pass	'D'	40-44	4	Pass	
Failed	'F'	Below 40	0		Fail
Absent	'AB'	00	0		Fail
Malpractice	'M'	00	0		MP

FOR PG PROGRAMME

GRADE SYSTEM IN EACH PAPER (Mid+End Sem Exam) in a Semester

Result Grade Points		Mark secured from 100		Grade
Outstanding	O	90-100	O	10
Excellent	A+	80-89	A+	09
Very Good	A	70-79	A	08
Good	B+	60-69	B+	07
Above Average	B	45-59	B	06
Average	P	40-44	P	05
Fail	F	Below-40	F	00
Absent	Ab		Ab	00

N.B. A Candidate has to secure Grade -P or 40% and above to pass in each of the theory Paper and practical paper.

2.3. Calculation of SGPA & CGPA

A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as :

SGPA : Semester Grade Point Average

CGPA : Cumulative Grade Point Average

(a) **GRADE POINT** : Integer equivalent of each letter grade

(b) **CREDIT** : Integer signifying the relative emphasis on individual course item(s)

in a semester as indicated by the Course structure and syllabus.

CREDIT POINT (CP) =(b) X (a) for each course item

CREDIT INDEX (CI) = \sum CREDIT POINT of course items in a Semester

SGPA= $\frac{\text{CREDIT INDEX}}{\sum \text{CREDIT}}$ for a Semester

CGPA= $\frac{\sum \text{CREDIT INDEX}}{\sum \text{CREDIT}}$ (of all previous Semesters up to a Semester)

2.4. TEACHER STUDENT CO-OPERATION IN CIA:

This concept of CIA must find full acceptance with both the teacher and the taught on the one hand with the parents and the community to ensure a favorable teaching-learning situation.

TO THE STUDENT, THE CIA SHOULD MEAN

- Faith and confidence in the teacher
 - Full understanding of following
- (a) How she is to be assessed and the components of the Internal Assessment, even before she starts the First Semester,
- (b) The safeguards provided to protect her interests and procedures she has to adapt to have her grievances, if any, concerning evaluation, redressed.
- Regularity in attending classes and completing the work allotted within the stipulated time frame.
 - Alertness in checking the materials corrected by the teacher and bringing any discrepancy to the notice of the teacher.
 - An opportunity to obtain a high percentage of marks
 - Resolving never to miss a test

TO THE TEACHER, CIA SHOULD MEAN

- Greater responsibility in conducting the tests at the scheduled time, evaluating objectively and fairly, recording correctly and making available to the student the corrected material at the appointed time
- Preparing question banks
- Checking the performance of the student and correcting errors through remedial teaching and other ways and
- Taking proper steps to warn both the student and the parent through the HoD and the Dean when the student's performance is unsatisfactory (deteriorates) or if the student is irregular in attendance.

3. VALUATION OF ANSWER SCRIPTS:

The valuation of theory Examination Answer books for UG programme shall be done at centralized valuation zones identified by the University with a view to speed up the valuation process, facilitate more effective attendance of the examiners in the valuation zones and increase security. Depending upon the need, the University shall identify as many valuation centres required for each Examination.

3.1 Selection of Valuation Zone

The valuation of answer scripts of theory papers of +3 Degree Examination shall evaluate in Zonal valuation center selected by the University

Answer scripts of theory papers of PG teaching Departments shall be valued by Zone-cum-Home Valuation by the University.

Every zone shall be headed by the Zone Supervisor who shall be the Principal of the College/Head of the PG teaching Department. In case of Principal/Head of the PG Teaching Department is unable to act as the Zone Supervisor, a senior teacher of the College/Department shall be appointed as Supervisor on the recommendation of the Principal/Head.

3.2 APPOINTMENT AND REMUNERATION TO ZONE STAFF

The Supervisor shall assisted by other staff of which the Supervisor himself shall appoint.

- (i) Dy. Zone Supervisor from among the senior teachers of the College/Department, where the number of scripts exceeds 15,000.
- (ii) A Zone officer from among the Asso. Prof./Readers/Asst. Prof. /Lectures of the Institution.
- (iii) A zone Asst. from among the office Assistants of the Institution
- (iv) A college/Dept. Peon/Duftary /Attendant (other below the rank Group-C) to work as Zone Peon.

The Zone Supervisor may appoint such other Group-III & Group-IV staff on payment of remuneration to be fixed by him only in such zone where the **number of examiners allotted to the zone is more than 50 and where the operation of the Zone continues from more than 10 days** subject to maximum amount of Rs.250/- per day for the operational period of zone.

Deputation of Employees to Zonal Valuation Centre.

- i) Section Officer/Senior Asst./Jr. Asst. (anyone) with additional peon where answer scripts exceeds 15000.

The zone staff shall be paid remuneration as per the following

Zone supervisor	Rs 5000/-
Dy Zone supervisor	Rs 4000/-
Zone Officer	Rs 3500/-
Zone Assistant	Rs 3200/-
Zone Peon	Rs 1500/-

The zone staff of the college and the Examiners coming from a distance of 15 Kms to Zone shall be paid shall be paid Conveyance Allowance of Rs 100/- each per day for working beyond office hours.

The Examiners and the zone staff from the University coming to the zone from a distance of more than 15 Kms shall be paid T.A. and D.A. as per University T.A. Rules. Two/ four wheelers are not allowed for the purpose of Ta and DA at zone valuation Centre.

The substitute Examiner shall be paid CA @ Rs 100/- per working day to evaluate answer scripts at the zone.

Basic pay scale

DA admissible as per Govt. Rule

- | | |
|--|----------|
| a) Officer drawing Grade pay of Rs 8800/- & above | Rs 200/- |
| b) Grade pay of Rs 7600/- & above but below Rs 8800/- | Rs 180/- |
| c) Grade pay of Rs 5400/- & above but below Rs7500/- | Rs 150/- |
| d) Grade pay of Rs 2800/-& Above but below Rs 5400/- | Rs140/- |
| e) Grade pay of Rs 1650/- & above but below Rs 2800/- | Rs 130/- |
| f) Grade pay below Rs 1650/- | Rs 110/- |
| g) DA at those rates is admissible for the working days of the zone. | |

If any answer script not allotted to Zone has been received in the zone being mis-sent by the college centre shall be sent to the University with a copy to the such defaulting College Centre.

Working hours of the Zone: The zone shall function atleast for six (06) hours i.e. from 11am to 5 pm every day including Sunday and Holiday. The Zone Supervisor may change the working hours if necessary to suit local conditions.

Operational period of the Zone: Every zone shall operate for the period as per notification to be issued separately. The University shall fix up date of the commencement of actual valuation work. The zone shall begin operation two days prior to the commencement of actual valuation for preparation. After the actual valuation work is over, two days more shall be allowed to finally terminate the zone.

3.3 Allotment and distribution of Answer scripts:

The zone staff appointed by the Zone Supervisor shall prepare bundles consisting of 16 scripts for Honours paper and 20 scripts for pass paper having 3 hours duration of examination and 30 scripts having 2 hours bundles on the second day. Duration of Examination. Such bundles shall be distributed among the examiners dully recorded properly in the prescribed allotment register.

- 3.3.1 The assistant examiners present on the first day of valuation shall not be given any new bundles on the second day. They will complete the valuation of scripts on the basis of additional instruction if any given by the Chief Examiner after verifying their specimen copies.
- 3.3.2 The remaining bundles shall be distributed among the substitute examiners on the second day in case all the examiners appointed do not turned up.
- 3.3.3 Substitute examiners are to complete the Valuation of a day's allotted script from the day of appointment. All examiners shall have to complete the valuation on the day itself from 3rd day onwards. The standard/ Non-standard mark foils shall be given with each bundle of answer scripts.
- 3.3.4 During the last three days of valuation, number of scripts in a bundle may be increased but not more than 05 scripts, if found necessary to complete the valuation as per schedule.
- 3.3.5 While distributing the answer scripts bundles, it must be seen that an Assistant Examiner does not examine the scripts of the college to which he/ she belongs. Similarly answer scripts of a college shall not go to the chief examiner coming from the same college.

3.4 APPOINTMENT OF ASSISTANT EXAMINERS /EVALUATORS :

- 3.4.1 The CoE as delegate of the Vice Chancellor shall appoint eligible examiners as per the prevailing course regulations from the panel approved by the board of studies in the subject concerned.
- 3.4.2 The COE may appoint eligible persons not included in the gradation list in exceptional circumstances with the approval of Vice Chancellor and subject to ratification by the examination Committee. Controller of Examinations will also have the discretionary power to cancel the appointment of examiners/ evaluators for valid reasons.
- 3.4.3 Situations, if any where an examiner is found indulging in purposeful negligence, violation of secrecy or other acts of misconduct shall be brought to the notice of the Controller of Examinations by the Zone Supervisor. In such cases the Controller of Examinations can take appropriate action with the approval of the Vice Chancellor.
- 3.4.4 Remunerations and TA/DA shall be paid to all examiners/ evaluators/all other officials appointed related to valuation, at the rates fixed by the University from time to time.

3.5 INSTRUCTIONS TO THE EVALUATOR /ASSISTANT EXAMINERS

- 3.5.1 Valuation shall be done for a minimum time of 6 hrs. per day.
- 3.5.2 The Assistant Examiners will complete the valuation of scripts on the basis of additional instruction if any given by the Chief Examiner after verifying there specimen copies .

- 3.5.3 The evaluators shall verify carefully that the marks have been allotted to all the answers. After verification and on finding that a question remain unanswered mark N.A. in the space provided for writing marks against the question numbers.
- 3.5.4 The examiners shall see that no column against question number is left blank if the question is attempted by the candidate. In case the answer does not deserve any mark the examiner shall write 'zero' in the box.
- 3.5.5. The evaluator/examiner is solely responsible for any wrong entry in the score sheet/mark foil. Corrections made in the mark foil shall be authenticated by the examiner. There shall be no over writing in the Mark Foil and therefore the mark foil shall be filled up with utmost care and sincerity.
- 3.5.5 If no standard mark foil for a roll no is available a non-standard mark foil shall be used.
- 3.5.6 The examiner shall put 'A' for absentee Roll Number and 'M' for malpractice cases in the mark foil with the help of the Zone Officer, 'X' (if Roll No. present in standard mark foil but there is **no scripts**) and 'Z' for **Centre Change Cases**.

3.6 DUTIES OF THE ZONE SUPERVISOR/ DY ZONE SUPERVISOR:

- 3.6.1 Apart from guiding and supervising the work of the zone staff, Examiners and Scrutinizers, the Zone Supervisor shall appoint the staff as mentioned in 14.2.4 and 14.2.5 above.
- 3.6.2 Shall appoint substitute Chief Examiner. If a chief examiner does not turn up within two hours of the opening of the zone or is not otherwise available, the Zone supervisor shall appoint person in the zone as the chief examiner irrespective of the paper to which he/she was originally appointed. The Chief examiner so appointed shall immediately to take over the charge.
- 3.6.3 **THE ZONE SUPERVISOR SHALL ENSURE THAT :**
- i. A substitute Examiner's name is in the Gradation list provided
 - ii. A substitute examiner shall have at least three years teaching experience at Honours level for appointment in Honours/ Pass paper.
 - iii. A substitute examiner shall have atleast three years teaching experience at +3 pass level for appointment in pass paper. Such appointment shall be notified on the first day itself.
 - iv. The substitute examiner shall be paid CA @Rs100/-per day to evaluate Answer Scripts at the zone.

3.7 SHALL APPOINT SCRUTINIZERS:

In papers in which answer scripts to be valued is 300 or more, the Zone Supervisor shall appoint a Scrutinizer from among the Lecturers/ curator/ cartographer/ senior assistant of the institution/ department. The scrutinizers shall be asked to report to duty on second day of valuation work.

3.8 SPECIAL INSTRUCTION TO CHIEF EXAMINERS:

- 3.8.1 The chief examiner shall advise the Assistant Examiners how to proceed with the Valuation work. He/she shall re-examine five answer scripts given to him as specimen copies by the Assistant Examiner, present on the 1st day. He/she shall re-examine at least two scripts of every Assistant Examiner for subsequent days to keep.
- 3.8.2 The Chief Examiner shall not allot answer scripts of a college to an Assistant Examiner belonging to that college if there are more than two Asst. Examiners in that paper.
- 3.8.3 The Chief Examiner with the help of the Scrutinizer shall ensure that:
- i. The Asst. Examiners have used separate mark foils for every college code
 - ii. Marks awarded have been correctly recorded in the mark foil
 - iii. The Roll. Nos, Subject and paper have been correctly recorded in a Non-standard Mark Foil.
- 3.8.4 The Chief Examiner shall collect Examiner's Report from Assistant Examiners and hand over to the Supervisor along with the Chief Examiner's report.
- 3.8.5 He/ she shall certify the number of scripts valued by an Asst. Examiner in his/ her Remuneration bill.
- 3.8.6 The Chief Examiner shall put his/ her full signature on the mark foil and mark foil cover. He/she shall see that the Scrutinizer has put his/ her full signature on the mark foil.
- 3.8.7 He/ she will submit a confidential report on the work and conduct of the Asst. Examiners working under him in **Form no 21** and will send in a sealed cover.

3.9 PROCEDURE FOR OBTAINING TRANSCRIPT AND GENUINENESS CERTIFICATE:

3.9.1 TRANSCRIPT:

The procedure for obtaining transcript copies and the format of application for the issue of transcript are given below

- Candidates shall apply for the issue of Transcripts in the prescribed application form only.
- The candidate should submit the duly filled in application form in person/ person authorised by the Candidate at the office of the Controller of Examinations,
- Only the photocopy of the Marks/ grade sheets, Consolidated statement of marks/ provisional Certificate/ Degree Certificate issued by the Institute will be attested by the Controller of Examinations.
- The applicant should produce required number plus one set of complete good quality photo copies of consolidated statement of Marks/ Provisional Certificate/ degree certificate for which transcripts are required. One set of photocopies of all the certificates will be retained by the Controller of Examinations.

- The fee for issue of transcripts is Rs.350/- (Rupees Three Hundred Fifty only) per Semester/Examination set plus Shipment charges has to be paid for delivering the Transcript to the candidates communication address/ personal address. Payment be made online in the following Account Numbers:
- The shipment charges has to be paid separately at the time of collection of Transcript.
- The applicant should submit the filled in application along with
 - i.) Screenshot of fee payment receipt with reference number
 - ii) Photocopies of certificates
 - iii) Proof for date of birth, Father's name and Mother's name to the office of the Controller of Examinations. The Controller of Examinations will sign the Transcript and Envelopes (in which Transcripts are put and sealed).
- The person who is submitting the Application form for transcripts should come and collect in person, if not able to come and collect the Transcript, an Authorised Person (along with Authorisation letter to collect the Transcript with a photocopy of the Government authorised Proof of Identity of Person collecting Transcript) can collect the Transcript after acknowledging the receipt of the Transcript covers at the Office of the Controller of Examinations.

3.9.2 GENUINENESS CERTIFICATE:

- Genuineness Certificate shall be issued to an employer of state/ Central Government/ Public Enterprises/ private Sector/ Foreign or Indian Embassy.
- The genuineness Certificate will not be issued to the Individual. It will be sent only to the Institutions/ Organisations/ Agencies etc.
- Request letter should be submitted by the Head of the Academic Institutions/ Organisations/ Agencies etc. where the candidate is studying/ working at present to the Controller of Examinations.
- The contact no with STD code/ Mobile No and e-mail id should be given in the requisition letter.
- Enclose the legible and clear photocopies of the certificates (Mark sheet/ Consolidated Statement of Marks/ Provisional Certificate/ Degree Certificate) duly attested by the authorities seeking genuineness Certificate.
- The fee for issue of Genuineness certificate shall be made online

Bank Name: Punjab National Bank (Saheed Nagar Branch)

Bank Account No.: 0614010142779

A/C Holder: Comptroller of Finance, Rama Devi Women's University

IFSC Code: PUNB0061420

Pan No.: AAAGR1063F

- The requisition letter along with the screenshot of fee payment receipt with reference number addressed to the Controller of Examinations.

Shall appoint substitute single/Assistant Examiner in case any examiner originally appointed does not turn up within two hours of opening of the zone or is not otherwise available. The zone supervisor shall appoint substitutes from among the teachers who apply for being appointed as substitute examiners preferably in consultation with the Zone officer from the University (if deputed). This appointment shall have to be made strictly on the basis of seniority and no other consideration.

3.10 DUTIES OF SCRUTINIZER:

3.10.1 He/ She will check if any answer is left blank being unvalued and the marks against each answer have been recorded in figure and encircled and in words and carried over to the abstracts correctly and with a correct totaling. In case any discrepancy is detected the same should be brought to the notice of the Asst. and Chief Examiners immediately.

3.10.2 He/ She shall verify that the Asst. Examiner has completed the valuation and nothing is left unvalued. He/ she shall verify

- Whether the Assistant Examiner has recorded the marks in each question in figure with round over it and in words.
- Whether the marks have been carried over to the abstracts on the first page and correct totaling has been made in figure and in words.
- Whether the Assistant examiner has put his signature in full in Answer Scripts and mark foil.
- Whether Line-1, Line-2 total and grand total of marks in the mark foil has been recorded correctly.

In case any discrepancy found, it shall be brought to the notice of the Assistant Examiner and Chief Examiner immediately.

3.10.3 In case of any discrepancy detected at the time of Re-Addition filed by the candidate with fee or otherwise, the Assistant Examiner, Chief Examiner and scrutinizer will be requested to come to the University office to confirm the correctness of marks awarded to the candidate. The lacunae on the part of the Assistant Examiner, Chief Examiner and Scrutinizer will be viewed seriously and will be liable to be debarred from assignment at University Examination work.

3.10.4 The Remuneration of Scrutinizer shall be Re 1/- per script.

3.11 Duties of Zone officer from the University:

- Maintain attendance registers of Examiners and Scrutinizers.
- Maintain paper wise dispatch memo foils.
- Record the absentee, malpractice roll number and Centre Change cases from dispatch memo in the register

- Assist the Zone Supervisor in the appointment of substitute Examiner on the basis of seniority
- Assist the Examiners in filling up the nonstandard mark foils and in recording absentee, malpractice and centre change Roll Numbers.
- Keep a watch of the activities of the zone and report any unfair means noticed to the Zone Supervisor.
- Check Remuneration and TA bills and pass them for payment and keep vouchers.

3.12 Record of marks on the Answer books:

- Marks awarded shall be recorded on the end of an answer to as for example 7 or $5\frac{1}{2}$.
- Marks awarded to an answer containing fractions shall not be rounded to the next high figure in that answer.
- The marks awarded to the bit question shall be brought together at the end of the answer to the last beat and be recorded as for example : $(3+3\frac{1}{2} = 6\frac{1}{2})$
- Marks awarded against each question shall be carried to the front page of the main answer book and recorded against appropriate question number and then totaled; if this total contains a fraction, it shall be rounded to the next high figure eg. $51\frac{1}{2} = 52$

4. PUBLICATION OF RESULT:

The confidential firm of the University dealing with an Examination shall prepare the interface for generation of Statistics of the result with the details which will include:

- a) The name of the examination with month and year
- b) Year of admission to the programme.
- c) Total number of candidates who appeared for the examination
- d) Total number of candidates whose results are withheld.
- e) Total number of candidates passed.
- f) Percentage of candidates passed with and without grace mark
- g) Total number of candidates placed in distinction, first class and second class in the case of final year examination.
- h) And any other details which may be required for the board of conducting Examiners as directed by Controller of Examinations.

The result statistics prepared and authenticated by the system manager and signed by the Controller of Examinations shall be furnished to the board of conducting Examiners concerned.

4.1 Meeting of the Board of Conducting Examiners (BCE) :

- When the tabulation is complete, a meeting of the Board of conducting Examiners shall be convened by the CoE with prior approval of Vice-Chancellor
- The board may recommend the results as such or with some modification as it may deem fit.
- The minutes of the meeting shall be forwarded by the CoE for approval of Vice-Chancellor.
- The modifications if any recommended by the BCE and approved by the vice chancellor shall be effected in the marks tabulated. After final checking of totals of the revised marks are done and the lists of successful candidates are prepared for publication of Result.
- A list of the candidates in order of merit was prepared.

4.2 GENERAL GUIDELINE FOR ISSUE OF MARK SHEET AND PROVISIONAL CERTIFICATES:

- Statement of marks shall be prepared through computer printing.
- The name of the candidate, univ. Roll. No, Regd. No and name of the College shall be printed as given for Registration and as stated in the Tabulation Register.
- Month and year of examination and year of admission shall also be printed in the statement.
- The date of approval of Vice Chancellor will be the date of Publication of Result and shall be reflected in the mark sheet.
- After due verification Mark Sheet -cum Grade Sheet is issued.
- Provisional certificate is issued only to the pass candidates.
- In the consolidated statement of marksheet cum grade sheet, total credits earned, grade, class, CGPA and percentage of marks up to two decimal places shall be given.(as applicable as per regulation of each programme)
- The Syndicate shall publish a list of successful Candidates based on the each Semester Examination.
- Candidate securing highest CGPA in 1st appearance in particular subject will be declared topper in that subject. If more than one student have the same highest CGPA, then topper will be decided on the basis of maximum marks secured in aggregate.
- Each Successful Candidate, after the Final Examination of the two year P.G. Programme or three year UG programme shall receive a certificate in prescribed form signed by the Vice-Chancellor.

5. RE-ADDITION OF MARKS AND PHOTOCOPY OF ANSWER SCRIPTS

- 5.1. A candidate if so desires , may apply for rechecking of addition of marks on any theory Paper in the prescribed form available in the college concerned on payment of Rs.50/- (Rupees fifty) for each theory paper within 15 days from the date of publication of the result.
- 5.2 For photo copy of the Answer scripts the candidate shall apply in the prescribed form available in the concerned college by depositing a fee of Rs.300/- (Rupees three hundred) only per paper within 15 days from the date of publication of result.
- 5.3 After completion of 15 days from the date of publication of the result, a list of the applicants specifying Sl. No, Roll No, Subject/ paper/ name of the valuation zone for readdition / rechecking of marks / photocopy of answer scripts must be prepared valuation zone / Institution wise and the same may be send to the Controller of Examinations of the Concerned University along with the application fees received from the student can be deposited online on through electronic transfer in favour of Comptroller of Finance of the University within five days from the last date of receiving such application.
- 5.4 The zone supervisors must supply of photocopy/ readdition of marks and reply verifying the valued answer scripts by the zone supervisors of their colleges valuation centre to the Controller of Examinations of concerned University for compliance to the Principal of the concerned college within two months after the receipt of the application from the University.
- 5.5. A sum of Rs.2000/- (Rupees two thousand) only shall be released to each zone for disposal of Re-Addition cases. The remuneration for search out and disposal of readdition cases and Xerox copy of answer scripts shall be as per the following rate
- | | |
|-----------------------------------|--------------------|
| Zone officer | Rs. 5/- per script |
| Zone Assistant/ dealing assistant | Rs. 5/- per script |
| Peon | Rs. 6/- per script |
- The statement of accounts for disposal of readdition of marks shall be submitted separately to the University along with unspent balance if any after disposal of readdition cases.
- 5.6. Any discrepancies detected during Readdition of marks is to be brought to the notice of the Controller of Examinations for revision of marks at University level.
- 5.7. In case any answer is left unvalued, the same shall be placed before the Board of Conducting Examiners for valuation
- 5.8. In case of discrepancies as mentioned at 16.5 & 16.7, the concerned examiner, Chief Examiner and the Scrutiniser shall be called upon to show cause for such discrepancies and they will be debarred from University examination work as the Syndicate may decide whose decision shall be final if it is established that the discrepancies is due to their negligence.

- 5.9. After completion of four months from the date of publication of the result all valued answer Scripts/ list of application form for readdition of marks/ photocopies of answer scripts / bills, Vouchers thereof/ balance amount to be submitted to the University through e- transaction
- 5.10. No student shall be entertained for any enquiry pertaining to the above process at the University level.
- 5.11. The xerox copy of the answer script and information regarding readdition of marks will be intimated to the candidate within 45 days .

6 There will be no Re-valuation of Answer Scripts.

However in case of serious irregularities in evaluation detected/ pointed out, the answer script has to be placed before a high level committee consisting of one member from Examination Committee, one member from Board of Conducting Examiners and one subject expert for assessment provided the difference in marks claimed is more than 10% of the total marks for consideration. If the new mark awarded by the High Level Committee is more than 5% of the total mark, the new mark is to be accepted. The recommendation of high level committee will be accepted under approval of the Examination Committee./ Vice Chancellor. (as per Model Regulation approved by Academic Council dated 24.06.2019)

PART-F

OTHER MATTERS

1. PRESEVATION

The answer scripts shall be preserved for a period of nine months from the date of publication of the Result. If there is no controversy of result. In case of controversy such as Rechecking or addition of marks, Malpractice, cases referred to court of Law and so on, the Answer Script shall be preserved for nine months from the date of such controversy is over.

2. WASTE MANAGEMENT

Confidential materials of the COE office are cut into pieces at the source by the use of Shredder and then disposed following the University guideline.

3. EXAM GUIDELINE FOR TWO YEAR B.Ed. PROGRAMME.

The examination as well as result publication of two year B.Ed. programme is carried out following the regulation proposed by the University. (ANNEXED)

4. RESEARCH POLICY AND Ph.D. GUIDELINE:

The University adopts the research policy proposed by the department of Higher Education, Govt. of Odisha and incorporated in the Ph.D. regulation of the university with all amendments as per UGC Guideline.

5. AUTOMATION IN EXAMINATION SYSTEM:

In the Examination section, the following processes were automated:

- On line application form generation and payment of Examination Fee.
- Generation of Candidates Nominal Roll.
- Generation of hall ticket/ Admit card.
- Processing and publication of Result
- Generation of semester and consolidated Grade Sheet.
- Generation of merit list, pass list and Rank list.
- Generation of Migration Certificate.

6. SECURITY FEATURES INVOLVED IN EXAMINATION SECTION:

- Only the Authorised users have access to the module.
- Screens like Mark sheet generation, provisional Certificate generation and Generation of Migration Certificate can only be done by few users and the screen is enabled only from their machine IPs.

7. NATIONAL ACADEMIC DEPOSITORY

As per communications made by UGC, it is mandatory to digitalize student's academic awards like degrees, diplomas, certificates, mark sheets etc. and store them in the National Academic Depository (NAD) which is an online storehouse of Academic records. NAD is a 24x7 online mode for making available the academic records and also help in validating their authenticity, their safe storage and easy retrieval. Our University registered in NAD for easy access, retrieval and validation of academic records.

8. Procedure for Obtaining Duplicate Certificate and Format of Sworn-In- Affidavit.

- The Institute shall issue Duplicate Certificate for mark sheet, consolidated statement of marks and Provisional certificate to a student when it is lost/ destroyed on payment of prescribed fees.
- Candidates shall apply for the issue of Duplicate mark sheet, consolidated statement of marks and provisional certificate in the prescribed format only. It can be downloaded from the university website. www.rdwu.ac.in.
- Application should be submitted in person or through an authorised person (along with a letter authorising him/her to receive the certificates on her behalf) to the Controller of Examinations.

- **The following documents are to be enclosed along with the application**

- i) Photocopy of the certificate(s) for which duplicate is required.
 - ii) Receipt of the fee paid
 - iii) Damaged certificate if original is damaged
 - iv) Non traceable certificate issued by the Competent Police Officer.
 - v) Original sworn in affidavit of the candidate countersigned by the Notary Public in Rs20/- Stamp paper(format enclosed)
 - vi) Self-addressed envelope(For Registered Post)
 - vii) Photocopy of Aadhar Card /driving license/Voter ID Card.
- Application should be completed in all respect. Failure to furnish correct details may cause delay in the issue of the Certificate.
 - Details of fee to be paid is annexed.
 - **Search Fee:**
 - a. **Within a year Rs. 100/-**
 - b. **After 1 year but before 5 years Rs. 300/-**
 - c. **After 5year but before 10 years Rs. 500/-**
 - d. **After 10 years Rs.1000/-**

- **Mode of payment: Online**

Payment is made Online in the Account details Number

Bank Name: Punjab National Bank (Saheed Nagar Branch)

Bank Account No.: 0614010142779

A/C Holder: Comptroller of Finance, Rama Devi Women's University

IFSC Code: PUNB0061420

Pan No.: AAAGR1063F

9. Implementation of e-Governance in the Examination:

e-Governance of Examination module facilitates in improving transparency, providing speedy information, dissemination, improving administrative efficiency and public services related to Examination. Implementation of e-governance helps to monitor academic standards related to the conduct of examination and evaluation.it helps in the continuous monitoring, assessment and meaningful evaluation of the teacher and student.

As per UGC communication, students' academic awards (degrees, diplomas, certificates, statement of marks) shall be stored in National Academic Depository (NAD) through Digilocker, an online storehouse of academic records. Our university registered under NAD Digilocker on -----.

10. Examination details in the University Website:

The university website has examination menu in the homepage with the following submenus;

- Examination and Evaluation Manual
- Calendar of events
- Time table
- Results
- Procedure for applying for Re addition and Photocopy of answer scripts
- Procedure for obtaining Duplicate Certificate
- Procedure for applying Genuineness Certificate
- Procedure for Obtaining Transcript.

The End semester Examination time table for all programmes shall be uploaded 30 days prior to the commencement of Examination.

_____XXX_____

FEES FOR BA/B.SC/B.COM

1	Examination Fee a. Core Course (Hons) :	300.00
	b. Core Course (Pass) :	290.00
2	Centre Charge : (To be retained by the Centres) :	150.00
3	Practical Fee @ Rs.50/- per paper to be collected from the students and this may be retained by college for evaluation of Practical Examinations paper	50.00
4	Fee for Marks	50.00
5	Fee for Enrolment	50.00
6	Fee for Supervision	20.00
7	Registration fee at the time of admission.	70.00
8	Re-Registration fee (to be deposited along with other exam. Fees) for any subsequent Examinations other than first Sem.(Reg.) Examination.	50.00
9	For Back appearance /repeat Examination fee Rs.50/- per paper if the candidate fill up form for less than 50% of the total number of papers in that examination. Full examination fee to be paid by the candidate if she filled up Form for 50% or more number of the total papers in that examination.	
10	Additional Centre Charges (if applicable) for three consecutive Admission Batches for new subjects or new colleges (to be deposited in the University along with other fees)	50.00
11	Fee for Provisional Certificate (only for Final 6 th Sem. Regular students)	50.00
12	Fee for Original Certificate (only for Final 6 th Sem. Regular Students) Separate consolidated Bank Draft to be prepared.	200.00
13	Late fee of Rs.50/- will be claimed after without late fee date	50.00
14	However, a student can fill up the Examination Form before 10 days of the commencement of the examination with a late fee of Rs.200/-	200.00

FEES FOR MA/M.SC./M.COM

1	MA/M.SC/ M.COM SEMESTER	350.00
2	M.SC. BIOTECH. SEMESTER	1000.00
3	CENTRE CHARGE : (TO BE RETAINED BY THE COLLEGE / DEPT.) :	150.00
4	ADDITIONAL CENTRE CHARGES IF APPLICABLE FOR THREE CONSECUTIVE ADMISSION BATCHES OF NEW SUBJECTS OR NEW COLLEGES :	50.00
5	FEE FOR ENROLMENT	50.00
6	FEE FOR SUPERVISION	20.00
7	REGISTRATION FEE AT THE TIME OF ADMISSION.	70.00
8	FEE FOR MARKS	50.00
9	RE-REGISTRATION FEE (TO BE DEPOSITED ALONG WITH OTHER FEES) FOR ANY SUBSEQUENT EXAMINATION OTHER THAN FIRST SEMESTER EXAMINATION	40.00
10	FEE FOR BACK/IMPROVEMENT APPEARANCE : (EXAMINATION FEE @ OF Rs.75/- PER PAPER, IF THE CANDIDATE FILL UP FORM FOR LESS THAN 50% OF THE TOTAL NUMBER OF PAPERS IN THAT EXAMINATION. FULL EXAMINATION FEE TO BE PAID BY THE CANDIDATE IF SHE FILLED UP FORM FOR 50% OR MORE NUMBER OF THE TOTAL PAPERS IN THAT EXAMINATION ALONG WITH OTHER FEES.	
11	FEE FOR PROVISIONAL CERTIFICATE ONLY FOR FINAL YEAR REGULAR STUDENTS)	50.00
12	FEE FOR ORIGINAL CERTIFICATE ONLY FOR FINAL YEAR REGULAR STUDENTS) SEPARATE CONSOLIDATED BANK DRAFT TO BE PREPARED.	200.00
13	LATE FEE OF RS.50/- WILL BE CLAIMED AFTER WITHOUT LATE FEE DATE	50.00
14	HOWEVER, A STUDENT CAN FILL UP THE EXAMINATION FORM BEFORE 10 DAYS OF THE COMMENCEMENT OF THE EXAMINATION WITH A LATE FEE	200.00

FEES FOR TWO YEAR B.ED

1	EXAMINATION FEES	500.00
2	CENTRE CHARGE (TO BE RETAINED BY THE CENTRE)	150.00
3	FEE FOR ENROLMENT	50.00
4	FEE FOR MARKS	50.00
5	FEE FOR SUPERVISION FEE	20.00
6	REGISTRATION FEE AT THE TIME OF ADMISSION.	70.00
7	RE-REGISTRATION FEE (TO BE DEPOSITED ALONG WITH OTHER EXAM.FEE FOR ANY SUBSEQUENT EXAMINATIONS OTHER FEES OTHER THAN IST YR. EXAM.	40.00
8	ADDITIONAL CENTRE CHARGE IF APPLICABLE) FOR THREE CONSECUTIVE ADMISSION BATCHES TOWARDS NEW SUBJECT(S) OR NEW COLLEGE (TO BE DEPOSITED IN THE UNIVERSITY ALONG WITH OTHER FEES)	50.00
9	LATE FEE	50.00
10	HOWEVER, A STUDENT CAN FILL UP THE EXAM. FORM AFTER RS.50 LATE FEE DATE AND 10 DAYS BEFORE THE COMMENCEMENT OF THE EXAMINATION WITH A LATE FEE	200.00
11	FEE FOR PROVISIONAL CERTIFICATE ONLY FOR FINAL YEAR REGULAR / BACK STUDENTS (IF NOT PAID IN REGULAR EXAMINATION)	50.00
12	FEE FOR ORIGINAL CERTIFICATE ONLY FOR FINAL YEAR REGULAR/BACK STUDENTS (IF NOT PAID IN REGULAR EXAMINATION) SEPARATE CONSOLIDATED BANK DRAFT TO BE PREPARED.	200.00

	COMMON FEES FOR ALL EXAMINATIONS	FEES FOR EXAMINATION PER CANDIDATE
1	CENTRE CHARGE : (TO BE RETAINED BY THE COLLEGE / DEPT.) :	150.00
2	FEE FOR MARKS	50.00
3	FEE FOR ENROLMENT	50.00
4	FEE FOR SUPERVISION	20.00
5	FEE FOR PROVISIONAL CERTIFICATE (ONLY FOR FINAL YEAR REGULAR & REPEAT BACK STUDENTS)	200.00
6	FEE FOR ORIGINAL CERTIFICATE (FINAL YEAR REGULAR & REPEAT/ BACK STUDENTS) +3 DEGREE & MA/M.SC/M.COM	200.00
7	FEE FOR ORIGINAL CERTIFICATE M.PHIL	300.00
8	RE-ADDITION OF MARKS	50.00
9	MIGRATION & DUPLICATE CERTIFICATE	100.00
10	REGISTRATION	70.00
11	RE- REGISTRATION (EACH SUBSEQUENT EXAMINATION)	40.00
12	DUPLICATE REGISTRATION	60.00
13	MERIT CERTIFICATE	50.00
14	CERTIFICATE REGARDING DATE OF PUBLICATION OF RESULT	50.00
15	COLLEGE TRANSFER INTER UNIVERSITY	200.00
16	COLLEGE TRANSFER INTRA UNIVERSITY	200.00
17	TRANSCRIPTS / VERIFICATION/ AUTHENTICATION PER EXAM.	250.00
18	SUPPLY OF XEROX COPY OF VALUED ANSWER SCRIPT	300.00
19	CENTRE CHANGE	150.00
20	LATE FEE OF RS.50/- WILL BE CLAIMED AFTER WITHOUT FINE DATE	50.00
21	LATE FEE OF RS.200/- WILL BE CLAIMED AFTER Rs.50/- FINE DATE	200.00

Sl.No.

RAMA DEVI WOMEN'S UNIVERSITY,
BHUBANESWAR-751022

APPLICATION FORM FOR ISSUE OF DUPLICATE REGISTRATION RECEIPT
(To be filled in by the Candidate)

1. Name of the Candidate :
(in block letters)
2. Name of the Father :
3. Date of Birth :
4. Name of the College affiliated
to this University where first admitted :
5. Year of admission :
(Academic Session)
6. Class to which admitted :
7. University Registration No. :
8. A sum of Rs.60/- (Rupees Sixty) only has been deposited/remitted vide Cash receipt No.
..... Dated enclosed herewith.

Date :

Full Signature of the applicant
Address :

RAMA DEVI WOMEN'S UNIVERSITY : BHUBANESWAR
APPLICATION FORM FOR ISSUE OF A MIGRATION CERTIFICATE
(To be filled in by the student)

From

.....
.....
.....

To

The Registrar

Rama Devi Women's University, Bhubaneswar-751022.

(Through the Principal / HOD/PGC College/Dept. / University)

Ref: Your Letter No. Dated

Sir,

I beg to request you kindly issue a Migration Certificate in my favour as I intend to join the University for further studies. I passed / appeared at the examination of the R.D. Women's University held in the month of 20 with Roll No. having been sent up from College / Department or I am at present reading in year / Class in College. My University Registration No. of 20 . I am leaving this University to take upCourse in the said University. I have deposited the prescribed fee of Rs. **100/-** in the University cash counter on and the receipt in support of my payment is enclosed herewith.

In the above circumstances, I request you that the Migration Certificate may kindly be issued to me at your earliest convenience.

I beg to remain Madam/Sir,

Yours faithfully,

Date :.....

Place :.....

Signature (in full) of the candidate

Attested

N.B: (1) Please strike out the words not required.

PTO

RAMA DEVI WOMEN'S UNIVERSITY: BHUBANESWAR

INFORMATION REQUIRED FOR ISSUE OF A MIGRATION CERTIFICATE

(To be filled in by the institution recommending the application)

1. Name of the College/ High school :
2. Name of the Student :
3. Examination passed with year and Roll No. :
Or if he/she still a student of the institution
Should be stated in which he/she reading.
4. Whether the Fee of Rs. **100/-** has been paid :
to the University Cash counter.
(The Money receipt should be attached)
5. Date of Birth as entered in the College/High :
School Admission Register.
6. Date of first admission to College under the :
University after passing the Matriculation / H.sc.
Or any other examination.
7. Name of the College :
8. Registered No. as a student of this University :
9. Date of leaving the College / High School :
10. Conduct and Character of the student during :
his / her college / University.
11. Opinion of the Principal/HOD / PGC as to :
the University's granting the applicant a
Migration Certificate.
12. Degree or Course the student wants to take :
In the University he /she wants to join

Memo No.....

Date.....

Forwarded to the Registrar, R.D. Women's University. Bhubaneswar with application of

.....(in original) with reference to her

Letter No Dt for necessary action.

PRINCIPAL /HOD / PGC

.....**COLLEGE / DEPARTMENT /UNIVERSITY**

(Seal of the institution must be used)

RULES AND REGULATIONS

- (A) Regular students intending to obtain a Migration Certificate from the University should apply for the same through the Head of the institution they last studied under this University.
- (B) Non-collegiate students who have not attended any college under this university but registered names of students of this University with an attestation by a Gezatted officer.
- (C) Students should surrender their Registration Receipt in original while applying for issue of the Migration Certificate.
- (D) Student should be Submit their Original Regd. Card along with this Application Form.

RAMA DEVI WOMEN'S UNIVERSITY,
BHUBNAESWAR-22

REQUISITION OF BLANK ANSWER BOOK

- 1 NAME OF THE INSTITUTION/COLLEGE
WITH ADDRESS
- 2 INSTITUTION/COLLEGE CODE NO.
- 3 NAME OF THE EXAMINATION :
- 4 YEAR :
- 5 PREVIOUS YEAR BALANCE IF ANY :

- 6 REQUIREMENT OF ANSWER BOOK FOR THE
FORTHCOMING EXAM. AS PER ENROLLED
CANDIDATES AT INSTITUTION/COLLEGE FOR
DIFFERENT EXAM. :
(Pl. mention in Figures and in words)
(a) Theory
(b) Practical
- 7 COURSE : ARTS/ SCIENCE / COMMERCE :

NB : (The filled requisition format must be sent along with a forwarding – cum authorization letter . Signature of authorized official shall be attested by the Principal/ Centre Superintendent).

PRINCIPAL/CENTRE SUPERINTENDENT
(With Seal/ Signature & Date)

BLANK ANSWER SCRIPT RECEIPT

SL NO.	SL NO.OF ANSWER BOOK (..... TO)	QUANTITY	NUMBER OF PACKET
TOTAL PACKETS:			
TOTAL SCRIPTS :			

Received Answer Scripts as detailed above from the Controller of Examination, R.D. Women’s University for the use in University Examination,20.....ofCollege

Centre Superintendent / Authorized Person of Suptd.
(With Seal/Signature & Date)

ANSWER BOOK CHART

(To be furnished in 3 copies. Please use Carbon papers)

Name of the Exam..... Institution/College

Institution/College Code No.DateSitting.....Time.....

Room (Hall) No..... Total No. of Candidates allotted

Subject :..... Paper

Subject & Paper	Roll No.	Serial No. of Ans. Book	Signature of Invigilator in full (this signature will tally with the signature in Ans. Book)	Remark
1	2	3	4	5

PRINCIPAL/CENTRE SUPERINTENDENT
(With Seal/ Signature & Date)

**RAMA DEVI WOMEN’S UNIVERSITY,
BHUBANESWAR- 751022**

REPORT ON MALPRACTICE

1. Name of the Centre :
 2. Examination and Year :
 3. Date of Examination: Sitting
 4. Subject of Examination :.....Core
 5. Subject Paper
 - (a) Roll No..... Registration No.....
 - (b) Name of the Candidate:
 - (c) Address for correspondence

as in College Long Roll

.....

.....
6. Time of detection of the Mal Practice
 7. Particulars of the incriminating material recovered from the candidates. If the incriminating material consists of writings on walls. Desks, body of the candidate etc. such that it cannot be sent in original, certified copies of such writings should be forwarded
 - 1.
 - 2.
 - 3.
 - 4.
 8. The exact place or places from where the incriminating material was recovered. Such as from Shirt pocket, pant pocket, Left/Right hand, handkerchief, Table/Desk, under the feet. Questions/Answer scripts and so on.
 9. If the candidate is guilty of Misconduct Give details here.....
 10. Name of the Invigilator who Detected the malpractice
 11. Report of the Invigilator(s)
(if the space provided is not sufficient it may be written on a separate place of paper)

12. Statement of the candidate :

(If the space provided is not a sufficient it may be written on a separate place of paper. If the candidate refuses to give a statement the fact should be noted here.)

Signature of the Candidate (Full Name)

13. Report of the Centre Superintendent

(This report should not merely be a forwarding Memo, but should contain Definite views of the Centre Superintendent regarding the case)

Signature of the Centre Superintendent

14. (A) Details of enclosure :

1. (a) The main Answer Book bearing No.

(b) Number of Additional

Answer Books bearing Nos.

.....

.....

.....

.....

2. Incriminating materials duly signed

EXAMINERS REPORT

1. Name of the Examination :
2. Subject:.....Paper
3. Name of the Examiner:
4. Statement of Result :

SI No.	No. of Answer Book Valued	No. of Candidates Securing				Remarks
		Above 60%	50% to 60%	30% to 50%	Less than 30%	

5. Opinion regarding performance of the Candidates
6. Average marks
7. Ten highest marks.....
8. No. of candidates securing 25% to 30% marks.....
9. Opinion regarding question paper
10. Suggestions, if any for future guidance

CERTIFICATE

Certified that I have verified the marks assessed by me in respect of each answer and no answer is left out at the time of valuation and proper marks have been awarded to all answers and parts thereof. The Roll Nos. and Marks in the mark foils are compared with the Answer Scripts by me also. I have awarded the marks in each answer in figure with a round over it and in words and also Total marks in the first page in figure with a round over it and in words. I have recorded the line total correctly in figure and words and put my full signature.

Full Signature of the Examiners

5. No. of Answer Books scrutinized
(Briefly State the result of such scrutiny)
6. Average marksHighest Mark.....
7. Opinion regarding the question paper
8. Opinion regarding the performance of the candidates
9. Views with the regard to standard of valuation

10. Opinion regarding the performance of the examiners.....

11. Specific suggestion for consideration of the
Board of Conducting Examiners

CERTIFICATE

I certify that I have checked the totaling of marks in the answer papers valued by my Assistant Examiners and found them correct. The Roll Nos. along with the marks entered in the marks foil are also correct as per the Answer Scripts.

Signature

From :

The Controller of Examinations
Rama Devi Women's University,
Bhubaneswar – 751022

To

Dr./Smt/Sri.....

Department.....

College.....

Sub : Appointment of Examiner for **Practical** Examination

Sir/Madam,

I have the honour to inform you that the Vice Chancellor has been pleased to appoint you as Chief Examiner in..... (Pass/Hons./El.) Theory/Practical Paper for the +3 Degree Sem.(Regular) Examination, at Centre / Zone **R.D. Women's University, Bhubaneswar**

Date of Valuation from

The fee for examining per Candidate per paper is mentioned below.

- | | |
|--|--|
| 1. + 3 Degree Course (Pass)
Carrying up to 50 Marks | 3 Hrs– Rs.30/- per Candidate
Minimum Rs.300/- |
| 2. +3 Degree Course (Hons.)
Carrying up to 50 Marks | 3 Hrs– Rs.30/- per Candidate
Minimum Rs.300/- |
| 3. Remuneration to Chief Examiner
For Practical Subject | Rs.800/- Minimum |
| 4. The payment of normal TA/DA/CA and remuneration for re-examining of Practical Answer Script as per University rule shall be made at Centre/Zone as per Zone guidelines. Two wheeler/ Four Wheeler are not admissible for the purpose of TA. | |
| 5. If you fail to report the Centre/Zone on the First day of valuation Programme, substitute arrangement shall be made by the Controller of Examinations. | |

Yours sincerely,

CONTROLLER OF EXAMINATIONS

N.B : No person, who has son, daughter or other near relation appearing at an examination can ordinarily accept an examinership in any paper in which such relation is appearing. The term of "near relation" mainly includes father, mother, brother, sister, wife, husband, son-in-law, daughter-in-law, nephew, uncle et.al.

FORM NO. 12

RAMA DEVI WOMEN'S UNIVERSITY, BHUBANESWAR-751022

No. COE/EC- 22/ _____ / 20

Date :

From :

The Controller of Examinations
Rama Devi Women's University,
Bhubaneswar – 751022

To

Dr. / Smt / Shri
Department of College.....

Sub : Appointment of Examiner (Theory)

Sir/Madam,

I have the honour to inform you that the Vice Chancellor has been pleased to appoint you the Chief Examiner/Examining Chief/Asst. Examiner/Single Examiner in Pass/Elective/Compulsory/Hons. Paper of Subject..... +3..... University Examination,20..... .

1. Your Chief Examiner / Examining Chief is
and you are allotted to value the script in
.....zone for the purpose.
2. The valuation work shall start at A.M and shall continue up to P.M daily including Sundays and holidays.
3. The period of valuation for your paper is from
4. The remuneration for examining an answer script for :
 - i. Pass Paper/ Comp. & Elective (2 hrs. duration) : Rs.20.00 minimum Rs.200/-
 - ii. Pass Paper/ Comp. & Elective (3 hrs. duration) : Rs.30.00 minimum Rs.300/-
 - iii. Hons. Paper (3 hrs. duration) : Rs.30.00 minimum Rs.300/-
5. The Payment of normal TA/DA/CA and remuneration for valuation of papers as per University rule shall be made at Zonal valuation Centre as per zone guideline issued. Two wheeler / Four wheeler are not admissible for the purpose of TA.
6. If you fail to report the zone Supervisor on the First day of Valuation Programme, substitute arrangement shall be made by the Zone Supervisor from the next day.
7. You are requested to bring your writing materials for valuation of scripts for which an amount of Rs. shall be paid along with your remuneration.

Yours sincerely,

CONTROLLER OF EXAMINATIONS

N.B : No person, who has son, daughter or other near relation appearing at an examination can ordinarily accept an examinership in any paper in which such relation is appearing. The term of "near relation" mainly includes father, mother, brother, sister, wife, husband, son-in-law, daughter-in-law, nephew, uncle et.al.

Encl :Acceptance Form

FORM NO.13

**RAMA DEVI WOMEN'S UNIVERSITY,
BHUBANESWAR-751022**

.....COLLEGE

IDENTITY CARD

+3 EXAMINATION, 20..

Name & Designation of the Examiner :

.....

Subject:.....

Place of Valuation :

Date of Valuation :

ZONE SUPERVISOR

RAMA DEVI WOMEN'S UNIVERSITY,
BHUBANESWAR- 751022

VALUATION ZONE
COLLEGE

RELIEVING CERTIFICATE

Certified that Dr. / Smt / Shri

Reported at the Evaluation Zone on in the Forenoon/Afternoon and
relieved with effect from in the Forenoon/Afternoon.

ZONE SUPERVISOR

.....College Zone

RAMA DEVI WOMEN'S UNIVERSITY, BHUBANESWAR

No. _____ Date _____

To

The Controller of Examinations,
R.D.Women's University,
Bhubaneswar

Sir/Madam,

With reference to your letter/ letter of the Principal

..... College, I am to inform you that I accept the examination
assignment as

I do hereby declare that none of my near relations as per the terms
mentioned in the Examination Guidelines as appearing the examinations in this college
Centre / has appeared in this Examination.

I join the valuation zone at

College on F.N. / A.N. (in case of valuation
assignment)

Yours sincerely,

(Signature in Full)

**RAMA DEVI WOMEN'S UNIVERSITY,
BHUBANESWAR- 751022**

No. COE/EC - _____ / _____ / 20.....

Date :

From :

The Controller of Examinations
Rama Devi Women's University,
Bhubaneswar - 751022

To

The Comptroller of Finance
Rama Devi Women's University,
Bhubaneswar - 751022

Sir,

Please find enclosed herewith the statement of expenditure duly countersigned along with vouchers submitted by the Nodal Centre / Zone Supervisor/Principal

.....for necessary adjustment against the advance taken by him /her for Supervision/Valuation of UG/ P.G./ B.Ed./ Ph.D.University Examination,20..... . The details of advance, expenditure incurred and the balance amount refunded are given below .

- | | | |
|----------------------------|---|-----|
| 1. Advance released | : | Rs. |
| 2. Expenditure | : | Rs. |
| 3. Balance amount refunded | : | Rs. |

Vide DD No..... / Dt.....

4. The Principal /Zone Supervisor / Nodal Centre may be requested to comply if any objection detected during adjustment of advance by the Accounts Unit not sending the bills vouchers to Controller of Examinations.

Encl :

Your sincerely,

CONTROLLER OF EXAMINATIONS

Date :

Memo No.COE/ _____ / 20.....

Copy to the
Principal/Zone Supervisor

CONTROLLER OF EXAMINATIONS

**RAMA DEVI WOMEN'S UNIVERSITY
BHUBANESWAR-22**

APPLICATION FORM FOR RE-ADDITION OF MARKS

1. Name of the Candidate :
2. Name of the Examination :
3. Year of Examination :
4. Examination Roll No :
5. Registration No. :
6. Name of the College :
7. (a) Subject :
(b) Paper
(Xerox copy of Mark sheet should be attached)
8. Date of Application :
9. Payment of fee (s) for
Re-addition of Marks
Deposited in the University
Vide Cash Receipt No.....
Dated

N.B. Rs.50/- per paper

Full signature of Candidate

Correspondence Address :

Encl : 1.Photo Copy of Mark Sheet
2.Original Cash receipt in
Support of Re-addition fee

RAMA DEVI WOMEN'S UNIVERSITY, BHUBANESWAR-22

APPLICATION FORM FOR PHOTOCOPY OF VALUED ANSWER SCRIPTS

1. Name of the Candidate :
2. Name of the Examination :
3. Year of Examination :
4. Examination Roll No :
5. Registration No. :
6. Name of the College :
7. (a) Subject :
- (b) Paper :

(Xerox copy of Mark sheet should be attached)

8. Date of Application :
9. Payment of fee (s) for
Re-addition of Marks
Deposited in the University
Vide Cash Receipt No.....
Dated

N.B. Rs.300/- per paper

Full signature of Candidate

Correspondence Address :

- Encl : 1. Photo Copy of Mark Sheet
2. Original Cash receipt with date

8.1. Format of Sworn-In-Affidavit

SWORN-IN AFFIDAVIT

I Name of the Candidate S/o.(Name of the father) aged about _____ years,
residing at _____

_____ do
hereby solemnly affirm and sincerely state as follows :

I declare and state I have lost my (Title of the Certificate(s) with Folio No./ Sl.No.) issued by
the Rama Devi Women's University, Bhubaneswar, bearing Redg.No. / Roll No.
_____ passed in _____ (month & year). I submit that I have tried
my best to trace out them, but could not trace the same and immediately I have lodged a
complaint at the Police Station (Name and area of the Police Station) on _____

I submit that my complaint was also published in the Crime and Occurrence Sheet vide No.
_____ and Date _____ issued by the Police Station.

I submit that I am in need of a Duplicate for the (Title of the Certificate(s) with Folio No. /
Sl.No.) and hence I swear this affidavit.

I submit and request the Institute to issue the Duplicate certificate(s) for my (Title of the
certificate(s) with Folio No./Sl.No.) . I submit and assure that I will return the Duplicate
Certificate(s) of the above to the Institute, if my original Certificate(s) are recovered at a later
date.

I submit that the above statement is true to the best of my knowledge.

Place : _____ Signature of the Candidate

Date : _____ (_____)

The above deponent swore the above and signed herein before me on this day

**Signature and seal of the Notary
Public**

**RAMA DEVI WOMEN'S UNIVERSITY
BHUBANESWAR**

**APPLICATION FORM FOR PERMISSION TO COMBINE ATTENDANCE IN MORE THAN ONE COLLEGE
UNDER LAW 234 OF CHAPTER OF - II OF THE STATUTES**

- Name of the applicant
- 1. Name of the College where the applicant is reading at present
- 2. Date and year of admission
- 3. Class to which admitted
- 4. Subjects taken
- 5. Name of the College to which the applicant wants to be transferred
- 6. The fees of Rs.....has been deposited in the S.B.I, in General Fund Account of the RDWU University Receipt No. and date.
- 7. Reason for transfer

Signature of applicant

Address.....

.....

.....

CERTIFICATE OF THE PRINCIPAL OF THE COLLEGE IN WHICH THE APPLICANT IS READING

No

Dt.....

Certified that Ms/Smt.....is a student of class of this College. Her subjects are..... and..... Her conduct character is..... I have no objection to issue her CLC.

**Signature of the Principal
(with seal)**

CERTIFICATE OF THE PRINCIPAL OF THE COLLEGE IN WHICH THE APPLICANT IS ADMITTED

No.....Dt.....

Certified that a seat is availableclass with subject taken by the candidate in the former college.

**Signature of the Principal
(with seal)**

FORM NO.21

RAMA DEVI WOMEN'S UNIVERSITY, BHUBANESWAR - 751002

No. Ex. / / 20.....

Dated

From

The
R.D. Women's University, Bhubaneswar-751022.

To

Ms/ Smt.....
.....
.....

Sub. : Transfer of students from one College to another and combination of attendance at lectures.

Ref: Your application

You are permitted to obtain a transfer certificate from the.....
.....College
.....and to get yourself admitted
ToClass of the
College.....the same subjects as taken in the former College.

You are also permitted to combine your attendance at lectures / tutorials, practical's and college assessment marks of both the Colleges for the purpose of getting the annual certificate at the end of the academic year.

The Principals of the College concerned are being informed accordingly.

Memo No.Ex. / Trans. / 20.....

Copy forwarded to the principal
.....College.....
.....for information and necessary action with reference to her Memo
No.....dated.....

She is also requested to see that the condition laid down in Law 235 of Chapter-II of the Statute are fulfilled before the admission is made.
