



# Examination Manual

## **BOARD OF EXAMINATIONS**

1. **Constitution:** There shall be a Board of Examinations, which shall consist of the following members:
  - 1.1. President – Chairman
  - 1.2. Dean(s), Faculty(ies)
  - 1.3. Principal(s) / Director(s), constituent institute(s)
  - 1.4. Registrar
  - 1.5. Two persons from Faculty members to be nominated by the President.
  - 1.6. Controller of Examinations shall be the Member-Secretary.
2. **Powers and Duties of the Board of Examinations:**
  - 2.1. The Board of Examinations shall be the authority for conducting admission tests and examinations of various courses and making policy decisions in regards to organizing and holding examinations, improving the system of examinations, appointing the paper-setters, examiners and moderators, preparing the schedule of dates for holding examinations and for declaring the results. The Board of Examinations shall also oversee and regulate the conduct of examinations in the centers of various departments.
  - 2.2. The Board of Examinations shall deal with all the matters in relation to examinations and shall hear and decide the complaints received pertaining to any matter arising out of conduct of examinations. The procedure to be followed by the Board in their deliberations shall be such as may be prescribed.
  - 2.3. The Board shall meet at least once in each academic term.
  - 2.4. The Board shall have the following powers and perform the following duties:
    - 2.4.1. to ensure proper organization of examinations of various courses and common entrance tests for admissions, including moderation, tabulation and declaration of results;
    - 2.4.2. to appoint paper-setters, examiners and moderators taking into consideration the persons included in the panels prepared by the respective Boards of Studies and, where necessary, having regard to the recommendations made by the Committee, referred to in sub-section (2.4.5), to remove them or debar them;
    - 2.4.3. to undertake experiments in conduct of examination and bring about examination reforms based on results of the experiments;
    - 2.4.4. in case of any emergency requiring immediate action to be taken, the Chairman of the Board or any other officer or person authorized by the Chairman in that behalf, shall take such action as considered fit and necessary, and at the next meeting of the Board, the action taken shall be reported by such person;
    - 2.4.5.1. In order to investigate and take disciplinary action for malpractices and lapses on the part of students, paper-setters, examiners, moderators, referees, teachers, supervisors, Centres-in-Charge, Centre observers or any other persons connected with the conduct of examinations, the Board of Examinations shall constitute a Committee of not more than five persons of whom one shall be the Chairman. This Committee shall be called “Examination related Lapses and Malpractices Enquiry Committee”.
    - 2.4.5.2. Such a Committee shall submit its report and recommendations to the Board of Examinations, which shall take disciplinary action in the matter as per the provisions in the bye-law concerning conduct of examinations.

- 2.4.6. The Board shall prepare the financial estimate for incorporation in the budget of the University and shall submit the same to the Finance and Accounts Officer; and
- 2.4.7. The Board shall arrange for strict vigilance during the conduct of the examinations so as to avoid use of unfair means by the students, teachers, invigilators, supervisors, *etc.*

**3. Rules and Procedure for Conduct of Business at the Meeting of Board of Examinations**

- 3.1. The Board of Examinations shall meet at least once in each academic term of a year. The meeting shall be convened under the orders of President  
Provided that the President shall convene a meeting of the Board of Examinations, as and when required.
- 3.2. The Controller of Examinations shall be the Member Secretary of the Board of Examinations. He / she shall issue the notices of meetings, get the minutes of the proceedings recorded and perform all other functions required to be performed by the Member Secretary.
- 3.3. Not less than ten clear days' notice of the date, time and place of a meeting of the Board of Examinations shall be given to the members. The agenda of the meeting should be sent to the members so as to reach them at least five clear days before the date of a meeting. In the case of an emergency meeting, such previous notice shall be given as the circumstances may permit.
- 3.4. No business other than that specified in the agenda shall normally be considered at a meeting. Any business not specified in the agenda may be brought up by any member with the permission of the Chair.
- 3.5. Propositions to be laid before the meeting by any member must be received in the Office of the Controller of Examinations in written form at least three clear days before the date of a meeting, except for an emergency meeting.
- 3.6. A meeting may be adjourned to any date to complete unfinished business. Notice of such adjournment shall also be sent to members, who were not present on the scheduled date of the meeting.
- 3.7. The Chairman (President) shall preside over every meeting of the Board of Examinations and, in his absence, a member chosen by the members present from amongst themselves shall preside.
- 3.8. All acts of the Board of Examinations, the decisions at every meeting, questions coming or arising before it, shall be decided by the majority of votes of members present and voting at the meeting.
- 3.9. The decisions on various matters at the meeting of the Board of Examinations shall be regulated by the Chairman in accordance with the rules laid down. The Chairman may make such changes as he considers essential and changes made by him shall be final for that meeting. However, the changes so made shall not be inconsistent with the rules, regulations and bye-laws.
- 3.10. Two-third of the total members of the Board of Examinations shall constitute a quorum.
- 3.11. Any member not attending three consecutive meetings, without prior permission, shall cease to be a member. The Chairman shall fill up the vacancy so caused, before the next meeting.
- 3.12. The minutes of proceedings of every meeting shall be drawn up by the Member Secretary and approved by the Chairman. A copy of the minutes of proceedings of each meeting shall be placed before the Board at its next meeting for confirmation.

## CONDUCT OF EXAMINATIONS

### 1. Definitions:

In this Ordinance relating to the rules for conduct of examinations of Nims University Rajasthan, Jaipur, unless there is anything repugnant in the subject or context,

- 1.1. "Academic Year" means a year commencing on such date in July / January and ending with such date in June / December of the following year as may be decided by the Academic Council for the courses except the medical courses where the academic year will start from August of the year following the admission made after entrance test.
- 1.2. "Admission to an Examination" means the issuance of an admission card to a candidate in token of his having completed all the formalities and conditions laid down in the relevant Ordinance(s), Regulation(s) framed by the University.
- 1.3. "Applicant" means a person who has submitted an application to the University in the prescribed form for admission to an examination.
- 1.4. "Candidate" means a student, who has been admitted to an examination by the University.
- 1.5. "Candidate of the university" means a student, who has been pursuing the course of studies in the Nims University Rajasthan campus or off campus and includes the student pursuing the Distance Education programme run by the Nims University Rajasthan.
- 1.6. "Candidate" means an applicant who has applied for an admission to University examination through a Dean, Faculty / Principal, constituent institute / , Faculty in which he / she has been pursuing a regular course of studies and includes the student studying at the off campus centres of the University.
- 1.7. "Examinee" means a person who actually presents himself / herself for an examination or a part thereof to which he / she has been admitted for particular qualification.
- 1.8. "Examination fee" means the total fee chargeable from students for examination, by the University from time to time as laid down by the Nims University Rajasthan.
- 1.9. "Repeater Student" means a student, who, having once been admitted to an examination of this University is again required to take the same examination / paper by reason of his failure (back in the paper) or absence thereat and shall include a student who may have joined a Faculty again in the same class.
- 1.10. "Under-Graduate Examination" means an examination leading to the Graduate Degree of the University.
- 1.11. "Post Graduate Diploma Examination" means an examination leading to Post Graduate Diploma of the University.
- 1.12. "Post Graduate Degree Examination" means an examination leading to Post Graduate Degree of the University.
- 1.13. "Super Speciality Examination" means an examination leading to the Super Speciality Degree of the University after post graduation.
- 1.14. "Research programme" means study / research leading to Degree of Doctorate and Master of Philosophy.
- 1.15. "Verification" means recounting and re-totalling of marks of all answer(s) evaluated earlier, including reassessment and allotment of marks.
- 1.16. "Re-evaluation" means a process in which the answer book of the student is to be re-evaluated.

- 1.17. "Attempt" means appearance and participation by a candidate at an examination. Mere remittance of examination fees shall not amount to an attempt at an examination.
- 1.18. "Unfair Means Committee" means the Committee to investigate into the cases of unfair means, adopted / indulged in by a candidate or by a person involved in the work of examinations, constituted under the Ordinance / regulation by the President.
- 1.19. "Student" means and includes a person who is enrolled as such by the University for receiving instructions, qualifying for any degree, diploma or certificate awarded by the University while pursuing the studies at the University campus or off-campus Centre(s) or enrolled under a distance education programme run by the University.
- 1.20. "Moderation of Question Papers" means a process where a moderator moderates the question papers set by the paper setters.
- 1.21. "ATKT" means 'Allowed To Keep Terms' of the next class in spite of failure in one or many subjects of the present class.
- 1.22. "Regulating body" means a body established or constituted by or under any law for the time being in force laying down norms and conditions for ensuring academic standards of higher education, such as UGC, AICTE, NCTE, MCI, DCI, PCI, INC, NNAC, ICAR, DEC, CSIR, BCI, etc. or any other regulatory body constituted by the Government of India for the purpose or any other regulatory body formed by replacing these existing one.
- 1.23. "Ex-student" means a candidate who fails to pass an examination of this University or is unable to appear at an examination after having undergone a regular course of study may be permitted to appear at subsequent examination as an ex-student without further attendance provided that he keeps his name on the rolls of the University in accordance with the regulations that may be framed in this behalf.
2. The University shall hold examinations normally two times in a year; one in May / June / July and second in December / January / February or as prescribed by a regulating body. There can be a supplementary examination to be held within six months of result declaration of main examination. The President may allow the conduct of a special examination on the recommendation of Controller of examination in special circumstances.
3. Save as otherwise specifically provided, the conditions prescribed for admission to examinations under this Ordinance shall apply to all persons who seek to take the examinations of the University.
  - 1.1. A candidate, desirous of taking an University examination, unless otherwise provided in any Statute, Ordinance or regulation, shall pursue a regular course of study in one or more faculties or enrolled under a distance education programme of the University for the corresponding courses leading to the examination for which he / she applies for not less than the period prescribed in the concerned Ordinances / regulation.
  - 1.2. Only such candidates who have regularly and satisfactorily undergone the course of study by attending not less than 75% (or as prescribed by respective council / board) of the classes held both in theory and practical separately in each subject in every semester / academic year / professional, shall be eligible to appear for the university examination. Provided that President may constitute a Condonation Committee for condonation of attendance if required.
2. The Dean, Faculty / Principal / Director, constituent institute, In-charge of an off-campus / Directorate of Distance Education of University shall send to the Controller of Examinations of the University, a certificate of completion of required attendance and

other requirements of the applicant as prescribed by the University, atleast two weeks before the date of the commencement of the written examination.

3. A candidate / off-centre candidate / Distance Education Programme candidate shall submit his / her application form for admission to the examination through the Dean, Faculty / Principal, constituent institute / / In-charge of Off-Centre / through Incharge, Distance Education programme of the University alongwith prescribed examination fees.
4. The Dean, Faculty / Principal / Director, constituent institute / In-charge of Off-Centre / Incharge, Distance Education programme shall forward such forms and fees to the University on or before the date notified by the University.
5. Application forms received after the prescribed date shall not be accepted.
6. The Syllabi and the scheme for the University Examinations shall be such as may be prescribed from time to time by the Academic Council of the University in consonance with the norms / guidelines / curriculum prescribed by regulating bodies.
7. The Syllabus and the Text-books, if any, to be prescribed or recommended in connection with any subject in which the University conducts examination shall be determined from time to time by the Academic Council on the recommendations of Faculties and Boards of Studies. All changes in the syllabi or in the scheme of examinations shall be notified for general information.
8. The question shall be set at any University examinations without having any ambiguity like involving the sensitive issues like religious faith and / or belief on the part of the examinee.
  - 12.1. A candidate who is unable to present himself for an examination or a part thereof shall not be entitled to any refund of his / her fees.
  - 12.2. If a candidate suppresses some vital information or gives false information to appear at an examination for which he / she is not eligible or entitled, the total amount of fee paid by him / her shall be forfeited. He / she may be debarred for one term or more from appearing in further examination and / or a fine, as decided, will be imposed. However, in case of subsequent indulgence of similar nature, the period of debarment may be extended up to three terms.
13. All examinations except viva-voce / oral / practical / clinical shall be conducted by means of printed or photocopied question papers including such other modality in emergency as writing of questions on class board / hand written paper or as may be prescribed by the University from time to time.
14. Notwithstanding anything contrary to this Ordinance, no person shall be admitted to the University examination, if he / she has already passed the same examination or corresponding examination of any other University, which has been recognised as equivalent to that examination.
15. The University shall prepare and publish a schedule of examinations for each and every course conducted by it before the examinations.

**Explanation:** "Schedule of Examination" means a table giving details about the time, day and date of commencement of each paper, which is a part of a scheme of examinations. The schedule for practical examination shall be declared separately.
16. All arrangements for the conduct of the examinations at the University level shall be made by the Board of Examinations.
17. Examiners shall be appointed by the Academic Council or by the President on its behalf on the recommendations of the Board of Studies. In case of refusal from the person so appointed, the Controller of Examinations or any other university authority so designated by President / Chairperson shall appoint substitute examiners with the approval of the President.

18. Each Board of Studies shall submit, to the Committee constituted by Board of Examinations, a panel of names, along with their addresses, suitable for appointment as Paper Setters / Examiners in each paper of each subject / Practical assigned to that Board of Studies.
19. The Controller of Examinations or any other authority of university so designated by President / Chairperson shall maintain and submit a list of teachers in the University and of the teachers of other universities in the state and outside the state along with their academic qualifications, experience in examination, in which they have acted as examiner, moderator, paper setter in the past and such other information as may be relevant, to the Committee constituted by the Board of Examinations.
20. Internal and External Examiners: An "Internal Examiner" means a person who is a teacher in the university. The teachers in other colleges / universities in the state or outside the state shall be referred to as the "External Examiner". University may also appoint "Internal Examiner" from outside University, from other colleges / institute / universities.
21. Intimation of appointment to the examiners shall be accompanied by a copy of the instructions / guidelines relating to the examination for which they are appointed, as also the information regarding the remuneration which they will be entitled to draw, if they act as examiners. The examiners shall also be furnished with a list of all matters, which they are expected to attend to and shall be required to send to the Controller of Examinations or to any other university authority so designated by President / Chairperson.
22. Each paper-setter shall set and submit to the Controller of Examinations or to any other university authority so designated by President / Chairperson, the required number of copies of question papers that he / she sets in a sealed cover, enclosed in another sealed cover within prescribed period. He / she shall also furnish a certificate to the effect that he / she has destroyed all the notes and manuscripts in connection with the question paper(s) he / she has set. Copyright of any question paper set by an examiner shall vest with the university.
23. Paper-setters, who do not set and submit their question papers to the Controller of Examinations or to any other university authority so designated by President / Chairperson within the prescribed time limit, shall cease to be examiners.
24. Examiners shall be appointed for examinations to be held in that academic year; however, they shall be eligible for reappointment. The examiners shall be required to maintain confidentiality about their appointment at examination and marks awarded by them to examinees.
25. The Examiner shall have to furnish an undertaking that no blood relation is appearing in the said examination.
26. A confidential record of mistakes committed by examiners shall be preserved by the Controller of Examinations or by any other university authority so designated by President / Chairperson for future guidance / necessary action.
27. The question papers, unless otherwise specified, shall be set in English.
28. The Dean, Faculty / Principal / Director, constituent institute where the practical examination is to be held shall make all arrangements for the conduct of the practical examination at that centre.
29. The President shall ordinarily appoint the Dean, Faculty / Principal / Director, constituent institute / Sr. Professor of the constituent department / In-charge of an Off-campus Centre, who is designated as the Centre-in-Charge for the university Examination at the centre of examination. The President shall also appoint a suitable person as a Centre Observer who along with Centre-in-Charge shall have joint responsibility for smooth conduct of examination.

30. In exceptional cases, the President may appoint a person as the Centre-in-Charge for the University examinations at a centre even though he / she may not be a teacher in that faculty / Off-Campus / Distance Education Centre.
31. The Controller of Examinations or any other authority of university so designated by President / Chairperson shall have overall responsibility for the proper arrangements connected with the conduct of all examinations of the university.
32. The Centre-in-Charge(s) shall be responsible for the smooth conduct of the examinations at that centre. All expenses incurred in connection with the conduct of the examinations at a centre shall be borne by the University as per rules. The Centre-in-Charge shall submit a detailed audited account of the expenses incurred by him / her as soon as the examinations are over at that centre and in no case beyond one month of the date of the last paper at that centre. The accounts shall be submitted in the prescribed forms supplied to the Centre-in-Charge by the accounts section of the university along with the cheque / cash towards the first advance. The accounts section shall also supply the copy of the rules and payable rates of remuneration for the conduct of examinations to the Centre-in-Charge.
33. No person other than the examinees, invigilators and such other persons as may be authorised by the Centre-in-Charge or the University permitted by the Centre-in -Charge of a centre, shall be allowed to enter the premises of the examination centre. The Centre-in-Charge shall take all necessary steps to ensure this. A notice to this effect shall be displayed prominently.
34. Examinees at all examinations shall strictly abide by the instructions that may be issued to them by the Competent Authority from time to time.
35. The Controller of Examinations shall supply sufficient number of copies of question papers (in sealed packets) and answer papers required at each centre to the Centre-in -Charge in reasonable time.
36. The Centre-in-Charge shall send the sealed question & answer papers to such place(s) and person(s) as may be directed by the Controller of Examinations.
37. The results of each examination shall be prepared by a person, hereinafter referred to as Tabulator / Computer Programmer.
38. The results of the examinees shall be tabulated in a prescribed form by a Tabulator / Computer Programmer.
39. Tabulator / Computer Programmer may be appointed by the President. Tabulator / Computer Programmer may be either a teacher of constituent faculty or a staff member of the University office or both or an agency approved by the President.
40. The results tabulated by the Tabulators / Computer Programmer shall be scrutinised by a person hereinafter called the "Scrutinizer".
41. **Terms of Tabulators and Scrutinizers:**
  - 41.1. The rates of remuneration payable to the Tabulators or Scrutinizers shall be fixed by Board of Management on the recommendations of Academic Council from time to time.
  - 41.2. The Tabulator / Computer Programmer shall perform the following duties:
    - 41.2.1. Posting of marks obtained by an examinee in the Tabulation Register.
    - 41.2.2. Totalling of posted marks.
    - 41.2.3. Indicating failures in accordance with the provisions of the Rules / Ordinances.
    - 41.2.4. Stating the result at the specified place.

**Explanation:** The result for purposes of this includes Pass, Fail, Distinction, Exemption and such other terms as may be prescribed by the Ordinance.
    - 41.2.5. Preparation of list of examinees entitled for any awards or prizes;



- 41.2.6. Preparation of the result-sheet in the proforma prescribed for its publication.
- 41.3. "Scrutinizer" means a person who is appointed by the President and who actually does the work of scrutiny of the results.

"Scrutiny" means and includes:

- 41.3.1. Checking of posting made by the tabulators from the original statement submitted by the examiner;
- 41.3.2. Checking of totals / aggregates posted by tabulator / computer programmer;
- 41.3.3. Checking of appropriate marking indicating failures;
- 41.3.4. Checking of result prepared by the tabulator (both in the tabulation register and the result sheet) including Distinction, Pass, Fail, Exemption etc. and
- 41.3.5. Checking of the list of awards prepared by the tabulators.
42. **Award of Class:** Class shall be awarded on the basis of aggregate of all the years of study regardless of the number of attempts and are shown below:-

First Class	—	60% and above.
Second Class	—	50% and less than 60%.

Or

As per norms laid down by respective council and / or approved by Academic Council.

43. **Distinction:** The candidate securing 75% or above marks in the first attempt not being a supplementary examination, in the total of theory, practical, viva voce and internal assessment, out of the maximum marks allotted to a subject, shall be declared to have obtained the distinction. The candidate shall be eligible for the award of distinction only if he / she has secured 75% or more marks in an examination attempted as a whole and in the first attempt.

Or

As per norms laid down by respective council and / or approved by the Academic Council.

44. **ATKT:** ATKT shall be as per the norms laid down by respective council and approved by the Academic Council.
45. **Internal Assessment:** Theory and Practical internal assessment marks shall be added as follows:
- 45.1. The number and marking pattern (theory and practical marks distribution) of the periodical sessionals, terminal and preliminary examination shall be as per the syllabus.
- 45.2. One additional examination shall be arranged in the entire period of the course to help the student to avail the opportunity of compensating the loss due to his / her genuine absence in any one of the internal assessment examinations (periodical / terminal / preliminary, etc.). The candidates whose genuineness of reason for the absence is verified and who are permitted by the Committee to appear for the additional examination can appear for such examination. Such an additional examination shall be arranged after preliminary examination and before University examination in any case before submitting final result of Internal Assessment Examination to the University. A student having failed in any subject can avail another chance to improve upon his / her Sessional marks.
46. **Discretionary Marks:** The Grace Marks policy for a particular faculty shall be followed as prescribed and modified from time to time by the Academic Council. The present policy for all faculties is as under:-  
"The Discretionary Marks up to a maximum of five may be awarded to a student who has failed in only one subject but has passed in all other subjects of the semester / year. Provided student passes after awarding these marks."

#### 47. **Vigilance Squad:**

- 47.1. The Vigilance Squad(s) of not less than three and not more than four members, of whom one shall be a lady member, shall be appointed by the President to visit the Centres of University Examination to:
  - 47.1.1. ensure that the University Examinations are conducted as per norms laid down.
  - 47.1.2. observe whether the Invigilators are following scrupulously instructions for conduct of the University examinations.
  - 47.1.3. check the students who try to resort to malpractices at the time of University Examinations and report such cases to the University.
- 47.2. The Vigilance Squad is authorized to visit any Examination Centre without prior intimation and enter office of the Centre-in-Charge to check the record and other material relating to the conduct of examination. They can enter in any block of Examination for checking the candidates' identity card, fee receipt, hall tickets etc. to ascertain the authenticity of the candidate. The Vigilance Squad shall be authorized to detect use of malpractices and unfair means in the University Examination, by physical check, if necessary. In case of female candidates, the physical check shall be made by a lady member of the squad.
- 47.3. The President shall appoint Vigilance Squad which may include –Senior teachers of constituent department and desirably one lady teacher; and any other person as the President may consider appropriate.
- 47.4. The Chairman of Vigilance Squad(s) shall submit the report on surprise visit directly to the President with a copy to the concerned Dean, Faculty / Principal, constituent institute // Principal. The Vigilance Squad(s) may make suggestions in the matter of proper conduct of examinations, if necessary.
- 47.5. The Dean, Faculty / Principal, constituent institute / of the Faculty where the centre of examination is located shall be responsible for the smooth conduct of examination. He shall ensure strict vigilance against the use of malpractices / unfair means by the students and shall be responsible for reporting such cases to the University as well as to the law enforcing authority.
- 47.6. The Dean, Faculty / Principal, constituent institute // Centre-in-Charge shall extend all cooperation to the Vigilance squad.

#### 48. **Amendment of Results:**

- 48.1. **Due to errors:** In any case where it is found that the result of an examination has been affected by errors, the Controller of Examinations shall have power to amend such a result in such a manner as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of the President, provided the errors are reported / detected within 6 months from the date of declaration of results. Errors detected thereafter shall be placed before the Board of Examinations which will convey its decision to the President to take final decision.

##### **Error means:**

- 48.1.1. Error in computer / data entry, printing or programming and the like.
  - 48.1.2. Clerical error, manual or machine error, in totalling or entering of marks on ledger / register.
  - 48.1.3. Error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result tabulation.
- 48.2. **Due to fraud, malpractices etc.:** In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractice, fraud or any other improper conduct whereby an examinee has benefited and that such examinee has, in the opinion of the Board of Examinations,

been a party or privy to or connived at such malpractice, fraud or improper conduct, the Board of Examinations shall have power at any time, notwithstanding the issue of the Certificate or the award of a Degree or Scholarship, to amend the result of such examinee and to make such declaration as the Board of Examination considers necessary in that behalf.

If a situation arises like it has been deducted at a later stage that the examination was not fair or examinees have used fraudulent means in the examinations and enmass copying, the President, on the recommendation of Board of Examination, may cancel entire examination of the paper. If situations necessitates, the President can postpone examination scheduled on one or more days.

**49. Appointment of Paper setters, Examiners, Senior Supervisors and conduct of examination, etc.:**

49.1. A panel of examiners in the subject concerned will be sent by the Board of Studies to Controller of Examination / Registrar or any other university authority so designated by President / Chairperson. The panel shall be approved by Academic Council or by the President on behalf of the Academic Council. In case the examiner appointed is not available, an alternate examiner shall be appointed with the approval of the President.

49.2. No person can claim appointment as paper setter / examiner / moderator or for any other examination work as a matter of right. Appointments of persons as paper setters / examiners / moderators, *etc.* shall be ordinarily made at any time by the Board of Examinations with the approval of the President.

49.2.1. The teachers of Nims University Rajasthan appointed by the University as paper setters / examiners / moderators shall not refuse the assignment of the examination work under normal circumstances. They shall also ensure that their availability for assignment is communicated to the University, in the prescribed time limit.

49.2.2. The paper setters / examiners / moderators shall follow all the instructions given by the University from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking, etc.

49.3. There shall be two senior supervisors at each examination centre to be appointed by the University one of whom would be the Centre Observer and other Centre-in-Charge.

49.4. The Dean, Faculty / Principal, constituent institute / of the Faculty (where the examination centre is located) shall normally be the Centre-in-Charge. Where substitute appointment has to be done, it shall be done only with prior permission of the University. However, the Dean, Faculty / Principal, constituent institute / shall alone be responsible for any lapse / lapses occurring during the conduct of examination. The eligibility conditions of appointment of Centre-in-Charge will be the same as that of examiners.

49.5. The Centre Observer appointed by the University shall report to the Dean, Faculty / Principal, constituent institute / of the Faculty where examination centre is located one day earlier. He shall ensure that:

49.5.1. The proper arrangements for the conduct of examination are made.

49.5.2. The stationery required for the conduct of examinations, question papers, etc. are received at the examination centre.

49.5.3. The packets of question papers are intact and duly sealed.

49.6. The Centre Observer, during the examination, shall ensure that:

49.6.1. The question paper packets are opened in his presence 20 minutes before the start of the examinations

49.6.2. The students are not resorting to unfair means / malpractices. In case any undesirable incidents occur, he shall immediately report the cases of unfair means to the Controller of Examinations or to any other university authority so designated by President / Chairperson along with his report.

49.6.3. He shall not leave the examination centre during the examination period.

49.7. The answer books are distributed to the students 10 minutes before the start of the examination. The Centre-in-Charge and Centre Observer shall be responsible for the whole conduct of examination.

**50. Conduct of Examinations:**

50.1. The examination forms of the students shall be accepted by the Dean, Faculty / Principal, constituent institute / with the prescribed examination fee within the time prescribed by the University from time to time. The forms so accepted shall be submitted to the University within a week from the last day of acceptance of forms in the Faculty along with the fees so collected.

50.2. On receipt of the examination forms in the University, the name list, summary and Admit cards of the students shall be prepared and sent to the concerned examination centres by the University well before the commencement of the concerned examination.

50.3. The Centre-in-Charge shall send the answer books in sealed cover to the Controller of Examinations or to any other university authority so designated by President / Chairperson.

50.4. The Examiner appointed by the University shall receive the bundles of answer books sent by the University.

50.5. As soon as the mark lists are received in the University examination section, the same shall be processed immediately.

50.6. The results of the examinations shall ordinarily be declared as early as possible and the University shall dispatch the result along with the statement of marks and passing certificates (wherever necessary) to the constituent Faculty / Off-Campus centres and Incharge, Distant Education Programme for distributing the same to the students.

**51. Rules for Re-evaluation of Answer Books:** The objectives of re-evaluation are to ensure that the student receives a fair evaluation in the university examination and to minimise human error and extenuating circumstances. There shall be two mechanisms for this purpose.

51.1. **Re-totalling:** On application and remittance of a prescribed fee by the student within 20 days of declaration of result, the University shall permit a recounting or opportunity to recount the marks received for various questions in an answer paper / papers for theory of all subjects for which the student has appeared in the university examination. Any error in addition of the marks awarded if identified shall be suitably rectified.

51.2. **Re-evaluation:** Re-evaluation of theory papers in all years of study of a course shall be permissible on application and remittance of a prescribed fee within 20 days of declaration of result. Such answer script shall be re-evaluated by duly qualified examiner appointed with the permission of the President and the marks obtained shall be awarded to the candidate and the result accordingly reconsidered.

51.3. A student will be allowed to have his / her answer-books in theory papers re-evaluated on submission of an application for the purpose on the prescribed form, accompanied by the original Marks Certificate (M.C.) and the prescribed re-evaluation fee within 20 days of the date of publication of his / her result, as printed on the result notification or the day of dispatch of MC by the University Office (date

as indicated on the MC), whichever is later. A candidate will not be entitled to apply for re-evaluation after the expiry of the prescribed period, if his / her result has been delayed on account of his / her own fault which is to be determined by the Controller of Examinations, or to any other university authority so designated by President / Chairperson. The fee paid by the applicant will not be refunded. However, in such cases where an application is rejected on account of being time barred or being inadmissible, the fee will be refunded.

51.4. All entries in the application for re-evaluation should be complete and correct in all respects. The office will not be responsible for the delay / rejection of the case, if the form is not accompanied with full fee and Marks Certificate. No change in the entries once made by the candidate shall be allowed after the receipt of the application by the university or new option shall not be accepted as a plea for wrong entry in the application.

51.5. Late procurement of application form shall not be entertained as a plea for its late submission in any case.

51.6. The result of a candidate shall be revised on the basis of marks awarded by the examiner who re-evaluated the answer-book. However, if he / she obtains lesser marks than original one, he / she shall be awarded best of two marks of original and re-evaluation. Marks obtained as a result of re-evaluation shall not be counted towards determining the position in order of merit and award of prize / medals.

## **52. Unfair means resorted to by the Candidate:**

### **52.1. General:**

52.1.1. On receipt of a report regarding use of unfair means by any candidate at any University examination, including breach of any of the rules laid down by the University Authorities, for proper conduct of examination. The board of Examination shall have power at any time to institute enquiry and to punish such candidate using malpractices.

52.1.2. On receipt of report regarding malpractices used or lapses committed by any paper setter, examiner, moderator, teacher or any other person connected with the conduct of examination held by the University including breach of the rules laid down for proper conduct of examination, the Board of Examinations shall have power at any time to institute inquiry and to punish such persons using malpractices or leaving lapses by declaring disqualified the concerned paper setter, examiner, moderator, teacher or any other person connected with the conduct of examination work either permanently or for a specified period or by referring his / her case to the concerned authorities for taking such disciplinary action as deemed fit as per the rules provided for or in any two or more of the aforesaid ways.

52.2. **Competent Authority:** The Board of Examinations of the University constituted under the provision of the Rules of the University shall be the Competent Authority to take appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing using unfair means at the examination conducted by the constituent department or Institution of the University.

52.3. **Definitions – Unless the context otherwise requires:** “Unfair means” mean and include one or more of the following acts of commission or omissions on the part of student(s) during the examination period:-

52.3.1. Possessing unfair means material and or copying there from.

52.3.2. Transcribing any unauthorized material or any other use thereof

52.3.3. Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or

manhandling him / her or leaving the examination hall without permission of the Supervisor or causing disturbances in any manner in the examination proceedings.

- 52.3.4. Unauthorized communicating in any way including use of mobile phone or other means of communication with other examinees or any one else inside or outside the examination hall.
- 52.3.5. Mutual / mass copying.
- 52.3.6. Smuggling out or smuggling in of either blank or written answer books as copying material.
- 52.3.7. Smuggling in blank or written answer book and forging signature of the invigilator thereon.
- 52.3.8. Interfering with or counterfeiting of University / Department / Seal or answer books or office stationery used in the examinations.
- 52.3.9. Insertion of currency notes in the answer books or attempting to bribe any of the persons connected with the conduct of examinations.
- 52.3.10. Impersonation at the University / Department / examination.
- 52.3.11. Revealing identity in any form in the answer / s written or in any other part of the answer book by the student at the University or Department or Institution's examination.
- 52.3.12. Any other similar act(s) of commission and / or omission(s), which may be considered as unfair means by the competent authority.
- 52.3.13. "Unfair means relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of coercion, undue influence or fraud or malpractice with a view to obtaining wrongful gain for oneself or to any other person or causing wrongful loss to other person / s.
- 52.3.14. "Unfair means material" means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise found on the person or on clothes, or body of the examinee or on wood or other material, in any manner or in the form of chart, diagram, map or drawing or electronic aid, etc. which is not allowed in the examination hall.
- 52.3.15. "Possession of unfair means material by a student" means having any unauthorized material on his / her person or desk or chair or table or at any place within his / her reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.
- 52.3.16. "Student found in possession" means a student, reported in writing, as having been found in possession of unfair means material by invigilator, member of the vigilance Committee or any other person authorized for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible, provided report to that effect is submitted by the Chief Invigilator or Centre-in-Charge or any other authorized person to the Controller of examinations or Dean, Faculty / Principal, constituent institute / / Head of the constituent Department concerned or any officer authorized in this behalf.

52.3.17. “Material related to the subject of examination” means and includes, if the material is produced as evidence, any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (52.3.16) above, the presumption shall be that the material did relate to the subject of the examination.

52.4. During examination, examinees and other students shall be under disciplinary control of the Centre-in-Charge.

52.5. The Centre-in-Charge of the examination centre shall, in the case of unfair means, follow the procedure as under:

52.5.1. The examinee shall be called upon to surrender to the Centre-in-Charge, the unfair means material found in his or her possession, if any, and his / her answer book.

52.5.2. Signature of the concerned student shall be obtained on the relevant materials and list thereon. Concerned Chief Invigilator and the Centre-in-Charge shall also sign on all the relevant materials and documents.

52.5.3. Statement of the student and his / her undertaking in the prescribed format and statement of the concerned Invigilator and Chief Invigilator shall be recorded in writing by the Centre in-Charge. If the student refuses to make statement or to give an undertaking, the concerned Chief Invigilator and Centre-in-Charge shall record accordingly under their signatures.

52.5.4. The Centre-in-Charge shall take one or more of the following decisions depending upon seriousness / gravity of the case:-

52.5.4.1. In the case of impersonation or violence, expel the concerned student from the examination and not allow him / her to appear for the remaining examination.

52.5.4.2. Obtain undertaking from the examinee to the effect that the decision of the concerned competent authority in his / her case shall be final and binding and allow him / her to continue with his / her examination.

52.5.4.3. May report the case to the concerned Police Station.

52.5.4.4. Confiscate his / her answer book, mark it as “suspected unfair means case” and issue him / her fresh answer book duly marked.

52.5.4.5. All the materials and list of material mentioned in sub-clause (52.3.1, 52.3.14, 52.3.15) and the undertaking with the statement of the student and that of the Invigilator as mentioned in clause 52.5.2 and 52.5.3 and the answer-book / s shall be forwarded by the Centre in-Charge, along with his report, to the concerned, the Controller of Examinations / Dean, Faculty / Principal, constituent institute // Head of the constituent Department, as the case may be, in a separate and confidential sealed envelope marked “suspected unfair means case”.

52.5.5. In case of unfair means of oral type, the invigilator and the Chief Invigilator or concerned authorized person shall record the facts in writing and shall report the same to the concerned, the Controller of Examinations / Dean, Faculty / Principal, constituent institute // Head of the constituent Department or to any other university authority so designated by President / Chairperson as the case may be.

52.5.6. **Procedure to be followed by Examiner during Assessment:** If the examiner at the time of assessment of answer-book suspects that there is a

*prima facie* evidence that the examinee(s) whose answer-book(s) the Examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his / her report to the Controller of Examinations with his / her opinion in separate confidential sealed envelope marked as “Suspected unfair means case”.

52.5.7. A prima facie case of unfair means reported to the University / constituent Department by the Centre In-charge / Invigilator / Chief Invigilator and or examiners shall be inquired into by the Committee appointed by the Board of Examinations.

52.5.8. The examination Result / s of the concerned student / s involved in such cases shall be withheld till the Competent Authority arrives at a final decision in the matter and the concerned examinee / s and the Department, to which he / she belongs to, shall be informed accordingly.

**53. Appointment of Unfair Means Inquiry Committee:**

53.1. For the purpose of investigating unfair means resorted to by the examinees at the University examination, the Board of Examinations shall appoint a Committee. The term of the Committee shall be as decided by Board of Examinations.

53.2. The Unfair Means Inquiry Committee shall function as a recommendatory body and submit its recommendations in the form of a report to concerned Competent Authority. The Competent Authority shall issue final orders with regard to the penal action to be taken against the examinee / s after taking into account the reported facts and findings of the case by the Committee and after ensuring that reasonable opportunity has been given to the concerned implicated examinee in his / her defence and that the principle of natural justice has been followed and the recommended quantum of punishment is in accordance with the guidelines laid down in this behalf.

**54. The procedure to be followed by the Unfair Means Inquiry Committee should be as under:-**

54.1. The Controller of Examinations / Dean, Faculty / Principal / Director, constituent institute / Head of the constituent Department or the Officer authorized by them or to any other university authority so designated by President / Chairperson, as the case may be, shall inform the examinee concerned in writing of the act of unfair means alleged to have been committed by him / her and shall ask him / her to show cause as to why the charge(s) levelled against him / her should not be held as proved and why the punishment stipulated in the show cause notice should not be imposed.

54.2. The examinee may appear before the Inquiry Committee on a day, time and place fixed for the meeting, with written reply / explanation to the show cause notice served on him / her therein. The examinee himself / herself only shall present his / her case before the Committee.

54.3. The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge(s) against the examinee should be shown to him / her by the Inquiry Committee, if the examinee presents himself / herself before the Committee. The evidence, if any, should be recorded in the presence of the delinquent examinee.

54.4. Reasonable opportunity, including oral hearing, shall be given to the examinee in his / her defence before the Committee. The reply / explanation given by the student to the show cause notice shall be considered by the Committee before making final recommendation in the case.



- 54.5. The Committee should follow the above procedure in the spirit of the principles of natural justice.
- 54.6. After serving a show cause notice, if the implicated examinee fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the Committee shall take decision in his / her case in absentia, on the basis of the available evidence / documents, which shall be binding on the examinee concerned.
- 54.7. The Committee shall submit its report to the concerned competent authority alongwith its recommendations regarding punishment to be inflicted or otherwise.
55. **Punishment:** The Competent Authority concerned, *i.e.* the Board of Examinations in the cases of University examination, or the concerned Dean, Faculty / Principal / Director, constituent institute / / Head in the cases of constituent Department examination, after taking into consideration the report of the Committee, shall pass such orders as it deems fit, including granting the student the benefit of doubt, issuing warning or exonerating him / her from the charges and shall impose any one or more of the following punishments on the examinee / s found guilty of using unfair means:-
- 55.1. Annulment of performance of the examinee in full or in part in the examination he / she has appeared for.
- 55.2. Debarring examinee from appearing for any examination of the University / Department for a stipulated period.
- 55.3. Debarring examinee from taking admission for any course in the University or constituent Department for a stipulated period.
- 55.4. Cancellation of the University / Department Scholarship / s or award / s or prize or medal etc. awarded to him / her in that examination.
- 55.5. In addition to the abovementioned punishment, the competent authority may impose a fine on the examinee declared guilty. If the examinee concerned fails to pay the fine, within a stipulated period, the competent authority may impose on such an examinee additional punishment / penalty as it may deem fit.
- 55.6. The Controller of Examinations / Dean, Faculty / Principal / Director, constituent institute / Head of the constituent Department, or the Officer authorized by them or any other university authority designated by President / Chairperson shall issue necessary punishment orders.
56. **Record Retention Schedule:**
- 56.1. Question papers, model question papers, used answer books / scripts, hall tickets, roll numbers, and admit cards, appointment or engagements of examiners, practical examiners & other records or documents related to secrecy work of examination shall be maintained for two years from the last day of examination of the session.
- 56.1.1. Not withstanding anything contained in para 56.1 no such record or documents shall be destroyed which relates to audit or which is subjudice.
- 56.1.2. The record or document, which attracts the permission of 56.1, shall be specified, segregated and destroyed in the presence of a committee to be appointed by the President on the first Friday of January of the succeeding year and record note of that destruction shall be prepared and signed by all the members of the committee. In the event of first Friday being holiday, the destruction shall take place on next working day.
57. **System of Examinations:** There shall be following two systems of examinations. However, there can be some other systems as per the regulations of course governing councils.
- 57.1. **Semester System:**
- 57.1.1. The courses of study for the examination of a course shall extend over a period as prescribed in ordinance comprising of two semesters in each year.

The academic programmes in each semester may consist of course work as prescribed by syllabus for each course.

- 57.1.2.1. Attendance requirement for appearing in university examinations shall be governed by clause 4.2 of Ordinance VII of these Ordinances.
- 57.1.2.2. There shall be an Internal assessment of the weightage as prescribed in syllabus and marks shall be awarded on the basis of tests and / or practical, class participation, assignment(s) / case study(s) / seminar(s) / field work presentation for which proper record shall be maintained by the course teacher(s).
- 57.1.2.3. There shall be a university examination in theory and practical at the end of each semester to be termed as End Semester Examination.
- 57.1.2.4. The examination shall be conducted by means of written papers and practical tests, wherever required.
- 57.1.3.1. A student, who has been admitted to the Part-I of a course and has attended a regular course of study for 1<sup>st</sup> semester of the course Part I shall be eligible to appear at the 1<sup>st</sup> semester of that course Part-I examination. A student who has attended a regular course of study for 2<sup>nd</sup> semester of a course Part-I shall be eligible to appear at the 2<sup>nd</sup> semester of that course Part-I examination.
- 57.1.3.2. Similar rules as described in sub-clause 1 above shall apply to subsequent parts of the course.
- 57.1.4.1. In order to pass an examination in a subject in a semester a student must secure 40% (50% in B.Pharm.) marks in theory, practical separately and in aggregate in each semester of Part-I, Part-II & Part-III and so on.
- 57.1.4.2. The discretionary marks shall be awarded to a student as per clause 47 of this Ordinance (VII).
- 57.1.4.3. Class shall be awarded as per clause 42 & 43 of this Ordinance.
- 57.1.4.4. Re-evaluation of theory papers in all years of study of the course and / or recounting of marks shall be permissible under clause 51 of this Ordinance.
- 57.1.5.1. A student who has passed in atleast 40% theory and practical papers shall be promoted to next higher semester and be eligible for reappearing in failed subjects at the subsequent examination of the relevant semester.
- 57.1.5.2. A student who has not passed in 40% of theory and practical papers separately in a semester shall be declared failed in the semester. He / she, however, shall be promoted to next higher semester and be required to reappear in all courses of failed semester at the subsequent examination of the relevant semester.
- 57.1.5.3. A student failing in two odd semester examinations viz; 1st and 3rd and so on, shall be allowed to appear at the lower semester ( 1st in this case) alongwith examination of 5th or higher regular semester as the case may be. Thus no student can appear at more than two semester's examinations simultaneously.
- 57.1.5.4. Similar rules shall be applicable for student failing in even semesters.
- 57.1.5.5. However, a student who fails in both the semesters of the same academic year viz; 1st and 2nd semesters or 3rd and 4th semesters and so on shall not be promoted to next higher class.
- 57.1.5.6. A student having failed in any subject can avail another chance to improve upon his / her Sessional marks.
- 57.1.5.7. There shall be no supplementary examination.

57.1.5.8. Student re-appearing at an examination in subsequent semesters shall be examined in accordance with the syllabus and scheme he appeared first.

**57.2. Annual System:**

57.2.1. The courses of study for the examination of a course shall extend over a period as prescribed in ordinance comprising of two semesters in each year. The academic programmes in each semester may consist of course work as prescribed by syllabus for each course.

57.2.2.1. Attendance requirement for appearing in university examinations shall be governed by clause 4.2 of Ordinance VII of these Ordinances.

57.2.2.2. There shall be an Internal assessment of the weightage as prescribed in syllabus and marks shall be awarded on the basis of tests and / or practical, class participation, assignment(s) / case study(s) / seminar(s) / field work presentation for which proper record shall be maintained by the course teacher(s).

57.2.2.3. There shall be a university examination in theory and practical at the end of each year to be termed as End Year Examination.

57.2.2.4. The examination shall be conducted by means of written papers and practical tests, wherever required.

57.2.3.1. A student, who has been admitted to the Part-I of a course and has attended a regular course of study for 1 year of the course, shall be eligible to appear at the Part-I examination of that course.

57.2.3.2. Similar rules as described in sub-clause 1 above shall apply to subsequent parts of the course.

57.2.4.1. In order to pass an examination in a subject in a year a student must secure 40% (or as prescribed in ordinance) marks in theory, practical separately and in aggregate in each Part i.e. Part-I, Part-II & Part-III and so on.

57.2.4.2. The discretionary marks shall be awarded to a student as per clause 47 of this Ordinance (VII).

57.2.4.3. Class shall be awarded as per clause 42 & 43 of this Ordinance.

57.2.4.4. Re-evaluation of theory papers in all years of study of the course and / or recounting of marks shall be permissible under clause 51 of this Ordinance.

57.2.5.1. A student who has passed in at least 40% theory and practical papers shall be promoted to next higher class and be eligible for reappearing in failed subjects at the subsequent examination.

57.2.5.2. A student who has not passed in 40% of theory and practical papers separately in a year shall be declared failed in the year and shall be required to reappear in all courses of failed year at the subsequent examination of the relevant year.

57.2.5.3. Similar rules shall be applicable for student failing in even semesters.

57.2.5.4. A student having failed in any subject can avail another chance to improve upon his / her sessional marks.

57.2.5.5. Student re-appearing at an examination in subsequent year(s) shall be examined in accordance with the syllabus and scheme he appeared first.

**57.3. Dissertation for Masters' programmes:**

57.3.1. Each student pursuing M.Sc. course is required to carry out work on selected research project under the guidance of a recognized post graduate teacher. The programme of work, guide and panel of examiners should be proposed by Board of Studies and approved by the Academic Council. The results of

such a work shall be submitted in the form of dissertation by the end of 4th semester. The student shall be entitled to submit dissertation only when he / she has cleared all subjects of every semester upto 3rd semester. The dissertation shall be evaluated by an external examiner and viva-voce examination shall be conducted by external and internal examiners.

- 57.3.2. The dissertation is aimed to train a graduate student in research methods and techniques. It includes identification of problem, formulation of a hypothesis, search and review of literature, getting acquainted with recent advances, designing of a research study, collection of data, critical analysis, and interpretation of results and drawing conclusions.
- 57.3.3. Student shall submit a synopsis to the Head of Department containing particulars of proposed dissertation work (synopsis) within six months from the date of commencement of the course and to be placed before the meeting of Board of Studies.
- 57.3.4. The synopsis shall be required to be discussed and approved by the Board of Studies and sent to Controller of Examinations for approval by the Academic Council.
- 57.3.5. External Examiner may be an expert on the topic from reputed academic Institutions. In case the thesis is not acceptable, the student shall be asked to revise dissertation and resubmit after a period of not less than three months. If the thesis is not accepted again, the matter shall be referred to the Academic Council through Board of Studies and the Academic Council can allow one more chance for submission of thesis if considered necessary.

## **CONVOCATION FOR CONFERRING DEGREES**

1. Convocation for admitting candidates to various degrees shall be held annually at Jaipur on such date as the Chairperson may consent.
2. Special Convocation for conferring degrees may be held on such dates as may be fixed by the Chairperson on the recommendation of the President.
3. At the Annual Convocation the President shall present a report of the year's work in the University.
4. Notwithstanding anything contained in this Ordinance, if for unavoidable reasons the Annual Convocation is not held, the Academic Council may approve the conferment of degrees and the award of diplomas, certificates and other academic distinctions.
5. The procedure to be followed at the Convocation shall be as laid down by the Academic Council.