

Academic Regulation 2020, Nowgong College (Autonomous)

Rules of Examination

Preamble

Whereas Nowgong College has been declared as an Autonomous College under the provisions of clause 3.13 & 6.4(i) of UGC regulations dated 12. 02. 2018, as notified by the University Grants Commission (UGC) vide letter No. F.22-1/017 (AC) dated 22nd December 2020 and according to the notification of Gauhati University with Ref. No. GU/Reg. (SF)/2021 dated 06. 01. 2021.

Now therefore, in exercise of powers conferred by clause (1) of section 11 read with clause (2) of the same section of the University Grants Commission (Conferment of Autonomous Status upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulation, 2018, the Nowgong College (Autonomous) shall constitute an Examination Committee and an Examination Cell. The Examination Committee and the Examination Cell shall act according to the following Rules—

1. Short Title, application and commencement

- 1.1 These rules shall be called the Nowgong College (Autonomous) Examination Rules.
- 1.2 These rules shall be applicable for all Undergraduate and Postgraduate Examinations of Nowgong College (Autonomous) beginning from the Session 2020-2021.
- 1.3 Rules framed by Academic Council of Nowgong College (Autonomous) and approved by the Governing Body of the Nowgong College (Autonomous) for efficiently conducting the Examination process and effective management of evaluation system to maintain the academic standards.
- 1.4 The rules shall come into force with immediate effect.

2. Definitions

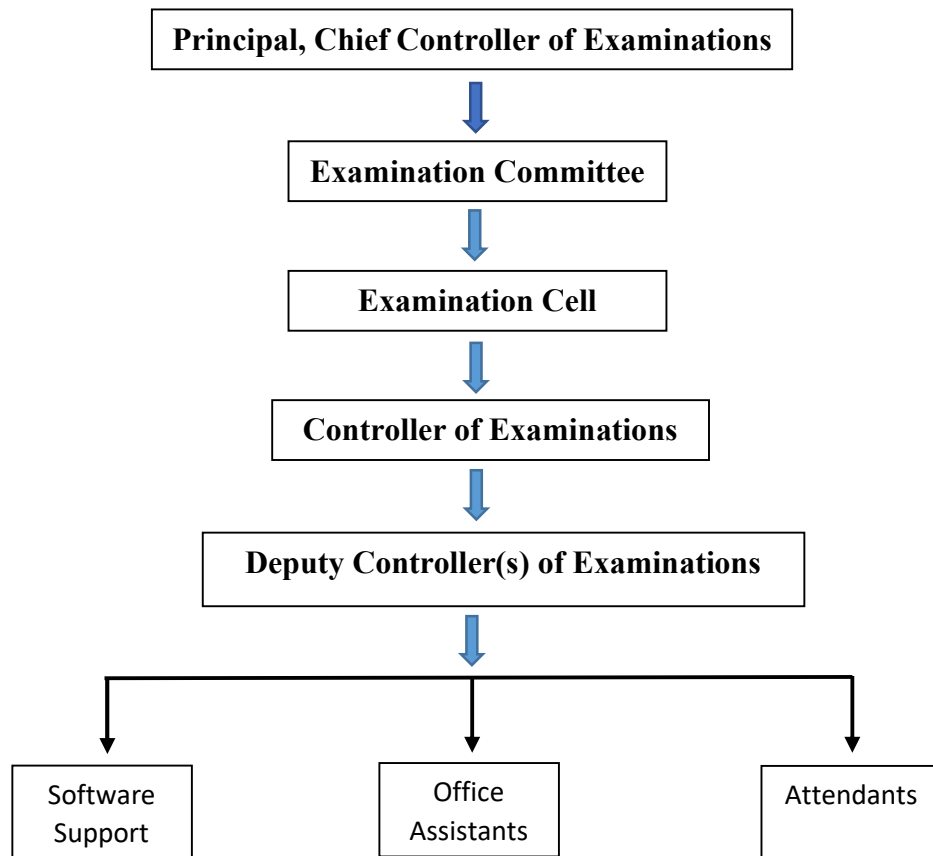
- 2.1 ‘Academic Year’ means a year commencing on such date in June/July and ending with such date in May/ June of the following year as may be decided by the Academic Council. The duration of two consecutive (one odd and one even) semesters constitutes one Academic Year.
- 2.2 ‘Absentee Candidate’ is a student, who has not appeared in the examination.
- 2.3 ‘Admit Card’ means a valid proof of eligibility of a candidate to appear in the examination.

- 2.4 'Answer-booklet' means a stitched booklet of fixed pages issued by the College to the students in the Examination Hall to write answers for the questions listed in the Question Paper of a subject under examination.
- 2.5 'Answer script' means the Answer-booklet in which the examinee has attempted/ written his/her answer in response to the questions listed in the Question Paper on the examination day.
- 2.6 'Application Form' means a prescribed format for applying to appear an examination.
- 2.7 'Applicant' means a student who has submitted an application in the prescribed form for appearing in examination.
- 2.8 'Arrear Candidate' is a student, who, having once been admitted to/ appeared in an examination of the College is again allowed to appear for the same examination by reason of his failure or absence in the previous examination.
- 2.9 'Attempt' means either partial or complete appearance by a candidate at an examination.
- 2.10 'Betterment' means appearing for an examination again for improving marks in certain paper(s).
- 2.11 'Candidate' means a student, who has been admitted to an examination by the College Authority.
- 2.12 'Choice Based Credit System' (CBCS) is an educational system in which each student is allowed to select a particular course from the prescribed courses (core courses, discipline specific electives, generic elective, ability enhancement compulsory courses, skill enhancement courses, mandatory non-credit courses etc).
- 2.13 Comprehensive Attendance Register is a subject-wise and course-wise record of attendance of the students maintained by the Examination Cell.
- 2.14 Corresponding Reference Number (CRN) is a serial number assigned to the answer scripts for suppressing the identity of candidates.
- 2.15 'Course' means the segment of a subject to be covered in a semester (traditionally referred to as paper). A course covers an individual subject and have a fixed programme of sessions during the term called lessons or classes.
- 2.16 'Daily Attendance Sheet' is a record of daily attendance of the students in an examination.
- 2.17 'Duration of Examination' is a specific period of time during which the examination is conducted.
- 2.18 'Duration of Programme' means the period of time required for completing an academic programme. The duration of under-graduate programme shall be of 6/8 Semesters. The duration of post-graduate programme shall be of 4 Semesters.

- 2.19 'End Term Examination' means Examinations conducted at the end of each Semester
- 2.20 'Examination' means a process to assess the progress or evaluate a candidate's knowledge or ability in a particular subject or course comprising both written Examination of Theory Papers and Practical Examination involving Laboratory Experiments, in order to obtain a degree.
- 2.21 'Examination Fee' means the fee for registering and securing admission to an examination. It is inclusive of the fee payable for the statement of marks as may be prescribed by the College Authority.
- 2.22 'Examiners' mean teachers appointed by the Controller of Examinations from among the panel of Examiners approved by the Board of Studies, for evaluation of answer scripts of theory/practical examination of any programme.
- 2.23 'Grade Sheet' is a report which communicates a student's performance in an examination.
- 2.24 'Head Examiner' means teachers appointed by the Controller of Examination from among the panel of teachers approved by the Board of Studies for finalizing the marks of theory examination of any programme.
- 2.25 'Identity Card' means an official document issued by the College to a Student for a specified duration with his/her Name, Photograph and other personal details as proof of his/her enrollment in the College.
- 2.26 'Internal Test' means continuous academic evaluation of a Student conducted periodically by the Department.
- 2.27 'Internal Assessment' means an assessment based on Sessional Examination, assignments given to the students and attendance, during a particular academic period.
- 2.28 'Invigilator' means a teacher who implements the Examination Rules and remains vigilant to detect and prevent unfair means and any malpractices that may occur during an Examination.
- 2.29 'Late Fee' means a stipulated sum of money paid to the college as fine for failure to meet the deadlines, by cash or a valid bank instrument.
- 2.30 'Marks' means a numerical expression assigned to judge the level of academic achievements of a Student.
- 2.31 'Marks Foil' means a statement recording the Marks obtained by a Student.
- 2.32 'Malpractice' means any one or more of the acts prescribed by the College Authority as unfair means, detected during examinations.
- 2.33 'Moderator' means teachers appointed by the Controller of Examination from among the panel of teachers approved by the Board of Studies for finalizing the Question Papers of theory examination of any Undergraduate and Postgraduate Programme.

- 2.34 'Paper Setter' means teachers appointed by the COE from among the panel of teachers approved by the Board of Studies for setting Question Papers of theory/practical examination of any Undergraduate and Postgraduate Programme.
- 2.35 'Programme' means the entire course of study and Examinations.
- 2.36 'Question Paper' means a paper consisting of a set of questions or exercises for evaluating knowledge or ability of a Student in a particular subject, or course of Undergraduate and Postgraduate Programme.
- 2.37 'Registration Number' is a number issued by the parent University to a Candidate for registering in the University.
- 2.38 'Re-evaluation' means re-assessment of an Answer Script by another Examiner suppressing the first evaluation.
- 2.39 'Roll Number' is a number assigned to a valid Candidate applying for an Examination.
- 2.40 'Roll Sheet' is a statement in which Roll Numbers of the Candidates are arranged serially specifying their subject combination.
- 2.41 'Scrutinizer' means a person appointed by the COE from among the panel of Examiners approved by the Board of Studies for confirming the marks allotted or checking for any mistake in an examined answer script of theory examination of any programme.
- 2.42 'Semester' means a term consisting of a minimum of 90 working days including internal examination days. There shall be two semesters in each academic year.
- 2.43 'Sessional Examination' is an examination conducted before End Term Examination for assigning marks in the Internal Assessment of a specific course.
- 2.44 'Supervisor of Examinations' is a Teacher appointed by the Principal, Chief Controller of Examinations, for conducting Sessional Examination and End Term Examination.
- 2.45 'Supplementary Examination' means an examination conducted for clearing Arrear Subject(s) in the middle of an academic year or in between two semesters.
- 2.46 'Time table' means the time schedule of Examinations.
- 2.47 'Top Sheet' means a statement in which Roll Numbers of all the Candidates taking the Examination of a particular Course, are arranged serially, to specify the total number of Candidates appearing in the Examination of the respective Courses.
- 2.48 'Verification' means Checking of Answer Scripts in front of the Candidates.

3. Examination Committee and Examination Cell



3.1 Structure of the Examination Committee

- a) Principal, Chief Controller of Examinations, Chairman of the Committee.
- b) Controller of Examinations, Member Secretary of the Committee.
- c) Deputy controller(s) of Examinations, Member of the Committee.
- d) Member Secretary, Academic Council, Member of the Committee.
- e) Coordinator, Internal Quality Assurance Cell, Member of the Committee.
- f) Two (2) Teachers Nominated by the Principal, Member of the Committee.

3.2 Function of the Examination Committee

- a) College Authority of Nowgong College (Autonomous) shall constitute an Examination Committee headed by the Principal, Chief Controller of Examination, for ensuring the effective management of the Examination System and Evaluation Process.
- b) The Examination Committee shall monitor the functions of the Examination Cell formed under the autonomous system.
- c) The Examination Committee shall discuss and recommend the policies framed by the Examination Cell related to Examination and Evaluation.
- d) The Examination Committee shall discuss and formally approve all the format of letters and instruction sheets formulated by Examination Cell for the purpose of Examinations.
- e) The Examination Committee shall discuss and suggest appropriate measures regarding Examination and Evaluation mechanism, financial assistance, appointment of office staff, procurement of equipment as well as settle any anomaly or dispute that may arise while conducting Examinations.
- f) The Examination Committee shall adopt resolution for restructuring the policy and system related to Examinations.
- g) The Examination Committee shall formulate innovative ideas to improve the examination system comprehensively.

3.3 Structure of the Examination Cell

- a) Controller of Examinations, Coordinator of the Cell.
- b) Deputy controller of Examinations, Joint Coordinator of the Cell.
- c) Deputy controller of Examinations, Joint Coordinator of the Cell.
- d) Office Staff, Member of the Cell.

3.4 Function of the Examination Cell

- a) In accordance with the guidelines of the UGC to autonomous colleges, Nowgong College (Autonomous), shall constitute an Examination Cell headed by Controller of Examinations who shall be a permanent faculty member and shall be appointed by the Principal.

- b) The Examination Cell shall follow the instructions issued by the Governing Body of the College, Academic Council and Examination Committee of Nowgong College (Autonomous).
- c) The Examination Cell shall follow the rules related to 'Examination', 'Internal Assessment', 'Evaluation' and 'Results', framed by the Academic Council and duly approved by the Governing Body of the Nowgong College (Autonomous).
- d) The Examination Cell shall formulate all the format of letters and instruction sheets required for Examination and Evaluation.
- e) The Examination Cell shall have the right to take decision regarding printing of question papers and other relevant confidential materials approved by the Examination Committee.
- f) The Governing Body shall have the right to decide the provision of equipment and the appointment of office staff in the examination cell on the recommendation of Examination Committee. The salary of staff therein shall be decided by the Finance Committee and approved by the Governing Body.
- g) There shall be no specific office time schedule for the Examination Cell. The Cell shall function anytime even after normal office hours and on holidays, if required, in addition to their normal responsibilities. The teachers nominated in the Examination Cell shall continue their teaching duty as scheduled by the college and they shall be paid remuneration for the extra work being done by them apart from their usual work. Such remuneration shall be proposed by the Finance Committee and shall be approved by the Governing Body.
- h) The Examination Cell shall keep all the examination related documents strictly confidential and shall not disclose anything.

3.5 Responsibilities of the Principal, Chief Controller of Examinations

- a) It shall be the duty of the Principal to confirm that the provisions of the Act, and the Statutes, Ordinances, Regulations and Rules are strictly adhered to and s/he shall have all powers to ensure the same.
- b) The Principal of the College, Chief Controller of Examinations, shall be the Chairman of the Examination Committee and shall have the power to nominate and appoint members in the committee and the cell as may be required for efficient functioning of the Examination System.
- c) The Principal shall have the power to convene meetings of the Examination Committee or any other authority of the college to discuss matters related to conducting of examination and the publication of results.

- d) The Principal shall be responsible for issuing and declaration of notices and announcements related to examination as well as conducting of all examinations of the college.
- e) The Principal shall have the responsibility and power to provide human resource, financial assistance, infrastructure, equipment, stationery materials and other requirements necessary for preparation, arrangement and conducting of examinations, publication of results, and maintenance of the Examination Cell.
- f) The Principal shall undertake the responsibility to arrange payment of remuneration to all those engaged in examination work.

3.6 Responsibilities of the Controller of Examinations

- a) The Controller of Examinations in consultation with Chief Controller of Examinations, shall prepare schedule, and arrange the End Semester Examinations as well as Supplementary Examinations of the College and to take care of other incidental matters connected to entire examination and evaluation process.
- b) The Controller of Examinations shall engage Paper Setters, Moderators, Examiners, Scrutinizers and Head Examiners, from the panel approved by respective Board of Studies, and issue appointment letters to assign specific duties to them.
- c) The Controller of Examinations shall take measures to print all the examination materials such as Answer Script, Additional Sheet, Question Paper, Mark Sheet, Appointment Letters, Instruction Sheet, Remuneration Bills, Envelopes, Students' Attendance sheet, Top Sheet etc.
- d) The Controller of Examinations shall issue Question Paper one hour (1 hour) before the examination scheduled and receive the unused Question Papers just after the examination over for preservation.
- e) The Controller of Examinations shall be responsible for evaluation as well as revaluation of answer scripts and timely declaration of results.
- e) The Controller of Examinations shall convene meetings of Examination Cell in consultation with Chief Controller of Examinations and issue instruction to the Deputy Controllers, Staff and Assistants.
- f) The Controller of Examinations shall be the custodian of the Proceeding's Books of the meetings of Examination Committee and Examination Cell.
- g) The Controller of Examinations shall be responsible for making necessary arrangements for the safe custody of Question Papers, Answer Booklets, evaluated Answer Scripts,

Marks Foils, office files containing documents connected with the examinations and evaluation.

h) The Controller of Examinations shall exercise control over the space allotted for the examination wing and take initiative to keep the secrecy and confidentiality in connection with examinations.

i) The Controller shall have the right to allocate/reallocate different duties among the Deputy Controllers of Examinations with due approval from the Chief Controller of Examinations.

3.7 Responsibilities of the Deputy Controllers of Examinations

a) Deputy Controllers of Examinations shall extend all kinds of cooperation to Controller of Examinations in planning, preparation and execution of examination and evaluation system, including selecting of Question Paper Setters, Moderators, Examiners, Scrutinizers, Head Examiners, preparation of Answer Booklets, Question Papers, Application Forms, Admit Cards, Mark Sheets, Grade Cards and arrangement of evaluation and result declaration.

b) Deputy Controllers of Examinations shall formulate an examination schedules and examination calendar, in consultation with the Controller of Examinations.

c) The Deputy Controllers of Examinations shall issue Application Forms and Admit Cards.

d) The Deputy Controllers of Examinations shall issue Answer Booklets and receive used and unused Answer scripts. They shall be in charge of Answer Booklets before the examination and Answer Scripts after the examination. The evaluated Answer Scripts shall also be in the custody of Deputy Controllers.

e) The Deputy Controllers of Examinations shall make sure that the Question Papers are ready before the Examinations are scheduled.

f) Deputy Controllers of Examinations shall prepare subject wise Daily Attendance Sheet and Top Sheets of Examinations.

g) The Deputy Controllers of Examinations shall keep records of Sessional Examination and Internal Assessment and shall take measures for computer entry of Marks of Internal Assessment after proper scrutiny of every single Department.

h) The Deputy Controllers of Examinations shall keep records of expelled candidates, if any.

i) The Deputy Controllers of Examinations shall be responsible for computer entry of Marks of Theory Paper as well as Practical Paper of all Examinations including

Supplementary Examination, Tabulation and preparation of Mark Sheet and Grade Card. They shall be in charge of all such records related to Evaluation, Tabulation and Result declaration.

j) The Deputy Controllers of Examinations shall issue and receive the Application Form of Verification and Revaluation and take measures to arrange Verification and Revaluation.

k) The Deputy Controllers of Examinations shall take measures to conduct Supplementary Examinations.

l) The Deputy Controllers of Examinations shall be responsible for all computer related matters and they shall take measures to develop and install software in computers.

m) The Deputy Controllers of Examination shall prepare a list of remuneration for all examination related activities in consultation with the Controller of Examinations.

n) The Deputy Controllers of Examinations shall record the minutes of the meeting of Examination Committee and Examination Cell.

o) The Deputy Controllers of Examinations shall be in charge of the registers for keeping records of all official letters and communication dispatched and received by the Office of Controller of Examinations.

p) Any other duties as assigned by the Controller of the Examination in consultation of the Chief Controller of Examinations.

3.8 Comprehensive activities of the Office of the Controller of Examinations

The following work shall be attended to by the Office of the Controller of Examinations

a) Issue of Examination Calendar and Examination Schedule, Notification of Examinations and inviting Application Forms from the candidates for appearing in Examination, issuing Admit Cards, declaration of Results, issue of Grade Cards and such other related work.

b) Scrutiny of Examination Application Forms of candidates before the commencement of Theory/ Practical Examinations.

c) Preparation of the subject-wise, paper-wise and date-wise statement of candidates appearing in examination

d) Issue of Question Papers and Answer Booklets before Examinations to the Supervisor of Examinations and receiving of unused Question Papers, Answer Booklets and Answer Scripts from the same.

e) Selection and issue of Appointment Letters to the external and internal Paper Setters, Moderators, Examiners, Scrutinizers, Head Examiners etc,

- f) Arrangement for conducting End Semester and Supplementary Examinations, Evaluation, Verification and Revaluation, processing and declaration of Results.
- g) Dispatching and receiving of day to day communications/ letters related to examination.
- g) Preservation and disposal of evaluated Answer Scripts at least for three (3) years after the announcement of Results.
- h) Maintenance of all registers, records, statistics, and database of candidates pertinent to examinations. Collection and maintenance of statistical data regarding the number of examinations, number of candidates registered for each examination, the number of boys, girls, regular candidates and repeaters, percentage of passes, etc.
- i) Take measures to deal with all types of cases of misconduct/ malpractices, detected before, during and after examinations.

4. Examination and Evaluation System

- 4.1 Examination and evaluation of Nowgong College (Autonomous) shall be done following norms of Semester System and Choice Based Credit System as prescribed by the University Grants Commission. End Term Examination, Sessional Examination and Internal Tests on continuous basis shall be done as per regulations approved by the Academic Council for concerned courses of under graduate and post graduate programmes offered by the College.
- 4.2 Unless otherwise specifically provided for, examinations shall be conducted by one or more of the following methods— a) Written, b) Practical, c) Oral, d) Computer assisted testing through offline and/ or online mode.
- 4.3 Each paper in all courses of undergraduate and post graduate programme shall be assigned with total marks of 100 for examination and evaluation.
- 4.4 End Term Examination shall be conducted for 80% of the total marks allotted, at the end of the semester, covering the entire syllabus prescribed for the courses. End Term Examination is normally a written/ viva-voce examination of theory and practical papers including Project Work/ Dissertation/Field Work, if any.
- 4.5 20% marks of total marks allotted for Internal Assessment shall be distributed as follows—50% marks i.e. 10 from Sessional Examination, 30% marks from i.e. 6 from Home Assignment and 20% marks i.e. 4 from Attendance.
- 4.6 In the courses with laboratory-based practical, 75% marks of the total marks of 80 i.e. 60 shall be allocated for theory part of each paper and the remaining 25% marks i.e. 20 shall be allocated for practical work. In the courses without practical total marks of 80 shall be allocated for theory.
- 4.7 Duration of examination for 80 marks paper shall be 3 hours and for 60 marks paper time of 3 hours shall be allotted. Duration of Practical Examination of 20 marks shall be 3 hours
- 4.8 Structure of question paper shall be as follows

80 marks paper

1	1 mark Multiple Choice Question	X 10 nos. (no alternative)	= 10
2	2 marks very Short Answer Type Question	X 5 nos. (no alternative)	= 10
3	5 marks Short Answer Type Question	X 4 nos. out of 6 Question	= 20
4	10 marks Long Answer Type Question	X 4 nos. (a/b, c/d, e/f, g/h)	= 40
		Total Marks	80

60 marks paper

1	1 mark Multiple Choice Question	X 7 nos. (no alternative)	= 07
2	2 marks very Short Answer Type Question	X 4 nos. (no alternative)	= 08
3	5 marks Short Answer Type Question	X 3 nos. out of 5 Question	= 15
4	10 marks Long Answer Type Question	X 3 nos. out of 5 Question	= 30
		Total Marks	60

- 4.9 A candidate shall be declared having passed a Programme, provided he/ she secures at least 40% marks in Honours Papers and 30% marks in other papers of concerned course in the End-Semester Examination. It shall be necessary to obtain pass marks separately both in End Term Examination and Internal Assessment. There shall be no separate pass mark for theory and practical examination.
- 4.10 A candidate shall be declared having passed a Programme provided s/he has passed all the semesters and in all the courses separately and a candidate shall be declared as passed a Semester, provided s/ he has obtained pass marks in all the papers of concerned course of a semester independently.
- 4.11 Credit earned besides Semester End Examination and Internal Assessment shall be reflected in Grade Sheet.
- 4.12 A student must clear all his/ her semester examinations within six (6) years from the date of admission to the first semester of Undergraduate programme and four (4) years from the date of admission to the first semester of Postgraduate programme.
- 4.13 A candidate who fails or does not appear in one or more papers of any End Semester Examination up to Sixth Semester shall be allowed to appear for Arrear Paper(s) according to the following procedure—
- i) Arrear Paper(s) of Odd Semester can be cleared in the following Odd Semester Examination and Arrear Paper(s) of Even Semester can be cleared in the following Even Semester Examination.
 - ii) A candidate having Arrear Paper(s) in the First Semester may be allowed to write a Supplementary Examination along with the Second Semester Examination.
 - iii) A candidate having Arrear Paper(s) in the Fifth Semester may be allowed to write a Supplementary Examination which will be conducted in the middle of the Fifth and Sixth Semester Examinations.
 - iv) A candidate having Arrear Paper(s) shall be allowed to sit for supplementary examination four (4) times to clear his Arrear Paper(s).
 - v) S/he shall be provisionally promoted to the next higher semester along with the failed course(s) as carried over course(s).

- 4.14 If a candidate clears the Final Semester examination before clearing all the papers of the previous semesters, the result of the Final Semester examination of that candidate shall be withheld until s/he clears all the papers of the previous semesters.
- 4.15 A Candidate who wishes to improve his/her grade/division may do so within one academic year immediately after having cleared all the papers pertaining to the respective semester. Further Candidates may also be allowed to improve their marks in specific paper(s) in a particular semester once only. The improvement shall be allowed only in 50% of Core Papers and such paper(s) shall be considered as Repeat Paper(s).
- 4.16 A student shall be allowed to apply for Verification or Re-evaluation, on payment of a stipulated fee, according to the following procedures—
- a) A Candidate must apply within Fifteen (15) days of the declaration of Results for verification of marks obtained in a particular paper.
 - b) Verification of the Answer Script shall include checking of i) Total Marks allotted to the answers written, ii) omission, if any, in assigning marks to the answers written and iii) correct entry of marks on the Mark Sheet.
 - c) Verification shall be done in front of the Candidate(s).
 - d) A Candidate must apply for Re-evaluation within Five (5) days from the date of verification of a particular paper.
 - e) Re-evaluation implies re-assessment of an Answer Script by another Examiner suppressing the first evaluation.
 - f) A candidate may apply for a photocopy of the Answer Script under RTI Act within 10 days from the declaration of the result of Re-evaluation. However, a Candidate may apply for a photocopy of the Answer Script under RTI Act within 15 days from the declaration of the result of End Term Examination, in which case s/he shall have to forgo the opportunity of Verification and Re-evaluation.
- 4.17 Since the semester system involves continuous assessment, there shall be no scope for a student to appear as a 'private candidate' in any programme under this system.
- 4.18 No one can claim appointment in any kind of examination work as a matter of right.
- 4.19 Instances of malpractice such as copying using manuscripts, copying from other candidates, smuggling of answer books, indecent behavior in the examination room, use of unfair means etc., are liable to be punished as per rules.

5. Application for Examination and Verification

- 5.1 Students admitted in the Undergraduate or Postgraduate Programme shall be allowed to apply for appearing in the End Semester Examination Provided—
- a) S/he duly registers under the Gauhati University.
 - b) S/he possess minimum percentage of attendance as laid down by the regulations.
 - c) S/he possess cut-off marks in Sessional Examination.
 - d) S/he has paid all requisite dues and fees.
- 5.2 The application forms shall be verified to confirm the correctness of data provided by the students and to ensure the payment of Examination fees.
- 5.3 Roll Numbers shall be generated after proper verification of Application forms and Admit cards bearing respective Roll Numbers shall be issued to all valid candidates.
- 5.4 The errors if any in Admit cards shall be brought to notice within seven days from the date of issue of the Admit card and mistakes shall be rectified if necessary.

6. Question Paper and Answer Booklet

6.1 Guidelines for Paper Setting

- a) More than one set of question papers shall be prepared by the internal and external subject experts for both Undergraduate and Postgraduate programmes.
- b) There shall be separate panels of question paper setters for each subject for various Undergraduate and Postgraduate programmes.
- c) The panel shall be prepared by the Chairman of the Board of Studies in consultation with two seniormost members of the department and forwarded to the Controller of Examination at the beginning of the semester. It shall be treated as highly confidential and shall not be included in the minutes of the meeting of the Board of Studies or the department.
- d) There shall be a minimum of five members in the panel of question setters for each course/paper and the validity of the panel shall be for two years. Every two years, the existing panel available with the Controller of Examination shall be forwarded to the Chairman of the Board of Studies for revision.
- e) The Controller of Examinations shall select the required number of persons from the panel for consideration for appointment as question paper setters and appoint them in the first month of each semester with the approval of the Principal, Chief Controller of Examinations.
- f) Question Paper Setters shall be appointed for one year and shall be eligible for reappointment for successive years following the year of first appointment. The duration

of appointment of all paper setters shall be limited to the date of publication of results of the examinations for which he/she is appointed. However, they are eligible for consideration for re-appointment in subsequent examinations.

g) Every Paper-Setter shall be provided with syllabus with as much details as possible, question pattern for the respective paper and model question paper.

6.2. Eligibility for appointment of Paper Setter

None shall ordinarily be appointed as a paper setter unless he possesses teaching experience as mentioned below:

a) For Undergraduate Examination including practical Examination, teachers of Assistant Professor rank, from an affiliated college or University, who have completed at least three (3) years of service.

b) For Postgraduate Examination including practical Examination, teachers of Assistant Professor rank, from any affiliated colleges having Postgraduate programme in that particular subject or from any University, who have completed at least five (5) years of service.

c) No person above the age of sixty five (65) shall be appointed or allowed to continue as a paper setter. However, this can be waived by the Academic Council in special cases.

d) The Principal reserves the right to approve appointments of question paper setters waiving the above requirements in exceptional cases and his/her decision shall be reported to the Academic Council.

6.3 Instructions to Question Paper Setters

a) All question paper setters are required to keep their appointments strictly confidential.

b) Question papers shall be submitted to the Controller of Examinations and Question Papers shall be self-composed or legibly written in the Paper Setters' own handwriting on one side of paper without any alterations, additions, or correction as far as possible. The Paper Setter shall not sign his/her name or put his/her initials on any part of the sheets on which the questions are written.

c) Questions shall be set with relation to the prescribed syllabus and the books recommended by the Academic Council of the College and must conform to the standard and syllabi laid down by the College. Questions are to be evenly distributed over the whole course and cover all the prescribed texts, as specified in the syllabus.

d) Question Papers shall be prepared in such a manner so that a candidate, well prepared in the subject, can reasonably, answer the paper completely within the allotted time and secure full marks.

- e) Each Question Paper must contain the name of the Examination, Year, the name of the Subject, Course, Paper Code, Total Marks assigned, Duration of the Paper. Instructions regarding the answering of different sections in different Answer Booklets, number of questions to be answered or the choice amongst them shall be specific, precise and free from ambiguity. The Marks assigned to each question shall be denoted against the concerned question in the Question Paper and Marks for sub-divisions of questions shall also be indicated.
- f) All questions shall be clear and unequivocal in language. They should be logical in terms of the form and nature of the answer expected. Questions shall not be farfetched, or beyond the scholastic level expected of the student.
- g) No question shall be asked, which require an expression of religious belief on the part of the candidates or which involves any religious controversy.
- h) All the pages shall be numbered. While numbering the pages, the total number of pages shall also be indicated e.g., 1/3, 2/3, 3/3 where 1, 2 etc refers to the numbers of pages and 3 the total number of pages.
- i) Details regarding requirement of drawing sheets, graph paper, tables and charts, if any, to be supplied to the candidates shall be informed separately to the Controller of Examination.
- j) Paper setters shall be requested to refuse assignment immediately if the assignee has any ward or close relative or privately coached students who is going to appear the concerned examination. Such refusal shall be intimated to the Controller of Examination immediately.
- k) Paper setters shall be requested to kindly submit the question paper in original and to destroy all irrelevant drafts and notes.
- l) Paper setters shall be requested to submit a certificate declaring that composing was done by himself /herself and no carbon copy or hard copy or soft copy retained with him.

6.4 Moderation

Controller of Examinations shall constitute a Board of Moderators consisting at least three members for each subject to scrutinize the question papers and the members of the Board of Moderators shall be selected from the panel of teachers and the same be approved by the Principal. Board of Moderators shall meticulously scrutinize the question papers received from the paper setters in the office of the Controller to ensure that

- a) The questions are prepared with the prescribed syllabi and schemes of examinations.
- b) The questions are maintained with the required standard.
- c) The questions are free from typographical and grammatical errors.
- d) The questions are framed with proper allotment and distribution of marks.

6.5 Printing of Question paper

- a) The Board of Moderators shall frame the final copy of question paper after scrutiny and modification if necessary, to achieve the objectives mentioned above.
- b) The Board of Moderators shall hand over the entire question papers in properly labeled and sealed envelopes supplied by the Controller of Examinations.
- c) Controller of Examinations shall maintain a register to record the details of question paper received by him and take the responsibility of printing the question paper with utmost secrecy.
- d) The required number of printed question papers shall be packed in sealed covers with details regarding the name of examination, month and year of examination, name of the subject, date and time of examination and number of copies of question papers enclosed.
- e) Sealed packet of question papers shall be in safe custody of the Controller of Examinations and dispatched duly to the Supervisor of Examinations before the respective examinations.

6.6 Preparation of Answer Booklet

- a) The Answer booklets and the Additional sheets shall be printed as per format approved by the Examination Committee.
- b) The main answer books and additional answer sheets for Undergraduate and Postgraduate examinations, shall be prepared with prescribed format along with different code and serial number.
- c) There shall be provision for invigilators to sign on the facing sheet after verification of entries made by candidates.
- d) There shall be provision for examiners, scrutinisers and Head examiners to affix their signature on the answer script as an acknowledgement of their respective duties.
- e) A specific space shall be provided for indicating marks obtained by the candidate against each question.

7 Conduct of Examinations

7.1 Timetable and Centers of Examinations

- a) The timetable of various examinations shall be issued by the Controller of Examinations in every semester, one month before the commencement of the end semester examinations.

- b) The timetable shall be scheduled carefully to avoid overlap in the subjects or papers of the examinations for any regular or arrear candidate.
- c) All Sessional Examinations and End Term Examinations shall be held at the college premise.

7.2 Instruction to the Supervisor of Examinations

- a) Principal, Chief Controller of Examinations shall appoint Supervisor(s) of Examinations for conducting end semester theoretical and practical examinations of undergraduate and postgraduate programmes.
- b) The Supervisor(s) of Examinations shall collect the roll sheets of the candidates appearing for the examination, required number of answer booklets, additional sheets, various data sheets and the stationeries required for conducting examinations from the Examinations Control at least five days before the commencement of examinations.
- c) The Supervisor(s) of Examinations shall prepare a seat-plan for the candidates according to the roll sheet and send a copy of the same to the Controller of Examinations. Separate accommodation for sick candidates may be arranged if necessary.
- d) The Supervisor(s) of Examinations shall appoint appropriate number of invigilators from among the faculty members considering one invigilator (1) against thirty (30) candidates.
- e) The Supervisor(s) of Examinations shall ensure that any teacher of a certain subject shall not, as far as practicable, be appointed as invigilator on the day on which the examination of that subject takes place.
- f) The Supervisor(s) of Examinations shall receive the packet(s) of question paper from the Controller of examinations one (1) hour before the commencement of examination and s/he shall submit unused question paper(s) after the examination.
- g) The packet(s) of question papers shall be opened in presence of the Principal, Chief Controller of Examinations or any of his representative, forty five (45) minutes before the commencement of examination. Before opening the outer packets of the question papers, the Supervisor of Examinations shall verify that it is the right one for the day or session and assure that it is sealed properly. The Supervisor(s) of Examination shall immediately report to the Controller of Examinations, if any discrepancy found in this regard.
- h) The Supervisor(s) of Examinations shall be responsible for keeping proper accounts of unused main answer booklets, used answer scripts as well as used and unused additional sheets. A register shall be maintained for keeping records specifying details of the series and code of the answer booklets used. A report regarding use of scripts shall be submitted to the Controller of Examinations.
- i) The Supervisor(s) of Examinations shall ensure that the blank main or additional booklets shall not be used for any purpose other than answering questions or doing calculations including rough work by the candidates in the examination hall.

- j) The Supervisor(s) of Examinations shall ensure that the daily attendance of the candidates are recorded properly.
- k) The Supervisor(s) of Examinations shall submit a comprehensive attendance register and a consolidated list of absentee candidates to the Controller of Examinations within three (3) working days after the completion of the particular end semester examinations.
- l) The Supervisor(s) of Examinations shall prepare a detailed list of invigilators with their signature, indicating the date(s), session and room number(s) s/he has invigilated in a given format. The Supervisor(s) of Examinations shall submit the same to the Controller of Examinations within three (3) working days after the completion of the particular end semester examinations.
- m) The Supervisor(s) of Examinations shall ensure that seat arrangement of the candidates properly displayed thirty (30) minutes before the commencement of examination.
- n) The Supervisor(s) of Examinations shall ensure that the invigilator for each room collects the question booklets and answer books Twenty (20) minutes before the commencement of examination and that they proceed to the examination room.
- o) The Supervisor(s) of Examinations shall have the right to expel any candidate for indulging malpractice or adopting unfair means.

7.3 Instruction to the Invigilators

- a) Report to the Supervisor(s) of Examinations at least thirty (30) minutes before the commencement of the examination.
- b) Collect the answer booklets and question papers from the Supervisor(s) of Examinations and proceed to the scheduled room twenty (20) minutes before the commencement of the examination.
- c) Allow candidates only if they have valid Admit Card. Candidates shall be admitted if their roll number is allotted to the seat plan of that room. Otherwise instruct them to contact Supervisor(s) of Examinations for necessary guidelines.
- d) Help the candidates to locate their seats. If any candidates are in possession of mobile phones, programmed calculators, digital diary or any other electronic equipment, instruct them to keep them outside the examination hall. Allow the use of logarithm tables or simple calculators, only if their use is permitted as per the instructions given in the question paper.
- e) Distribute the answer booklets fifteen (15) minutes before the commencement of the examination and instruct the candidates to fill in the roll number and other entries in appropriate places. The invigilator shall put their signature on the answer script after verifying the identity of the candidate and the details filled by the candidate are correct. Student and Invigilator put their signature on the Admit Card specifying the date of examination and serial number of the answer Script of the respective student.

- f) Do not make any correction in the roll number written by a candidate on his/her answer script. In any such cases ask him/her to correct it and then countersign it.
- g) Distribute the question papers at the prescribed hours and ask the candidates to start writing immediately.
- h) Do not give any clarification to the students regarding mistakes in the question paper, mode of answering etc. Draw the attention of the Supervisor(s) of Examinations in this regard.
- i) Do not allow any candidate to write on the question paper. Advise them to use the last page of the answer book for rough work. Do not allow refreshments for the candidates in the examination hall.
- j) Submit unused question papers and answer booklets along with attendance sheet to the Supervisor(s) of Examinations within one hour from the beginning of examinations.
- k) Maintain strict silence in the examination hall. Talking amongst candidates, borrowing of materials etc. shall be strictly prohibited.
- l) If the invigilator finds any candidate using unfair means, immediately take custody of the answer book with the relevant papers and incriminating materials and produce him/her to the Supervisor(s) of Examinations for necessary action.
- m) Ask the candidates at the end of scheduled duration of examination to stop writing and submit their answer scripts.
- n) Arrange all the answer scripts serially in the order of roll numbers and hand over the same to the Supervisor(s) of Examinations. Report to the Supervisor(s) of Examinations before leaving the examination premises.
- n) Allow the candidates to leave the examination hall only after handing over their answer scripts to invigilator even it is blank. Candidate shall be responsible for the loss of his/her script if s/he leaves his/her answer-script on the desk.
- o) During the examination, if any candidate has to go out for a brief duration to attend the call of nature, the invigilator shall record the roll number and the duration of temporary absence in the temporary absentee statement.
- p) No candidate shall be admitted to the examination hall thirty (30) minutes after the commencement of the examination.
- q) No candidate shall be allowed to leave the examination hall before the expiry of one (1) hour from the commencement of examination.
- r) Ask the candidate to surrender his/her question paper if any candidate leaves the examination hall more than one (1) hour earlier than the scheduled time for the close of examination. The candidate shall not be allowed to appear for the examination on

subsequent days if s/he refuses to surrender the question papers, as stated above and the matter shall be reported to the Supervisor(s) of Examinations. However the candidate may collect his/her question paper after the examination.

s) Remain alert and vigilant that no instruction specified in clause 7.4 are violated.

7.4 Instruction to the Candidates

a) Candidates shall download the admit card and take out a hard copy print of the same. They shall bring the print copy of the admit card on all days of the examination failing which they shall not be admitted into the examination hall. If the admit card is lost, the Candidate shall immediately report to the Supervisor(s) of Examinations.

b) **Candidates are permitted to use black or blue inked (preferably black) ball pens for writing answers in examinations.**

c) The candidates shall write their student ID, roll numbers, registration numbers, name of examination and other particulars clearly in the appropriate places of the answer scripts. Instructions given in the answer scripts and question papers should be strictly followed. Candidates are not permitted to write their name or any identification mark anywhere inside the answer script.

d) Candidates shall put their signature on the Admit Card in front of the invigilator specifying the date of Examination and the serial number of the answer script, each day of the examination.

e) Candidates shall not write on the backside of the cover pages. Candidates shall write on both sides of the paper, and additional sheet(s) shall be supplied when his/her answer script is exhausted. Some pages of the answer script can be used for rough calculations. Candidates may cross out such pages before submitting the answer script.

f) Candidates shall not be allowed to write anything on the question paper.

g) Candidates are not allowed to insert any unauthorized sheet or tear out any leaf of the answer script by removing the pins of the original answer-script. Additional sheets supplied by the College duly signed and issued by the invigilator can be attached if necessary.

h) Strict silence should be maintained in the Examination Hall. Candidates shall not be allowed to get clarification or ask questions of any kind from other students during the examination. In case of any doubt, they can seek help only from the invigilator(s).

i) Candidates shall not be allowed to bring any loose papers, books etc. into the Examination Hall. No materials except writing materials, Admit Card, Registration Card, Identity Card and Instrument box shall be allowed in the Examination Hall. **Mobile phones, digital diaries, programmable scientific calculators or any other electronic equipment are strictly prohibited inside the Examination Hall.** Logarithm tables (to be

supplied), simple calculators and other drawing equipment may be allowed as per guidelines mentioned in question paper.

j) Candidates shall take their seat at least twenty (20) minutes before the commencement of the examination. Candidates shall not be allowed to enter the examination hall thirty (30) minutes after the commencement of the examination and a candidate shall not be allowed to leave the examination hall before the expiry of one (1) hour from the commencement of examination.

k) A Candidate shall handover his/ her question paper along with his/ her answer script if s/he wishes to leave the examination hall more than one (1) hour before the end of the examination and any refusal shall debar him/ her from appearing in the subsequent examinations.

l) Candidates shall be permitted to leave the examination hall only after submitting his/her answer scripts to the invigilator(s).

m) Contravention of any of the instructions mentioned above shall render a candidate liable to expulsion or any other actions that may deem appropriate.

7.5 Practical Examinations

a) The Controller of Examinations shall notify the examination schedule of conduct of Practical/ viva-voce examinations at least two (2) weeks prior to the Practical examinations.

b) The HOD of the concerned department shall be responsible for the conduct of the practical/ viva-voce examination(s) in the respective departments. Detailed time table of the Practical examinations, subject wise, batch wise etc. shall be prepared and announced by the HOD, wherever necessary.

c) HODs shall appoint the external examiner and internal examiners of concerned department and inform the same to the Controller of the Examinations.

d) Answer booklets and other stationery materials required for practical examinations shall be collected from the concerned Supervisor of Examinations well in advance.

e) The duration of the Practical Examination of Twenty (20) marks shall be three (3) hours.

f) After the practical examination, evaluated answer scripts shall be packed in separate covers and sent to the Controller of Examinations along with the mark sheets and absentee list in the respective prescribed format and enclosed in covers.

g) The candidates shall bring the print copy of the admit card on all days of the practical examination failing which they shall not be admitted to the examination hall.

7.6 Expulsion of a Candidate

- a) Candidates appearing for an examination shall be under the disciplinary control of the Supervisor(s) of Examinations, and shall obey his/her instructions.
- b) Malpractices such as possession of incriminating material, copying from notes, books or any other written or printed material or electronic gadgets, borrowing the answer script of another candidate to copy, aiding, passing and assisting for copying from main answer script or additional sheets or any kind of written or printed material or electronic gadget, inserting previously written answer sheets brought from outside, threatening or injuring the invigilator or any other person or any such insubordinate behavior by any candidate shall render him/her liable to be expelled from the examination without prejudice to any other actions that may be taken against him/her under the rules of the college.
- c) The candidates, who indulge in any malpractice, or misconduct shall immediately be referred to the Supervisor(s) of Examinations for the initiation of appropriate disciplinary proceedings. If the candidate is liable to be expelled, the Supervisor(s) of Examinations shall obtain a statement from the candidate. Two invigilators shall put their signature on expulsion report as witness. The Supervisor(s) of Examinations shall submit the expulsion report accompanying the answer script, incriminating documents if any and the statement of the candidate to the Controller of Examinations in a separate sealed envelope. A notice shall also be served on the issue to notify that the candidate shall be debarred from appearing in subsequent examinations.
- d) Supervisor(s) of Examinations and/or Disciplinary Action Committee shall have the right to decide and impose punishment according to the cognizance of the malpractice.
- e) Candidate shall be allowed to appeal to the Principal, Chief Controller of Examinations, for reconsidering the disciplinary measures taken against him/ her.

7.7 Postponement of Examination

Scheduled dates of examinations shall not be normally postponed. If the date of an examination is to be changed due to unavoidable reasons, the decision shall be taken by the standing committee and approved by the Governing Body. The standing committee shall be constituted and chaired by the Principal, Chief Controller of Examinations which may contain the Controller of Examinations, Deputy Controller of Examinations, Member Secretary of academic council, Coordinator of IQAC.

8. Evaluation and Scrutiny

8.1 Dispatch of Answer Scripts

a) Roll number wise serially arranged and subject wise bundled packets of answer scripts shall be received by the office of the Controller of Examinations. Answer scripts shall again be shuffled and a Corresponding Reference Number (CRN) shall be assigned to each of the answer script. Thereafter identity masked answer scripts shall be securely packed and the sealed packets of answer scripts shall be dispatched to the examiners.

b) Examiners shall be appointed by the Controller of Examinations in accordance with the requirement of each paper of all subjects of undergraduate and postgraduate programme. The Controller of Examinations shall appoint examiners from the panel of the teachers prescribed by the Board of studies.

8.2. Eligibility for appointment of Examiner

None shall ordinarily be appointed as Examiner unless s/he possesses teaching experience as mentioned below:

a) For Undergraduate Examination including practical Examination, of Assistant Professor rank, teachers from an affiliated college or University, who have completed at least three (3) years of service.

b) For Postgraduate Examination including practical Examination, teachers of Assistant Professor rank, from any affiliated colleges having PG programme in that particular subject or from any University, who have completed at least five (5) years of service.

c) No person above the age of sixtyfive (65) shall be appointed or allowed to continue as an examiner. However, this can be waived by the Academic Council in special cases.

d) The Principal reserves the right to approve appointments of examiner waiving the above requirements in exceptional cases and his/her action shall be reported to the Academic Council.

8.3 Instructions to Examiners

a) The Examiners shall maintain strict secrecy regarding their appointment and other work allotted in connection with the examinations.

b) The Examiners shall ensure that number of answer scripts in the packet tallies with the top sheet and the Corresponding Reference Number (CRN) assigned on the answer script and mark sheet are the same. Discrepancies, if any, should be brought to the notice of the Controller of Examinations immediately.

c) First Examiner shall use only red ink pen inside the answer script to detect mistakes and to assign marks. In case of revaluation the examiner shall use green ink pen for the same purpose.

d) Examiner shall read the question paper carefully and prepare the marking scheme for evaluation of the answer to the concern question/sub-question.

e) Examiner shall give due credit to the step-by-step solution, correctness of the method used, explanations with the help of sketches and final answer. He/she shall also give due credit to the efficacious use of language, neatness and presentation.

- f) The examiner shall record the mark scored in each answer including subpart of the answer on the margin of the answer-scripts.
- g) If the answer to a question is not written on consecutive pages in continuous manner, but written at different places in discontinuous manner, in the same answer script or in additional sheets of that answer script, the examiner shall assign marks to each part separately.
- h) If any candidate has solved more questions than required according to the instructions of the question paper, the examiner nevertheless evaluate all the answers, but shall note the word 'excess answer' against the answer which has secured the lowest score. The total marks of the best combination of answers shall be considered as marks obtained by the examinee.
- i) No fractional marks lesser than $\frac{1}{2}$ (or 0.5) shall be allotted for any answer.
- j) Fraction in total marks scored shall be round of next higher digit.
- k) The examiner shall entry the marks scored against each question in the appropriate box in the table on the cover page of the answer book. The examiner shall mark a dashed line (--) in the related box in the table on the cover page of the answer book while an examinee does not attempt a question but when a question is attempted and has earned zero marks, the entry shall be two zeros (00).
- l) Examiner shall submit a mark sheet in a prescribed format.
- m) In case, all the answers written in an answer book are scratched or crossmarked, the matter shall be brought to the notice of the Controller of Examinations.
- n) Examiners shall report to of the Controller of Examinations about the answer book showing any attempt of adopting unfair means.
- o) All the examiner shall be personally responsible for all answer books allotted to and received by him/her until they have been duly examined and returned to the Controller of Examinations.

8.4. Eligibility for appointment of Scrutiniser

None shall ordinarily be appointed as Scrutiniser unless s/he possesses teaching experience as mentioned below:

- a) For Undergraduate Examination including practical Examination, teachers of Assistant Professor rank, from an affiliated college or University, who have completed at least three (3) years of service.
- b) For Postgraduate Examination including practical Examination, teachers of Assistant Professor rank, from any affiliated colleges having PG programme in that particular subject or from any University, who have completed at least five (5) years of service.

c) No person above the age of sixtyfive (65) shall be appointed or allowed to continue as a scrutiniser. However, this can be waived by the Academic Council in special cases.

d) The Principal reserves the right to approve appointments of scrutiniser waiving the above requirements in exceptional cases and his/her decision shall be reported to the Academic Council.

8.5 Instructions to Scrutiniser

Scrutiniser shall prepare final Mark Sheets comparing Corresponding Reference Number (CRN) and Roll Numbers of the Candidates and shall check the following matters—

a) That the total number of questions answered does not exceed the number required to be answered.

b) That no answer has been marked twice.

c) That no extra answer has been taken into account.

d) That no answer has been given marks more than allotted to it.

e) That no answer remains un-evaluated.

f) That there has been no mistake in adding up total marks.

g) That the marks recorded in the Answer scripts are duly entered in the table in the front cover of the Answer Script.

h) That the marks in the answer scripts tally with the marks in the mark-sheet.

8.6. Eligibility, Appointment and Duty of Head Examiner

Controller of Examinations shall appoint the Head Examiners from the panel of teachers approved by the Board of Studies in accordance with qualification mentioned below.

a) For Undergraduate Examination including practical Examination, teachers of Assistant Professor rank, from an affiliated college or University, who have completed at least ten (10) years of service.

b) For Postgraduate Examination including practical Examination, teachers of Assistant Professor rank, from any affiliated colleges having PG programme in that particular subject or from any University, who have completed at least Fifteen (15) years of service.

c) No person above the age of sixtyfive (65) shall be appointed or allowed to continue as Head Examiner. However, this restriction can be waived by the Academic Council in special cases.

d) The Principal reserves the right to approve appointments of Head Examiner waiving the above requirements in exceptional cases and his/her decision shall be reported to the Academic Council.

Head Examiner shall be responsible to check the Answer Scripts randomly and affix his/her signature on 10% of the Answer Scripts. It is a responsibility of the Head Examiner to arrive at a final decision regarding discrepancies detected by the Scrutiniser.

9. Tabulation and Result

a) Final Marksheets of each course of all the disciplines prepared by the Scrutiniser and confirmed by the Head Examiner shall be given to the Tabulator. The marks of End Semester Examination and Internal Assessment of each Candidate shall be tabulated in the Examination Database maintained in a well secured computer server with restricted access.

b) The marks tabulated by the Tabulator shall be checked and validated by the Deputy Controllers. The entire process of calculating the final result of all the students shall be automated using appropriate computer programmes.

c) Result prepared by the Office of the Controller of Examinations shall be approved by the Governing Body of the Nowgong College (Autonomous) and shall be declared by the Principal, Chief Controller of Examinations.

d) Grade Cards of the Candidates shall be issued and uploaded in the Examination Portal after declaration of the Result.

e) Candidates shall be entitled to proceed for Verification, Re-evaluation, Betterment or Arrear Examination following respective procedures.

10. Miscellaneous

10.1 Scribe/reader/ lab assistant

A candidate with temporary or permanent disability to write an Examination shall be eligible to engage a Scribe for writing in Answer Scripts as per Regulations framed by UGC

a) Candidates with benchmark disabilities shall be allowed to engage a Scribe/reader/ lab assistant on production of a Disability Certificate issued by a competent Medical Authority or Medical Certificate from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of Government Health Care Institution, in a prescribed proforma, ensuring that the Candidate has physical limitations to write and a scribe is essential to write the Examination on his/her behalf.

b) Candidates should have the discretion of opting for his own Scribe/reader/ lab assistant or request the Examination Body for the same. The Examining Body may also identify the Scribe/reader/ lab assistant to make panels at the District level as per requirement of the Examination. In such instances the candidate should be allowed to meet the scribe two days before the Examination so that the Candidate get a chance to check and verify whether the scribe is suitable or not.

c) In case Examining Body provides the Scribe/reader/ lab assistant, it shall be ensured that qualification of the scribe should not be more than the minimum qualification criteria of the Examination. However, the qualification of the Scribe/reader/ lab assistant should always be High School Leaving Certificate Examination passed or above.

d) In case the Candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the Candidate taking Examination. The Candidate with benchmark disabilities opting for own Scribe/reader/ lab assistant should submit details of the own scribe in a prescribed proforma.

e) The Candidate should also be allowed to take more than one Scribe/reader/ for writing different papers especially for languages. However, there can be only one scribe per subject.
