

CHAPTER-III

ORDINANCE NO: 51

(Under Section 35 of the Himachal Pradesh Technical University Act 2014)
(Approved by the Board of Governors and the Academic Council in their meetings held on 25/7/2015 and 21/7/2015 respectively)

Pertaining to Conduct of Examination, Evaluation, Re-evaluation and Prevention of Malpractices in the Examination

1.	Short Title and Commencement
(a)	These regulations shall be called the “Himachal Pradesh Technical University Regulations relating to Conduct of Examination, Evaluation, Re-evaluation and Prevention, Punishment and Procedure concerning Cases of Misconduct and Use of Unfair Means in or in relation to Examinations” and be abbreviated as “Examination Regulations”.
(b)	They shall come into force with immediate effect.
2.	Definitions
(a)	“Centre Superintendent” shall mean any person appointed by the University, to be overall in-charge of the examination Centre;
(b)	“University” shall mean the Himachal Pradesh Technical University;
(c)	“Disciplinary Authority” shall mean the authority competent under these regulations to impose penalties on the student indulging in malpractice;
(d)	“University Students” or “Students” shall mean and include all students studying in the Constituent Colleges/Affiliated Colleges of the University as well as the candidates who register themselves for any super specialty courses, M.Tech., M.Pharm., MCA, MBA, M.Sc., Ph.D. and other programs as prescribed by Himachal Pradesh Technical University;
(e)	“Examination Centre” shall mean any premises consisting of examination halls used for conduct of examination;
(f)	“Examination Hall” shall mean any Room, Hall, Laboratory, Workshop or such other premises that may be used for holding of examinations;
(g)	“Misconduct” is a generic term and shall mean conduct that is amiss, wrong or improper behaviour or conduct and includes misdemeanor, delinquency, indiscipline and other acts amounting to offences involving moral turpitude or acts which adversely affect the prestige of the

			institution or university;
		(h)	“Malpractice” shall mean misconduct in relation to the conduct of any examination conducted by the University and includes any acts of omission or commission mentioned in these regulations;
		(i)	“Unfair Means Cases Committee” hereinafter referred to as UMC Committee shall mean the Committee or Standing Committee appointed by the Academic Council or the Vice Chancellor for enquiring into any malpractice, misconduct or lapses committed by a University student;
		(j)	“Preliminary Enquiry” shall mean a fact finding enquiry in the nature of an investigation into any complaint or report, before initiating a regular enquiry under these Regulations and none of the provisions of these Regulations shall be applicable to such preliminary enquiry; and
		(k)	Any other expressions, words or phrases that may have been used in these regulations but not defined, shall have the meaning assigned to them in the regulations.
	3.	General	
		(a)	Every University student shall at all times take reasonable steps to ensure and protect the interest and prestige of the University, pursue his/her studies diligently in accordance with the rules, regulations, ordinances, bye laws and statutes of the University, maintain discipline and do nothing which is unbecoming of a University student, contravention of which shall be deemed to be or tantamount to misconduct.
		(b)	During the examination, candidates shall be under the disciplinary control of the Centre Superintendent of the centre.
		(c)	Every day, before commencement of the examination, instructions shall be given to all the candidates to search their persons/pockets, desks etc and to hand over all papers, books, notes, photo copies, reference material of any kind, mobile phones, pen scanners, blue tooth equipment or any other material that may be of any help in the examination. Being in possession of any of these items shall be construed as intent to use unfair means and shall be dealt with as malpractice and action taken as per the regulations.
	4.	Conduct of Examinations	
		(a)	Question Paper Setting

			(i)	The Controller of Examination will seek a panel of paper setters/ Examiners either from Chairperson, Board of Studies or from Dean/HOD of concerned school, separately for each paper in the subject at least two months before the start of the semester examinations. Final panel of examiners constituted by the Controller of Examination shall be approved by the Vice Chancellor.
			(ii)	No one shall ordinarily be appointed as an examiner either for theory or for practical examination unless he/she is a permanent teacher and has put in at least three (3) years of teaching experience at the University/Constituent/ Affiliated or recognized Colleges of that University. In case of examiners from institutions other than Universities/Colleges, he/she should be a permanent employee with a minimum of three (3) year's experience.
			(iii)	The paper setters/examiners shall be appointed for various examinations in accordance with the respective rules and regulations in force.
			(iv)	The Vice-Chancellor may, on valid reason(s), cancel, withheld or suspend the appointment of any paper setter/examiner, and make alternate arrangements without reference to the concerned Board of Studies.
		(b)	Moderation of Question Papers	
			(i)	There shall be a "Moderation Board" for each subject.
			(ii)	The members of the Moderation Board shall be the Chairperson, Board of Studies of the concerned subject, and two other senior faculty members of the same subject. The Chairperson may, with the prior permission of the Vice-Chancellor, co-opt any other faculty member(s) for moderating the question papers in specialized subjects.
			(iii)	The Moderation Board shall ordinarily adhere to the format given in the model question paper with regard to the duration of examination, maximum marks, choice of the questions, marks allotment etc., standard of questions and proper distribution of questions covering the entire syllabus.
			(iv)	The Moderation Board shall remove/modify the questions set outside the prescribed syllabus and remove ambiguity in the wording of question (s), and to enhance clarity in the questions.

		(v)	The Moderation Board shall not remove any question or part thereof, which is in the scope of the syllabus.
		(vi)	The Moderation Board shall keep all its proceedings strictly confidential and are liable for disciplinary action, as per the procedure laid down by the University, for any violation of this clause.
		(c)	Conduct of Examination
		(i)	All the University examinations shall be conducted by the Controller of Examination as per the procedure and regulations approved by the University from time to time.
		(d)	Flying Squads/Observers
		(i)	Wherever necessary, the Controller of Examination shall constitute flying squads/Observers at the examination centers to ensure the conduct of the examinations without any malpractice, and strictly in accordance with the University rules.
		(ii)	The necessary and required instructions and guidelines regarding the duties and powers of the flying squads/Observers etc. shall be issued from time to time by the Controller of Examination with the prior approval of the Vice-Chancellor.
	5.	Eligibility for Appearing in the End-Semester Examinations	
		(a)	A student will be allowed to appear in the Semester Examination in those registered theory subjects, practical's and other components for which he/she has registered subject to the fulfillment of attendance requirement. The attendance shall be considered from the date of commencement of classes as per academic calendar of the University. The schedule of classes shall be notified through a time table before the beginning of the classes in the Semester. Attendance record must be compiled at the time of each class test and the students with less attendance be informed through notice. The guardian of the said students shall also be informed through a letter. Letters must be issued to the student and the guardian before he / she is debarred from appearing at University examination due to shortage of attendance. University has to be informed about the percentage of attendance of such students who are not to appear in the semester examination indicating the subject.
		(b)	Concessions: a student who has been absent for short periods on health ground or due to participation in cultural, sports, other academic/ official assignments in the interest of the University with prior written

			permission of the Vice-Chancellor/ Head of the constituent college shall be permitted a maximum of additional concession of 10% in attendance and would be eligible for appearing in examination with a minimum of 65% attendance in a semester. No student shall be allowed to appear at University examination(s) with an attendance below 65% in any of the registered subjects.
		(d)	A student who is absent in any subject(s) for which he / she has registered will be awarded 'I' grade. He / she will be permitted to appear in those subjects in subsequent semester examinations.
		(e)	The final semester students who have not cleared the mandatory requirement of credits for award of degree can only appear in the examination after paying the prescribed fee.
		(f)	A student may register to appear in a semester examination which she/ he has already appeared and passed/failed for improving his / her marks after paying the prescribed fee.
	6.	Duties & Responsibilities of Examination Staff	
		(a)	Senior Superintendent
			The Principal/Director of the Constituent College, where the examination is to be conducted shall act as the Senior Superintendent.
			The Senior Superintendent shall responsible for overall conduct of examination. He/ she will ensure that all rules and regulations stipulated by HimTU are followed in letter and spirit.
			The Senior Superintendent may allow a candidate to appear at any examination without his name figuring in the attendance sheet after taking an undertaking from the concerned candidate.
			The University has taken the initiative of on-line transferring the question papers to its affiliated colleges.
			The Senior Superintendent shall constitute a committee for down loading the question papers. He/she along with the members of the committee will download the question papers for the morning and evening session and get them photostat as per the requirement within time as prescribed by HimTU.
			To maintain the secrecy during the process of down loading of the question papers shall be the responsibility of the Senior Superintendent.

			He/she will have a liaison with the District/Local administration and Police Authorities to ensure smooth conduct of examinations.
		(b)	Centre Superintendent
			Procure the list of Question- Papers from the Senior Superintendent if such a list with packets of question-papers is lying with him/her, otherwise he/she shall do the exercise himself/herself if he/she has himself/herself received the consignment direct from the University, and compare the question-paper envelopes received with the Centre Statement and cutlist supplied by the office. In case question-papers in any subject are not received or the number of question-papers received is insufficient as required in the Centre Statement he/she shall contact the Controller of Examination or the Assistant/Deputy Registrar (Secrecy) on telephone. In case there is sufficient time then write a registered letter addressed to either of the above officers by name
			If the question papers are sent online by the University he must certify and check the number these downloaded and got Photostat by the Institution in his presence.
			Write carefully the date, time and session of examination on each envelope containing question-papers and arrange these in order of the dates and session to avoid opening of a wrong envelope. Instructions issued separately in this regard be gone through carefully and acted upon.
			Make proper seating arrangements.
			Notify the directions for candidates, date-sheet, seating plan, etc, outside the Examination Hall.
			He must sign a joint declaration form provided by HimTU along with two other persons on exam duty and mail or fax to HimTU immediately after downloading the question papers.
			Prepare duty chart of Invigilators according to the schedule and number of candidates for each date and session.
			Send the sample of the impression of seal of Superintendent or Assistant Superintendent to be used to the Assistant/Deputy Registrar (Conduct) for verification and record on the first day of the examination.
		(c)	Deputy Superintendent
			The Deputy Superintendent shall assist the Superintendent in the opening of the question papers properly or in downloading the question papers as the case may be, maintaining discipline in the centre especially in the supervision of side-rooms, If necessary, he/she shall have to perform any of the duties of the Superintendent temporarily under

		his/her instructions. He/she will be under the Superintendent and will take charge of the examination centre in case of any emergency.
		He/she shall read entire Book of instructions carefully, for he/she may have to act as Superintendent during letter's absence.
		He/she will not leave the station without the permission of the Controller of Examination/Additional Controller of Examination for which application shall have to be made through the Superintendent.
		He/she must equip himself/herself with a name seal at his/her own cost. If he/she does not possess the same, the Superintendent should report the same to the Controller of Examinations and in that case Deputy Superintendent may use the seal of the Superintendent with his approval.
		He/she will report to the Controller of Examinations cases of gross irregularities in the conduct of examinations, if any.
		He/she will stamp all the answer books of the examinees with the stamp provided by Controller of Examination.
		An Additional Deputy Superintendent will be appointed in case number of candidates exceeds 800 (400 in the case of entrance test).
	(d)	Assistant Superintendent
		All the Assistant Superintendent are required to report to the Examinations Office 30 minutes prior to the commencement of the examination to collect the following:-
		<ul style="list-style-type: none"> • Question papers with special instructions if any
		<ul style="list-style-type: none"> • Charts/graph papers or tables if required
		<ul style="list-style-type: none"> • Attendance sheet
		<ul style="list-style-type: none"> • Seating plan
		Where two or more papers are being held in the same room, ensure that the seating plan prepared by the Examinations Office is displayed at the entrance to the examination halls.
		Assistant Superintendent has to ensure that the answer books and question papers be given to the students in time.
		The Assistant Superintendent shall allow the entry of the candidates to the examination room 15minutes before the published start time. No candidate shall be allowed to enter the examination room after 10

			minutes the start of the examination. A candidate who arrives late (within 10 minutes) will not be allowed extra time at the end of the examination to account for their late arrival.
			Assistant Superintendent shall announce the rules and conduct of the examination. Please note that mobile phones are not permitted. Assistant Superintendent should then ensure that only authorized materials which the candidates have brought for use in the examination are permitted. Any unauthorized items in the possession of the candidate shall be taken away. Invigilator shall draw the candidates' attention to the official clock being used in the examination room.
			Assistant Superintendent shall start the examination at the mentioned time. If there has been a delay in starting the examination, the corresponding amount of time should be added on to the mentioned finishing time.
			When candidates are seated and the examination has commenced, invigilator should request the exam office that one of the assistants must check the nearest toilets to ensure they contain no notes / books or other material which could be referred to by students taking toilet breaks during the examination.
			Confirming attendance 30 minutes after the start of the examination, an assistant/clerk should collect completed attendance sheets, checking that photographic identification is displayed.
			All activities carried out during the examination shall be conducted as quietly and discretely as possible. Talking between Assistant Superintendents should be kept to an absolute minimum and be carried out in a hushed tone. If it is necessary to approach a student for any reason, communication should be calm and supportive.
			All Assistant Superintendent are expected to remain in the hall for the entire duration of the examination. Further, the Assistant Superintendents are advised to move around in the hall.
			Occasionally an invigilator may leave the room in order to clarify a question or other emergency for which reliever Assistant Superintendent will be deployed. These absences must be kept to a minimum and at no time the examination room be left without an invigilator.
		(e)	ID Checks
			All students must be able to confirm their identity by presenting Examination Admit Card issued by the University. As students enter the room, they should be reminded of the need to place these documents on

			the desk for checking. However, in exceptional cases, a student who does not have an appropriate document should be instructed to report to the examination office, obtain a signed slip and present it to Assistant Superintendent on their return. The slip is valid for one examination only and must be taken back from the student.
		(f)	Suspected Irregularity or Misconduct
			If an Assistant Superintendent suspects a candidate of misconduct he/she must inform the Centre Superintendent. The directive of Centre Superintendent shall be final in this case. A written report should be prepared by the invigilator and submitted to the Assistant Registrar (Exam) after the examination. The invigilator shall confiscate any illicit material which appears to be in the possession of the candidate and annotate the script. The decision of Centre Superintendent for continuation of such candidate is final.
		(g)	Problems with Question Papers
			Where candidates raise points / queries requiring clarification on question paper which cannot be dealt with by the invigilator(s) in the Examination room, the Assistant Superintendent shall immediately notify the examinations office that will endeavour to obtain and convey the necessary information to the student(s). The Controller of Examination must be informed immediately of every such case. Assistant Superintendent shall not advise on meaning or interpretation of questions.
		(h)	Additional Paper
			No additional sheet will be provided. However, in exceptional cases if it is required during the examination, same may be supplied along with a tag to tie / stitch these sheets to the answer book.
		(i)	Disturbances
			In the event of noise or other external factor causing a disturbance in the room, notify the Examinations Office immediately.
		(j)	Illness
			In case of illness of any student, Examinations Office must be informed for immediate action.
		(k)	Leaving Early
			Without the special permission of the Center Superintendent any candidate shall neither leave the examination room until half time of the examination period has elapsed, nor leave their desk during the last 15 minutes of any examination for purposes other than completion of the paper. In the case of one hour examinations, candidates must not leave the room until allowed by the invigilator.

		(l)	Ending the Examination
			The Assistant Superintendent shall announce the time when there is 1 hour remaining and again 15 minutes before the end of the examination. The examination shall end at the scheduled time unless extra time has been added due to a delay in starting or any other exceptional circumstances. The Invigilator shall ask candidates to remain seated and be silent until all scripts have been collected.
		(m)	Collection of Answer Scripts
			Before Students Leave the Examination Hall, It is very important that all answer books and additional sheets (whether used or not) are collected before students leave the hall. In no circumstances students are allowed to take answer books or paper from the examination room. Students may keep question papers unless otherwise specified in the special instructions. After all answer books are collected, the Assistant Superintendent should count the answer books and ensure that they tally with the number of students appeared in the examination.
		(n)	Administration of Completed Scripts
			Packaging the Papers Assistant Superintendent should hand over the following to the examination office after completion of the exam:
		(i)	Answer books arranged subject wise in the attendance sheet serial order.
		(ii)	Attendance sheet.
		(iii)	Spare copies of the question paper (if any).
		(iv)	Any other material related to examination.
	7.	Conduct of Examination	
		(a)	General Conduct
		(i)	A Student must enter the examination hall 15 minutes before starting of the examination.
		(ii)	He/ She is not allowed to carry anything except Pen / Pencil / Non- programmable Calculator besides his / her Admit Card and University Registration Card.
		(iii)	Mobile Phone is strictly prohibited inside the examination hall.
		(iv)	Students are not allowed to talk to each other in the examination hall.

			(v)	No exchange of question papers/ calculators is allowed.
			(vi)	In case a student has any doubt he/ she should stand up to draw the attention of invigilator.
			(vii)	Assistant Superintendent or any other teacher will not help any candidate in explaining the questions or in giving any hint. Requirements / Guidelines for Examination Hall.
			(viii)	Roll list of the students permitted to appear at an examination will be sent along with examination material.
			(ix)	Only the listed students with University Registration Card as their Identity and Admit Card will be allowed to appear for the examination.
			(x)	Depending on the room size, the number of candidates per room will be decided by the respective colleges ensuring that there is no scope for cheating/copying and also to ensure that the students are seated comfortably.
			(xi)	Seating arrangements will be made serially according to the registration number. The attendance sheet will be provided by the University.
			(xii)	The registration number of eligible students must be pasted/ indicated on the respective allotted desk in the examination hall.
			(xiii)	A list containing the Room Numbers with seating arrangement, Names of the Invigilator for each paper shall be sent to the University.
			(xiv)	One Assistant Superintendent/Invigilator preferably a teacher of the University/College be appointed up to 40 students and subsequently it's multiple.
			(xv)	For the purpose of temporary absence, each College may have 10% Assistant Superintendents as reserve staff in emergency every day.
			(xvi)	The invigilator should ensure that the student has entered all relevant details in the Answer book as well as on the top of the Question Paper.
			(xvii)	A student leaving after one hour must submit his/ her question paper and answer book to the Invigilator.

		(xviii)	One clerk is allowed to detain with Senior Superintendent
		(xix)	Centre clerk: One up to 400 students and subsequently it's multiple.
		(xx)	Peon/Class-IV/Waterman: One up to 100 students and subsequently it's multiple.
		(xxi)	Sweeper: One up to 400 students and subsequently it's multiple.
		(xxii)	Daftari : One
		(xxiii)	Night Chowkidar : One
		(xxiv)	If a candidate fails to appear in the examination due to reasons beyond his/her control, he/she may be allowed to admit in next semester with the approval of Vice-Chancellor subject to prior recommendation by the Head of Institution along with material in support, <i>i.e.</i> , medical certificate etc. of his/her absence.
		(b)	Seating Arrangements
		(i)	Normally one student will be allowed to sit in one bench. For multiple seating desks, there should be minimum one meter gap between each student. A room generally used for a class of 60 students shall accommodate only 20 students during examination. The roll number of students should be written as per the attendance sheet for the examination on each bench. There should be adequate space between benches and the benches and chairs should be cleaned every day.
		(ii)	The rooms should be kept locked and only opened 15 minutes before commencement of the examination.
		(iii)	A consolidated room-wise seating arrangement will be displayed at prominent places of the college for guiding examinees to respective rooms.
		(c)	Gate Checking
		(i)	A special team to be earmarked to carry out gate checking. Special emphasis to be given that following items are not carried by the students:-
			Cell phones
			Programmable calculator
			Any other printed material/ hand written material except Registration Card, I-Card, Admit Card, Calculator and writing/drawing materials.

		(d)	Attendance
		(i)	Each page of the attendance sheet contains names and Registration numbers of the students.
		(ii)	The Assistant Superintendent are required to mark the attendance of the students after checking the University registration Card and the admit card of the students.
		(iii)	The invigilator must mark the Absentee student with “ ABSENT ” (in Capital letters; preferably underlined) against his/ her name with red ink.
		(iv)	The counts of students present and students absent in each sheet should be recorded and signed by invigilator (s) on the attendance sheet.
		(v)	No student shall be allowed to go with the question paper to toilet. Not more than one student should be allowed to leave for toilet at any time. One can go to toilet at best twice during a sitting of examination. No student will be allowed to go to toilet in the last 15 minutes.
		(e)	Collection, Packing And Forwarding of Answer Sheets
		(i)	The Assistant Superintendent shall arrange the answer books serially according to Roll numbers as appeared in Attendance Sheet; tie the answer books of the students into bundles of 20 (or part thereof). The starting and end registration number of the answer sheets and total numbers contained are to be mentioned on the cover page of the packet clearly.
		(ii)	The Centre Superintendent and Deputy Superintendent must ensure that the answer books are matched with the attendance sheet and packed and sealed immediately after the examination. The attendance sheets should also be packed separately in a cloth lined A3/ A4 size envelope and duly sealed. A certificate from the Centre Superintendent duly filled in must accompany the packet of Answer sheets.
		(iii)	It is the responsibility of the Principal of the College / Director of the constituent / affiliated Institutes to see that the answer books of the examinations held at their centers are sent promptly as per instructions given by the University from time to time, to the University.
		(iv)	The attendance statement (for each individual subjects) duly signed by the Centre Superintendent should be submitted in a

				separate packet at the time of dispatch of answer scripts.
	8.	Evaluation and Declaration of Result		
		(a)	Evaluation of answer book/test booklets	
			(i)	The Controller of Examination, on receipt of the answer books/test booklets from the examination centers shall take the required and necessary steps for evaluation by the approved examiners, after due scrutiny and coding.
			(ii)	The evaluation shall be carried out as per the procedures contained in the Examination Regulation Handbook approved by the University.
		(b)	Declaration of Result	
			(i)	The tabulated results of any examination/subject shall have to be approved by the Controller of Examination before publication in news papers/website.
	9.	Central Assessment		
		The conduct of examinations, Evaluation and declaration of results is one of the important activities of a University. The Central Assessment has been adopted by HimTU with a view to :		
				• Declaring the results in the minimum possible time;
				• Increasing the reliability of the results ;
				• Maintaining uniformity and consistency in the assessment
				• Increasing accuracy and efficiency in declaration of results; and
		(a)	Appointment of Central Assessment Administrator	
			The Administrator for the Central Assessment shall be appointed by Controller of Examination. The Administrator should not take any other assignment without prior permission of the University. The Controller of Examination shall inform all the examination centers well in advance the place of CA and name of the Administrator thereof in order to send answer-books to such place by all the examination centers.	
		(b)	Invitation to Examiners	
			The Controller of Examination shall make arrangements regarding the space and staff required for CA. He shall send the invitation letters to all the examiners, list prepared well in advance so as to enable the examiners to communicate their acceptance. While appointing the sub-examiners, teaching experience must be taken into consideration. In case of shortage of examiners, substitute examiners shall be made available from the panel. The CA shall make adequate arrangements to receive	

			answer books coming from the examination centers from time to time.
		(c)	Appointment of Controller of Evaluation Centre
			In each evaluation centre Controller of Evaluation will be appointed by the Controller of Examination who will manage and control the entire evaluation process at the allocated centre for evaluation.
		(d)	Appointment of Deputy Controller
			Controller of Evaluation Centre can appoint Deputy Controller of Evaluation who will manage and control receipt, issue, evaluation records of different appointed Head and sub-examiner etc.
		(e)	Appointment of Head Examiner
			The Controller of Evaluation Centre will appoint Head Examiner in each subject from a panel of sub-examiners provided by the HimTU on the basis of their seniority. One Head Examiner will be appointed for the strength of ten sub-examiners subject to minimum five in respective panel. In case number of sub-examiners in the subsequent panel constituted excluding Head Examiner is less than five, the concerned Head Examiner will have to evaluate twenty answer books. However; the Head Examiners will be paid equivalent to the maximum answer books evaluated by the particular sub-examiner in his panel at the rate per answer book as prescribed by the University. The Head Examiner will also provide the solution of the question paper if required by the sub-examiners. The concerned Head Examiners will discuss the question papers with the panel of examiners to maintain consistency in the evaluation pattern. The Head Examiner will also examine and sign at least 10% answer scripts randomly amongst evaluated answer scripts.
	10.		Post Assessment Work
		(a)	The work of entering marks from answer books shall be done simultaneously by nominated data entry operators. It shall also be seen that all answers in the answer books are assessed by the examiners and no answer is left un-assessed
		(b)	The Data Entry section would have at least three PCs and one printer. Two separate groups of Data Entry Operators would be assigned the data entry work.
		(c)	The validation checks to be done by the software.
		(d)	The assessed answer book shall then be rearranged by inserting Supervisor's Report in the relevant bundle of answer books and stack them subject wise.
		(e)	If any supplement is found detached from the main answer book,

		Administrator, CA shall take efforts to locate its main answer book and shall carefully attach the supplement to the main answer book. It shall be then ascertained whether all marks are given to the answer book as well as to supplement and they are taken down properly in the mark list.
11.	Norms for appointment of Staff for CA	
	The Administrator of the CA Centre would appoint suitable staff, of his/ her own confidence, for different sections indicated below, for smooth, confidential and speedy processing of the results:	
	(a)	Stores
	(b)	Coding and decoding
	(c)	Assessment
	(d)	Data Entry on PCs
12.	TA/DA and Remuneration to Examiners	
	(a)	The payment of Local Conveyance Allowance, Travelling Allowance, Daily Allowance and Remuneration shall be made to the Head Examiners and sub-examiners appointed for assessment of answer books from the advance placed at the disposal of the Central Assessment Administrator /Controller of Evaluation according to the rules prescribed by the University.
	(b)	The CA Administrator shall not incur any other / additional expenditure except with the prior permission/ approval from the Controller of Examination. Account of CA Receipt and Payment Account of the Central Assessment shall be audited internally and submitted to Finance Officer within one month from the date of conclusion of checking keeping the confidentiality in view.
	(c)	No vouchers of the expenditure incurred from the CA grant sanctioned to the CA Administrator are required to be submitted along with the audited statement of account. However, in respect of the other expenditure incurred all the vouchers shall necessarily be submitted along with the audited statement of account
13.	Moderation	
	The moderation work shall be carried out as per the procedure / norms laid down in the scheme of moderation.	
14.	Roles and responsibilities of Head-Examiner	
	(a)	On the first day of evaluation, there shall be a discussion among the Head Examiner and the Sub-Examiners on the model answers provided by HimTU to discuss on the model answer / scheme of the evaluation before the start of evaluation process.
	(b)	The Head Examiner at his/ her discretion may check and signed 10% of the Answer Book (s) evaluated by an Examiner attached with him.
	(c)	In case the total marks awarded by the Sub- Examiner are changed by

			the Head Examiner, he has to make necessary correction in the Answer Book in green ink, which will be taken for grading.
	15.	Role of Sub-Examiners	
		(a)	The model answers, after any amendment shall be photocopied and supplied to each Sub-Examiner before the commencement of evaluation.
		(b)	The entry of marks against each question and their addition must be performed carefully.
		(c)	The Sub-Examiners are required to be present in the evaluation for at least 5 hours on the day of evaluation as notified. They are required to remain confined to their allotted table instead of roaming around in the hall.
		(d)	The Answer Books will be supplied in the bundle of 60 (or as directed by Controller of Examination) to the Examiners along with a Control Bundle slip.
		(e)	The Sub-Examiner has to fill in the boxes representing the Question No. and the Marks secured for each Question and the Total Marks secured on the first page of the answer book. Decimal marking to be avoided.
		(f)	After evaluation of a bundle of Answer Script is complete and verified by the Head-Examiner, the same should be handed over to counter assistant of CA center after signing in the deposit register.
	16	Checking Assistant	
			Checking Assistant shall be appointed by the Controller of Examination who will check the sum total of all the awards given by the examiner both inside and outside each answer book. He will also put his/her signature on the answer script/OMR sheet and will be paid remuneration as per HimTU norms.
	17.	Answer Books Safe Custody	
		(a)	The coded answer books are to be made into bundles of 50 giving bundle number (clearly visible). The bundles are to be stacked in racks with proper ventilation and free from termites/pests
		(b)	Information of each answer-book in each bundle to be kept in computer data bank for ease in retrieval at a later stage as per requirement. A register will be maintained to record removal of an answer book indicating purpose for which it was required by the in-charge of answer-book storage. Return of answer book will also be recorded.
		(c)	The answer-book storage area to be fumigated and aired periodically so that they are preserved without any damage.

		(d)	Cell in-charge shall be responsible for accounting and proper storage of answer books till destruction.
	18	Declaration of result	
		(a)	The result of an examination after tabulation, and collation, with a statement showing the percentage of passes in the whole examination and in each subject thereof, with a similar statement in respect of same examination for the three preceding years be considered by the Controller of Examinations and if there is no variation in either the over-all result in respect of any subject thereof upto 10% he may order the results to be declared. In case a variation of 10% or more in comparison to the earlier years results is noticed, he may refer the matter to the Vice-Chancellor along with the report from the concerned examiner, and Head of the Department and may suggest modification of the result. Such result shall be declared only with the prior approval of the Vice-Chancellor.
		(b)	At the time of declaration of results a merit list shall be prepared on the basis of aggregate marks allotted to the examination concerned excluding the marks in additional optional subject.
	19	Publication of result	
		(a)	The Controller of Examinations shall publish the results of all the examinations in the manner directed by the BOG. The list of the names of successful candidates, showing in each case the marks obtained, shall be simultaneously communicated to the institution presenting the candidates.
		(b)	Failure statements of the examinations, showing the subject or subjects in which the candidates have failed to obtain the prescribed minimum number of pass marks, shall be prepared by the Controller of Examinations and it shall be his duty to communicate the same to the institutions concerned within prescribed time of the communication of the results.
		(c)	The Controller of Examinations may, on the report in writing of the head of the institution concerned, withhold the result of a Candidate, who has already taken the examination if the candidate has failed to pay the dues outstanding against him.
		(d)	In case of discrepancy between the result displayed on the website or otherwise published, the original result lying with the University shall prevail.
	20	Postponed/Not held examination	
			Controller of Examination may order the holding of an “Postponed/Not held Examination” in the same semester or the same year, as the case may in respect of any examination of the University on the following

			conditions:
		(i)	Where an examination has been duly notified to be held and where due to certain unforeseen calamities such as excessive snow and break down of power supply on the day of the Examination, an examination will be notified by the University to be held on a subsequent date and the candidates taking such an examination will be entitled to benefits accruing to candidates taking a regular examination.
		(ii)	Where an examination has been duly notified to be held and the postponement has to be ordered on account of disturbed conditions, riots and curfew, the candidates taking such an examination on a subsequent date to be notified by the University would be entitled to all such benefits as accrue to candidates taking the regular examination.
	21	Re-examination	
			Controller of Examination may order re-examination if it is satisfied that there has been a leakage of a question paper or a part thereof.
	22	Complaints against question paper	
		(i)	All complaints against a question paper shall be addressed to the Controller of Examination by name by the Chairmen of the University Teaching Departments or of the affiliated or recognised institutions and shall be sent to him by Registered Post within five days of the examination in that paper.
		(ii)	The Controller of Examinations shall immediately refer the complaints to the paper-setter and the convener of the Board of Studies in the subject concerned, and shall take such action as he deems necessary.
	23	Rectification of result	
			BOG shall have the power to quash the result of a candidate even after it has been declared, if:
		(i)	he/she is disqualified for using unfair means in the examination; or
		(ii)	a mistake is found in his result; or
		(iii)	he/she is found ineligible to appear in the examination; or
		(iv)	he/she has been rusticated or expelled from a College or a Teaching Department of the University.

24.	Rechecking/ Re-evaluation of Answer Books	
	(a)	If any examinee/student is not satisfied with the marks obtained in any theory paper or papers in a subject or subjects, he/she may apply for rechecking of his/her answer-books within ten days from the date of uploading the of result on University web site by depositing a nonrefundable fee as prescribed by HimTU from time to time. In rechecking total marks awarded by the examiner shall be counted. The examinee shall have no right to challenge the marks awarded by the examiner.
	(a)	Any examinee/student is in doubt or is not satisfied with the marks obtained in any theory paper or papers in a subject or subjects, he/she may apply for re-evaluation of his/her answer-books within the stipulated period along with the prescribed fee.
	(b)	This re-evaluation facility shall be permitted <u>for theory papers only</u> of all the examinations conducted by the University for the respective current session only. No re-evaluation shall be permissible in case of practical, viva voce examination, field work, dissertation seminars and Entrance Examinations etc.
	(c)	A candidate can apply for the re-evaluation of the answer book of the subject only if he/she has secured at least 20% of the total marks in that subject or 40% of the marks required for passing in the said subject, whichever is less or the grade equivalent to the above criteria where grades are assigned to the theory papers.
	(d)	Re-evaluation of answer books shall be permissible in not more than 25% of the theory papers in which a candidate actually appeared, in an examination, where the number of papers in which a candidate appeared in an examination happens to be an odd number, be permitted up to whole number i.e. if an examination consists of 5 papers, the candidates can apply for re-evaluation of answer books up to 2 papers.
	(e)	Candidates can apply for re-evaluation for one or more subjects through a single application within 21 days from the date of uploading the result on University web site along with non-refundable fee as prescribed by HimTU from time to time.
	(f)	No second request for re-evaluation will be entertained. The application for re-evaluation should be sent by registered post/speed post/online as notified by the University from time to time.
	(g)	The Candidate is required to produce a photocopy of his/her current Admission Ticket and/or statement of marks for verification of Roll No., marks etc., at the time of submission of Application Form for re-evaluation and also to attach self-addressed envelope of 9"x4" size with Postal Stamp Worth affixed, for sending re-evaluation result.

		(h)	The revised marks obtained by a candidate after re-evaluation, shall be taken into account for the purpose of amendment of his results only and shall not for University Merit or Gold Medal etc.
		(i)	If the awards of second examiner are more than the awards of the first examiner subject to a limit of 20% of the maximum marks prescribed for the paper, the same shall be taken as the marks obtained on re-evaluation. In case the award of the second examiner exceeds the above limit of 20% the answer-book shall be referred to a third examiner and the average of the two closest awards shall be taken into account, if the three awards are uniformly spread, then the middle award shall be taken into account.
		(j)	If the award of the second examiner is less than of the first examiner up to the extent of 5% of the maximum marks prescribed for the paper, the award of the first examiner shall stand.
		(k)	In case the award of the second examiner is less than that of the first examiner & the decrease is more than 5% but not more than 20% of the maximum marks prescribed for the paper, the average of the two awards shall be taken as the marks of re-evaluation provided the result of the candidate is not affected adversely, i.e. his division is not changed or he does not get supplementary instead of pass or he does not fail instead of supplementary or he does not fail in an individual paper/subject instead of pass. In such cases the marks shall be decreased to the extent that his result is not affected adversely.
		(l)	If the award of the second examiner is less than that of the first examiner and the decrease in marks exceeds 20% of the maximum marks prescribed for the paper the answer-book shall be referred to a third examiner and the average of the two closest awards (the middle award in case the three awards are uniformly spread) shall be taken as the marks of re-evaluation.
		(m)	The whole process of re-evaluation shall be completed as far as possible within a period of forty five days from the date of receipt of the application for re-evaluation by the college/institution and communicated to the student. However in special cases the re-evaluation time period can be extended for thirty extra days. The re-evaluation result will also be uploaded on the University website.
		(n)	The revised mark sheet will be issued by the University to the candidate after the candidate surrenders the old mark sheet.
		(o)	The photo copy/copies of the re-evaluated answer-book/s shall not be provided to the examinees.

		(p)	The revised result of re-evaluation shall be final and binding on the candidate. No further request for re-evaluation shall be entertained in the matter.
		(q)	The University will not be responsible for any loss or damage or any inconvenience caused to the candidate, consequent on the revision of marks or delay in communications for reasons beyond its control.
		(r)	Any doubt about the interpretation of these rules or matter not provided herein will be resolved by Vice-chancellor, whose decision shall be final and binding.
		(s)	A candidate whose answer-book is lost after having been received by the Superintendent or Superintendent-in-charge of the Examination Centre, provided he has passed in all other subjects of the examination, may be permitted by the Vice -Chancellor to reappear in that paper, which is lost, on a date to be fixed by the Controller of Examination, and if he obtains pass marks in that paper he shall be deemed to have passed the examination. In the case of dispute as to whether a Candidate's paper was duly received or not, the finding of the Controller of Examinations subject to confirmation by the Vice-Chancellor, shall be final.
	25	Entrance examination	
		(a)	Entrance examination for the admission to various under graduate and post graduate courses shall be conducted from time to time as per schedule approved by Vice- Chancellor.
		(b)	Controller of Examination shall be the custodian of whole process of conduct of entrance examination, declaration of result and preparation of merit list etc.
		(c)	After the conduct of entrance test, the answer key shall be upload on University website.
		(d)	Any objection to the answer in the answer key shall be brought in the notice of Controller of Examination with proof within three days of the uploading the result on website.
		(e)	On receiving the objections, if any, Controller of Examination will constitute a Committee of subject experts with prior approval of Vice-Chancellor and shall go for betting.
		(f)	If any question/answer is proved to be incorrect by the committee, same shall be rectified and bonus marks shall be awarded to the candidates.
		(g)	Final result declared after rectification shall be binding on all the candidates.
		(h)	No rechecking or re-evaluation shall be allowed in entrance examination.
	26.	Promotion to next semester/Class pending Re-evaluation	
		(a)	Pending the process of re-evaluation, the student may be admitted to the next higher class to which he could have been admitted if he/she had

			passed in the said examination as per the following norms:-
		(i)	The college shall be entitled to charge fees as prescribed by HimTU from time to time at the time of granting admission to such students to the next class before declaration of the result of the re-evaluation.
		(ii)	Such admission shall be provisional; and automatically stands cancelled on receipt of the result of re-evaluation process, if the student is not declared passed in the requisite number of the subjects on re-evaluation which would entitle him/her to take admission in the next higher class, and in such case the <u>fees paid by the student or any part of the same shall not be refunded.</u>
		(iii)	In case if the student is declared to have passed in the requisite number of the subjects on re-evaluation which would entitle him/her to take admission in the next higher class as per the Ordinances/regulations, the provisional admission will be regularized.
		(b)	Pending the declaration of the result of the re-evaluation, the students who have taken admission to next higher class, as mentioned above, shall be allowed to appear at the examination to the next class and their results of the next examinations shall be declared only on their passing in the requisite number of the subjects on re-evaluation which would entitle them to take admission in the next class; and in case the students does not succeed in passing in such requisite number of subjects, their admission to the examinations of the next class, their performance and results of the same shall be treated as null and void.
	27.	Acts of Commission and Omission	
		Some acts of commission and omission amounting to malpractice are as under:-	
		(i)	Bringing in or being in possession of any document, paper, book photocopy, or any other material including electronic devices such as cell phones, digital diary, programmable calculator, pen scanner, Bluetooth equipment etc. other than those permitted by the University, in the examination hall, at any time during the examination.
		(ii)	Taking or giving or attempting to take or give, any help from, or to any person or from any material, written, recorded, typed, printed or electronic or in any other form whatsoever.
		(iii)	Removing original sheets of an answer book and/or inserting new ones, or taking outside the examination hall any answer book issued at the examination or writing answers in any form on the question paper or

			admission ticket.
		iv)	Copying answers of another candidate, or assisting any other candidate in copying answers either from his own answer book or from common or different sources.
		(v)	Being a party to mass copying, that is to say, where, barring minor or insignificant deviations, the question chosen for answering, or the answers of himself and two or more students appearing simultaneously for the examination in the same centre are almost identical in content, sequence, or pattern, or are having such other telltale features in common.
		vi)	Using impersonation technique in any form to write answers in answer books.
		(vii)	The presence of unusual marks, folding, creases, wrinkles or soiled appearances in one or more answer scripts or any other attempt to disclose identity; or writing on the question paper or any other paper some answers to the questions set in the question paper.
		(viii)	Altering, defacing, tampering with the answer book , identity card, or admission ticket or any other relevant document or handing over or parting with his identity card or admission ticket to a third party during the examination period.
		(ix)	In case of apprehension or attempt at apprehension by authorized persons or authority, for any suspected act of malpractice, offering resistance to such apprehension or escaping or attempting to escape or disobeying instructions, or declining to give written explanation when asked to do so, or destroying or substantially altering any material evidence seized, or about to be seized.
		(x)	Re-entering or attempting to re-enter examination hall, during the hours of examination, after he had left the same earlier, without permission or without proper escort.
		(xi)	Being in possession of answer book outside the examination hall.
		(xii)	Using abusive or obscene language, or behaving in a disorderly or unruly manner or using physical violence, in or around the examination hall.
		(xiii)	Using any means to communicate or attempting to communicate with the examiners, or officers of the examination, directly or indirectly with requests, threat, inducement, appeal or undue influence upon them for favour in the examination.

		(xiv)	Using or attempting to use any other unfair means to deceive, mislead or induce the authorities.
		(xv)	Communicating with any candidate or any other person in or outside the examination hall with a view to take unfair assistance or aid to answer in the examination, by use of any means of communication.
		(xvi)	Leaving the examination hall without delivering to the supervisor concerned the answer book or any part thereof or taking away the same or tearing it or otherwise depositing it or tearing the answer book of other candidate or otherwise depositing it of.
		(xvii)	Refusing to obey the legitimate orders of the Centre Superintendent and/or any other member of the Supervisory staff.
		(xviii)	Changing the seat without the permission of the Supervisory staff or occupying the seat not allotted to him/her.
		(xix)	Coming to the examination hall under the influence of alcoholic drink or drugs.
		(xx)	Swallowing or attempting to swallow a note or paper or running away with it or causing its disappearance or destroying it in any manner.
		(xxi)	Passing or attempting to pass on to any one a copy of the question set in the question paper or the question itself, or a part thereof, or a solution to a question set in the question paper.
		(xxii)	Possessing a solution to a question set in the question paper with or without the connivance of any person including a member of the Supervisory staff.
		(xxiii)	Creating disturbance in the examination hall or in its vicinity.
		(xxiv)	Organizing a walk out, or instigating others to walk out; or misconducting oneself in any manner in or outside the examination hall.
		(xxv)	Disturbing or disrupting the examination in any manner whatsoever.
		(xxvi)	Carrying into the examination hall fire-arms or any other weapon.
		(xxvii)	Forging another person's signature on admission form or using a forged document knowing it to be forged with the view to seeking admission to a college or to a university examination.

	28.	Disciplinary Authorities	
		(a)	The powers regarding discipline, disciplinary action and imposing punishments in regard to University students shall vest with the Vice-Chancellor.
		(b)	The Vice Chancellor is empowered to impose any of the punishments given at Annexure-A to these regulations.
		(c)	The Vice Chancellor may refer any case for the decision of the Board of Governors.
	29.	Procedure for Reporting Malpractices:-	
		(a)	When a case of malpractice is detected or otherwise brought to the notice at an examination centre by any person appointed to supervise the examination other than the Centre Superintendent (eg: Invigilator, Assistant Superintendent, squad member, Deputy Superintendent, etc) he shall immediately send intimation to the Centre Superintendent and seize all documents and materials concerned which are suspected to be evidence of the malpractice and detain the Candidate. On arrival of the Centre Superintendent, he shall hand over the candidate and the evidence along with a brief report.
		(b)	If the candidate refuses to hand over the incriminating material, or destroys or runs away with the material, the facts shall be recorded and duly witnessed by two members of the supervisory staff and the matter reported to the Centre Superintendent. If the candidate runs away, the assistance of police, if available, may be sought to apprehend and securing the presence of the candidate.
		(c)	The Centre Superintendent when he himself detects the malpractice or on getting the report, shall conduct a preliminary enquiry. Should the enquiry indicate the commitment of malpractice, he shall obtain written statement from the candidate along with the report of the Asstt. Superintendent/invigilator.
		(d)	If the candidate refuses to give a written statement, the facts shall be recorded and signed by the Centre Superintendent, duly witnessed by two members of the Supervisory staff.
		(e)	The Centre Superintendent shall forward a report, along with the answer script and all other incriminating documents, materials or substances, report of the Supervisory Staff, statement of the candidate and any other relevant material, in a sealed envelope, to the Assistant Registrar (Exam) by name, who shall place the same before the Unfair Means Committee.

		(f)	The answer book of the candidate detected to be indulging in malpractice shall be seized by the Centre Superintendent and shall be sent to the Assistant Registrar (Exam) in a separate sealed cover, superscripted “ Malpractice Case, ” along with his report.	
		(g)	The Centre Superintendent shall expel the candidate from the examination hall detected to be indulging in malpractice.	
		(h)	If any case of malpractice is detected in the Evaluation Centre by the Custodian, Coordinator or other staff, the Custodian shall report the matter in writing along with all incriminating material and report of the staff who detected malpractice to the Controller of Examination.	
		(i)	In case the malpractice is detected by an examiner while evaluating an answer script, he shall return the script and other incriminating material, without further evaluation, with reasons in writing, to the Controller of Examination, through the custodian. If already evaluated, wholly or partially, the marks shall not be entered in the evaluation sheet in which marks awarded to other candidates are furnished, but entered in a separate list which is sealed in a separate cover and sent along with other documents.	
		(j)	When a case of copying on a mass scale (more than 1/4 of the total candidates) at a particular examination centre/hall is detected or reported, the Centre Superintendent shall ascertain the facts by a preliminary enquiry, report to the Controller of Examination and cancel the examination of all the concerned candidates.	
	30.	Constitution of Unfair Means Committee		
			The Vice Chancellor shall constitute a Committee known as Unfair Means Cases Committee (UMC Committee).	
		(a)	The Committee shall consist of five members as under:	
		(i)	Controller of Examination	- Chairman
		(ii)	Lawyer	- Member
		(iii)	Lady member (Eminent Academician)	- Member
		(iv)	One member nominated by the Vice Chancellor (person of eminence among members of the public, senior or retired officer of the Central or State	- Member

			Government)
		(v)	Assistant Registrar (Exam) - Member Secretary
		(a)	At least three members of the committee must be present to complete the quorum .
		(b)	The term of the Committee shall be two years, unless otherwise specified in the order constituting the committee.
		(c)	The Controller of Examination shall not be a Chairman or member, if any of the examination staff from the University is involved in the malpractice. Similarly, the Dean/ Principal who has reported the malpractice or who is a witness for the same shall not be a member.
		(d)	The committee shall enquire into cases of alleged malpractices in University examinations, in accordance with procedures outlined in these regulations, and based on its findings, to recommend the imposition of appropriate penalties by the Disciplinary Authority , on the concerned student.
		(e)	Remuneration and TA/DA to the all the members shall be paid as per University norms.
	31.	Procedure for Imposing Penalties	
		(a)	No penalties shall be imposed on a candidate except after an enquiry is held by the UMC Committee.
		(b)	The Controller of Examination on getting a report of a case of malpractice shall issue a notice in writing to the accused student concerned, setting forth the relevant facts in brief, frame definite charges and ask him to show cause as to why action under the Regulations should not be taken against him and penalty as provided under rules may not be imposed on him/her.. The student shall also be instructed to appear in person before the UMC Committee on a fixed date, time and place.
		(c)	The candidate shall be required to submit a written statement in his defense within the stipulated time specified. If the accused student fails to reply in writing, a second show cause notice may be issued.
		(d)	If the accused student fails to reply in writing and to turn up on the date fixed, the UMC Committee may proceed exparte and base its findings on the reports and other proceedings in the case and make appropriate recommendations to the Vice-Chancellor.
		(e)	Where the accused student admits the charge of malpractices, as set out

			in the show cause notice, in his written reply to the charges, the UMC Committee may in its discretion, accept the same and make suitable recommendations to the Vice-chancellor including the proposed penalty.
		(f)	Where the student appears on the fixed date, but denies the charge of malpractices, the UMC Committee shall proceed to carry out a detailed enquiry.
		(g)	The Vice Chancellor may appoint any person, to be known hereafter as “Presenting Officer”, to present on behalf of the University the case in support of the charges framed.
		(h)	The Presenting Officer and the accused student shall have the right to examine and to cross-examine the witnesses who may have been summoned.
		(i)	The UMC Committee may in its discretion, summon and examine any person not cited or any document not produced before it already.
		(j)	The statements of each witness shall be recorded separately. The UMC Committee shall proceed to record its findings on each charge after taking into consideration the representations contained in the student’s written reply in his defense, citing reasons for arriving at the findings. For purposes of proper identification, each witness examined and document exhibited shall bear an identifiable connotation and number etc.
		(k)	During the course of the inquiry, or on the completion of the inquiry, if the UMC Committee finds that any other person or persons, ought to have been named as accused of malpractice, the UMC Committee may in its discretion submit its report against the persons already presented before it, or postpone the further hearing till notice to such other person to show cause, is issued. The evidence already on record shall subject to all just exceptions be read as evidence against the person subsequently summoned.
		(l)	The accused person shall not have the right or liberty to be assisted or represented by any legal practitioner or other person in the inquiry. But he shall have access to the papers or other materials produced during the inquiry. However, he shall not be entitled to get copies of any such documents or proceedings.
		(m)	The UMC Committee in its discretion may also deny inspection of any document, or material, on grounds such as preserving the confidentiality and secrecy associated with valuation or on other similar grounds.

		(n)	Where the UMC Committee finds that the accused student is trying to delay the proceedings by arising any tactic, or by unreasonably lengthy or irrelevant examination or cross examination of witnesses, the UMC Committee shall have the discretion to terminate the proceedings and proceed to give its findings with appropriate recommendations.
		(o)	Where the proceedings relate to two or more students, the UMC Committee may jointly inquire into such cases, and where one of the cases has been commenced or inquired into earlier, the evidence on record may be read as evidence in the other case, with liberty to the accused student or students to recall and examine any witness subject to their paying travelling allowance, if any of the concerned witness or parties.
		(p)	On completion of the enquiry, the UMC Committee shall prepare a report recording its findings on each charge, together with reasons therefore and submit its report to the Vice Chancellor with its recommendation regarding the proposed penalty. However, if the proceedings of the inquiry establish a charge different from those originally framed, it may record its findings on such charges, provided that the findings on such charges shall not be recorded, unless the accused University student has admitted the facts constituting them or had the opportunity of defending himself against them.
		(q)	The UMC Committee may also express its views on the role played by any staff members of institutions, in the malpractice alleged, for appropriate action by the University.
		(r)	If on receipt of the report of UMC Committee the Vice Chancellor disagrees with the findings of UMC Committee on any of the charges, he shall record his reasons for such disagreement and record his findings on each charge, provided the evidence on record is insufficient for the purpose. If however, the Vice-Chancellor agrees with the findings of the UMC Committee, he need not record his reasons for so agreeing.
		(s)	On the basis of such findings arrived at by the Vice Chancellor, he may proceed to pass one or more penalties specified in the Annexure-A after due consideration of the recommendations made by UMC Committee. In case, the Vice Chancellor feels that, it is necessary or advisable to leave the matter for the decision of Academic Council, he may direct the case to be placed before the Academic Council for its decision and the Academic Council may consider and impose one or more of the said penalties.
		(t)	The proceedings and records of the UMC Committee shall be preserved for a minimum period of two years from the date of submission of report

			of UMC Committee to the University.
	32.	Communication of Orders, Imposing Penalties	
		(a)	The Controller of Examination shall communicate the final decision of the Vice-Chancellor/Academic Council to the concerned University student, to his parents as well as to the heads of the College/Institution to which he belongs.
	33.	Review of the Case	
		(a)	There shall be no provision for review.
	34.	Destruction of Answer Book	
		(a)	Unless and until specific instruction is given by the Vice-Chancellor, HimTU, all evaluated answer books will be destroyed by shredding after one year of declaration of results.
		(b)	A certificate to be given by the Controller of Examination, indicating details of answer books that have been shredded

Annexure-A

1. A Candidate found guilty of committing any one or more of the offences under Regulations, shall be disqualified from appearing in any examination of the University for the period as specified as under:

Sr. No.	Detail of Offences	Disqualification
1	For offences under clause 20 {subsections (i), (ii), (iv), (vii), (xvi), (xvii), (xviii)}.	Disqualification for a period which may extend up to two semesters.
2	For offences under clause 20 {subsections (v), (ix), (x), (xi), (xv), (xxi), (xxii), (xxiii)}.	Disqualification for a period which may extend up to three semesters.
3	For offences under clause 20 {subsections (vi), (viii), (xiv), (xxv)}.	Disqualification for a period which may extend up to five semesters.
4	For offences under clause 20 {subsections (iii), (xii), (xiii)}.	Disqualification for a period which may extend up to six semesters.
5	For offences under clause 20 {subsections (xx), (xxiv)}.	Disqualification for a period which may extend up to seven semesters.
6	For offences under clause 20 {subsection xix}	Disqualification for a period which may extend to six semesters.
7	For offences under clause 20 {subsections xxvi, xxvii)}.	Disqualification for a period which may extend to five semesters.

Note: All cases in which disqualification has been ordered for a period of five semesters shall be reported to the Vice Chancellor by the Controller of Examination.

2. A candidate contravening the provisions of clause 20 shall be liable to cancellation of his/her answer book in the subject/paper concerned without any implication of moral turpitude.
3. If during a University examination, a candidate is found having in his/her possession or notes which could be of assistance to him/her in the examination but he/she has not made use of them, and if the committee is satisfied that these papers, books or notes, as the case may be, remained with the candidate out of inadvertence, he/she may as a disciplinary measure and without any implication of moral turpitude, be debarred from passing in that paper.

4. If the answer book of a candidate shows or it is otherwise established that he/she had received or attempted to receive help from any source and in any manner, or has given help or attempted to give help to another candidate in any manner, he/she shall be disqualified from appearing in any examination for a period of not less than one year.
5. A person found guilty of writing an answer book or a continuation sheet for a candidate, which the latter has smuggled, or intends to smuggle, into the examination hall and has submitted or intends to submit, as one having been written by himself/herself, shall be disqualified from appearing in any examination for a period of not less than two years, including that in which he/she is found guilty.
6. A person, not being a candidate, found guilty of impersonating or misrepresenting a candidate in the examination shall be declared not a fit and proper person to be admitted to any future examination of the University. Besides, it is considered necessary, his/her case may be reported to the Police.
7. If a person misbehaves with a member of the supervisory staff or a member of the flying squad or inspection team or threatens or intimidates any one or more of them, or otherwise interferes with their work in any manner, he/she shall be disqualified from appearing in any examination for a period which may extend from one to three years.
8. If a person, including a member of the supervisory staff or menial, helps the candidate to copy from certain material or from the answer book of another candidate or helps in any other manner, he /she shall be disqualified from duty in any examination for a period of not less than two years and shall not be given any remunerative work of the University for a period to be determined by the Vice-Chancellor.
9. A person who is found guilty of committing an offence under these Regulations but is not a candidate for any examination shall be dealt with as under:-
 - (a) In case of a teacher or a person connected with an Institution, his/her conduct shall be reported to the Managing Body of the Institution or the Government in the case of a Government Institution, and he/she shall be debarred from any remunerative job in the University.

Provided that in such cases where a teacher/member of the non-teaching staff had been or is debarred/disqualified permanently from any remunerative work of the University, the punishment would be for 3 to 5 years in all.
 - (b) The Vice-Chancellor/Controller of Examination/centre superintendent may hand over the case to the Police if it discloses commission of a criminal offence.
10. For cases of unfair means not covered by these Regulations, the Academic Council may, on the recommendations of the Committee, impose such punishment as the nature of the offence demands.
11. An appeal against the decision of the Committee shall lie to the Vice-Chancellor only if a candidate, or a Branch dealing with Unfair Means Cases, is in a position to put up some new facts which are likely to be crucial in the sense that they might induce the Committee

to come to a decision other than the one taken by it. The candidate may go in for appeal within thirty days from the date of receipt of information about the decision whereas the Branch may also initiate the cases, if any, within thirty days from the date of receipt of decision from the Committee. In such cases, the Vice-Chancellor may order that such facts be reduced to writing and placed before the Committee for reconsidering the whole case.

After reconsideration of the whole case by the Committee, the case shall be referred to the Vice-Chancellor, who may either finally decide the case himself/herself or refer it to the Academic Council for final decision, as he/she may deem proper.

12. If the Academic Council is satisfied after enquiry that the integrity of an examination has been violated at an examination centre as a consequence of large-scale unfair assistance rendered to the examinees. It may, besides taking action under these Regulations order re-examinations, cancelling the results of such examination, if already declared, and may also abolish that examination centre for future or for a specified period.



Himachal Pradesh Technical University
Camp Office: Gandhi Chowk, Hamirpur (H.P.) – 177001

REPORTS OF USE OF UNFAIR MEANS

(To be filled in by the Centre Superintendent, counter signed by the Senior Superintendent and forwarded to Assistant Registrar (Conduct) H.P. Technical University Hamirpur-177001 under a sealed cover along with Answer Book of the candidate on the same day of the detection of UMC).

1. Particular of the Candidate:

- i. Name of the Candidate.....
- ii. Father's Name.....
- iii. Roll No.....
- iv. Department/College/School.....
- v. Permanent address of the Candidate.....

2. Particular of the Examination :

- i Name of Examination.....
- ii. Centre of Exam.....
- iii. Subject/Class/Semester.....
- iv. Paper/Course.....
- v. Date and time of the detection of UMC under report.....
- vi. Location from where the Incriminating Material was detected.....

3. Particular of the Documents Dispatched:

- i. Answer Book of the Candidate.....
- ii Incriminating Material (*exact number of pages or other material*).....
- iii A copy of Question Paper.....

Signature of the Centre Superintendent

3. REPORT OF ASSISTANT SUPERINTENDENT (INVEGILATOR)

(Please give detailed location, time, date, room no., sitting row, number of pages dully signed by the candidate or other incriminating material like mobile phone, misbehave etc.). Also use extra sheet if needed.

Signature

5. REPORT OF CENTRE SUPERINTENDENT

(Please use extra sheet if needed)

Signature

6. REPORT OF SENIOR SUPERINTENDENT OF THE CENTRE

Signature

7. STATEMENT OF THE CANDIDATE IN EXAMINATION HALL

Signature



**HIMACHAL PRADESH TECHNICAL UNIVERSITY,
HAMIRPUR-177001**

‘CONDUCT BRANCH’

APPLICATION PROFORMA FOR EXAMINATION DUTY

(FOR THE _____ EXAMINATIONS OF _____ SESSION)

1. Name of the applicant _____
(in block letters)
2. Designation/Subject _____
3. Present
Address _____
4. Date of regular appointment as Asstt. Prof./Assoc. Prof./Prof. in the Govt./Pvt. College _____

5. Willing to act as Centre Supdt./Deputy Supdt. _____
6. Station of Choice (1) _____ (2) _____
7. Home Town Address: _____
8. Previous 3 years experience of examination duty:

Sr. No.	Name of the Institution	Performed Duty as	Year of performing duty
(i)			
(ii)			
(iii)			

- Note:-** i) Certified that none of my blood relations is taking the examination at the centre given above during _____ UG/PG examination. I shall not decline the offer, if appointed.
- ii) I hereby declare that the above information is correct to the best of my knowledge and belief and nothing has been concealed therefrom. In case of any discrepancies found later on, I shall be held responsible. Certified that was not appointed Centre Supdt./Deputy Superintendent during _____ examinations.

Signature of the Application

Name of the Application _____
(In Block Letters)
Mobile No. _____
E-Mail ID _____
College Tel. No. _____

Recommendations/certificate to be furnished by the Principal of the college:-

Certified that Mr./Miss/Mrs./Dr. _____ is a regular teacher w.e.f. _____ and at present working in this institution w.e.f. _____. It is also certified that he/she is fulfilling all the conditions for appointment as Centre Superintendent/Deputy Superintendent. His/her application is recommended and forwarded with remarks that in case he/she is appointed as Centre Superintendent/Deputy Superintendent he/she will be relieved off his/her duties by the college for the said assignment.

Principal/Director

IMPORTANT INSTRUCTIONS:-

1. No. application for appointment in Home Town will be entertained.
2. Incomplete application and application without recommendation of the Principal will not be entertained.
3. A minimum of 10 years/5 years of regular teaching experience is required for Centre Superintendent/Deputy Superintendent respectively.
4. University reserves the right to appoint aAsstt. Prof./Assoc. Prof./Prof. at any station other than that of his/her choice.
5. If any information is found to incorrect or wrong at a later stage the concerned teacher/Principal will be held responsible for the same.