

UNIVERSITY



OF MYSORE

CONDUCT OF EXAMINATIONS

A Reference Manual
for
Heads of Institutions
and Chief Superintendents

2019

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*A Reference Manual for Heads of Institutions and
Chief Superintendents.*

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FOREWORD

The University Manual for Conduct of Examinations which is being consulted/ followed now has not been revised for quite a long time and I am sure lot of operational changes have occurred in the process of conducting the examinations over this period. Realizing this change, the University is bringing out the revised edition of the Manual for Conduct of Examinations which should serve as a Reference Manual for all those who are involved in the process of conducting University Examinations.

I thank Dr. H.M. Mahadevan, Registrar (Evaluation), his supporting Staff and the Prof. N.S. Harinarayana, Director of IQAC and his team who are responsible for bringing out this revised edition of the Reference Manual.

Any suggestion for the improvement of the procedures laid down in this Manual is most welcome.


Prof. G. Hemantha Kumar
Vice-Chancellor
Vice-Chancellor
University of Mysore
Mysuru-570 005

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CHAPTER I

1.1 APPLICATION FOR EXAMINATIONS

- a) The cycle of examinations maybe said to commence with the issue of Notification and receipt of Applications for examinations. Heads of Institutions presenting candidates shall send requisition to the Registrar (Evaluation) for supply of blank Application Forms and Admission Tickets soon after the Notification on the examinations is received or in anticipation of such Notification.
- b) The Proforma of the Indent is given in Appendix-I.

1.2 EXAMINATION FEES

- a) Candidates appearing for an examination for the first time have to pay the full fees prescribed for the whole examination. There is no provision for the candidates to appear only for a part of an examination in their first appearance. It shall be carefully checked whether the prescribed fee for the examination including the Application Fee, fee for supplying the Marks Card and Processing fee has been paid by the Candidates.
- b) The rates of Examination Fee for various examinations and for different parts/ divisions/ papers will be as fixed by the University from time to time and duly notified. The rates of Examination Fee, Marks Card Fee, Application Form Fee, and Processing Fee will be in the respective notifications as in separate circulars.
- c) Candidates for examinations whether Freshers or Repeaters shall pay the examination fees in the college where they have studied last and obtain the receipts.
- d) Cheques, Drafts, Money Orders or Postal Orders shall not be accepted.
- e) The Receipt shall be pasted by the candidate on the reverse side of the Application Form.
- f) i) Examination Fee, Marks Card Fee, Application Form Fee, and the Process Fee collected by the college should be credited to the FEES AND REMUNERATION ACCOUNT of the Mysore University Funds. However, candidates appearing through the Institute of Correspondence Course and Continuing Education shall pay the examination fee as per instructions issued from time to time.

ii) Out of the amount collected and credited to the University funds as Processing Fees, at the rate fixed by the University from time to time per candidate maybe claimed after all the examinations are over as detailed under chapter -Remuneration- Page no. 46 to meet the expenditure towards preparation of Candidates' List (Pen Drive) and Remuneration to the Ministerial Staff who were actually involved in pre and post examination work in the college.
- g) Statement in the prescribed form showing the details of daily remittance and the counterfoil of the pay-in -slips should be sent to the Registrar (Evaluation) along with the Examination Applications and the Candidates' List without which the Applications are liable to be rejected.
- h) Even in the event of delay in the announcement of result of revaluation or TAL cases, those candidates also should pay the fee and submit the Application in time along with

other candidates. Under no circumstance, their late payment of fee or late submission of Applications will be accepted.

- i) In the event of Pass in revaluation, or pass on announcement of TAL cases, the fees paid for the examination will be refunded. The Application for refund (Application forms available in the College) shall be sent through the College. Under no circumstance, fee once paid/collected for any examination will be refunded or adjusted for any future examination.

1.3 FILLING UP OF APPLICATIONS

- a) Candidates whether Freshers or Repeaters have to send their Applications for examinations through the college where they studied last. Applications of candidates who have studied one year of the course in one college of Mysore University and the subsequent year of the course in another college, should not be accepted in the first college even for the earlier year examination and they should be directed to submit their Applications through the second college i.e., the college where they are studying or studied last.
- b) The candidates may be clearly instructed as to the mode of filling the Application Forms. Name of the candidate shall be the same as in the Admission Register maintained in the college. Candidates shall write their names in full with initials in their applications. Change of name, if any, shall be supported by a copy of the University Order approving it.
- c) In the event of wrong entry of name or wrong spelling in the Marks Card, fresh Marks Card will only be issued by the University on receipt of Application through the College in case the mistake has crept in at Tabulation level. However, if the candidate has given slightly different name or different spellings in the Application Form, other than what he has given at the time of Admission to the College, in such a case the candidate will have to pay the prescribed fee for the issue of fresh Marks Card and apply through the Institution where he or she studied last.
- d) The Application Form is the same for the Freshers and Repeaters. Only one Application has to be submitted for all the examinations. For instance, a candidate appearing for Second BA and First BA simultaneously has to submit only one Application giving details of each examination in the respective columns.
- e) In respect of all examinations, the medium of instruction shall be specifically mentioned in the column provided in the Application Form.
- f) Register Number, year and month of passing the previous qualifying examination shall be checked with reference to the Office records and mistakes, if any, be rectified.
- g) In the case of failed candidates, the Register Number, year and month of first appearance and subsequent appearances shall be checked. If part or parts already completed, exemption or the benefit of ordinance which the candidate has obtained at the previous attempts shall be clearly indicated giving Register Number, month and year. The part/subjects in which the candidate desires to take the examination shall be noted in the columns provided for the purpose, both in the Application Form and in the Candidate List. Copies of the Marks Cards of the earlier examinations passed need not be attached to the

Application Form in respect of Computerized Examinations and shall be attached in respect of non-computerized examinations.

- h)** In respect of fresh candidates of first year, the college shall assign the Register Number, out of the range of Register Numbers supplied by the University and write the same in the space provided in the Application Form for examinations which are, not computerized. In respect of candidates for the second/third year, as well as Repeaters, the candidates should fill their original Register Numbers assigned to them in the first year in the space provided. The space provided to write the serial number need not be filled by the candidates. After receiving the Applications, the College office should assign the serial numbers. Each candidate will carry/continue the same Register Number throughout the course and for all examinations thereof.
- i)** In the case of candidates who migrate from other Universities, the certified Photostat copies of Marks Cards of earlier examinations passed and a copy of the Letter conveying the approval of admission by the Registrar of Mysore University shall also be enclosed along with the Application Form, without fail.
- j)** The college shall scrutinize and take full responsibility for all the entries made in the Applications by the candidates.
- k)** The column Progress and Attendance in the Application Forms in respect of candidates appearing for an examination for the first time shall be filled up after checking the Attendance of the candidates. Candidates whose Attendance is not satisfactory at the time of scrutiny but who are likely to makeup the shortage during the remaining part of the term shall be cautioned of the deficiency by notifying their names and extent of deficiency on the Notice Board of the College. The Applications of such candidates may be accepted after obtaining an undertaking from them to the effect that they are applying for the examination at their own risk' as per the Proforma given (Appendix-II).
- l)** If the last date for the receipt of Applications is declared a General Holiday, for any reason, the Heads of Institutions may receive the Application and Fee on the following working day.
- m)** Heads of Institutions may use Facsimile of their signature when the number of Applications is large.
- n)** In the case of candidates appearing for the first time, clear instructions shall be given that they have to produce the class records (in respect of subjects with practical examinations) at the time of taking practical examinations by making an announcement in the class rooms and also by announcing the same on the Notice Board. No candidate shall be permitted to take the Practical Examination without producing the class record, duly certified by the Head of the Department when he/she appears for the first time.

1.4 REJECTION/IMPROVEMENT OF RESULTS

- a) The candidates can reject their results of the whole examination of single appearance within 30 days from the date of announcement of results, wherever provided in the relevant regulations governing the course and such applications shall be forwarded to the Registrar (Evaluation) with specific recommendations of the Principal. There is no provision to reject the results subject-wise or paper-wise in case of BA/B.Sc./B.Com/BFA etc., examinations. While forwarding the Applications, it has to be verified whether the candidate is exercising this option for the first time as there is no provision to reject the results of any examination more than once.
- b) The Original Marks Card has to be surrendered along with the Application for rejection of results.
- c) A fee for rejection together with an Application fee as prescribed by the University from time to time has to be collected for each case of rejection and the Receipt/Challan for having paid the prescribed fee has to be enclosed to the Application. The prescribed form of Application is given in Appendix-III.
- d)
 - (i) Provided further, wherever provision for improvement of marks in the whole examination or in course/s of a Semester Examination is made, the relevant regulations shall be followed.
 - (ii) These candidates shall also pay a fee together with the Application Fee as prescribed by the University from time to time, while sending their Application for permission to sit for the examination for improvement of marks. The format of the Application Form will be given in the respective notifications.
- e) After having received the permission of the University for the rejection/improvement of results, the same may be recorded against the candidate concerned in the Marks Register maintained in the College/Institution.
- f) In the case of those Candidates who have been permitted to reject the results/improve marks, their examination Applications have to be sent separately with a Covering Letter indicating that those Applications are of the candidates who have rejected/applied for improvement of their results/marks.

1.5 ASSIGNMENT OF REGISTER NUMBERS

- a) The University assigns the range of Register Numbers to each college every year to be assigned to the candidates admitted during the corresponding year, in case of all non-computerized examinations. This range changes every year.
- b) The College shall assign the Register Numbers to the fresh candidates of first year out of the range of Register Numbers given by the Registrar (Evaluation) in respect of non-computerized examinations each year. Once a Register Number is assigned to a Candidate for the First Year Examination, the same shall be continued until the candidate completes the particular course.

- c) The Register Number assigned to a candidate by an Institution will hold good even when the candidate is transferred to another Institution within the University area.
- d) If a candidate migrates from another University and joins the second or the third year of the course in a college in this University, such a candidate may be assigned the Register Number from the range of the respective year of admission to the first year class in respect of non-computerized examinations. (E.g., A student coming from any college of any other University and joining the second year of the course in a college of Mysore University area in 2020-21 shall be assigned the Register Number from the range of 19-20 batch).

1.6 SCRUTINY OF APPLICATIONS

- a) Candidates have to send their Application for examinations through the college in which they have studied last unless they have joined another college in the middle of the course for further instruction. Applications of candidates who have studied last in another college shall not be accepted but returned immediately to the candidate to submit it through the concerned college. E.g., Candidate A has studied in College X in 2019 and College Y in 2020. His/her application shall not be accepted by college X.
- b) Name of the candidate shall be the same as in the Admission Register maintained in the college. Candidate shall write their names in full in their Applications. Change of name, if any, shall be supported by a copy of the University order approving it and the name before such change shall also be mentioned in brackets.
- c) In respect of all examinations the medium in which the candidate writes the examination shall be specifically mentioned in the column provided in the application form.
- d) Eligibility Certificates issued by the University of Mysore shall be attached in case of candidates coming from other Universities.
- e) Year and month of passing the previous examinations shall be checked with reference to the Office records and mistakes, if any, rectified.
- f) In case of failed candidates, the year and month of first appearance and subsequent appearances shall be checked. Part or parts already completed, exemption or the benefit of Ordinance which the candidate has obtained at the previous attempt shall be clearly indicated giving month, and year. The part or parts in which the candidate desires to take the examination shall be noted in the column provided for the purpose both in the Application Form and in the Candidates' List.
- g) The column 'Progress and Attendance' in the Application Forms of Candidates appearing for an examination for the first time, shall be filled up after checking the Attendance and progress of the candidate. Candidates whose Attendance is not satisfactory at the time of scrutiny but who are likely to make up the shortage during the remaining part of the term, shall be warned of the deficiency by notifying their names and extent of deficiency on the notice board.

- h)** Each candidate has to affix his Passport size Photograph (recently taken) to' the Application and to the Admission Ticket.
- I)** Each candidate has to attach certified Photostat Copies of the Marks Cards of all the previous examination/s (i.e., first year, first and second year, I, II and III Year as the case may be)in respect of all non-computerized examinations.
- j)** Each Photograph has to be identified by the Head of the College by putting signature/facsimile on it, without which his/her application is liable to be rejected and the candidate will not be permitted to appear for the examination concerned.
- k)** Candidates' List (first four copies) of I year /Semester, II Year/semester and III Year/semester etc., along with the concerned Application Forms and Admission Tickets should be bundled for each of the Degree programmes separately (viz., BA/B.Sc./B.Com etc.,) duly super scribing on the bundle the name of the Degree in respect of all non-computerized examinations.
- l)** All Applications of the I year/Semester. II Year/Semester and III Year/Semester etc., which the candidates have received in the college/Institute should be stitched properly in the same order corresponding to the names in the Candidates' List accompanying the Applications. This is necessary to ensure that no Application is lost or misplaced at any stage.
- m)** The following certificates must be recorded at the end of the Candidates List for each of the I/II/III Year/Semester etc., examination by the Head of the College/Institution:
 - i)** Certified that the names of all the candidates whose Applications, for examination has been received in the college/Institution are included in the Candidates' List vide page number/s I to ____
 - ii)** Certified that the Name, Register Number, Subjects Appeared and Passed in respect of all the Candidates included in the typed Candidates' List are verified and found correct.
 - iii)** Certified that the Examination and other fees collected as per rules in force from all the candidates included in the Candidates' List has been remitted to "Fee and Remuneration Account" of the University of Mysore vide Challan no..... dated
 - iv)** Certified that the fees statement and the duplicate Challan for having remitted the examination fee collected has been separately sent in letter No..... Dt.....
 - v)** Certified that all the candidates whose names have been included in the Candidates' List are eligible for appearing to the university examination as per Mysore University Regulations in force.

1.7. PREPARATION OF CANDIDATES' LIST - GENERAL INSTRUCTIONS.

- a) Applications for non-computerized examinations (i.e., First BA, Final B.Sc.. II BE Course etc) shall be accompanied by the Candidates' List, in Quadruplicate typed in the prescribed form.
- b) Names in the Candidates' List shall be typed in full in the following order
 - i) Candidates appearing for the first time (Freshers) for all the subjects shall be arranged alphabetically under each combination under the heading 'Regular Candidates'. The names of female candidates must be underlined.
 - ii) Candidates appearing for the second or a subsequent time and appearing for all parts/groups/papers shall be arranged alphabetically under each combination under the heading REPEATERS. In case of Supplementary Examinations, all the candidates shall be considered REPEATER candidates.

NOTE: In case of BA, B.Sc., B.Com, M.A., Etc., examinations names of candidates offering Kannada as Medium of Examination shall be shown separately in the Candidates' List under the heading KANNADA MEDIUM STUDENTS, for both Repeaters and Regular candidates

- iii) In case of the candidates appearing for some subject/s only their name shall be included under the respective examinations i.e., I BA, II B.Sc., etc depending upon the Optional subjects they have taken
 - iv) In case of Repeaters, when a candidate does not apply for any subject/s which he/she has not completed, the words "NOT APPLIED" shall be typed in the blank space under these subject/s.
 - v) The word "DITTO" shall not be used to-indicate the subjects but the matter shall be repeated or typed again wherever necessary.
 - vi) The column 'Register Number' in the blank Candidates' List is to be filled up by the college as described earlier in case of non-computerized examinations.
 - vii) Sufficient provision of 1 to 20 Register Numbers may be left in-between the two courses in the range of Register Numbers allotted to the College to assign them to transferred students from other Universities, if any, if required at a later date.
 - viii) In case of candidates appearing simultaneously for the whole/part of the lower previous year/semester examination along with the higher examination, it shall be indicated in the Candidates' List of the higher examination against such candidates to avoid wrong declaration of results.
- E.g.** If a candidate appears for a subject/s of First year/semester examination along with II year/semester examination, it shall be noted in the II year/semester Candidates' List against the-concerned candidate as, "appears for First year/semester examination also"
- ix) If any candidate belongs either to the Scheduled Caste or Scheduled Tribe, it shall be noted in the Candidates' List forwarded to the University, to enable to furnish statistical

information to the State/Central Government whenever required. **HOWEVER IT SHALL NOT BE NOTED IN THE ADMISSION TICKET OR ANYWHERE ELSE.**

1.8 DISPATCH OF CANDIDATES' LIST AND APPLICATION FORMS

- a) Heads of Institutions shall send the cyclostyled copies of the Candidates' List in Quadruplicate along with the filled in Applications of the Candidates to the Registrar (Evaluation) within the prescribed date of deadline.
- b) The last date for payment of examination fee by the candidate or for dispatching the Candidates' List by the college will not be extended under normal circumstances
- c)
 - i) In respect of all examinations which are computerized (i.e., BA/B.Sc./B.Com/B.Ed LLB/BE etc.,) the heads of Colleges/Institution shall prepare the Candidates' List for I year/I Semester Freshers only, in a "CD/PEN DRIVE" as per the format given in Appendix-IV.
 - ii) The CD/PEN DRIVE along with Two Copies of the Candidates' List together with the Application Forms and other enclosures shall be sent to the Registrar (Evaluation) before the last date fixed for each examination through a messenger, (i.e., one of the responsible office staff) of the college concerned.
 - iii) For all computerized examinations, the Register Numbers given/allotted to the Freshers will be assigned by the University only and the Colleges/Institution shall not assign any number.
 - iv) The messenger who brings the CD/PEN DRIVE of First Year/Semester Freshers along with the Applications etc., (so deputed by the College/Institution) will see that the matter is transferred from the CD/PEN DRIVE to the University Computer and then take back the CD/PEN DRIVE to the College/Institution for future use.
 - v) In the event of a CD/PEN DRIVE sent by any of the Colleges/Institutions could not be properly transferred) read, such a CD/PEN DRIVE will have to be taken back by the messenger to the College/Institution and the rectified CD/PEN DRIVE has to be brought back at the shortest possible time and ensure that the matter is transferred to the University Computer.
 - vi) The Heads of the Colleges/Institutions are required to be more careful while getting the CD/PEN DRIVE done to avoid unnecessary problems in the transfer of the matter from the College/Institution CD/PEN DRIVE to the University Computer.
 - vii) In respect of computerized examinations also the Register Number once assigned to a candidate at his first appearance to the University examination for a course he pursues in the University/affiliated college, shall continue for all examinations till he completes that course.
 - viii) In respect of all computerized examinations, the University will supply two copies of candidates' List to the Heads of colleges pertaining to then-college, who had failed in previous examinations and are eligible for appearing to the next examination.

ix) The Heads of Colleges in turn will properly scrutinize and make all corrections that are necessary to the Candidates' List and return one copy of the corrected Candidates' List along with the Application Forms and other enclosures on or before the date fixed by the Registrar (Evaluation).

x) Heads of Colleges should adhere to the schedule in view of the fact that any delayed action on their side will dislocate the entire examination programme.

xi) If any candidate belongs either to a scheduled caste or a scheduled tribe it shall be recorded against such candidates in the floppy disc so sent to the University to enable to furnish statistical information to State/Central Government, whenever required. However, it shall not be noted in the admission ticket or anywhere else.

- d)** A detailed statement showing the exact number of candidates registered (both with and without penal fee cases included) for each subject under each examination shall be sent in duplicate while forwarding the applications as per the Proforma given in the appendix-V.
- e)** This is a very important statement for getting the number of question papers printed. Hence, it shall be prepared carefully and sent on time. A certificate shall be recorded in the form that it is accurate and that there are no omissions.

NOTE: After the collection of question papers from the University by any Institute/college on such date fixed by the Registrar (Evaluation) and reaching their college, in the event of their noticing that some question paper was not indented by them originally and hence not supplied by the university and makes afresh request for supply of that question paper subsequently, the concerned institution/college shall depute a responsible official/teacher for collection of such question paper/s. The University will not pay TA and DA to the person so deputed to collect the question paper. (and it shall be borne by the college itself out of the portion of process fee given to the college if the mistake is not on the part of the University).

1.9 STATEMENT OF EXAMINATION FEE.

- a)** The details of the rates of fees for various examinations are to be obtained periodically from the Office of the Registrar (Evaluation). Normally the rates are given in the concerned Notification.
- b)** A statement in DUPLICATE giving details of examination fee paid by the candidates in the Proforma given in Appendix VI shall be sent along with the candidates list.
- c)** The above referred statements may be prepared class wise and course-wise and in the order in which the register numbers are given.
- d)** The counterfoils of the pay-in-slips should be arranged chronologically and the statement is to be prepared accordingly.
- e)** While certain categories of students are exempted from payment of examination fee, all the candidates irrespective of the fact whether they are exempted from payment of

examination fee or not have to pay the application form fee, 'marks card fee, and the process fee.

1.10 EXEMPTION OF FEE:

- a) The statement showing the details of fee exempted in the case of students whose family annual income is not more than the amount fixed by the Government from time to time for the concessions and also of candidates belonging to SC/ST/BCs shall be prepared SEPARATELY and attached to the Candidates' List. The statement may be prepared as per the Proforma given in Appendix VIII. In case the sanction order is not received from the competent authority at the time of submitting the candidates list a reference to that effect may be made in the remarks column and as and when the sanction is received it may be intimated to the Registrar (Evaluation).
- b) The following certificates should be furnished below the statement:
 - i) Certified that the exemption of examination fee has been given as per the existing Government Orders and the original certificate issued by the competent authority have been verified.
 - ii) Certified that the exemption shown in the statement has been sanctioned vide orders no..... dt..... Of the Regional Deputy Director of Collegiate Education,/Principal/Joint Director (write only whichever is relevant).
 - iii) Certified that the candidates named in the statement for whom exemption of examination fee is claimed, have been regular in attendance and have conformed to the relevant rules.
 - iv) Certified that the management of the Institution has not collected any amount pertaining to those candidates towards examination fee.
 - v) Certified that the amount claimed in this statement has not been claimed or drawn previously.

NOTE: Any other direction that may be issued from time to time in this regard shall be followed.

- c) The above statement may be sent to the Office of the Registrar (Evaluation) only after obtaining the sanction from the competent authority. There must be clear indication in the statement that sanction has been accorded for the exemption of examination fee, in particular.
- d) Two copies of the sanction order obtained from the competent authority shall necessarily be appended to the statement to facilitate the University to claim the reimbursement of the examination fee of the candidates listed in the said statement.
- e) In respect of SC/ST candidates who are eligible for Government of India Scholarship, the examination fees will be reimbursed by the District Social Welfare Officer of the concerned Districts. Heads of the Institutions have to claim the examination fee also along with other items of fee such as tuition fee, sports fee, reading room fee etc. They

need not apply for examination fee only in respect of (he SC/ST candidates in a separate form. Hence, Heads of Institutions have to arrange to collect the examination fee in the case of SC/ST students who are eligible for the Government of India scholarship and remit the same to the Mysore University Funds. In respect of other SC/ST candidates(repeaters) who are not eligible for the Government of India scholarship, the exemption of examination fee of such candidates has to be sanctioned by the Regional Deputy Director of Collegiate Education or authority competent to sanction examination fee, as the case may be. Hence, it may be arranged to obtain the necessary sanction order.

- f)** The detailed statement in triplicate showing the examination fee exempted in respect of SC/ST candidates who are not eligible for the Government of India Scholarship and as sanctioned by the competent authority may be sent to the Registrar (evaluation) along with two copies of the sanction order.
- g)** In the case of candidates belonging to Backward Tribe, the fee will be reimbursed by the District Officer for Backward Classes and Minorities. This also has to be got sanctioned by the competent authority.
- h)** All the above particulars are to be sent to the Registrar (Evaluation) along with the candidates list on or before the date prescribed. Any delay in sending the Candidates' List would cause difficulty in scrutinizing and returning the same after due approval. Hence, the college authorities have to see that the candidates list and other statements are prepared strictly according to the instructions given above and send the same so as to reach the Registrar (Evaluation) promptly on or before the date fixed.
- i)** As the preparation, scrutiny and dispatch of Candidates' List without any omission or delay is of such crucial importance, it is necessary that the entire procedure is clearly understood by the Clerical Staff of the Institutions on whom the burden of preparing and scrutinizing the lists mainly falls. It is also necessary that the Heads of Institutions evince personal interest in this item of work to ensure that the lists are prepared Correctly and without any omissions, properly scrutinized and send to the Registrar (Evaluation) along with all the required statements according to the time schedule prescribed. It need not be over-emphasized that delay in sending the candidates lists and forwarding the applications will seriously upset the examination programme since;
 - i)** timely action cannot be taken to get the Question Papers, set and printed on time;
 - ii)** time-table for the examinations cannot be finalized.
 - iii)** The Examination Branch will not have sufficient time for the proper scrutiny of the Candidates' List. As a result, errors in the spellings of the names of the candidates and in the exemptions given may creep into the Candidates' List, leading occasionally even to the wrong declaration of results
 - iv)** Approved Candidates' List cannot be sent to the concerned centers on time, which will result in considerable inconvenience to the Chief Superintendents and also to the candidates.

1.11 CHANGE OF CENTRE FOR UNIVERSITY EXAMINATIONS

1. Change of centre for University Examinations may be granted to students within the jurisdiction of the University at the discretion of the Vice-Chancellor provided: ,

- a) the candidate seeking change of centre is a repeater for said examinations.
- b) the examination and paper/s are available in the institution to which change of centre is sought; and
- c) the change of centre for a male is not sought to a women's college.

2. A candidate seeking change of centre for any University Examinations shall make an application to the Registrar (Evaluation) through the Head of the Institution where he studied last giving reasons for such change of centre provided he has paid the examination fee and submitted his application for the University Examination.

3. The Head of the Institution shall collect a fee for Rs. 10/- and remit the same to the F&R Account of the University Funds, and forward the application for change of centre along with the counterfoil of the Challan immediately to the Registrar (Evaluation), with his comments regarding the grant of change of centre.

4. The Registrar (Evaluation) may put up all such applications received from the Head of the Institutions for orders of the Vice-chancellor with his recommendations in the matter of grant of change of centre.

5. After the receipt of the orders of the Vice-chancellor, the candidate and the Head of the Institutions concerned shall be informed of the decisions of the University.

6. Wherever a change of centre is permitted by the University, the Head of the College through which the candidate has routed his application shall collect the fee as prescribed by the University from time to time for such change of centre-and remit the same to the F&R account of the Mysore University Funds and send the Challan to the Registrar(Evaluation).

7. Change of centre wherever granted is valid only for a particular examination, during a session (i.e., I BA/III B.Com., etc.)

8. The orders of the Vice-Chancellor on grant or rejection-of change of centre is final.

CHAPTER II

ATTENDANCE REQUIREMENTS

- 2.1** The minimum requirement of Attendance differs from Course to Course.
- 2.2** The Attendance requirement of the Courses are specified in the Regulations governing each Course.
- 2.3** If the candidate is short of Attendance in any one particular subject, he/she shall not be allowed to take the whole examination irrespective of his/her having Attendance in other subjects/parts unless such a provision has been specifically provided for in the concerned Regulations notified by the University.
- 2.4** As application for examinations are called long before the close of the Semester Term or the Academic year as the case may be, it may not be possible to calculate the Attendance of the candidates at the time of dispatch of Applications to the University (Refer 1.3 k).
- 2.5** (a) In calculating the number of periods, the actual number of periods held in a subject including the practical hours, as the case may be, shall be taken into consideration. The calculation shall be made normally from the date of commencement of the term days in respect of students other than First Year/I semester course. In case of students joining the First year/Semester of any course afresh, Attendance shall be calculated from the last date fixed for Admission to the course.
- However, when the University permits an Admission to a Course, after the last date originally prescribed is over, to comply with the orders of Court or on its own as a special case for good reasons, Attendance shall be calculated from the date of the actual Admission of the candidate.
- (b) if any candidate joins the Course late on his own by giving an undertaking to the effect that "Attendance shall be at his own risk" , the calculation of Attendance shall be made from the date of commencement of classes.
- (c) So far as the students who join the course in the middle of the Academic year/term on transfer basis from another University or Institution, the percentage of Attendance put in by the candidate in the other University/Institution before such Transfer Admission and the percentage of Attendance put in the present Institution shall be added for calculation of Attendance.
- 2.6** Generally the Candidates' List is sent before the closure of term days. In such cases, the calculation of Attendance may be made assuming that the candidate would attend all the remaining classes. In the marginal cases, specific undertaking should be obtained from the candidates to the effect that he/she is taking the examination at his/her own risk(Appendix-II).
- 2.7** In some cases, the actual classes would have been over before the term days closes. In such cases, the calculation should be done presuming that the classes have been held till the last date of the term days and assuming that the candidate has attended all classes till the last date.
- 2.8** Students who participate in the various activities such as Sports, NSS, NCC., Scout camps conducted by the University or the Government with specific permission of the Principal could also be given Attendance for the reasonable period of their being away from the college.

- 2.9** In respect of all examinations the names of candidates whose Attendance falls short of the prescribed minimum shall be notified on the Notice Board and the statement showing the names of such candidates shall be sent to the Registrar (Evaluation), at least one week before the date of commencement of the concerned examination. Such candidates shall not be issued the Admission Tickets and allowed to write the examination even though the names had been included in the candidates list.
- 2.10** Payment of fee does not automatically entitle the candidate to appear for the examination, unless the candidate submits the Application within the last date prescribed and also the other conditions such as Attendance, satisfactory conduct etc, are fulfilled.
- 2.11** Those who run short of Attendance, will have to repeat their Course as per respective regulations and could appear subsequently on fulfilling the requirement.

CHAPTER - III

ANSWER BOOKS AND STATIONERY

- 3.1** Simultaneously with the dispatch of Applications for the examinations, the Head of the Institution (if it is a centre of examination) shall send to the Registrar Evaluation an indent for the supply of blank Answer books, Additional Answer Books, Cloth Bags, Tags/White Twine Thread Balls, Sealing Wax, various kinds of forms and other materials required for the conduct of examinations.
- 3.2** The following types of Answer Books and Additional Answer Books are supplied by the University.
- (a) For Post-graduate examinations - 16 pages Theory Answer Books (main) bearing serial numbers.
 - (b) For all Under-graduate examinations other than coded examinations - 16 pages Theory Answer Books (main) bearing sl.nos.
 - (c) 4 pages Additional Answer books bearing Sl.nos. common for all Theory examinations including Postgraduate examinations, except coded examinations.
 - (d) 8 page Practical/Clinical Books (Main) with Serial numbers for all Examinations including Postgraduate examinations.
 - (e) 4 page Additional Answer Books for Practical/Clinical Examinations with Serial Numbers for all Undergraduate and Postgraduate Practical examinations.
 - (f) 16 page coded Answer Books with Serial Numbers for Coded Examination.
 - (g) 4 page Coded Additional Answer Books which do not contain Serial Numbers for Coded Examinations.
- 3.3** Each candidate has to be supplied only one main Answer Book unless he/she is required to answer different parts/sections separately.
- 3.4** Additional Answer Books have to be supplied only after the Candidate completes the main Answer Book.
- 3.5** The blank Answer Books returned to the Chief Superintendent by the Room Superintendents (when certain Candidates remain absent for an examination) shall be used at the subsequent session of the examination.
- 3.6** All Answer Books, Additional Answer Books, Cloth Bags and other items of Stationery supplied for the conduct of University Examinations shall be used solely for the purpose of Mysore University Examinations and under no circumstances, should they be used for other purposes.
- 3.7** The University in addition to the various kinds of blank Answer Books, supplies the following printed Stationeries:
- i. Examination Application Forms
 - ii. TA Bill Forms
 - iii. Remuneration Bill Forms

- iv. —A— Form and Marks List (Theory)
- v. —A— Form and Marks List (Practical)
- vi. Marks List Inner Covers
- vii. Marks List Outer Covers
- viii. Answer Script Paper Covers
- ix. Cloth Bags - big and small
- x. Malpractice Report Forms
- xi. Practical Answer Book Covers
- xii. Daily Account Forms (Coded /General)
- xiii. Consolidated Absentee Statement Forms
- xiv. Superintendent/Invigilators Diary
- xv. Relieving Superintendents Diary
- xvi. Registrar (Evaluation) Address Slips
- xvii. Question Paper Opening Certificate.
- xviii. Chief Superintendent's Chart.
- xix. Candidates' List Forms wherever necessary
- xx. Accounts of Answer Books
- xxi. Facing Sheet of Answer Book Bundles.

3.8 A separate Stock and Issue Register has to be maintained regarding the Stationeries including Answer Books and Additional Sheets received from the University and used for the examinations, in addition to daily account of the stationeries.

3.9 The stock position has to be given to the University while sending the indent for the next immediate examination.

3.10 The University will arrange for the supply of the following Stationery Articles:

- i. White paper (cut sheets)
- ii. Craft paper
- iii. Typewriter thin paper
- iv. Typewriting carbon
- v. Typewriting eraser
- vi. Stencil sheets
- vii. Duplicating paper
- viii. Typewriter ribbon
- ix. Candles
- x. Thread reels
- xi. Twine balls (white)
- xii. Needles

- xiii. Gum crystals
- xiv. Pills
- xv. Tags for non-technical/non-coded examinations
- xvi. Sealing Wax
- xvii. White Twine Balls for technical/coded examinations

3.11 Chief Superintendents may purchase any of the above articles locally, if not supplied, observing the purchase rules for which the University will provide Cash Advance in the scale given in Appendix-III, after obtaining the non-availability certificate from the Director, University Printing Press. However, the University Supplies the Tags and Sealing Wax to maintain uniformity in respect of Postgraduate and Undergraduate examinations. For Coded Examinations, White Twine Balls will be supplied instead of Tags.

3.12 CONTINGENT EXPENSES FOR THEORY EXAMINATIONS;

The Chief Superintendent may draw an Advance at the rate prescribed from time to time per candidate subject to a minimum of Rs.50/- for the whole examination by giving the estimated number of students taking the examination towards the conduct of Theory Examinations for meeting the expenditure on Trunk Calls, Telegrams, cost of Water Pots, Staple Pins etc. The expenditure for the transport of Answer Book Bundles to the Post Office or Valuation Centre/University may be met out of the Advance given for Postal expenses, if arrangement is not made by the University to transport them, at rates prescribed by the University from time to time.

3.13 CONTINGENT AMOUNT FOR PRACTICAL EXAMINATIONS.

The college may claim Contingent Amount for Practical Examinations at the rates fixed by the University per candidate per Practical from time to time towards the purchase of Chemicals, Specimens etc., required for the conduct of Practical Examinations by giving the estimated number of students taking the Practical Examination.

3.14 ADVANCE FOR POSTAGE

a) The Colleges may draw approximate amount in advance for Postal expenses. The Postal expenses can be incurred only for the dispatch of Answer Books Bundles, Marks Lists, Statements etc., pertaining to the actual conduct of Theory and Practical Examinations. Postage on routine correspondence and Local Telephone Calls will not be admitted

b) Advance of money is payable on A.C. Bill for all the above 3 or 4 items as the case may be viz., for Stationeries, Contingent Expenses on Theory Examinations, Contingent Expenditure on Practical Examinations and Postage etc. The amount of Advance for all the items can be claimed on a single A.C. Bill.

3.15 RENDERING OF ACCOUNT

a) The Statement of Accounts for the above items of Advance shall be prepared separately. The vouchers on each item may also be arranged separately in the chronological order totally with the statement. However, a single D.C. Bill has to be prepared giving the list on each item.

b) On relevant vouchers, certificate to the effect that the articles mentioned in the vouchers are taken to stock, mentioning the page number of the Stock Register has to be recorded. In the case of vouchers of services rendered, the relevant certificate may be recorded.

c) In the case of the Contingency Amount for the conduct of Practical Examinations, no individual vouchers need be furnished. However, a statement giving the quantum of materials/chemicals/specimen etc., used may be given, in which a certificate may be recorded to the effect that the items and quantity mentioned have been actually utilized for the conduct of the Practical Examinations.

d)The expenditure on any item SHALL NOT exceed the prescribed limit and the amount earmarked for one item SHALL NOT be utilized for other items.

CHAPTER -IV

4.1 ARRANGEMENTS REGARDING SUPERVISION

a) Appointment of Chief Superintendents, Deputy Chief Superintendents shall be made by the University. Office Superintendents, Room Superintendents, Relieving Superintendents, Clerical and Menial Staff shall be appointed by the Chief Superintendent of each centre as per the scale given in Appendix -IX. All persons in charge of supervision work at Examinations [viz., Chief Superintendent, Deputy Chief Superintendents (wherever appointed), Superintendents of all categories and also the clerical staff etc.,] shall make a declaration regarding their relatives taking the examination at the centre to which they are posted. The declaration made by the Chief Superintendent and the Deputy Chief Superintendent shall be sent to the Registrar (Evaluation) and the Declarations of others shall be lodged in the college/Institution office.

NOTE: A relative means and includes son/ daughter grandson/ granddaughter/husband/wife/ brother/sister/ brother's son /daughter, sisters son/daughter, son-in-law/daughter-in-law, brother-in-law/sister-in-law and 1st cousin.

b) Only Teaching Staff besides Librarians and Physical Directors shall be appointed as Room Superintendents. No other non-teaching staff shall be appointed.

c) Any person who is appointed as Superintendent is unable to attend to the work for some valid reasons he shall intimate his inability well in advance to enable the Chief Superintendent to make alternative arrangements.

d) The examiner ship of the Teacher is liable to be withdrawn in the event of his refusal to assist the Chief Superintendent in any capacity in the conduct of University Examinations.

e) The Chief Superintendent shall hold a meeting of all Supervisory Staff at least a day prior, to the commencement of the examination and explain to them their duties and responsibilities. He shall particularly impress upon them the need to prevent Malpractices by constant vigilance and scrupulous observance of instructions. He shall also explain to the Superintendents the procedure for making a report when they detect cases of Malpractice.

f) The Chief Superintendent shall ascertain at the meeting if any relatives of the Supervisor Staff are taking the examination at his centre. In such cases, he/she shall not post such Superintendents to the room where the Superintendents relative is taking the examination

g) There shall be 35 to 40 candidates in each room, unless the total number of candidate falls below that number or unless no halls/rooms are available where 35 candidates can be accommodated. However, if no halls/rooms are available where 35 to 40 candidate can be accommodated, the concerned Chief Superintendent shall obtain prior approval of the Registrar (Evaluation) for seating less than 35 students in a room.

h) The Chief Superintendent shall ensure that, as far as possible, no Superintendent is posted to duty to the same room more than once. He will also ensure that ordinarily no Teacher who has taught a particular paper is posted as Room Superintendent to a room where the examination in that particular paper is being held.

i) The Chief Superintendent may appoint Relieving Superintendents for Theory Examinations to give relief, if desired, to the Room Superintendents and to perform such other functions as may be assigned to them. When there is examination in three or less than three rooms, no Relieving Superintendent shall be appointed, and relief has to be given by the Office Superintendent.

j) The Ministerial Staff appointed shall be responsible for the proper accounting of Answer Books, Additional Answer Books, other items of Stationery and will assist Office Superintendent/s in dispatching Answer Books under the supervision of the Chief Superintendent.

k) The Peons shall perform all the duties assigned to them by the Chief Superintendent including stitching of Answer Book Bundles, taking them to the Post Office etc. Peons are also expected to supply water to the Candidates. No separate Watermen are to be appointed.

l) When two sessions of Theory Examinations are held on one day, the Chief Superintendent shall, as far as possible, appoint different persons for supervision and clerical work for different sessions.

4.2 SCALE OF STAFF TO BE APPOINTED:

a) The number of Supervisory Staff, Clerks, Typists, and Peons to be appointed shall be worked out separately for each session of the examination based on the number of candidates registered at each session of theory/practical examinations. The scale is given in Appendix-XI.

b) On the days of Practical Examinations, the Laboratory Staff (other than Clerks, Typists, Store keepers) of the department concerned may be appointed for rendering assistance to Practical Examiners as prescribed.

c) In addition, the Chief Superintendent is permitted to incur an expenditure at the prescribed rates from time to time per candidate (actually taking the examination) for Practical Examination, in a subject for providing clerical assistance to him. The remuneration shall be distributed among the staff drafted for this work. No Ministerial Staff shall be appointed on daily rate basis for practical examinations.

d) In case of Postgraduate Practical Examinations, the Heads of Postgraduate Departments are empowered to appoint the clerical staff and class IV staff as prescribed in Appendix-IX.

CHAPTER V

5.1 INDENTING OF QUESTION PAPERS:

- a) After the preparation of Candidates' List each Centre should prepare the requirements of question papers in each subject/class/paper/scheme for their centre and send the indents to the Registrar (Evaluation) along with the applications in a separate cover duly super scribing in bold letters as "QUESTION PAPER INDENT".
- b) While preparing Question Paper indents, actual number of Question Papers required PLUS 10 % extra maybe indented.
- c) The University, actually supply Question Papers as per the indent received from the College/Institution concerned. In case, any College/Institution has made a wrong indent and later deputed any official for collection of Question Papers, the TA and DA to such deputed official shall be borne by the College/Institution concerned as already mentioned in 1.8(E) on page 9.

5.2 COLLECTION/SUPPLY OF QUESTION PAPERS

- a) The Question Papers will have to be collected from the Registrar(Evaluation) on the date and place decided by him.
- b) The Chief Superintendents or a senior staff member authorized by him shall personally take delivery of Question Papers after checking the Question Paper packets against the indents/requirements. Persons other than the Chief Superintendents will produce the letter of authorization at the time of collection.
- c) The Question Papers could also be delivered at various examination centers by the Registrar (Evaluation) in special circumstances.
- d) Due care shall be exercised by the Chief Superintendents/their deputies while receiving the Question Papers from the Registrar (Evaluation) to check whether all the Question Papers required by their Centre have been supplied to enable the smooth conduct of University examinations. Any shortage/missing of Question Papers shall immediately be brought to the notice of the Registrar (Evaluation) for supply. The Chief Superintendents/their Deputies are required to ensure that the required number of all the question papers are supplied before leaving to their Centers.
- e)The Chief Superintendents/Deputies of Colleges situated within the limits of Mysore City would come to the University on the day of distribution of Question Papers and check and certify the allotments to their centres and make entries in the Log Book, The Log Book and the Question Papers shall be handed over to the Coordinators appointed by the University, who would lodge them in the Treasury and also draw and deliver the Question Papers required by the different Centres of examination on each day of examinations.

5.3 CUSTODY OF QUESTION PAPERS:

- (a) Provision for lodging the Question Papers of all UG Degree Examinations (i.e., BA/B.Sc./B.Com/BBM/B.Ed/LL.B/MBBS etc) conducted by the University in the nearest Treasury/Sub-Treasury to the examination centre has been made for safe custody of Question

Papers (i.e., Question Papers pertaining to all University examinations excepting Postgraduate Degree/Diploma and other Certificate and Diploma Examinations) within the state of Karnataka.

(b) The Question Papers of all UG Degree Examinations (April/October as the case may be) shall be lodged in the Treasury in the Steel Trunks/Boxes supplied by the University to the Institution.

(c) (i) After all the Question Papers are received, they shall be arranged subject and date wise for each examination (i.e., I BA, II B.Sc., III B.com etc.). The Question Paper packets in each subject/paper of different examinations of a particular day shall be tied by the thread separately and entries made in the Treasury Log Book. Then all bundles of Question Paper packets shall be arranged date-wise chronologically irrespective of the examination/subject (i.e., Question Paper bundles required for a particular day of all subjects/examinations be kept together) in the Steel Box. This will facilitate easy withdrawal of Question Papers required for a particular day of examination in short time.

ii) The Steel Boxes containing the Question Paper packets shall be locked and sealed before lifting the boxes from the University for lodging them in the Treasury/Sub-treasury nearer to their centre.

iii) The forms required for lodging the Question Papers question shall also be prepared and taken to the Treasury.

d) All Chief Superintendents/persons deputed for receiving the Question Papers from the University will have to collect WITHOUT FAIL "The Chief Superintendents Specimen Signature form" duly, countersigned by the Registrar (Evaluation) immediately after the receipt of Question Papers on the day fixed for distribution to Colleges and hand over the same to the Treasury Officer where they lodge the Question Papers. This is very important because without the Specimen Signature form duly attested by the Registrar (Evaluation), no Chief Superintendent will be able to deposit or withdraw the Question Papers from the Treasury.

e) On each day of the examination, the Chief Superintendents will draw only the Question Paper packet/s required for holding examination both during the morning and afternoon sessions scheduled for that day as per approved Time-table and shall not draw any other paper/s not required on that day or of a future date. The Question Papers shall be drawn from the Treasury during morning only.

f) Normally, the Treasury Officer/or his Personnel will be present at 7.15 am on all days of examination and each Chief Superintendent/Coordinator will draw the Question Papers between 7.15 am and 8 am every day, so that the examinations could be held as per schedule.

g) (i) Due care shall be taken to keep the seals on the Question Paper packets in fact and also for safe transportation from Treasury to the Examination centre/s. In case of necessity, the Chief Superintendents may engage Auto-rickshaws at the rates specified by the University from time to time only for the purpose of transportation of Question Paper packets.

(ii) However the Chief Superintendents of far off centers from the Treasury such as Govt. First Grade College, Konanur, Bharathi College, Kalamuddana Doddi, etc., who have to transport the Question Papers from Arkalgud/Maddur Treasury are permitted to engage a taxi on Hire contract basis for the days of examination only for quick transportation from treasury to the examination centre. While hiring the taxi, the normal procedure of calling quotations at least from not less than three vehicle owners and engaging the vehicle quoting the lowest rate be followed to minimize the cost on transportation.

h) (i) Thereafter, the Chief Superintendent/Coordinator will send a letter to the Registrar(Evaluation) for sanction of Taxi hire charges. All such letters shall accompany with a Comparative Statement of quotations and the original quotations received, without which sanctions cannot be accorded.

(ii) The Chief Superintendents may draw advance on AC bill, estimating the probable hire charges and render accounts immediately after all the Theory Examinations are over in their centre along with a copy of Sanction Order and relevant vouchers. The balance amount if any, shall be credited to the "Fee and Remuneration Account of Mysore University funds and shall not be utilized for any other purpose.

i) In case, any Chief Superintendent is not in a position to collect the Question Papers personally from the Treasury, he may depute either the Deputy Chief Superintendent(whenever appointed) or a senior teacher of his institution with an authorization letter addressed to the concerned Treasury Officer duly attesting the Specimen Signature of the person so deputed to bring the Question paper packets. However, the Chief Superintendent will exercise all care for the safe transportation of Question Paper and conduct of University Examinations as scheduled.

j) The Chief Superintendents of all Under-graduate examination centers within the jurisdiction of the University of Mysore and the ICC and CE centers within the State of Karnataka shall follow the above procedure till such time they are modified.

k) The Chief Superintendents of under-graduate examination centers within Mysore city and Bangalore city (ICC and CE centers) will note that necessary arrangements would be made by the Registrar (Evaluation) for the supply of Question Papers from the Treasury to the respective centers on all days of examination by appointing Coordinator/s. As such, they are required to be present in their examination centers to collect the Question Papers from the Coordinator/s on each day of examination exactly at 8 am.

l) Since, the Question Papers required for both the morning and afternoon sessions of a day is distributed only once in the morning on each day of examination, the Chief Superintendents are required to be present at 8 a.m. to receive the Question Papers from the Coordinators on each day of examination without fail, even though there is no examination during the morning session in their centre.

m) In all, the Chief Superintendents and other staff will cooperate and discharge their duties to ensure proper conduct of university examinations.

5.4 (a) In respect of PG Degree/Diploma and other Certificate/Diploma examinations, the Chief Superintendent shall be responsible for the safe custody of Question Papers. He/she shall take

special care to ensure that the keys of the box and the room containing Question Papers are always kept in his personal custody and no one else possesses duplicate keys of the same.

(b) At the time of delivery of Question Papers he/she shall see that all the Question Paper packets are sealed and are intact. He shall further check whether the required number of Question Papers in all the subjects and the number of candidates taking examination at his centre, including the candidates who are attached to his centre, are supplied.

(c) The Chief Superintendent shall publish on the notice board on the first day of the Examination a statement showing the subjects/papers for which no Question Papers are being supplied to his centre, to find out if there are any Candidates at his/her centre taking those subjects/papers. If perchance he/she finds that there are candidates taking subjects for which Question Papers are not supplied, he shall immediately contact the Registrar(Evaluation) on Telephone or by Telegram for their supply.

5.5 Opening of Question Paper Packets

- a) Each packet containing Question Papers shall be opened in the Office of the Chief Superintendent by the Chief Superintendent about half an hour before the time fixed for the commencement of examination in that subject/paper in the presence of the Deputy Chief Superintendent, wherever appointed and the Office Superintendent. The Chief Superintendent shall open the Question Papers after carefully examining the seals and the subjects in which examination is to be conducted during that session. The packet has to be opened leaving the seals intact. Soon after the Question Paper packets are opened, the Chief Superintendent together with the witnesses has to sign the Question Paper Opening Certificate. The certificate of opening of Question Paper packets shall be preserved for three months.
- b) At the time of opening the Question Paper packets, there shall be nobody else in the Chief Superintendent's room except the Deputy Chief Superintendent and the Office Superintendent who are there to assist the Chief Superintendent.
- c) As soon as the Question Paper packet is opened, the Chief Superintendent shall see before distributing them that it is the right Question Paper given in the Time-table for that session and not the one meant for any other session or day.
- d) If the Chief Superintendent notices any discrepancy in the date or time assigned for a particular paper as given in the Time-table and the date or time given on the sealed packet containing the Question Papers, the date and time in the Time-table shall be followed. All such cases shall be reported forthwith on Telephone/Telegram (wherever possible) to the Registrar (Evaluation) and followed by a letter.
- e) If any packet is found to be tampered with (while in the possession of the Chief Superintendent) the Deputy Chief Superintendent and other witnesses shall record the observation in the remarks column followed by a statement which may be sent to the Registrar (Evaluation), telegraphically but the Examination shall continue.
- f) If per chance, the number of copies is less than the number of Candidates, the Chief Superintendent shall arrange to get sufficient number of copies, under his personal

supervision either by cyclostyling/typing/photocopying the paper, to the candidates. A report shall be made forthwith to the Registrar (Evaluation) by name, in the matter.

- g) The empty packets which contained the Question Papers should be retained by the colleges at least for 15 days after the closure of all the examination and to be produced to the University whenever required under extra ordinary circumstances.

5.6 MISPRINT OF QUESTION PAPERS

The Chief Superintendent shall immediately bring to the notice of the Registrar (Evaluation) telephone any serious misprint, wrong translation or ambiguity found by him/her in the Question Papers. The telephone call shall be confirmed by a letter. The Chief Superintendent shall not on his own give any clarifications, unless it is a clear case of misprint on the face of it. In any case, a report of the clarification given shall be forwarded to the Registrar (Evaluation) by name.

5.7 DISTRIBUTION OF QUESTION PAPERS TO THE EXAMINATION HALLS/ ROOMS

- a) The Question Papers shall be counted carefully so as to supply only the exact number required for each room. Care should also be taken to see that if the candidates of different subjects are in a room, the corresponding Question Papers are supplied to them. In other words, the exact number of Question Papers of various kinds equal to the number of candidates assigned to that room, shall be supplied. No extra Question Papers shall be supplied to any room.
- b) There shall be a separate Question Papers cover for each room. Soon after the required number of Question Papers are put in the respective covers, the covers are to be closed by a strap and the strap sealed so that the Question Papers are not removed on the way or they slip out by any chance. The Room Superintendent will just open the strap and distribute the Question Papers.
- c) The covers containing the Question Papers are to be handed over by the Chief Superintendent himself or the Deputy Chief Superintendent at the respective rooms with the help of Deputy Chief Superintendent and the Office Superintendent as the case may be. This shall be done just five minutes before the commencement of the examination. The Room Superintendents shall stay in their respective rooms for receiving the Question Papers from the Chief Superintendent. Under no circumstance, should the Chief Superintendent distribute the Question Papers in his own chambers to the Room Superintendent.

CHAPTER - VI

ADMISSION OF CANDIDATES AND SUPERVISION

6.1 SEATING ARRANGEMENTS.

- a) At least one day before the commencement of the examination, the Chief Superintendent shall make all necessary seating arrangements for the conduct of theory examinations. The Register Numbers at the desks as well as the range of register numbers at the door of each room shall be written in chalk. Different colors of chalks shall be used to indicate the register numbers of different examinations to avoid confusions. The confusion is possible on account of the fact that the last three digits of the Register Numbers will be sometimes common to different examinations/batches/centers
- b) Seating arrangement should be done in such a way that no communication is possible between the candidates. Gallery rooms should be avoided.
- c) Seating arrangements, should be such that each candidate will be visible and easily accessible to the Room Superintendent

6.2 ADMISSION TICKET AND ADMISSION TO THE EXAMINATION HALL:

- a) As soon as the approved list of candidates and the Admission Tickets are received from the Registrar (Evaluation) the Chief Superintendent shall arrange to distribute the Admission Tickets to those candidates whose admission to the examination is approved. Before issuing admission tickets their signatures have to be obtained on one of the copies of candidates list/or on a separate register opened for the purpose.
- b) There could be certain names in the Candidates' List which are not approved by the Registrar (Evaluation) for some valid reasons. In such cases, Admission Ticket shall not be issued. There may also be cases whose names had been included in the candidates list earlier but now run short of Attendance. In such cases also, Admission Ticket shall, not be issued to them. However, there could be names which have been approved conditionally. Only such Candidates may be issued admission ticket after taking an undertaking from them to the effect' that they are taking the examination at their own risk subject to the fulfillment of the conditions.
- c) While issuing the Admission Ticket, it should be ensured that the candidate has affixed his signature on the Admission Ticket
- d)
 - i) The Admission Ticket produced by a Candidate is not valid unless the candidate brings with him to the examination hall, the identity card with photograph attested by the Principal.
 - ii) Whenever a Candidate is not in possession of a valid admission ticket, he shall not be allowed to take the examination. However, the Chief Superintendent of the examination centre may admit a candidate provisionally and entirely at the candidates own risk to the examination, only when the candidate produces original documentary evidence to the satisfaction of the chief superintendent to the effect that he is eligible to take the examination (by paying the prescribed fee in time and also sending the application in time,

attendance etc.) and after obtaining a declaration from the candidate in the format given in Appendix -X.

iii) The Answer Books of Candidates who were provisionally admitted to the examination shall be sent separately to the Registrar (Evaluation) by name super scribing the bundle as "**Stray Answer Book**". A letter giving the history of the case and the circumstances under which the chief superintendent had provisionally admitted the candidate should be enclosed to the answer book along with the original declaration of the candidate.

- e) In the case of candidates who have to take their examination at a different centre, their Admission Tickets are to be issued by the Principal/Head of the College where they studied along with a letter of identification in respect of each candidate to the examination centre. The candidate has to furnish the identification letter with an attested photograph at the centre where he is taking the examination.
- f) The University will not withhold the results of the candidates for the dues owed to the Colleges.
- g) In case, a candidate has lost the admission ticket, the Chief Superintendent may admit the candidate by issuing a duplicate admission ticket after collecting a penal fee of Rs.20/- which could be utilized by the college.
- h) The doors of the examination hall shall be opened each day 15 minutes before the commencement of the examination. All candidates shall be in the examination hall before the time fixed for the commencement of the examination No candidate shall be admitted to the examination hall 30 minutes after the commencement of the examination.
- i) The Candidates shall use blue/black ink to write the answers in Theory Papers. Color ink and felt pen shall not be used, except for drawings/sketches.
- j) The Chief Superintendent shall arrange to supply to the candidates the Tags/White Twine thread supplied by the University. The Sealing Wax supplied by the University alone shall be used.

6.3 SCHEDULE OF BELLS

Bells have to be rung at the examination as per the schedule given below:

- a) One long bell shall be given 10 minutes before the commencement of the examination,
- b) One short bell 5 minutes before the commencement of the examination.
- c) One short bell at the commencement of the examination;
- d) One bell at the end of the first half-an-hour;
- e) One bell, half-an-hour before the closure of the examination;
- f) One warning bell five minutes before the closure of the examination;
- g) One long bell at the closure of the examination.

CHAPTER - VII

RULES FOR APPOINTMENT OF AMANUENSES

7. Provision is made for the appointment of Amanuenses to assist disabled candidates to take university examinations. The following are the rules to be considered for sanctioning the assistance of amanuenses:
- (a) An Amanuensis shall be allowed in the case of,
 - i) Blind candidates.
 - (ii) Candidates who are disabled from writing with their own hand.
 - b) A candidate seeking the assistance of an Amanuensis shall send his requisition through the principal of the college where he has studied, well before the commencement of the Theory Examination. The Application shall be accompanied by a certificate issued by a doctor attached to a Government Hospital.
 - (c) The Principal shall satisfy himself before forwarding the application that the candidate is really disabled and needs the assistance of an Amanuenses.
 - (d) On being satisfied about the need for an Amanuenses, the principal while forwarding the application should also propose a panel of names of persons who could be appointed as amanuenses in the order of priority to the Registrar (Evaluation).
 - (e) The Amanuensis appointed must be of a lower level of education than the candidate and he shall not be related to the candidate, in any way.
 - f) The Chief Superintendent shall arrange for a suitable room for the disabled candidate and appoint a superintendent to that room, The superintendent so appointed shall be changed daily.
 - (g) (i) Disabled candidates shall be required to pay a sum of Rs. 10/- for each paper of the examination. This fee shall be paid in advance. This amount shall be paid to the person appointed as Amanuensis.
 - (ii) However, blind candidates, shall be exempted from payment of fees for this purpose. But on their behalf, the remuneration be paid to the person appointed as Amanuensis from out of University Funds.
 - (h) In case where an Amanuensis has been duly sanctioned the candidate may be allowed an extra time of 20 minutes for each hour of actual duration of examination in that paper.

CHAPTER - VIII

INDISCIPLINE AND MALPRACTICES AT THE EXAMINATION CENTRES

8.1 INDISCIPLINE:

(a) In the normal course, on the eve of the examination the Chief Superintendent of the Centre should address a letter to the nearest Police Station requesting for the necessary security arrangements for the safe custody of Question Papers and the general discipline during the examination

(b) In the event of a situation beyond his control, the Chief Superintendent shall contact the nearest Police Station, if necessary, the Superintendent of Police and also the Registrar (Evaluation) telephone and detailed report on the incident may be sent later to the Registrar (Evaluation) by name.

8.2 MALPRACTICES.

The cases of alleged Malpractice committed by the Candidates are to be reported to the Registrar (Evaluation) by name.

8.3. The rules regarding the Malpractice are given below:

- (a) Any candidate is liable to be charged with committing Malpractice in the following cases:
- (i) Having in his possession or accessible to him any papers, books or files or chits with content related to the subject of the examination;
 - (ii) Found receiving assistance from others or giving assistance to others;
 - (iii) Copying from any paper, book or notes;
 - (iv) Allowing any other candidate to copy from his Answer Book or found trying to copy from the neighbors;
 - (v) Found having any written matter on the person (palm, hand, leg, clothes, etc.)
 - (vi) Attempting to use any unfair means;
 - (vii) Disclosing identity by making peculiar mark while answering in the Answer Books.
 - (viii) Using obscene or abusive language;
 - (ix) Writing any appeal in the Answer Book for more marks etc.,
 - (x) Scribbling the points on the Question Paper/Admission Ticket and/or passing on the same to their examinees;
 - (xi) Tearing off or spoiling the sheets in the Answer Books;
 - (xii) Destroying any evidence of Malpractice;
 - (xiii) Writing on the Question Papers.

Candidates who indulge in any of the above types of Malpractices or any other unfair means, after due enquiry by the Committee/officer appointed nominated by the Syndicate/ vice-Chancellor may be debarred by the Syndicate from taking any University examination for an appropriate period not exceeding five years.

(b) Any candidate found guilty of by deliberate previous arrangement, cheating in the examination by acts 'of smuggling 1n another answer' book or inserting readymade answers or take away the answer book/bundles with male fide intention, may be debarred by the Syndicate from taking any University examination for a period not exceeding five years.

(c) Similarly, any candidate/student found committing impersonation, may after due enquiry be debarred by the Syndicate from taking any University examinations for a period not exceeding five years. This punishment is applicable not only to the student who impersonates but also to the one on whose behalf the other candidate impersonated.

(d) Any candidate who indulges in intimidation, violent agitation, destruction of property, criminal assault, on fellow examinees or, the personnel employed in the conduct of examinations, after due enquiry, may, be debarred by the Syndicate from taking any University examination for a period not exceeding seven years.

(e) The decisions pertaining to Para (b), (c), and(d) above, may be communicated to all the Universities in the State and to any other University with which such reciprocal arrangement is existing.

(f) Enquiry under (b), (c) and (d) above is independent of the Criminal Proceedings in the appropriate Court of Law. In all the above cases the Syndicate may also decide to give the benefit of any examination the candidate had taken in the session for which the results have not been declared.

(g) Soon after a case of malpractice is detected in the examination hall the chief superintendent shall be called at once In the meantime, the room superintendent shall prevent the candidate- to remove, displace or destroy the material from which the candidate was found copying. Unless it is unavoidable, he shall not take possession of such material till the Chief Superintendent comes to the room

(h) The candidate shall be taken out of the examination hall and he asked in the presence of a responsible witness such as Deputy Chief Superintendent or any supervisory staff, to give his statement. If the candidate refuses to give his statement, he shall be asked to record in writing his refusal. If he refuses to do even that, the fact shall be noted in the space provided in the Proforma of the report meant for the candidate, duly witnessed by two members of the supervisory staff, including the Deputy Chief Superintendent, wherever appointed.

(i) When a candidate in the Examination hall is found in possession of some written matter, it should be clearly stated whether the material, was found on the person, in the pocket, in the hand or in his desk or wherever else as the case may be.

(j) When the cases are detected by any member of the Flying Squad of the University, such member shall also make a statement giving the details of the case.

(k) A sketch plan of the seating arrangement of the Examination, hall with all the Register Numbers in the Room and marking in red ink the Register Number of the candidate who

indulged in Malpractice, has to be prepared. The sketch should clearly give the idea of the probable distance between the position of the Room Superintendent at the time of detection and the location of the candidate found committing malpractice. The sketch should also show by an arrow the direction at which the candidates were facing in the hail.

(l) The Chief Superintendent, the Deputy Chief Superintendent/Office Superintendent and Room Superintendent concerned shall invariably sign all the documents used in or relating to in the commission of Malpractice and also the other records such as sketch plan, admission ticket, answer book, invigilators diary, question paper of the candidate etc.

(m) The candidate, the Room Superintendent, Deputy Chief Superintendent (wherever available) member of the flying squad (if the case was detected by him) and the Chief Superintendent have to give their statement in the prescribed Proforma supplied by the University (Appendix XI - a and b). If the space provided in the printed Proforma is not sufficient, extra sheet may be used. These statement should always be full, clear, specific and complete in every respect and include all the known facts and the relevant circumstances of the case and other evidences.

(n) The statement of all the concerned shall be in their own hand-writing.

(o) If and when the Chief Superintendent is fully convinced that the candidate has committed malpractice during the examination, he shall send the candidate out of the examination hail. The candidate shall not be allowed to take the subsequent papers/ Practicals/Viva-voce of any examination. In other words the Chief Superintendent shall on behalf of the University suspend him from taking part in any further examination both theory and practical. Suspension order should be issued by the Chief Superintendent.

(p) All the materials such as (a) various reports given in the Proforma (b) the answer book which was being used by the candidate (c) his admission ticket (d) his question paper; (e) the manuscript/printed material which was being used for copying (1) the sketch plan (g) Invigilator's diary etc., all witnessed and attested by the Chief, Deputy Chief Superintendent/Office Superintendent/Room Superintendent/or any other witnesses, are to be packed in a cloth cover and sent to the Registrar (Evaluation) by name on the same day or the next day in 'the event that the examination was held in the afternoon, duly super scribing in red ink as "Stray Answer Book - Malpractice case" on the Cloth Cover.

(q) The Chief Superintendent shall not forward more than one case in the same report, unless it is interrelated with another case. Each case has to be reported separately.

8.4 DETECTION OF MALPRACTICE AT THE STAGE OF CHECKING AND DISPATCH OF ANSWER BOOKS AND AT VALUATION STAGE

(a) If a suspicion arises at the time of checking and dispatching of answer books with regard to any particular answer book such answer book shall be sent separately to the Registrar(Evaluation) by name and the cover super scribed "**STRAY ANSWER BOOK - MAL-PRACTICE CASE**". A detailed report from the Chief Superintendent stating the ground of suspicion has to be sent. The Statement of the person who first noticed the case, the statement of the Deputy Chief Superintendent and the room superintendent and the room superintendent's diary shall also be enclosed. The candidate shall, however, be permitted to take the subsequent papers/Practicals etc., pending final decision of the University.

(b) If any examiner appointed for valuation work of any University examination/s suspects a case of Malpractice with regard to any particular Answer Book, he/she shall handover/send the Answer book/s so suspected, separately in a sealed cover to the Registrar (Evaluation) by name duly super scribing the cover as 'STRAY ANSWER BOOK-MALPRACTICE CASE'. In all such cases, he/she shall also enclose a detailed report written/type-written in his own hand stating the ground/s for suspicion without fail. Further for each suspected case there shall be a separate report unless they are inter-related. However, he/she will prepare and send a separate Marks List in respect of such cases.

8.5 Amendments wherever necessary to the "MYSORE UNIVERSITY STUDENTS' (DISCIPLINARY CONTROL) ORDINANCE 1989" shall be issued in due course.

CHAPTER -IX

DUTIES OF THE CHIEF SUPERINTENDENT, DEPUTY CHIEF SUPERINTENDENTS, ROOM SUPERINTENDENTS, AND MEMBERS OF THE FLYING SQUAD

9.1 DUTIES OF THE CHIEF SUPERINTENDENT.

- (a) Ordinarily the Head of the Institution by name is appointed by the University as the Chief Superintendent However, the University may appoint anybody else on its own or on the recommendation of the Head of the Institution.
- (b) The Chief Superintendent is in overall charge of the conduct of examination (both theory and practical) at his centre on behalf of the University.
- (c) The Chief Superintendent should appoint the Room Superintendents/Office Superintendents./Relieving Superintendents/Clerical and Menial Staff for the proper conduct of Theory and Practical Examinations
- (d) The Chief Superintendent shall be responsible for the safe custody of the Question Papers and the proper conduct of examinations at his/her centre as per rules. He shall take all necessary action before, during and after the examination for the proper conduct and maintenance of sanctity of the examinations
- (e) The Chief Superintendent alone shall hand over the sealed Question Paper covers to the Room Superintendents at their respective rooms.
- (f) When the examination is in progress, the Chief Superintendent shall go round the various examination halls and frequently as possible, to ensure that all the Room Superintendents are discharging their duties properly and that there is no scope for Malpractice.
- (g) Under no circumstance he/she shall leave the premises of the examination centre when the examination is in progress. In an unavoidable circumstance, he/she may handover the charge to Deputy Chief Superintendent recording it with the time in the Log Book and reporting it to the Registrar (Evaluation) Both must sign the Log Book entry.
- (h) The Chief Superintendent shall not leave the Headquarters during the examination schedule. However, if he/she must, he/she shall take prior permission of the Registrar(Evaluation), making alternative arrangement. Under no circumstance should he/she leave the Headquarters by making alternative arrangements and then write to the Registrar(Evaluation)
- (j) The Chief Superintendent is the drawing and disbursing officer for all the financial transactions in connection with the conduct of examinations at his centre.
- (k) In cases of all Coded Examinations such as BE, MBBS, BEM, BAMS, B.PHARM, B.DS, B.Ed. LL.B etc., the Chief Superintendents shall instruct the Room Superintendents to see that before the candidates start answering/writing the answers,

they write the pledge on the back of the code slip portion of the cover page of the main Answer Book or on the drawing sheet and affix their signature without fail.

9.2 DUTIES OF THE DEPUTY CHIEF SUPERINTENDENTS

a) The Deputy Chief Superintendent is appointed by the University from some other college, generally from a panel of names sent by the principals which need not always be on seniority basis.

b) The Deputy Chief Superintendent shall report himself for duty to the Chief Superintendent one hour before the commencement of the first day's examination and at least half an hour before the commencement of the examinations of other sessions.

c) The Deputy Chief Superintendent shall be present at the time of opening the sealed packets containing Question Papers to ensure that the Question Papers were kept intact and secrecy is maintained. He/she shall assist the Chief Superintendent in checking and arranging the Question Paper packets (in the serial order of session of use).

d) When the examination is in progress, he/she shall constantly be moving around the examination halls to ensure that all the Room Superintendents are discharging their duties properly and that there is no scope for Malpractice.

e) He/she shall be present in the Institution throughout when the examination is in progress.

f) He/she shall supervise with the Chief Superintendents the packing and sealing of the Answer Book bundles, and its safe keep.

g) In case of Answer Books which cannot be dispatched on the very day, the Answer Book bundles shall be kept under the safe custody of the Chief Superintendent. However, the Chief Superintendent as well as the Deputy Chief Superintendent shall jointly sign the paper seal pasted to the room, where the bundles are preserved.

h) He shall give his own report when Malpractice cases are detected.

j) As soon as all the examinations are over in that centre, the Deputy Chief Superintendent shall send a report to the Registrar (Evaluation) as to whether the examination was conducted on proper lines or any irregularities were noticed by him. This may be sent along with his/her Remuneration Bill. However, he/she shall also report to the Registrar(Evaluation) of any improper or irregular aspect in the conduct of examinations as soon as it is noticed taking appropriate measures to rectify it with the help of the Chief Superintendent.

k) He/she shall get himself/herself relieved soon after the last session of the examination is over. He/she shall also obtain the counter signature of the Chief Superintendent on his/her Remuneration Bill and also obtain an Attendance Certificate from the Chief Superintendent for enclosing the same with the TA bill.

l) If the Deputy Chief Superintendent leaves during the examination on the plea that he/she has to go for the Valuation work or to attend to some domestic work without the

previous approval of the Registrar (Evaluation) his/her Remuneration shall be forfeited and his appointment as an examiner may also be cancelled in addition to his conduct being treated as a misconduct.

9.3 DUTIES OF THE ROOM SUPERINTENDENTS

a) The Room Superintendent shall come to the examination centre half-an-hour before the commencement of the examination and collect the blank Answer Books, Additional Sheets, Invigilator's Diary and place the blank Answer Books at the Register Numbers assigned to the room.

b) Only one Answer Book (main) shall be given unless the answers of different sections/parts are required to be answered in separate answer books.

c) The Room Superintendent shall see that every candidate takes his proper seat and writes his correct register number and other particulars required on the facing sheet of the answer book.

d) The Room Superintendent shall read out loudly the instructions to the candidates as given in the invigilator's diary before the question papers are distributed and instruct the candidates to read and follow the instructions printed on the Answer Books.

e) Before the distribution of Question Papers to the candidates, the Room Superintendent shall see that the correct Question Paper according to the Time-table is supplied to them. If he/she finds a wrong Question Paper, it shall be returned at once to the Chief Superintendent.

f) The Room Superintendent, shall collect the Question Papers covers from the Chief Superintendent at the room.

g) Sometimes, in the same room, the candidates of more than one subject/paper are seated. In such cases, care shall be taken to see that the wrong Question Papers are not distributed.

h) The candidates may, be asked to check whether they have received the right Question Papers.

i) Soon after the examination begins, the Room Superintendent should obtain the serial number of the main Answer Book and the signature of the candidate on the Invigilator's Diary.

j) The Room Superintendent shall check and initial with date the candidates Admission Ticket every day. In doubtful cases he should demand the Identity Card.

k) The Room Superintendent shall then check whether the Candidate's signature on the Diary agrees with his specimen signature on the Admission Ticket. Minor variation which are not uncommon, could be ignored. However, if there is glaring variation, the Superintendent shall bring it to the notice of the Chief Superintendent. The Chief Superintendent shall make an enquiry after the candidate has finished writing his paper. If the Chief Superintendent is convinced that it is a clear case of impersonation, he/she shall not permit the candidate to take the remaining papers of the examination.

l) Additional Answer book shall be given to the candidate only after the candidate has written on all the pages of the Answer Book supplied. When an Additional Book is given, the serial

number of the additional Answer Book and the initials of the candidate shall be obtained on the Invigilator's Diary. In respect of Coded examinations Additional Answer books without the serial numbers have to be given and the initials be obtained.

n) In the case of coded examinations, the Room Superintendent shall see that the candidates write the pledge as given on the Answer Book on the back of the code slip portion of the cover page of the main Answer Book or of the drawing sheet and affix their signature before they commence writing the answers.

o) The Room Superintendent has to see that all entries in the Invigilator's Diary are made, on the facing sheet, inside sheets and the last page.

p) A candidate may be allowed to enter the examination hall till the first half an hour bell is given. But once the candidate has entered, he shall not be allowed to go out of the examination hall during the first half-an-hour. However, any candidate who desires to leave the hall after writing his examination could be allowed to do so any time after the first half-an-hour bell is over and only after returning/submitting his Answer Book.

q) No candidate shall be allowed to go out of the examination hall temporarily on the plea of the call of nature, telephone calls, meeting someone urgently etc., except when it is most unavoidable and under the supervision of a Superintendent or trusted peon.

r) Immediately after 30 minutes of the distribution of the question paper, the superintendent shall return the remaining question papers, if any to the Chief Superintendent. No question paper is to be given to any outsider.

s) The Room Superintendent shall be vigilant on his duty. Most of the time he shall keep moving. Reading books, newspapers/magazines or knitting etc., which will definitely interfere with proper supervision, is forbidden.

t) No Room Superintendent shall allow any candidate to speak to any other candidate in his room. No letters, telegrams etc., shall be given to the candidate till they hand over the Answer Books and leave the examination hall.

u) The Room Superintendent shall see that no candidate makes use of notes, attempts to copy from other candidates, or has in his possession or in his desk any book or papers not issued in the examination hall. He shall ensure that no candidate disturbs his neighbor while writing. He shall further ensure that no candidate detaches or tears any paper from the answer book and additional answer book and that every candidate hands over his, answer book before he is permitted to leave the examination hall. The Superintendent shall also see that the candidates have properly attached the additional sheets/drawing sheets/graphs/maps etc., to the main Answer Book.

v) In no case shall a member of the Supervisory Staff make a change of Register Number of a candidate. Answer books with doubtful Register Numbers shall be sent by Registered Post to the Registrar (Evaluation) by name (along with the Superintendent's Diary) by the Chief Superintendent giving his opinion based on the facts of the case as revealed by the Superintendent's Diary and after enquiry. The packet shall be super scribed as '**STRAYANSWER BOOK - DOUBTFUL REGISTER NUMBERS**'.

w) No Room Superintendent is permitted to leave the examination hall during the first and last half an hour of the examination. During the remaining period, he may leave the examination hall after the relieving superintendent has taken charge of the supervision of the room as the case may be. Relief shall not be taken for more than 15 minutes.

x) In case there is a report from the candidate that in his Answer Book the number of pages does not tally with the number of pages printed on the cover page, the room superintendent shall certify to that effect on the wrapper and similarly, the cases when any sheet of paper is torn, spoiled etc.

y) Candidates shall be clearly instructed that they shall not write anything on the back of the wrapper sheet and also on the margin. It will create a problem when that script comes for reevaluation. They shall also be instructed not to write anything on the question paper.

Z) (i) Whenever a flying squad of the University makes a surprise visit, they shall be allowed to enter the examination hall for surprise check. (ii) Whenever Malpractice cases are detected the Chief Superintendent should be called immediately for taking further action.

9.4 DUTIES OF THE OFFICE SUPERINTENDENT

a) Office superintendent has to report himself for duty at least half-an-hour before the commencement of an examination.

b) The Office Superintendent has to get the question paper covers meant for the rooms ready before Opening the question paper packets.

c) He has to assist the Chief Superintendent in opening the sealed question paper packets and check whether it is the correct question paper meant for the day's examination as per the Time-table.

d) He has to check the Register Numbers of the Absentees after obtaining the Absentee statement from the rooms.

e) The Office Superintendent has to check the draft of the 'A' form/marks list before it is given for typing and after typing the office superintendent has to verify again whether the 'A' form/marks list has been typed correctly, specially whether all the digits including the alphabet assigned in the Register numbers are correct.

f) The Office Superintendent has to collect the Answer Script from the Room Superintendent soon after the examination is over and check the same in relation to the number of Register Numbers allotted to the respective rooms and the number of Absentees.

g) He has to count the Answer Scripts to be placed inside the paper packets at the rate of 15 so as to tally with the register numbers typed on the 'A' form/marks list.

h) He has to supervise packing and pasting of paper packets and stitching, sealing and dispatching of answer scripts cloth bundles to the correct address of the Coordinator or person specified by the Registrar (Evaluation)

i) He has to assist in preparing the daily account of Answer Books to be dispatched.

j) The Office superintendent has to discharge any other duty assigned by the Chief Superintendent in connection with the University examinations.

9.5 DUTIES OF THE RELIEVING SUPERINTENDENTS:

- a) The Relieving Superintendent has to report himself at least half-an-hour after the commencement of the examination.
- b) He has to give relief to a specific number of Room Superintendents assigned to him.
- c) No relief shall be given during the first and last half-an-hour.
- d) He has to do any other work assigned by the Chief Superintendent in connection with the University examinations.

9.6 BLOCK SUPERINTENDENTS

- a) The Registrar (Evaluation) may appoint one or more Block Superintendents depending upon the need for the smooth conduct of examinations in case the examination is held in different blocks at a single centre which are not in a single building but situated in the same campus.
- b) The Block Superintendents shall strictly supervise the conduct of examinations in the blocks assigned to them by the Chief Superintendent and shall perform such duties as are assigned to them for the smooth conduct of examinations.
- c) They shall report to duty to the Chief Superintendent at least half-an-hour before the commencement of examination during each session of examination and shall not leave the office till all the answer books of their block are properly bundled and sealed.
- d) They shall keep moving round the examination halls in their block and ensure proper conduct of examinations and curb malpractices.
- e) The Block Superintendents shall also give a report regarding the conduct of examinations during a session along with their Remuneration Bill and also give a report on Malpractices committed in their blocks, if any.
- g) The Block Superintendents are entitled to draw remuneration at the rate prescribed by the University from time to time on par with the Deputy Chief Superintendents. The Registrar (Evaluation) is competent to remove any Block Superintendent whenever he finds that the Block Superintendent is not properly discharging his duties or on receipt of a report from the Chief Superintendent and also subject to further disciplinary action.

CHAPTER - X

PREPARATION OF 'A' FORMS, PACKING AND DISPATCH OF ANSWER SCRIPTS.

10.1 NON-CODED EXAMINATIONS

a) In the case of non-coded examinations like BA, B.Sc., B.Com., the 'A' form-cum-Marks list shall be prepared in QUADRUPPLICATE. Out of the four copies, the original and the first carbon copy shall be placed inside the packet containing the corresponding Answer Books. Third copy shall be pasted on the packet while the fourth copy may be retained in the office for reference. Under no circumstance, the original copy should be pasted on the paper packet. The Register Numbers should be carefully typed as per the lines in the Marks List. While placing the second, the third and the fourth copies in the typewriter, care should be taken to see that the numbers are typed in the middle between the lines. Otherwise, it may give rise to confusion while entering marks.

b) Care should be taken to see that all the digits of the Register Numbers and the alphabet assigned are correctly typed. If the alphabet or the first few digits are wrong, it is likely that this mistake continues in respect of all the remaining numbers in that 'A' form. It is likely that the first two or three digits are wrongly typed, the last three being correct. This fact of wrong typing will not be noticed even by the Evaluators. Therefore, the typing should be done very carefully. The Office Superintendent shall verify it carefully before packing the Answer Scripts.

c) In case the Register Numbers are typed wrongly, attempts should not be made to correct the same, as it will not be clear and gives room for confusion. On the other hand, it should be typed afresh in separate forms.

d) While preparing the 'A' form-cum-marks list only 15 Register Numbers including Absentees, shall be entered in each 'A' form.

e) The Register Numbers of the Absentees falling within the range of the above 15 numbers (and also those immediately succeeding them) shall be typed horizontally in the lower blank columns and the total number of Absentees pertaining to that 'A' form shall be specified within brackets. The break in the serial order of the Register Numbers (due to Absentees or otherwise) shall be shown by red line wherever such a break occurs. (In case, the lower three blank columns are not sufficient to enter all the Register Numbers of the Absentees relating to the range of numbers in the 'A' form, they may be typed horizontally one by the side of the other.

f) 'A' form-cum-marks list must be prepared examination-wise and subject-wise. In respect of the centers to which other colleges are tagged, separate 'A' form-cum-marks list shall be prepared for the candidates of other college. Under no circumstance, the Register Numbers of the candidates belonging to different colleges shall be mixed up in the same 'A' form.

g) Separate 'A' forms shall also be prepared in respect of the candidates of different batches/schemes.

h) The Register Numbers of the Repeater candidates of Mysore University, if any, shall also be given in separate 'A' forms.

NOTE: The above instructions are very important or else it leads to confusion and delay in the Announcement of Results.

10.2 PACKING OF ANSWER BOOKS

a) There shall not be more than 15 Answer Scripts (including absentees) in each of the paper packet, except in the last packet which may contain less than 15.

b) Answer Scripts placed in the packet shall be in accordance with the Register Numbers typed in the 'A' form-cum-marks list.

c) The paper cover enclosing the Answer Scripts should not bear any identity of the college. Under no circumstance should those paper covers be sealed using the college seal. The covers are just to be pasted. Identity of the centre should not be revealed /mentioned on the paper packet. The packed Answer Script covers should be placed in the cloth bag big or small, depending on the number of paper packets.

d) Cloth bags shall not be used for each paper packet cover, except in the case that there is only one paper packet to be placed in the bag.

e) Though there would be separate packets of Answer Scripts in respect of candidates of other centers or the Repeater candidates of Mysore University as the case may be, there is no need to put them in separate cloth bundles. In other words, all the scripts pertaining to a particular subject/paper have to be sent in the same bundle to avoid the use of additional stationery, and additional postage for dispatching the same.

f) The cloth bag containing the paper packets shall be sealed after Stitching the open end and the bundle super scribed giving the following information. Name of the examination: (I B.A./B.Sc./B.Com. etc., March/October 20.....)

Subject:

Date of examination:

Number of Answer Scripts enclosed:

g) The identity of the college has to be clearly shown on the cloth bag only. The cloth bag may be addressed to the concerned Custodian or the Registrar (Evaluation) as the case may be as per the instructions issued from time to time.

h) On the lower corner of the left hand side of the Cloth Bag, the Chief Superintendent shall affix his full signature with dot pen just above the from address. All the spare copies of the relevant question papers shall be put inside the Cloth Bag along with the Answer Script packets retaining five or six copies in the College/Institution for reference.

10.3 PAPERS FOR WHICH NO CANDIDATE IS PRESENT

a) In the case of any examination, if for any paper no candidate is present, a report on the same shall be sent in the appropriate "Daily account of Answer Scripts dispatched specifying that no candidate was present.

b) In case of non-coded examinations, 'A' form-cum-marks list shall be prepared in Quadruplicate entering the Register Numbers involved in the form horizontally under Absentees. Two copies shall be enclosed in the Paper Packet, one pasted on it and the packet shall be enclosed in a cloth bag. Even if there are no candidates, 'A' form and the packet have to be prepared and sent to the Coordinator or the Registrar (Evaluation), as the case may be.

10.4 DISPATCH OF ANSWER SCRIPT BUNDLES:

a) The cloth bag containing Answer Script packets have to be dispatched on the same day to the concerned Custodian/Registrar (Evaluation) as intimated by the Registrar(Evaluation). However, the bundles of the afternoon examinations may be sent the next day. Sometimes, the Examination Branch would have arranged for the transportation of the bundles from the examination centers. In any case, the instructions issued from time to time have to be followed.

b) The Chief Superintendent shall maintain a record of the daily account of Answer Scripts dispatched to the University and shall send a Consolidated Statement regarding this after the closure of each examination.

10.5 CONSOLIDATED ABSENTEE STATEMENT

Absentee Statement shall be sent to the Registrar (Evaluation), in Triplicate in the prescribed form within three days of the completion of all papers of the theory examinations. The Absentee Statement shall be prepared separately for each examination such as I B.Sc., II B.Com., Final BA, I Semester BE etc. The envelope containing the statements shall be super scribed **"CONSOLIDATED ABSENTEE STATEMENT"**.

10.6 PRESERVATION OF EXAMINATION RECORDS

The examination records such as "Invigilator's Diary', office copies of the 'A' forms-cum-Marks List and other records pertaining to the examinations have to be preserved at least for **one year** as the same may be required for reference.

CHAPTER-XI

CODED EXAMINATIONS

11.1 USE OF BLANK ANSWER BOOKS, ADDITIONAL ANSWER BOOKS, PACKING OF ANSWER BOOKS ETC.

- a) Most of the examinations of the Professional Courses are coded examinations.
- b) For all Coded Examinations, separate main Answer Books and Additional Answer Books are supplied. The Answer Books and the Additional Answer Books meant for the non-coded examinations shall not be used for Coded Examinations and vice-versa.
- c) While the main answer books of the Coded Examinations will have the serial numbers, the additional answer books of the Coded Examinations will not have serial numbers.
- d) In the case of Coded Examinations, the candidates shall be asked to write the following pledge in the space provided on the top of the inside wrapper sheet of the Answer Book:

"I hereby declare that I have not revealed my identity in any way, anywhere else in the Answer Book".

The candidate has to affix his full signature below this declaration.

- e) A separate statement containing the details of Register Numbers of the candidates who have taken the examination and also that of the Absentees, giving the total of those who are present and absent, shall be prepared in Triplicate for each paper separately.
- f) One copy may be placed in the bundle of Answer Scripts, One copy shall be sent to the Registrar (Evaluation) by name and the last one retained in the office.
- g) There is no need to prepare the 'A' form-cum-marks list in the printed Proforma. Instead a statement as mentioned in the previous Para may be typed on the plain paper.
- h) The Answer Scripts shall not be limited to 15 in any paper packet cover, as done in the case of the non-coded examinations. On the other hand, a sizeable number of Answer Scripts may be bundled together and packed in the craft paper and put in the cloth bag along with the statement as specified in Para 11(e) above. The cloth bag may be stitched, sealed and dispatched to the Registrar (Evaluation) by name unless separate instructions are issued on handing over to an officer or any official who has been authorized to accept the same.

11.2 METHOD OF PACKING DRAWING SHEETS.

An Answer Book (main or additional) is supplied to the candidate with drawing sheet. The Answer Book shall be tied securely with a tag to the left hand top of the drawing sheet. The drawing sheet shall be folded so as to make it approximately to the size of the answer book and in such a manner that the Register Number portion written on the drawing sheet shall be visible on the first fold. On no account the drawing sheet and the Answer Book of a candidate be detached and sent

separately. Then all the drawing sheets of one paper under each examination shall be packed separately in craft paper and tied with thread and then inserted into a cloth bag and sealed. The sealed cloth bag shall be super scribed the details such as the name of examination, date of examination, title of the paper, number of papers in the bundle and the name of the examination centre and sent to the Registrar (Evaluation) or to the person nominated by him as is done in case of theory Answer Books.

11.3 METHOD OF PACKING ANSWER BOOKS PERTAINING TO MASTER DEGREE/ DIPLOMA AND OTHER REGIONAL COLLEGE EXAMINATIONS.

- a) In the case of above examinations, if they are non-coded examinations, all the Answer Books of one paper under each examination shall be packed in craft paper and tied with thread. Answer Books shall always be kept flat and not folded. This applies even to cases where there are only one or two papers/books. Two copies of the question paper shall be enclosed and the packet along with question papers and the 'A' form showing number of answer books dispatched and the Register Numbers of Absentees shall be placed in a cloth bundle and sealed. The sealed Answer Books Bundle should be sent to the person/s appointed by the Registrar (Evaluation).
- b) In the case of examinations which are coded, the procedure already given for Under graduate coded examinations shall be followed.
- c) All other instructions are common as given in the Manual.

CHAPTER XII

12.1 PRACTICAL/CLINICAL/VIVA-VOCE EXAMINATIONS

All the Chief Superintendents for BA/B.Sc./BE etc., examinations have to plan the schedule of practical examinations in the subjects for which Practical Examinations have to be held, as soon as they receive the communication regarding the appointment of Coordinators for the conduct of Practical Examinations from the Registrar (Evaluation).

12.2 The draft of the Time Tables for each examination in each subject for which Practical Examinations have to be held shall be prepared separately by each Chief Superintendent and sent in Duplicate to the respective Coordinators appointed for the conduct of Practical Examinations.

12.3 One copy of the Practical Time Table may also be sent to the Registrar (Evaluation) for reference.

12.4 Normally there will be two examiners for the conduct of each Practical Examination. One of the examiners would be from a different college and the other from the same college.

12.5 In case there are no teachers eligible to be appointed as examiners in any subject in a college, then both the examiners shall be externals only.

12.6 No Practical Examinations shall be held with two Internal Examiners (i.e., examiners from the same college). If held, it will be invalidated. In the event of the external examiner not turning up for the conduct of Practical Examinations, the examination may be postponed.

12.7 The fact of external examiner not turning up may be immediately reported to the Coordinator of the subject and also to the Registrar (Evaluation) by name for making alternative arrangements.

12.8 However, in the event of the External Examiner not turning up for duty on the day of practical examination, the Chief Superintendent may conduct the Practical Examinations by taking the assistance of any teacher eligible to be appointed as an examiner under Mysore University rules, who is readily available in a near-by college/place, under intimation to Coordinator/Chairperson of the concerned Board.

12.9 The Chief Superintendents may conduct Practical Examinations only to the students who have been assigned to his centre by the Registrar (Evaluation).

12.10 The Chief Superintendents of any other centre should not permit the candidates of other colleges/centers to take the Practical Examination in his centre without prior permission from the Registrar (Evaluation).

12.11 No change of batch or change of Centre shall be granted to any candidate for Practical/Clinical/Viva-Voce examinations.

12.12 If any candidate fails to take the Practical Examination in the batch to which he/she was originally assigned, he/she may not be assigned again and should be treated as absent. The fact may be brought to the notice of the student by notifying on the College Notice Board.

12.13 However, Candidates who could not attend the Practical Examination for reasons beyond their control (such as sudden serious illness, break-down/accident of the vehicle in which he/she was travelling to the examination centre, death of parents etc.) may apply through the Chief

Superintendent to the Registrar (Evaluation) for grant of change of batch for the Practical Examination missed by him/her with evidence such as Medical Certificate etc.

- 12.14** Whenever such an Application is received, the Chief Superintendent shall forward the Application with his recommendations to the Registrar (Evaluation) without delay and he/she shall also make a note on the application regarding the position of practical examinations in that subject/practical in his centre and also note wherever possible the centers where the practical examinations in that subject/practical are still going on.
- 12.15** The Registrar (Evaluation) after due examination of the Application, may-put up the Application for Orders of the Vice-Chancellor together with his recommendations in the matter of granting change of batch/centre and communicate the orders of the Vice-chancellor to the Coordinator/Chairperson of BOE and also to the Chief Superintendents of the concerned colleges for further action.
- 12.16** The orders of the Vice-Chancellor on such applications shall be final.
- 12.17** All candidates who may be granted change of batch/centre shall pay a fee prescribed by the University from time to time of to "Fee and Remuneration Account" of Mysore University Funds and produce the Challan to the chief superintendent before taking the practical examination.
- 12.18** The Chief Superintendent shall forward the Challan to the Registrar (Evaluation) with a covering letter giving details of sanction etc.
- 12.19** The Chief Superintendents shall inform the examiners who come for conduct of Practical/Clinical/Viva-voce examinations to write the Register Numbers in full (i.e., the alphabet and all the digits) entered by the candidate on the Answer Book while entering the marks in the Marks List.
- 12.20** **COLLECTION AND DISPATCH OF PRACTICAL/CLINICAL/VIVA-VOCE MARKS LISTS:**
- a)** The Marks Lists of Practical Examinations shall be enclosed by examiners in the Inner Cover and sealed. The sealed Inner Covers shall be collected by the Chief Superintendents from the examiners as soon as the Practical Examination is over.
 - b)** The Chief Superintendent will issue an Attendance Certificate to the examiners for the number of days of examination conducted by them for purposes of TA.
 - c)** The Chief Superintendent shall forward all the Practical Examination Mark Lists of examinations held in his/her centre duly indicating in the covering letter the details such as examination, subject/sub-division of subject (Organic, Inorganic, Physical etc), number of the Practical Exam, the names of examiners and the number of Inner Covers enclosed. The Inner Covers containing the Marks List along with the Covering Letter shall be placed in a Cloth Bag, sealed and sent to the name of the Registrar (Evaluation) (by means of Insured Post for Rs. 100/- only) by Chief Superintendents of Colleges outside Mysore and City Colleges by *muddam*. The name of Practical Examination, Subject and the name of the Centre shall be clearly indicated on the cloth bag and it shall also be super scribed as "PRACTICAL MARKS LISTS".

12.21 DISPATCH OF PRACTICAL/CLINICAL/ VIVA-VOCE EXAMINATION ANSWER BOOKS

- a) So far as the Practical/Clinical/Viva-voce Answer Books are concerned, the batch of examiners conducting the practical/clinical/viva-voce examination at an institution shall put them in the paper cover meant for packing practical examination answer books of each batch separately and seal the cover giving all the details on the cover and handover the sealed cover to the chief superintendent for being mailed to the Registrar(Evaluation).
- b) The Chief superintendents shall send the covers of all batches of Practical Examinations put together in a cloth bag immediately after all the Practical Examinations are over to the Registrar (Evaluation). They shall use separate covers for separate subjects.

12.22 CLINICAL/VIVA-VOCE/PRACTICAL EXAMINATIONS FOR MEDICAL EXAMINATIONS

- a) Normally there shall be four examiners for conduct of each Practical Examination in different subjects/courses coming under the Faculty of Medicine.
- b) Out of the four examiners, one shall be from the same college, one from another college within the University and the remaining two examiners shall be external examiners (one within the state and the other outside the state)
- c) In case there are no qualified examiners in any college, then both the examiners may be from another college itself.
- d) All Practical/Clinical/Viva-voce examinations shall be held by examiners appointed by the Registrar (Evaluation). In the event of the external examiners appointed do not turn up for the conduct of practical examinations the Chief Superintendent will immediately contact the Registrar (Evaluation) and postpone the examination.
- e) However, the Registrar (Evaluation) may permit the Practical/Clinical/Viva-voce examination to be held at a centre in the event of non-availability of examiners, only if there is at least one external examiner in addition to the two internal examiners.
- f) All other procedures mentioned in the earlier paragraphs for other examinations will also apply to medical Practical/Clinical/Viva-voce examinations.

CHAPTER XIII

13.1 ACCOUNTING OF ANSWER BOOKS AND OTHER ARTICLES

The Chief Superintendent shall ensure that a proper account of answer books, cloth bags and other articles is maintained. In particular, it is necessary to maintain the day-to-day accounts of answer books and cloth bags used. A separate register of daily use of the above stationery has to be maintained. The Registrar (Evaluation), The Finance Officer or the staff deputed by them, will inspect the accounts from time to time.

13.2 The account of printed Stationery supplied has to be rendered at the time of sending the Indent for the next session of examinations. The Proforma of the Stock Book of the printed Stationeries is given in Appendix-XII.

13.3 Using the examination Stationery such as Blank Answer Books etc., for purposes other than the examination of the University, would amount to misuse of Stationery and will be treated as an offence and an act of abetting and aiding Malpractice.

13.4 Chief Superintendents shall render accounts of advances drawn on AC bills within a month of the completion of all examinations at their centre. The statement of accounts shall be supported by vouchers. As the advance drawn for the examination cannot be utilized for the next examination un-utilized balance, if any, shall be credited to the Fee and Remuneration Account of the Mysore University funds.

13.5 REMUNERATION:

The rate of Remuneration for various items of examination work will be as notified from time to time.

13.6 The Chief superintendent shall claim his remuneration and of supervisory, clerical and class iv staff in two separate bills as shown below:

(i) Remuneration of Teachers appointed as Superintendents and of Class-IV staff appointed on examination duty may be claimed in one bill. This bill shall be sent as soon as all the examinations at his centre are concluded. The bill shall contain the following certificates

"Certified that the number of Superintendents and Class-IV staff engaged on each day of the examination is according to the scale laid down by the University".

NOTE: When persons belonging to another institution are appointed as superintendents according to orders of the University, the remuneration of such persons also shall be drawn on the same bill and disbursed by the Chief Superintendent.

(ii) Remuneration of the Chief Superintendent and other Clerical Staff shall be claimed in another bill after all the examinations are over and after sending all the returns and rendering accounts to the University. This Remuneration Bill shall contain the following certificates:

(a) Certified that daily account of Answer Books and Cloth Bags used and accounts for forms and other articles of Stationery have been maintained properly as per Rules.

(b) Certified that the unspent balance of advances drawn has been credited to Mysore University Funds and that accounts supported by vouchers have been already rendered for advance of money drawn for (i) Stamps (ii) approved contingent expenditure (iii) Stationeries and (iv) Practical Examination vide letter nodt _____

(c) Certified that the "Consolidated Statement OF Absentees (theory examinations) has been sent to the University.

13.8 In case of Centers where Practical/Clinical/Viva-voce examinations are held, the following additional certificate shall be recorded: Certified that the "Consolidated Statement of Absentees" and "Statement of Work done of the Practical/Clinical/Viva-voce-examination" has been sent to the University. Certified, further that copies of "Statement of Work done" have been will to the Chairperson concerned.

13.9 The Deputy Chief Superintendent shall prepare his bills and get it countersigned by the Chief Superintendent of the centre of examination and forward it directly to the Registrar(Evaluation).

13.10 He will also send the report on the conduct of examination along with the bill.

13.11 REMUNERATION TO STAFF OF THE COLLEGE

The Principal/Head of each College/Institution will prefer a bill at the talc prescribed by the University from time to time through his/her Institution/College out of the process fee collected and remitted to "Fee and Remuneration Account" of the Mysore University Funds after all the examination results of his/her College are announced, once during each examination (i.e. April/May and Oct/Nov as the case maybe).

13.12 The amount claimed above may be utilized to meet the expenditure incurred by the institution to get the floppy disc prepared in respect of 1 Year Freshers of his/her college and the remaining amount towards Remuneration to the College Ministerial Staff proportionately to their work-done in connection with the pre and post examinations work of the Mysore University.

13.13 The following certificates shall be recorded on the bill while claiming the process fees:

(a) Certified that the process fee at the rate prescribed by the University per candidate or Rs.25/- (minimum) claimed in this bill is as per rules prevailing in the university of Mysore.

(b) Certified that the process fee claimed in this bill is only in respect of the students who appeared through this institution during April/October 19.....University examinations.

(c) Certified that a sum of Rs.----- (in words Rupees:-----was actually collected during April/October 20-----University examinations from the students of this college towards process fee and credited to "Fee and Remuneration Account" of Mysore University Funds at -----Bank Vide Challan No.----- Dt.-----

(d) Certified that the process fee claimed in this bill has not been claimed or drawn in any of the previous bills and the amount would be utilized as provided for.

CHAPTER XIV

14.1 CENTRAL VALUATION OF ANSWER BOOKS

Answer Books pertaining to all University Examinations shall be normally subjected to Central Valuation with a view to speed up the announcement of University examination results, as far as possible.

14.2 Central Valuation of Answer Books shall be held in such centers as specified by the Registrar(Evaluation) for each examination.

14.3 There shall be Two Sessions for Valuation (one in the morning and another in the afternoon)each day (including intervening general holidays) on all days of Central Valuation.

14.4 Each examiner has to value only 15 (fifteen) scripts per session (i.e., 30 scripts a day) except the last session in which he may value less than 15 (fifteen) scripts in respect of all examinations excluding medical and post-graduate degree/diploma/certificate examinations.

14.5 For Medical Examinations Central Valuation shall be got done by the external and internal examiners who come for conducting Practical/Clinical/Viva-voce examinations in the concerned examination centre at the rate of 30 scripts per day.

14.6 In respect of all Postgraduate examinations, each examiner shall value only 20 scripts a day excepting the last day where he may value less than 20 scripts. Provided further, the Registrar(Evaluation) may permit on request a higher number of scripts to be valued by internal/external examiners, only in any case not exceeding 40 scripts a day.

14.7 The Registrar (Evaluation) may appoint one or more Coordinators depending upon the need-and the number of answer books available for central valuation work.

14.8 The Coordinators appointed for Central Valuation work may be permitted to make their own arrangements for clerical and menial assistance at their choice so as to complete the work properly without giving room for any Malpractice. Their appointment is subjected to other disciplinary proceedings. They may claim the remuneration for themselves and to the staff engaged at the rates specified by the University from time to time.

14.9 The Registrar (Evaluation) shall visit the central Valuation Centers periodically and ensure proper valuation.

14.10 Whenever the Registrar (Evaluation) notices any disturbance in Central Valuation work in any centre caused by teaching/non-teaching staff employed for the work, he may suspend them immediately from Central Valuation work and report the matter to the Vice-Chancellor with a detailed report of the happenings (wherever possible the circumstantial evidences may also be produced)

14.11 The Vice-Chancellor may ascertain either by Enquiry or on the basis of records available and pass orders in the matter of assigning further Central Valuation work and payment of Remuneration (by withholding a portion/full) to such persons for the work done before such suspension. The orders of the Vice-Chancellor in the matter shall be final.

- 14.1 2** The Registrar (Evaluation) on the orders of the Vice-Chancellor, may report all such matters to the Syndicate along with an Enquiry Report, regarding the removal of the person so involved from all examination work permanently or for a specified period.
- 14.13** In cases where Central Valuation could not be held in any paper/subject due to the reason that the external examiners express inability to attend the Central Valuation work owing to pre occupation etc., the chairperson of the BOE/the Coordinator in-charge of Central Valuation work shall bring the above to the notice of the Registrar (Evaluation) and get them valued by post or by assigning to any other competent examiner according to the written directions of the Registrar (Evaluation)(Amendments to Mysore University [Disciplinary Control on Examiners and examination staff] ordinance 1993 shall be issued).

CHAPTER XV

APPOINTMENT OF SQUAD OFFICERS

- 15.1**
- a) The Registrar (Evaluation) may appoint one or more teams of Flying Squad Officers according to the need to ensure proper conduct of examinations and to curb malpractice at University examination centers.
 - b) Each team may consist of not more than Three members of whom one shall be designated as the leader of the team. This need not be on seniority but on the suitability.
 - c) The leader and the members of the squad may be selected by the Registrar (Evaluation) normally from among the Teachers of the University Colleges/Departments and Government/affiliated institutions of the University depending upon the suitability and need.
 - d) For each Session of examinations (April/May or October/November) the Registrar (Evaluation) will give instructions to the members of the squad regarding their visit to centers and also specify the centers.
 - e) The Registrar (Evaluation) shall issue Identity Cards to each member of the Squad so appointed for producing the same while entering the examination hall for supervision. The Identity Card shall bear Passport size photograph of the Squad Officer with attestation of his signature by the Registrar (Evaluation).

15.2 FUNCTIONS:

- a) The Leader of the Squad is empowered to draw advance from the University and is responsible to lead the team and also render proper accounts within a week from the last day of the theory examinations during each session of University examination for which they are appointed.
- b) The Leader of the Squad may engage a Taxi/Car if the vehicle is not provided by the University for brisk movement from one centre to the other, at the rates approved by the University for this purpose and shall also be responsible to maintain proper accounts regarding the mileage etc., run by the vehicle so engaged and see that the vehicle does not run outside the jurisdiction assigned to them;
- c) The Squad Officers shall conduct themselves at the examination centers with utmost caution, courtesy and tact.
- d) The Squad Officers shall inspect the University examination centers assigned to them by the Registrar (Evaluation) briskly, surprisingly and frequently to ensure whether the arrangements made at different centers for the conduct of examinations are adequate, proper and fool-proof;
- e) They shall initiate action to curb malpractices like copying, possession of in discriminatory materials connected with the University examinations etc.
- f) (i) The Leader of each batch of Squad Officers will obtain and maintain a "Day Book" (Proforma Appendix-XI V) and carry it with him while visiting each examination centre.

(ii) After the inspection of examination halls is over and before leaving the centre, he shall obtain in the hand writing of the Chief Superintendent of the concerned centre the details entered in one of the blocks of the DAY BOOK without leaving any column blank and get his signature with seal.

(iii) It should be ensured that the entries in the blocks are in serial order and no block is left blank in between. The DAY BOOK should be presented for inspection to the Registrar (Evaluation) whenever called for.

(iv) The DAY BOOK shall be returned to the Registrar (Evaluation) after all the Theory examinations are over or on the day of relief of the squad leader without which his remuneration bill shall not be passed:

(v) Any lapse in the maintenance of the DAY BOOK will be viewed seriously and the leader shall be liable to be penalized. Further, they shall:

- g)**
- i)** report the cases of Malpractice detected to the Registrar (Evaluation) immediately for further action (however, the regular report of malpractices together with the documents shall be sent by the Chief Superintendent of examination centre concerned as envisaged under the Chapter on Malpractices);
 - ii)** send the candidates out of the examination centre if they are found committing malpractices and not allow to write any subsequent examination;
 - iii)** report simultaneously the instances of grave Malpractice such as mass copying etc., to both the Registrar(Evaluation) and the local police for further action as per law;
 - iv)** report whether the deputy Chief superintendent posted to the centre has reported to duty and functioning properly;
 - v)** give a detailed report on the work done after all the Theory examinations are over duly recording daily entries in their diary;
 - vi)** carryout any other function/s assigned by the Registrar (Evaluation) for the smooth conduct of examinations and curbing the number of Malpractice cases at any centre;
 - vii)** not release any press statements under any circumstances;
 - viii)** ensure utmost care to take the Chief Superintendent into confidence in the course of execution of their duties and not employ impolite language or improper means on any occasion;
 - ix)** not visit any centre when there is no examination, as they will not be eligible for any TA and DA or remuneration, if there is no examination;
 - x)** contact the Registrar (Evaluation) immediately for any clarification/guidance and/or help whenever needed.

15.3 The Leader and the Squad Officers appointed for University examinations are entitled to draw remuneration, TA and DA as per rates prescribed by the University from time to time by:

- a)** Submitting a consolidated bill and the report duly signed by all the squad members of the concerned batch;

b) Producing original Attendance Certificates obtained from the Chief Superintendents of different centers along with the bills (the Attendance certificates shall contain the timings of the sessions visited by the squad);

c) Finalizing the accounts for the advances drawn;

d) Duly returning the Identity Cards issued to them by the Registrar (Evaluation).

15.4 The Registrar (Evaluation) is competent to remove any Squad Officer including the leader whenever he finds that they are not satisfactorily carrying out the duty and report all such cases to the Vice-Chancellor and then to the Syndicate for a decision. Further such squad officer/s shall not be paid any remuneration till the Syndicate takes a decision in the matter.

15.5 All appointments made to Flying Squad teams are subject to disciplinary proceedings of the University.

CHAPTER - XVI

16.1 ISSUE OF MARKS CARD AND MAINTENANCE OF RECORD OF MARKS IN THE INSTITUTION/COLLEGE

After the results are announced, Marks Cards will be issued to the Institution/College. Soon after the Marks Cards are received, the marks are to be entered in the Marks Register maintained in the Institution/College.

- 16.2** Marks cards are to be checked before they are issued to the candidates to see whether any mistake in the declaration of results, in the Register Number, Name and Initials, whether any discrepancy between figures and words, totaling etc., has occurred.
- 16.3** If there is any discrepancy in the name, initials etc., the Candidates' List is to be checked to see if any mistake is found there, before the Marks Card is sent to the University for correction.
- 16.4** The signature of the Head/Principal with the Institution/College seal has to be affixed on the Marks Cards before they are issued to the candidates.
- 16.5** Signature of the candidate has to be obtained in the duplicate Marks Register for having received the Marks Card.

With the declaration of results and distribution of Marks Cards the normal work of the conduct of a particular examination comes to a close and the cycle is said to have turned a full round.

UNIVERSITY OF MYSORE

**INDENT FOR SUPPLY OF BLANK APPLICATION AND ADMISSION TICKETS FORMS FOR
UNIVERSITY EXAMINATIONS OF APRIL / MAY/ OCTOBER / NOVEMBER 20_**

Name of examination	No. of Candidates who took the March/October 20 Examination	Estimated No. of candidates for the Mar/Oct 20- Examination	No. of blank Forms on hand		No. of blank forms to be supplied		Remarks
			Application	Admission Ticket	Application	Admission ticket	
1	2	3	4	5	6	7	8

The figures in this column shall relate to comparable examinations i.e., if the estimated number is for March examination, the number for the previous March examination shall be given;

Signature of the Principal/-
Chief Superintendent.

UNDERTAKING

I, Sri/Kumari/Smt -----
S/o,D/o,W/o ----- studying in----- class during the
academic year 20---- 20----- have been cautioned of the deficiency in Attendance and I am applying to-----
examination of March/October 20_____ at my own risk. Further, I fully understand that, in case I fail to satisfy the
requirements of attendance and progress as per university regulations, I will not be eligible to appear for the examination.
I also, understand that the examination fee paid by me is neither refundable nor re-adjustable for future examination.

Place:

Date

Signature of the student.
with class

Before me

**Signature of the Head/Principal
with Institution/College seal**

Note: This should be preserved in the college for at least six months

UNIVERSITY OF MYSORE

APPLICATION FORM FOR REJECTION OF RESULTS
(To be routed through the Head/Principal of the Institution/College)

1. Name of the candidate
(in block letters)
2. Name of the institution
3. Name of the examination
with year and month
4. Register No. of the candidate
5. Whether rejecting the results
for the first time ? If not,
the year and month of such
previous rejection
6. Reasons for rejection
7. Whether the prescribed fee
has been paid ? If so, give
the receipt No. and the date
(enclose the receipt to the
application)
8. Whether the Original Marks Card
has been enclosed ? If so, give
the serial no. of the Marks Card
9. Date of announcement of the
result as entered on the
Marks Card

I declare that the above facts are true and also understand that the results once rejected cannot be revoked again and this application is subject to scrutiny and approval of the University.

Place:

Signature of the candidate
with address

Date:

(FOR COLLEGE USE)

No. _____

Date: _____

The facts stated above by the student are verified with reference to the records maintained in the Institution/College and certified that this candidate is rejecting the results of this examination for the first time and he/she is in conformity with the regulation prescribed by the University.

Signature of the Head/Principal
with Institution/College seal

Format: for Candidate's list preparation (computerized)
For-first BA, B.Sc., and B.Com examinations -

Field name	Width
1. Sl.No.	3 characters
2. College code	5 characters
3. Name	35 characters
4. Language 1	5 characters
5. Language 2	5 characters
6. Optional I	5 characters
7. Optional 2	5 characters
8. Optional 3	5 characters -
9. Optional 4*	5 characters (* This is for B.Com only)

This can be done through dBase or any other Data-Entry. Utility except Lotus & WordStar Software

Note: (1) In Sl. Nos. 2,4,7 5,6,7,8 and 9 only code numbers are to be used
(2) Words/characters like "Do", '-' should not be used.

APPENDIX-V

Statement showing the exact number of candidates registered (Both with and without Penal fee) under each subject-Examination wise :

EXAMINATION	Subject	Subject Code	No. Registered		
			Boys	Girls	Total

I BA/I B.Sc./
I B.Com/ISS
BBM/I LLB etc.

II BA/B.Sc./B.Com/
II SS BBM/II LLB
Etc.,

III
BA/B.Sc./B.Com/
BBM/III LLB etc.,

Note : Details for each semester/year of each degree has to be separately furnished in each subject.

Certified that the above information is furnished as per actual and based on the application received in this office.

**Signature of the Principal
with date and College Seal**

APPENDIX-VI

Statement showing the details of examination and other fees paid by the candidate for April/October 20____ examinations :

Examination : I BA/B.Sc./B.Com etc.

Sl. No.	Name of the Candidate	Fee collected				Date of Collection	Challan No. and date of remittance to University funds.	
		Exam fee	Appln. fee	Marks card fee	Process fee			
1	2	3	4	5	6	7	8	9

Rupees : (In words) :

Certified that the fee collected as detailed above from the students towards examination fees has been fully credited to the "Fee and Remuneration Account" of Mysore University Funds and the counter-foil Challans have been sent in our letter No. _____ Dated : _____ to the University.

Signature of the Head/Principal
with date and Institution/College
Seal

UNIVERSITY OF MYSORE
 FORMATTOCLAIMEXAMINATION FEE EXEMPTED

Name of the Institution : _____

Examination: April/May 20__

candidate Amount claimed for reimbursement Signature of the

Sl No	Name of the Candidate	Address of the Candidate	Class	Caste	Annual Income	Exam Fee	Lab Fee	Tuition fee	Total
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UNIVERSITY OF MYSORE
GENERAL SCALE FOR THE SUPPLY OF STATIONERY ARTICLES FOR THE UNIVERSITY EXAMINATIONS

Engineering, Medical, Law, Pharmacy & Pre-Professional Examination							Other examination					
Sl. No.	Particulars	Upto 100	101-300	301-600	Candidates		Upto 100	101-300	Candidates		1000-1500	1501 & Above
					601-1000	1000-1500			301-600	601-1000		
1.	White paper (Cut sheets)	200	300	400	500	600	100	200	300	400	500	600@
2.	Craft Paper	1	2	4	5	6	½	½	½	½	1	1#
3.	Typewriting Thin Paper	100	100	300	400	500	100	100	200	300	400	500@
4.	Typewriting carbon	12	12	24	24	24	12	12	24	24	24	24@
5.	Typewriting Eraser	1	1	1	1	1	1	1	1	1	1	1
6.	Stencil sheets	-	12	24	24	24	-	-	12	24	24	24@
7.	Duplicate paper	-	200	300	500	600	-	-	200	300	500	500@
8.	Tags	6	6	6	6	6	4	4	4	4	4	4\$
9.	Typewriting ribbon	1	1	1	1	1	1	1	1	1	1	1
10.	Candles	1	2	4	6	8	1	2	3	4	5	6!
11.	Sealing wax	1	3	5	7	8	1	3	4	5	6	7*
12.	Thread reels	1	1	1	2	2	1	1	1	2	2	2
13.	Twine balls (white)	2	2	4	4	4	2	2	2	4	4	4
14.	Needles	3	3	5	6	6	3	3	6	6	6	6
15.	Gum Crystals	½	1	2	3	4	½	½	1	2	3	4**
14.	Pins	200	300	400	500	600	200	300	300	500	500	500***
15.	Small Cloth Bags (to contain 30 answer script)	At the rate of one small cloth bag every 30 answer scripts or part there of in each paper.										
16.	Big cloth bags (to contain 100 to 150 answer books)	At the rate of one big cloth bag for every 4 to 6 inner cloth bags or 100 to 150 Answer Scripts.										

Note: Institutions which do not possess duplicating machines shall not indent for stencil sheets and duplicating paper. They will be supplied proportionately more quantity of thin paper.

@	(All in Sheets)	* (packets)
#	(All in qrs.)	** (in K.Gs)
\$	(per student)	*** (In grams)
!	(packet of 8)	

UNIVERSITY OF MYSORE

From

THE CHIEF SUPERINTENDENT

To

**THE DIRECIOR
UNIVERSITY PRINTING PRESS AND STATIONERY DEPOT
MANASAGANGOTRI, MYSORE -6.**

Sir,

Sub: Indent for the supply of stationary articles for _____ examinations

I request you kindly to arrange b the supply of the following stationery articles for the conduct of university examination of _____. The total number of candidates taking the examination in this centre is _____. The stationery articles may kindly be sent through train (station) /Lorry service (_____)

Name of the article	Balance if .any	Quantity reqd.	Qty Supplied	Remarks
1. White paper (cut sheets)				
2. Craft paper				
3. Typewriting thin paper				
4. Typewriting carbon				
5. Typewriting eraser				
6. Stencil sheets				
7. Duplicating paper				
8. Tags				
9. Typewriting ribbons				
10. Candles				
11. Sealing wax				
12. Thread reels				
13. Twine balls (white)				
14. Needles				
IS. Gum crystals				
16. Pins				
17. Cloth bags (small)				
18. Cloth bags (big)				

Note: See overleaf for the quantity of stationery articles fixed for conducting examinations.

Date:

**Signature of Chief Superintendent
with seal**

SCALE OF STAFF TO BE APPOINTED

A. Room Superintendent;

- If there are 35 to 40 candidates - one Superintendent
- If there are 70 to 75 candidates - two Superintendents
- If there are 175 to 180 candidates - five Superintendents
- If there are 350 to 355 candidates - ten Superintendents

B. Relieving Superintendent:

- For 4 to 10 room superintendents - one relieving superintendent
- For 11 to 20 -do - two -do-
- For 21 to 30 -do - three -do-
- For 31 to 40 -do - four -do-

C.. Office Superintendent

- (i) Engineering, Medicine, Education, Law Examination: -one Office Supdtt.
 If the number of candidates per session is 1 to 400 -two-do-
 If the number of candidates per session is 401 and above
- (ii) Examinations other than those listed in (i) above: onc Office Supdtt
 If the number of candidates per session is 1 to :150 -two-do
 If the number of candidates per session is 151 to 800 -three-do-
 If the number of candidates per session is 801 and above

D. CLERICAL STAFF FOR THEORY EXAMINATION:

No. of candidates at session of examination	Head* Clerk	Clerk	Typist
1 to 100	1		1
101 to 300	1	1	1
301 to 500	1	2	1
501 to 700	1	3	2
701 to 1000	1	4	2
1001 to 1300	1	5	2
1301 and above	1	6	2

*Head clerk means any person on the ministerial staff appointed to perform the duties of the Head Clerk.

**FORM OF DECLARATION FOR PROVISIONAL ADMISSION
TO EXAMINATION.**

I, Sri/Kumari/Smt _____ Son/Daughter/Wife of _____
declare that I am taking _____ examination of April/October 20____
provisionally with the permission of the Chief Superintendent entirely at my own risk and
responsibility. I declare that my application form has not been rejected previously either by the
head of the institution or by the University of Mysore. I have already remitted the prescribed
examination fee and filed the application vide receipt no. _____ dated _____ for
Rs. _____

I further declare, that I have no claim to the evaluation of my answer books and to the
result of the above examination in case the university of Mysore does not approve of my
admission to the examination. --

I have appeared for the following subjects only.

1 _____ 2 _____ 3 _____ 4 _____ 5 _____ etc

**Signature of the candidate,
with full address**

Place:

Date:

Before me

**Signature of the Chief Superintendent
With date and Centre seal**

**UNIVERSITY OF MYSORE
MALPRACTICE CASE REPORT FORM
PART I**

Centre

Examination

Subject

Paper

Date

Name of Candidate

Reg.No. of Candidate

IMPORTANT

The report and other relevant documents shall be sent by register post, acknowledgement due, addressed to the Registrar(Evaluation) by Name. The packet containing the report and answer book, etc, shall be super scribed *Stray Answer Book* in block capitals.

To
Sri.

Registrar (Evaluation)
University of Mysore,Mysore-570 005

Dear . Sir,

1. I send herewith a case of Malpractice by _____ (name) son/daughter of _____ a student of _____ College ,bearing Reg. _____ and who is appearing for the Examination at my centre.
2. The case took place in the room marked -----on the copy of the seating plan, at about on _____ 19
- 3.The distance between the offending candidate/candidate's and the Superintendent's table was approximately _____
- 4.The report of the Superintendent is in Part II and my detail report is in Part IV.
5. The Statement/s of the Candidate/s (Part III of the Report form) involved is enclosed at page _____/The candidate's refused to give statement/s. (Strike-off whichever is not applicable).
6. A copy of the certified plan of seating arrangements, is at page _____
7. The materials seized from the candidate are at page _____. They are attested by me and the Ro6m Superintendent.
8. The answer book is at Page _____ along with a copy of the question paper.
9. The concerned Superintendent's Diary is at page _____
10. The candidate's permanent address is

11. The superintendent's permanent address:

Place:

Date:

Yours faithfully

Chief Superintendent
(with Seal)

PART - II
Report of the Superintendent In-charge of the Room

- Note:**
1. Strike off the paragraphs which are not applicable to you (Superintendent).
 2. All the statements by you (Superintendents) should be based on personal knowledge.
 3. Make an entry separately in the Superintendent's Diary regarding the Malpractice report made by you.
 - (i) The statement given by me is based on my personal knowledge.
 - (ii) Before the commencement of the Examination, I warned the candidates stating "You should search your pockets, desks, purses and benches and handover to me any paper, book or notes which you may find them before starting to answer your paper of examination".

This warning was given individually to late comers also.

While I was supervising on _____20, at about _____ (indicate time) I detected this case of Malpractice in Room _____. The candidate's Register Number is _____. I have given below the detailed facts of the case:

Signature of the Room Superintendent

PART III

Statement of the Candidate

- Note:** (i) Statement of the candidate shall be obtained from the candidate by the Chief Superintendent.
- (ii) The candidate shall be asked in the presence of a responsible witness, such as the Deputy Chief Superintendent or a senior member of the staff to give his/her statement. The statement shall be in the candidate's own handwriting and shall be signed by the candidate and attested by the witness and the Chief Superintendent.
- (iii) If the candidate refuses to give his/her statement, the candidate shall be asked to record in writing his refusal to give a statement. If he/she refuses to do even that, the fact shall be noted duly witnessed by two members of the supervisory staff including the Deputy Chief Superintendent (where appointed).

Signature of the Candidate

PART IV
Report of the Chief Superintendent

Signature of Chief Superintendent

PART V

Signature of the Deputy Chief Superintendent

PART VI
Report of the Flying squad

Signature of the Flying Squad/s

APPENDIX XII

UNIVERSITY OF MYSORE

ARTICLE: _____
(Name of Stationery)

NAME OF THE INSTITUTION: _____ EXAMINATION: MARCH/OCT 20 _____

Date	Opening balance	Number indented	Quantity received	Total on hand	No. Issued	Balance	Signature of the Chief Superintendent
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FORM OF APPLICATION FOR REFUND OF FEE

Sl. No.	Name of the Candidate	Reg. No.	Fee paid for _____ examination	Challan No. & date	Amount paid	Amt to be refunded	Reasons for Refund
---------	-----------------------	----------	--------------------------------	--------------------	-------------	--------------------	--------------------

Rupees: in words:

1. Certified that the amount claimed in this bill has not been claimed in any of the previous bills.
2. Certified that the amount claimed in this bill was collected by the candidate towards examination fee vide receipt no. _____ date _____ and the same has been credited to F&R account of the Mysore University Funds in Challan no. _____ Dated: _____ pending announcement of his/her TAL/Revaluation results of March/Oct 19____ examinations.

**Signature of the Head/Principal
with date and Institution/College seal**

**PROFORM
DAY BOOK**

NOTE: 1. To be maintained by the squad leader,
2. Entries to be made by the Chief Superintendent In ha/her own handwriting.

Block - I Session: Morning/Evening Session

Names of Squad	1. _____
Officers visited	2. _____
	3. _____

Date of visit: _____

Hour of visit: _____

**Signature of the
Chief Superintendent
with centre seal**

BLOCK-2

Same as above

BLOCK-3

Same as above

BLOCK-4

Same as above
