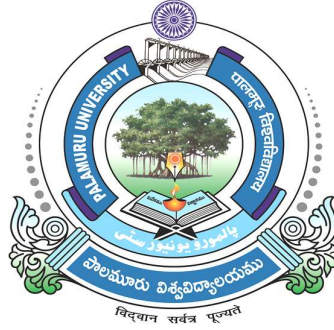


Examination Manual



Palamuru University

Mahabubnagar – 509001 (T.S)

2018

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17. COURSES OFFERED AND EXAMINATIONS CONDUCTED:

FACULTIES:

1. Faculty of Arts
2. Faculty of Science
3. Faculty of Commerce
4. Faculty of Social Sciences
5. Faculty of Management
6. Faculty of Education
7. Faculty of Oriental Languages

FACULTY OF ARTS:

UG COURSES:

Bachelor of Arts

PG COURSES:

M.A.: English, Telugu, Political Science, Economics, History.

FACULTY OF SCIENCE:

UG COURSES:

Bachelor of Science

PG COURSES:

M.Sc.: Botany, Chemistry, Mathematics, Microbiology, Physics, Zoology.

FACULTY OF COMMERCE:

UG COURSES:

Bachelor of Commerce (General)

Bachelor of Commerce (Computers)

PG COURSES:

M.Com.

FACULTY OF SOCIAL SCIENCES:

UG COURSES:

Bachelor of Arts

PG COURSES:

M.A.: Economics, History, Political Science, Social Work.

FACULTY OF MANAGEMENT:

Master of Business Administration

FACULTY OF EDUCATION:

UG COURSES:

Bachelor of Education

Bachelor of Physical Education

PG COURSES:

Master of Education

FACULTY OF ORIENTAL LANGUAGES:

Pre-Degree Course (PDC)

UG COURSES:

B.A. (Oriental)

PG COURSES:

M.A. (Oriental)

Faculty wise Ph.D. Programmes are available in English, Chemistry, Microbiology, Physics, Commerce, Business Management.

At present all UG and PG Courses are being offered under Semester System.

5. Pre Examination Processing

Soon after the completion of admissions into UG & PG courses as per the schedule given by the University in an Academic Year, all the Principals of the Colleges shall send the list of admitted candidates along with the Identification Forms to the Director Academic Audit Cell, PU. Nowadays DOST is conducting common admission policy at UG level throughout the state and communicating the admission lists to the Academic Audit Cells concerned. Inturn they send it to the respective colleges for the online process of their examination application forms. Admission into PG courses is conducted at present by the Directorate of Admissions OU on behalf of PU following the common PG admission guidelines.

5.1 Nominal Rolls:

A Notification will be issued by the Controller of Examinations for on line submission of Examination Application forms from the eligible candidates, as per regulations like attendance and other criteria in force.

The Principals of the Colleges shall receive the completed Examination Application forms from the eligible students of the college online along with prescribed Examination fees within the stipulated time as mentioned in the Notification.

It is mandatory for the Principal to get the certificates of the qualifying examination verified soon after the 1st Semester admission process is completed and before submitting the Examination forms.

The Principals shall forward the particulars of all eligible candidates after due verification along with the duly certified Examination Application Forms to the office of the Controller of Examinations as per the schedule along with the following documents:

- i. Nominal Rolls (in Triplicate)
- ii. Examination forms, Attested by the Principal of the concerned College.
- iii. The Total examination Fee collected, in the form of a Consolidated Demand Draft issued by any Nationalized Bank, in favour of Registrar, PU.
- iv. No Dues Certificate issued by Academic Branch, PU.
- v. Affiliation Order for the Academic Year along with sanctioned strength in each subject.

- vi. Clearance Certificate issued by the Director, Academic Audit Cell.
- vii. **The Principals who have admitted foreign nationals should submit the proof of clearance from the Director, University Foreign Relations, PU.**

The Examination Forms received by the office of the Controller of Examinations will be scrutinized and if any errors found, the forms will be returned to the concerned Principal of the College for necessary corrections.

5.2 Examination Centers:

The University reserves the right to appoint any college as an examination center and allot the candidates appearing for the examination.

Any Affiliated college under the jurisdiction of Palamuru University can be constituted as an examination center based on the available infrastructural facilities at the college and its track record.

All colleges, constituted as examination centers, shall necessarily conduct the Examinations without any exception by strictly adhering to the rules and regulations in force.

The Director, Academic Audit Cell, will constitute the Examination Centers based on the strength particulars furnished by the Controller of Examinations.

5.3 Issue of Hall Tickets:

The Controller of Examinations shall arrange for dispatch of original Hall Tickets along with copies of Time Tables to the respective Colleges where the students are studying.

The College Principals shall make arrangements for the issue of Hall Tickets only to the eligible candidates who have undergone the regular course of study with 75% of attendance and fulfil other requirements as per the rules. However, the Vice-Chancellor, on the recommendation of the Principal may condone the deficiency in attendance not exceeding 10% on medical grounds, as a special case if the application is submitted at the time of actual illness supported by a certificate from an authorized Medical Officer, with prescribed fee. The Principal shall forward all such eligible applications along with the prescribed examination fee to the Academic Branch for obtaining permission.

The Controller of Examinations will furnish the 'D' Forms Session wise and Paper wise and send them to the respective centers along with the Centre copy of the Hall tickets of the candidates appearing for the examinations at that center. In Case of UG examinations the principals are advised to generate Examination application form (EAF) for each eligible candidate and submit online to the computer center after completing all the formalities like attendance, fee particulars etc. The center again checks the lists sent by the principals online and generate Hall tickets. Soft copies of these Hall Tickets are made available in the

respective college Logins so that the Hall Tickets are printed after downloading and distribute them to the candidates.

6. Appointment, Functions and Duties of Examination Officers:

6.1 Chief Superintendent

On behalf of the Vice-Chancellor, Director, Academic Audit Cell will appoint Chief Superintendents for all examination centers.

An Additional Chief Superintendent shall be appointed at Examination Centers where the strength of Examinees is more than 500. The duties of the Addl. Chief Superintendent will be same as that of Chief Superintendent.

The Chief Superintendent with the help of Academic Coordinator shall appoint the required number of Invigilators and other staff as per the norms to conduct the examinations. Chief Superintendent should see that sufficient ventilation and light arrangements are made available in the examination Hall. He should also see that no two candidates are seated very close to each other.

The Chief Superintendent shall convene a meeting of all personnel involved in the conduct of examinations, give them instructions to ensure the conduct of the examinations in fair manner and instruct them to be punctual, alert & strict in conducting the Examinations. Copies mentioning the duties of the invigilators shall be given to all the invigilators.

Any person whose relatives are appearing for examination at the same center shall not be associated with the examination work. The Chief Superintendent shall ascertain this from all the concerned staff before assigning examination duties to them and obtain a declaration (Annexure No.1).

The Chief Superintendent of the Examination Center shall alone receive the Question Papers sent by the Controller of Examinations in person. Nowadays the question papers are being sent through electronic transfer (online) hence Chief Superintendent receives a unique Pass Word for all the exams to be conducted on that day for that session just half-an-hour before the commencement of the Examination.

The Chief Superintendent of a center shall be responsible for conducting the examinations at the center fairly.

The Chief Superintendent of a center shall appoint required number of Invigilators and other staff as per the norms laid down by the University. He/She is expected to keep in view the integrity, honesty and efficiency of persons while drafting them for examination duty.

The Chief Superintendent shall procure, the required stationery like Main Answer Books, Additional Answer Books, from COE office and shall see that copies of Question Paper Opening Certificate, Proforma of the Malpractice Report, T.A./D.A bills etc., which are available online well in advance. The Chief Superintendent shall make proper seating arrangements for the examinees by marking their Hall Ticket number on their respective seats. He/She shall take necessary care to see that the Examinees are seated in a manner so as to render all communications between them impossible. The seating plan should be displayed in a prominent and accessible place to all the examinees before the commencement of the examination. Chief Superintendent is also responsible in handingover a proper question paper to the examinee out of the other available papers at the center for that day.

The Chief Superintendent shall be personally responsible for safe custody of the Question paper, Answer Books and Additional Answer Books, sent to the center, and he shall render proper account thereof to the Controller of Examinations (Annexure No. 2).

The Chief Superintendent shall arrange to keep the doors of the Examination Halls opened at least 45 minutes before the time specified for commencement of the examination and ensure removal of any incriminating material, from the Examination Halls and other places in the premises.

The Chief Superintendent shall arrange for checking the examinees at the entrance and permit only legitimate candidates into the premises on production of the Hall Tickets issued by the Controller of Examination after removing incriminating material, if any, found in their possession.

The Chief Superintendent shall not permit a candidate to write any examination for which he is not registered according to the hall ticket issued to him and also the list sent by the Controller of Examinations. However, in genuine cases he/she may allow a candidate to take the examination provisionally at the candidate's risk (an undertaking to this effect is to be taken) and immediately report the matter to the Controller of Examinations. The Answer Books of such candidates shall be sent to the Controller of Examinations in a separate cover along with a report mentioning the facts, on the basis of which the candidate was so allowed to take the examination superscribing the envelope as "DECLARATION CASES".

The Chief Superintendent shall ensure that the correct question papers pertaining to the scheduled examination on that day are down loaded using the pass word sent by the COE a half-an-hour before and print the required number of papers taking English and Telugu media etc., and placed in appropriate covers in order to sent them to the

examination Halls. He/She shall open the outer cover not before 5 minutes from the specified time of commencement of the examination, after thoroughly satisfying himself/herself about the contents being relevant to the date and time of the examination to be held, in the presence of at least two Invigilators and Observers if any, posted to the center. **He/She shall be held responsible for any lapses in the above procedure.**

The Chief Superintendent shall ensure that the covers containing the Question Papers are opened in the respective Examination Halls by the concerned Invigilators, not before five minutes from the specified time of commencement of the examination.

The Chief Superintendent shall not permit an examinee into the Examination Hall after half-an-hour from the time of commencement of the Examination.

The Chief Superintendent shall ensure marking of attendance of all the examinees present for an examination in all examination halls after half-an-hour from the commencement of examination by duly verifying the identity of the candidates with the center copies of the hall tickets available with him/her. He/She shall arrange to prepare attendance and absentee statements pertaining to all the candidates allotted to his/her center.

The Chief Superintendent shall arrange for collection of the Answer Books from the hall at the expiry of the time allotted for an examination. He/She shall get the Answer Books packed, by making **medium wise and paper wise packets**, immediately after the conclusion of an examination, in the presence of the Invigilators and Observers (if posted). The original copy of the respective 'D' forms, Presentee Statements & Opening certificate shall invariably be put in the packets to enable the Controller of Examinations to verify dispatched Answer Books of all the candidates who had taken the examination in each session. In case of failure in sending the 'D' forms and Presentee Statements along with the Answer Book packets, the Chief Superintendent shall be held personally responsible for the Answer Books which are found missing subsequently. Packets from City centers shall be sent through the messengers immediately after each session and those from District centers shall be sent by INSURED REGISTERED PARCEL at the earliest opportunity, preferably on the same day, in the absence of any alternate arrangements made by Examination Branch for collecting the Answer Books directly from the centers. In case of Observers/Sitting Squad arranged for all centers, the officers themselves can bring the bundles personally in the cars every day without any delay.

The Chief Superintendent shall retain duplicate copies of the ‘D’ forms and Presentee Statements in the College and preserve them for a minimum period of six months from the date of declaration of the results.

The Chief Superintendent may arrange invigilation duties to ensure that the same invigilator is not allotted to the same hall on consecutive days.

The Chief Superintendent may seek the help of local Revenue/Police authorities to maintain law & order for fair conduct of examination at the center.

The Chief Superintendent is not empowered to alter or modify the contents of a Question Paper under any circumstances. Complaints, if any, by the examinees in this regard shall be forwarded to the Controller of Examinations promptly. The Chief Superintendent shall have the power to expel an examinee from the Examination Hall temporarily or permanently on any of the following grounds:-

1. Causing nuisance or disturbance at the center.
2. Indulging in malpractice in the examination Hall

The Chief Superintendent shall send a report to the Controller of Examinations at the end of each session about such incidents in a separate cover along with the packets of Answer Books.

The Chief Superintendent shall be present in person in the premises of examination center during the entire Examination.

The Chief Superintendent is expected to take the Observers and Flying Sitting Squad members into confidence and elicit their cooperation in conducting the examinations fairly. He/She shall avoid confrontation with them.

The Chief Superintendent shall send his/her report of all the Malpractice cases booked at the center in the prescribed proforma along with the explanations of the candidates concerned. The same may be sent in separate cover superscribed as “**Malpractice cases**”. If any candidate refuses to give the explanation the same may be recorded in the report.

If any Invigilator indulges in any unfair, unlawful and illegal practices, stern action must be taken against such Invigilator by the Chief Superintendent and the same shall be reported to the Controller of Examinations.

The Chief Superintendent shall send a final report of the examination conducted and submit the account of Main Answer Books and Question Papers used day-wise and session-wise on conclusion of the examination. Such, unused material should be packed and kept ready for sending it to the Controller of Examinations.

6.2 Academic Co-ordinators:

Each college shall have an Academic and Examination Unit headed by an Academic Co-ordinator appointed by the Director, Academic Audit Cell/Principal of the College.

1. The Academic Co-ordinator shall guide the students with regard to all their academic issues;
2. The Academic Co-ordinator shall maintain the attendance records of the students and prepare Periodical Statements to be sent to the University as per schedule;
3. The Academic Co-ordinator shall oversee the teaching activities in the College and assist the Principal in taking effective steps for coverage of the syllabi as per the prescribed academic schedule;
4. The Academic Co-ordinator shall maintain a record of all Circulars issued by the University in regard to academic matters and Examinations;
5. The Academic Co-ordinator shall procure the Examination Application Forms from Controller of Examinations and copies of syllabi from the Director Academic Audit Cell, Palamuru University well in time and provide them to the needy students.
6. The Academic Co-ordinator shall scrutinize the examination application forms of the students and submit them to the Principal for onward transmission to the University in time;
7. The Academic Co-ordinator shall procure the Hall Tickets of the candidates and distribute them to the eligible candidates well before the commencement of Examination;
8. The Academic Co-ordinator shall prepare a statement of the number of Question Papers required, subject wise in respect of the students of the college, and send it to the Controller of Examinations along with nominal rolls;
9. The Academic Co-ordinator shall coordinate with the Office of Controller of Examinations and ensure declaration of results without mistakes. In this connection, he/she shall verify the correctness of the entries in the:
 - a) Name list
 - b) D. Forms
 - c) Absentee Statements
 - d) Entries in the Memoranda of Marks.

10. The Academic Co-ordinator shall get all the necessary corrections made in the Examination documents of the students without directing them to the University on the matter pertaining to the students of the College in the Examination and Academic areas.

6.3 Invigilators:

1. All members of the teaching staff of colleges including those of University teaching departments shall be available for supervision of University examinations, not only at their places of work but also at any other colleges/departments of the University.
2. Generally, the teachers of recognized colleges/teaching departments shall be eligible for appointment as Invigilators. However, in case of necessity, librarians, research scholars, research assistants may also be drafted as Invigilators with the prior permission of the Controller of Examinations, PU.
3. Invigilators shall report to duty at least half-an-hour before the commencement of the examination.
4. Invigilators who are assigned "Gate duty" shall properly check the candidates at the entrance and permit them into premises only on production of valid Hall Tickets and after removal of all incriminating material from their possession.
5. Invigilators shall open the covers of the Question Papers given to them in the Examination Hall just five minutes before the commencement of the examination, after thoroughly satisfying themselves that the question papers supplied pertains to the examination being conducted on that day during the session.
6. Invigilators shall not allow examinees into the Examination Hall after half-an-hour from the time of commencement of the examination.
7. An Invigilator is required to
 - a) Distribute the Answer Books, Question Papers when a candidate takes the seat assigned to him/her.
 - b) Verify the identity of an examinee with Centre copy of the Hall Ticket. The Invigilator must verify the Hall Ticket Number written on the main answer book in the place provided by comparing digit by digit with the number written on Hall Ticket and put his/her full signature with date, compulsorily.
 - c) Deliver additional Answer Books, with the invigilator's signature and date only after checking that the original Answer Book is properly utilized.
 - d) Take attendance after half-an-hour from the commencement of the examination.

- e) Prepare Presentee and Absentee Statements, paper wise, subject wise and medium wise. **This is very essential particularly for the scripts in the media other than English and Telugu.**
 - f) Collect the Answer Books from the candidates at the end of the examination and arrange them in ascending order of Hall Ticket Numbers.
 - g) Receive the Answer Books from the candidates who wish to handover the same during examination hours.
 - h) Take all measures to prevent examinees from indulging in malpractices.
 - i) Report the cases of malpractice detected by him/her or reported by the Observers/Squads as per the procedure laid down in this regard to the chief Superintendent and take further action.
 - j) Render account of Answer Books, additional Answer Books and Question Papers given to him/her.
 - k) Not to permit any candidate to go out of the Examination Halls for nature calls until half an hour is completed after the commencement of the examination.
 - l) The invigilator should hand over the unused Main Answer Books and Question papers to the Chief Superintendent after half-an-hour from the commencement of the examination.
8. An Invigilator shall remain in the Examination Hall during the time, allotted for each paper and shall not leave the hall even for brief periods, without making alternate arrangements.
 9. During the course of an examination, Invigilators are expected to keep on moving in the respective Examination Halls and they shall not engage themselves in reading/conversation/any work other than supervision of examination.
 10. Use Cell Phones, Walkman, Laptop, Palm Top or Digital Diaries or similar articles and listening to radios, Transistors by the Invigilators and the examinees is strictly prohibited during the examination.
 11. In case and Invigilator feels that it is necessary to permit a candidate to leave the Examination Hall for a brief period during the examinations hours (for attending to nature calls) he/she shall be permitted by providing an escort. The Invigilators may fix the time for return of candidate. Failure on the part of the candidate to return within the specified time will entail him/her to be expelled from the Examination Hall for the paper.
 12. Use of Programmable calculators or any other electronic gadgets is strictly prohibited.

6.4 Observers and Squad Members:

The Director Academic Audit Cell, PU., is authorized to constitute Flying /Sitting Squads/Observers, wherever necessary for monitoring and ensuring fair and clean conduct of examinations at various centers.

The necessary instructions and guidelines regarding the duties and powers of the Flying Squads and Observers etc., will be issued from time to time by the Director, Academic Audit Cell.

The squad member should contact the Chief Superintendent of the examination center and disclose their identity and only then visit the Examination Halls. Direct confrontation either with the Chief Superintendent or Invigilators must be voided.

Following are the duties of the Squad Members:

1. To verify Physical facilities provided at the Examination Center (proper seating arrangements in the Examination Halls, provision of toilets, drinking water, etc.). If arrangements are not proper, this may be brought to the notice of the Chief Superintendent immediately and also to the notice of Director Academic Audit Cell/Controller of Examinations immediately after the examination.
2. The staff on duty (Invigilators) who are found indifferent towards their duties may be brought to the notice of the Chief Superintendent. This may also be reported at the Office of the Controller of Examinations/Director Academic Audit Cell after the examination.
3. Candidates who are writing the examination and are found with the forbidden material in the Examination Hall, toilets or in the college premises during the examination time shall be immediately handed over to the Chief Superintendent for booking under malpractice and their Roll Numbers be sent to the Controller of Examinations, PU. Misbehaviour of the examinees with the staff on duty may be brought to the notice of the Chief Superintendent.
4. Under no circumstances, the candidates found with forbidden material shall be let off even through there is a resistance from the candidates, it may be reported to the COE, PU. Roll Numbers of the candidates shall be noted in such cases and sent to Controller of Examinations/Academic Audit Cell.
5. The day-wise Strength particulars and Absentees may be submitted to the Academic Audit Cell immediately after the examination.

7. Malpractice Cases:

A candidate indulging in any unfair/illegal practices during or after the examination as practices during or after the examination as prescribed in ordinance VII part V is deemed

to have committed Malpractice and is liable for punishment as per schedule of punishment (Annexure No.3).

The Answer Books of the examinees who have been caught while indulging in Malpractices shall be sent by the Chief Superintendent separately to the Controller of Examinations, along with the following:

1. Hall Ticket of the candidate in original;
2. Forbidden material (if any) seized from the candidate. The forbidden material shall contain the Hall Ticket Number of the candidate, the signatures of the Candidate and Invigilator/Squad Members;
3. The report of the Invigilator/Squad Member;
4. Explanation of the candidate if available;
5. Report of Malpractice duly filled in the prescribed proforma.
6. A copy of seating plan of the examination hall in which the candidate had appeared for the examination.

In case the examinee runs away from the Exam Hall along with his Answer Book, immediately an FIR shall be lodged against the examinee with the nearest police station under the jurisdiction, the candidate shall be booked under malpractice and a copy of FIR shall be enclosed with the M.P. Report and the candidate be debarred for the rest of the examinations.

Malpractice committee and its Functions:

1. All malpractice cases relating to the Examinations, detected and reported by Chief Superintendent/Flying Squads/Observers/Invigilators/Valuers/Tabulators shall be examined and disposed off by a Malpractice Committee appointed as per the rules and approved by the Vice-Chancellor. The Malpractice Committee shall award punishment, if in its opinion the guilt of the Candidates is established by the evidence available, such as, the prohibited material, reports of Chief Superintendents, Invigilator/Squad Member/Observer and explanation of the candidate admitting his/her guilt.
2. (a) In case a candidate denies the allegation against him/her, or if the Committee feels it desirable, it shall fix a date, time and place for holding and enquiry and give atleast seven days notice to the candidate to give him/her an opportunity of being heard, by sending the information by post, to the address given in the Examination Application Form. On the date and time mentioned in the notice, the Committee shall

meet at the place mentioned in the notice and hear the candidate, if present. The Committee thereafter shall take a decision in the matter. No candidate shall be permitted to represent his/her case before the committee through a person other than himself/herself.

(b) If an examiner reports to the Controller of Examinations indicating the act of unfair means, which is detected during the course of valuation of Answer Books the same shall be referred to the chairman, Board of studies to determine if there is a prima facie case. If the chairman is satisfied that there is a prima facie case, it shall be referred to the Malpractices Committee. If the Chairman, Board of studies decides otherwise, the Controller of Examinations shall have the option to refer it to the committee of malpractices. The Malpractices Committee shall make appropriate recommendations in the matter to the Vice-Chancellor after getting the Answer Books revalued, and giving a reasonable opportunity to the candidates(S) if it is a group malpractice.

3. In case it is brought to the notice of the University at any stage after the examination, that a candidate is suspected to have indulged in malpractice, his/her case shall be referred to the Malpractices Committee by the Controller of Examinations. The Committee on the basis of such evidence, as is made available to it, and after giving a reasonable opportunity to the candidate to defend himself/herself shall recommend the punishment to be awarded to him/her or them, if any.
4. If a candidate is found guilty of Malpractice after declaration of the result, the result shall be cancelled besides awarding him/her the punishment that would have been awarded to him/her, had the facts come to the notice of the University before the declaration of the results.
5. Any other act of unfair means, misconduct by an examinee during the course of or after examinations, not contained in these provisions shall be dealt with by the Malpractices Committee following principles of natural justice and make suitable recommendation to the Vice-Chancellor for necessary action.

8. Post Examination Processing:

8.1 Despatch of Answer Scripts:

Soon after the conclusion of the exam for a particular session, the Answer Books shall be received by the Chief Superintendent with the help of Academic Coordinator from the Invigilators of the Exam Halls. These Answer Books shall be arranged subject wise, paper wise, medium wise in ascending order of Hall Ticket Numbers.

The Chief Superintendent shall personally check each Answer script with the printed 'D' form & Presentee statement. Additions, if any, may be included in the Printed 'D' form & the total be modified.

The Chief Superintendent shall certify the correctness of the 'D' form & the Presentee statement.

The Answer Scripts shall be packed, sealed and sent to the Controller of Examinations as per the procedure prescribed, **The details of the Examinations i.e., the date of Exam, subject, paper code, time of exam & time of dispatch of Bundle should invariably be mentioned on the Bundle wrapping.**

The original 'D' form and the original Presentee statement should be enclosed with the Answer Books.

However, the Answer Scripts of the candidates booked in Malpractice cases shall be packed & sent separately to the Controller of Examinations.

The duplicate 'D' form and duplicate presentee Statement should be preserved by the exam center.

8.2 Valuation:

Every year, the Principal shall send the particulars of teaching staff of various departments and the papers taught by each teacher to the respective chairman of Board of studies online in a given proforma. This will enable the Chairman, Board of Studies in the concerned subject to prepare the panel of paper setters and Examiners for both theory and practicals, for each paper of the subject separately, get it approved by the Board and send it to the Controller of Examinations. This will be done at the beginning of the academic year / semester, as soon as the teaching arrangements for various subjects are made. The Chairman, Board of Studies has to send the panels to the Controller of Examinations well in advance,

i.e., six months before the start of year wise Examinations and three months before the start of semester examinations.

Teachers, who were appointed by a duly constituted selection committee and approved by the University, and who have put in three years of teaching experience in the concerned subject at the University/Constituent/Govt./Affiliated/Recognized Colleges of the University, shall be eligible for the appointment as Examiners for Theory and Practicals.

At the time of valuation, the controller of Examinations shall send appointment orders to the Chief Examiners and Examiners.

All the examiners shall report at the Spot Valuation Center on the date and time mentioned along with appointment orders and Relieving orders from the concerned college Principal with the attested signature of the examiner. **It is Mandatory for all the appointed examiners to report to the Spot Valuation Centre.**

No spot appointment of examiners should be made. However, in case of necessity of additional examiners, additional panel of examiners will be obtained from the concerned Chairman, Board of Studies.

The examiners indulging in impersonation and producing false service certificates for claiming Examinership for both Theory & Practicals and also for claiming Additional Chief Examinership, are punishable as per State Government Rules.

The Principals should invariably relieve the Staff who are drafted for examination work valuation on receipt of appointment orders. Negligence in this regard would be viewed seriously.

After completing the valuation, the Chief verifies the Awards, there after award lists are prepared in the system and will be sent to the result processing computer center every day. This process of sending the awards is done by online using a program developed inhouse for UG courses.

Imposing of Penalty for errors in valuation:-

For every error committed by the examiner in the process of valuation of Answer Scripts, an amount of Rs, 10/- would be deducted from his/her remuneration.

If the Chief Examiner fails to identify and rectify error committed by the examiner under him, an amount of Rs.10/- per error would be deducted from the remuneration paid to the Chief Examiner.

The scrutinizer would be paid an amount of Rs. 5/- for detecting every mistake committed by the examiner and / or Chief Examiner.

If the Scrutinizer fails to identify and rectify the error made by the examiner or the Chief Examiner, an amount of Rs. 20/- for every error would be deducted from the remuneration of the scrutinizer.

8.3 Declaration of Results:

As soon as the valuation process is complete, the marks would be tabulated after careful scrutiny & results will be declared after getting the approval of the Result Committee and the Vice-Chancellor as per rules.

Results would be published in the leading Newspapers. Copy will also be displayed at the Office of the Controller of Examinations, PU.

In addition to this, the results would be fed in the web sites of the University and the Principals of the Colleges would download the results from the web sites and display it on their Notice Boards.

The candidates can also access the University Web Site and download their memorandum of marks. If the candidate wishes to apply for either Recounting or Revaluation as per the rules, he/she could use this printout and apply for revaluation in case of UG/ recounting in case of PG results. They should not apply for the issue of Degree Certificate before the results of Recounting/Revaluation are declared.

The Websites of the University are as under:

www.palamuruuniversity.com

www.palamuruuniversity.ac.in

The Memorandum of Marks, the Consolidated Memo & Provisional certificates would be sent to the respective colleges soon after the publication of the results.

The Academic Co-ordinators and the Principals shall verify all the entries in the memos with the help of Nominal Rolls before issuing the Memos to the respective candidates. **The defective Memos, if any, shall not be issued to the candidates, but shall be returned to the Controller of Examinations for necessary corrections.**

8.4. Revaluation and Recounting:

There is a provision for Revaluation/Recounting of the answer scripts. Revaluation is applicable only to those courses for which there is single valuation where as Recounting is applicable to all the courses.

A candidate may apply for revaluation of one or more papers in the prescribed application form available on the University Website along with the prescribed fees on or before the last date notified by the Controller of Examinations.

If the discrepancy between the original marks and the revalued marks is 10% of the maximum marks of that paper or more, the revalued marks shall be taken as final and awarded

to the candidate, and the result will be declared accordingly and displayed in the following Websites:

www.palamuruuniversity.com

www.palamuruuniversity.ac.in

Only the memos of the candidates whose results have changed due to revaluation will be sent to the concerned College Principals. No separate intimations will be sent to the candidates where there is no change in the result after revaluation.

Further, the candidates should not apply for the issue of Degree Certificate before the results of Recounting/Revaluation are declared.

9. Conduct of Practical Examinations:

The Controller of Examinations shall announce the schedule of practical examinations every time. The time table for conducting the Practical Exam in various subjects shall be prepared by the Chief Superintendent with the help of the Academic Coordinator well in advance. The dates stipulated by the Controller of Examinations shall be adhered to, while preparing the time table.

The Chief Superintendent shall appoint Internal Examiners for the respective subjects. The Chief Superintendent shall also instruct the persons in-charge of all the Departments to prepare the various material/chemicals/specimens for the ensuing examinations.

The Controller of Examinations shall appoint the external examiners for all subjects and the same shall be intimated to the principal. Letters of appointment shall also be sent to the external examiners well in advance with the instructions that the detailed time tables shall be sent to them by the principal. The External examiners shall be instructed to report to the examination center a day before the examination. It is the responsibility of the Principal to send the copy of the time table to the external examiners atleast one week before the commencement of examinations, under intimation to the Controller of Examinations.

If an external examiner does not report to the college one day before the examination, alternative arrangements may be made by the principal, by contacting the subject Coordinator (appointed by Controller of Examinations) and such appointments can be got ratified later by Controller of Examinations.

The Chief Superintendent shall instruct all the Internal Examiners to personally write the correct and complete Hall Ticket Numbers of the Examinees on the Award list which should tally with the Hall Ticket Numbers written by the candidates on practical Answer Scripts, invariably.

The External and Internal Examiners shall verify the marks posted in the Original & Duplicate Award List, both in words and figures and write their names and addresses and put

their signatures on the Award Lists. Recently programmes are developed inhouse and supplied to the Chief Superintendent through College logins to send the awarded practical marks directly to the computer center on the same day of exam for UG courses.

Soon after completion of all the Practical Exams at the center, the Chief Superintendent shall make arrangements for packing the Practical Answer Books, Paper wise, Subject wise and send them to the Controller of Examinations. The details of the Examinations, such as Exam Center, Dates of exam, Subject of exam, Paper code and Date of dispatch of Answer Scripts should be mentioned on the packets invariably. The Original 'D' form should be enclosed with the Original and Duplicate Award List and sent to the Controller of Examinations along with answer scripts.

In order to conduct the UG Practical Examinations in a smooth manner, the University has introduced Question Bank system in Science and Commerce subjects during the academic year 2010-2011. This system has been accepted and found convenient by all the teachers and students.

To have a uniform and fair evaluation in the practicals, it is decided to have **district-wise / subject-wise Coordinators**. Due to more number of Colleges and the less number of permanent staff members available it has become difficult to arrange external examiners at each College in order to conduct the practicals simultaneously. Therefore, it was felt to have the **Practical Examinations in two different spells by stretching the time limit and grouping the colleges in each District into two Groups (A or B), so that the Teachers of the Colleges in the first group (A) will act as external examiners for the Colleges in the second group (B) and vice-versa.**

This two spell system for the conduct of Practical Examinations at District and City Centres, with district-wise / subject-wise Coordinators has been approved by the Vice-Chancellor.

The Coordinators shall visit the colleges in the groups and submit a report along with a list of Lecturers paper-wise who are on the rolls and the infrastructural facilities available in the Colleges for the conduct of Practical and the syllabus covered so far.

On receiving the report, the Examination Branch scrutinizes the list and prepares the final list of examiners which will be submitted to the Chairman, Board of Studies concerned for his/her approval. After getting approval, the appointment order will be posted to the examiners college-wise under intimation to the Coordinators. The Coordinators in turn will

monitor the conduct of Practicals in A & B groups of the district and submit the final report for both the groups separately.

10. Accounts and Examination Bills:

The Chief Superintendent / Principal may draw an advance through the Abstract Bill if he/she so desires before the commencement of examinations and settle the advance immediately after the exams are over.

After the completion of the exams, at the center, the Chief Superintendent shall get the Bills prepared in the prescribed proforma. The Bills should be prepared strictly as per the rules and the scale permitted for drafting examination personnel should be adhered to, strictly. The details of the advance amount drawn for conducting the examinations should be mentioned.

The Bills should be prepared in duplicate & should invariably be fully vouchered.

The claims with regard to expenditure, remuneration incurred in connection with the conduct of exams should be prepared and submitted within (3) months, failing which no such claims will be entertained by the Controller of Examinations.

Copies of all the Bills submitted to the Controller of Examinations should invariably be maintained by Chief Superintendent at the center.

Maintenance of Account of Stationery & Question Paper:

The account of Main Answer Books and Additional Answer Books is to be maintained by the Academic Coordinator of the college in the prescribed proforma (Annexure-2).

The Chief Superintendent and Academic Coordinator should assess the requirement of all stationery items for the ensuing exams and procure stock from the Controller of Examinations.

11. Student Support Services:

Separate counters near the Entrance of the exam branch are provided to enable students to submit application forms for issue of Memo of marks, Provisional Certificates, Consolidated Memos, Degree Certificates etc., The applicant should obtain receipts with due dates.

Information with regard to Fee particulars and procedure for filling the application is also provided at the counters.

The details of fee particulars are also displayed prominently near the counters.

The procedure to obtain various documents from office of the Controller of Examinations, Palamuru University, is as under:

Memorandum of Marks:

A candidate desirous of obtaining a Memorandum of Marks has to submit an application addressing the Controller of Examinations while furnishing the following information:

- a) Name of the Candidate
- b) Name of the Course
- c) Year of Examination appeared
- d) Hall Ticket Number
- e) Full Postal Address

Original Degree Certificate:

Prescribed Application Form for obtaining the Degree Certificate before convocation and the “Degree in Absentia” after the convocation is available on the University Website. The Application form has to be submitted at the respective counter of the course accompanied by the following enclosures:

- a) Xerox Copies of Memorandum of Marks/Provisional Certificate and Consolidated Memorandum of Marks.
- b) Xerox copies of the Certificates of the qualifying examination.
- c) Demand Draft for the prescribed fee issued by any nationalized Bank drawn in favour of the Registrar, Palamuru University payable at SBI, Ganeshnagar, MBNR.

Provisional Certificate:

Prescribed Application Form for obtaining “Provisional Certificate” is available on the University Website, OU. The Application Form should be accompanied by the following enclosures:

- i. Xerox copies of Memorandum of Marks
- ii. Demand Draft for the prescribed fee issued by any nationalized Bank drawn in favour of the Registrar, PU payable at the SBI, Ganeshnagar, MBNR.

The Provisional Certificate is issued to the Candidates before Convocation after passing the Examination.

Migration Certificate:

The Prescribed Application Form for obtaining “Migration Certificate” is available in the University Website. The candidates are advised to apply for the Certificate at the University Exam Branch Counters along with following enclosures:

- i. Copy of transfer certificate issued by the principal where degree has been completed.
- ii. Xerox copies of the Memorandum of Marks.
- iii. Demand Draft for the prescribed fee issued by nationalized Bank drawn in favour of the Registrar, PU payable at SBI, Ganeshnagar, MBNR.

Consolidated Memorandum of Marks:

A Written Application addressed to the Controller of Examinations, PU be submitted along with a Demand Draft for the prescribed fee issued by any nationalized Bank drawn in favour of the Registrar, PU payable at SBI, Ganeshnagar, MBNR and Xerox copies of Memorandum of Marks should also be enclosed.

Genuineness Certificate:

The Certificates of various courses issued by the University are verified for their genuineness on submission of a written request addressed to the Controller of Examinations, PU, either from an individual or an agency enclosing Xerox copies of the Certificates, Memorandum of Marks etc., on payment of prescribed fee through Demand Draft. The Report will be sent to the concerned within 30 days from the date of receipt of the request. For further details please visit the website of the University i.e. www.palamuruuniversity.ac.in or contact the office of the Controller of Examinations on **Telephone No. 09490148751.**

Certificate of Medium of Instruction:

This certificate may be obtained by making a written request to the Controller of Examinations, PU along with a Demand Draft for the prescribed fee drawn from any nationalized Bank in favour of the Registrar, PU payable at SBI, Ganeshnagar, MBNR.

Time Table & Duplicate Hall Ticket:

The Time Table & Duplicate Hall Ticket may be obtained by submitting the request to the Controller of Examinations, PU along with a Demand Draft of prescribed fee issued by any nationalized Bank in favour of Registrar, PU payable at SBI, Ganeshnagar, MBNR.

Duplicate Degree Certificate:

There is no provision to issue a Duplicate Degree Certificate. However, in case the original Degree Certificate is lost / damaged, a **CERTIFICATE** is issued in lieu of the lost/damaged Degree Certificate. The prescribed Application Form to obtain the said **CERTIFICATE** is available in the University website. The Application Form has to be submitted to the Controller of Examinations, PU with the following enclosures:

- ◆ Original Police Enquiry Certificate to the effect that the original Degree Certificate is beyond recovery and that the efforts made to trace the original Degree Certificate proved futile.
- ◆ Affidavit stating the above fact on a Non-judicial Stamp Paper of Rs. 20/- duly sworn before a Notary.
- ◆ A Demand Draft of Rs. 1000/- issued by any nationalized Bank in favour of the Registrar, PU payable at SBI, Ganeshnagar, MBNR.
- ◆ Xerox copies of Memorandum of Marks, Lost Certificate and other relevant documents.
- ◆ Four recent Passport size photos – Two plain and two self-attested photos out of which one is to be pasted on the Application Form.
- ◆ Damaged Certificate **in original.**

Issue of Transcripts:

A written request may be addressed to the Controller of Examinations, PU along the following enclosures:

- ◆ A Demand Draft for the prescribed fee issued by any nationalized bank in favour of the Registrar, PU payable at SBI, Ganeshnagar, MBNR.
- ◆ Original document i.e. Certificate/Memo of Marks along with Xerox copies of Transcripts.
- ◆ For further details visit www.palamuruuniversity.ac.in or contact on **Telephone No. 09490148751.**

The counters located at the main gate opposite to the Administrative Building are meant exclusively for issuing of various Memo of marks, Provisional Certificates, Consolidated

Memos, Degree Certificates etc., for which due date is already given to the respective applicants.

The prescribed application forms for the above services are available on the University Website.

ANNEXURE-1

NO RELATION CERTIFICATE

I hereby certify that no relation or dependent of mine is taking the
_____ Examination to be conducted
from _____ to _____ by the Palamuru University, MBNR. 509001 (TS)

SIGNATURE OF THE CHIEF SUPERINTENDENT

NAME (in block letters):

DESIGNATION:

Date:

Signature:

Name of the Invigilators (in block letters) & others	Designation & Name of the Department	Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

9.

10.

ANNEXURE-2

Proforma for Account of Question Paper

Date	Session	Subject	Paper	Paper Code

Sl. No.	No. of QP Printed	No. of QP used subject wise	Balanced of unused QP	Remarks

Signature of the Chief Superintendent

ANNEXURE-3

**REGULATIONS UNDER ORDINANCE No. VII
CONDUCT OF EXAMINATIONS – PART – V**

Schedule of the Nature of Malpractice and the PUNISHMENT thereon:

1.	Possession of the prohibited (written or printed) papers, books, notes during the examination period but were not used for copying.	Shall be debarred from appearing at the subsequent papers of the Exam. Apart from cancelling the result of the examination in which he/she had indulged in malpractice.
2.	Matter relevant to the examination being written on any part of the body or on the clothes worn, or in the instruments, wrappings etc.	-do-
3.	Attempting to take help from any prohibited papers, notes, written or printed matter, writings on the walls, furniture and attempting to take help from or giving help to other regarding answer to any question or questions of the examination paper.	-do-
4.	Taking help from or consulting of prohibited written or printed material; consulting and / or taking help from or helping other examine during the examination period inside the Examination Hall or outside it; with or without their consent, or helping other candidate to receive help from anyone else.	-do-
5.	An examinee who attempts to disclose his/her identity to the paper valuer by writing his/her Roll Number at a place other than the place prescribed for it, or by wiring his/her name or nay coded message or an examinee who makes an appeal to the paper valuer in the answer book.	Cancelling the result of that paper
6.	Writing such as invocation of God's name in any form	To be ignored.

7.	Writing on the question paper or other papers; the answer to questions, rough work etc., with no intention of passing it on to another examinee.	To be warned not to do so
8.	Using abusive and obscene language in the answer book.	Cancellation of the result of that paper.
9.	Examinee allowing or destroying prohibited material found in his possession or acting in any other manner with a view to destroying evidence.	Cancellation of the result of all Examinations taken or proposed to be taken during that session and prohibiting his/her admission to or continuation in any course of the University for a period of one year.
10.	Refusing to obey instructions of the Chief Superintendent/ Invigilator.	Cancelling the result of that paper.
11.	Smuggling an answer book/ additional answer book/matter into or out of the Examination Hall	Cancellation of the result of all Examinations taken or proposed to be taken during that session and prohibiting his/her admission to or continuation in any course of the University for a period of one year.
12.	Inserting in or removing any sheet from the Answer Books/additional answer book.	-do-
13.	Substituting wholly or partly an answer book/additional answer book.	-do-
14.	Impersonation even at a single Examination.	To be dealt with as per law.
15.	Cases of Examinees conspiring to interchange the Hall Ticket Nos.	Cancellation of the result of all examinations taken or proposed to be taken during that session and prohibiting their admission or continuation in any course of the University for a period of one year.
16.	Creation of disturbance or otherwise misbehaving in and around the Examination Hall during or before the examination.	Cancelling the result of all examinations taken or proposed to be taken during that session and prohibiting admission into or continuation in any course of study for a period of two years.
17.	Guilty of assaulting/abusing/intimidating any person connected with the examination work any time before, during or after the examination.	Cancelling the result of all examinations taken or proposed to be taken during the session and the next session and prohibiting admission into or continuation in any course for a period of two years.
18.	Punishments for Malpractices not defined here would be recommended on the merits of the individual cases by the Malpractice Committee.	

Note: Definition: 'Examination' in this context refers to all the papers taken by the candidate on the same Hall – Ticket.

All disputes are subject to the jurisdiction of the Courts in Mahabubnagar only.

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Prof. K. Girija Manga Tayaru
Controller of Examinations