



चौधरी बंसी लाल विश्वविद्यालय
Chaudhary Bansi Lal University
(A State University established under Govt. of Haryana Act No. 25 of 2014)
Hansi Road, Prem Nagar, Bhiwani



CBLU EXAMINATIONS RULE BOOK
Applicable w.e.f. May, 2025 Examinations onwards

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1. Enrolment, Schedule of Examinations and Admit Cards

1.1 Enrolment

- (i) Every candidate for an examination of the University shall, except when exempted by any of the Regulations, be allotted an Enrolment number and be enrolled as a student of a constituent or an affiliated College or Teaching department of the University before entering upon the course prescribed for such examination and should have undergone a regular course of study at that College/ Department. Candidate has to apply for every academic session of year of the admission, failing which his/her admission shall automatically stand cancelled.
- (ii) The fee structure for Enrolment and related activities shall be as notified by the University from time to time.

1.2 Schedule of Examinations/Results

- (i) Controller of Examinations shall announce the Date-sheet as per the Academic Calendar to conduct the Examinations.
- (ii) Keeping in view the preparation of pre-conduct phase. Controller of Examinations shall announce the last date of submission of Examinations forms/details, i.e., online or offline including the last date of submission with fine.
- (iii) After completion of evaluation work, the Controller of Examinations shall declare the results.

1.3 Admit Card

- (i) On receipt of the fee prescribed, the university/college shall, if the candidate is admitted, furnish the candidate with an admit card permitting him/her to appear in the examinations. The admit card of students must carry the stamp and signature of Chairperson/HOD/Principal.
- (ii) Permission to appear at a University examination may be withdrawn if a student is found ineligible or student him/her self misled through false information.
- (iii) A candidate may not be admitted to the examination hall unless he/she produces to the officer conducting the examination his/her examination admit card or satisfies such officer that it will be produced later.
- (iv) The Center Superintendent may, if he/she is satisfied that an examination admit card has been lost or destroyed, grant on payment of a further fee as approved by University from time to time duplicate examination admit card.
- (v) Admit card will be issued only once to a student. However, the admit card can be reissued to the student, if lost, on payment of fees prescribed by the University from time to time.

2. Appointment of Staff

2.1 Appointment of Examiners

- (i) Examiners and/or evaluators shall be appointed on the recommendation of the Board of Studies concerned for the selection of examiners.
- (ii) If any examiner and /or evaluator is unable to act for any cause and fresh appointment cannot be made in time in the manner prescribed by sub-section (i) above the Controller of Examinations shall have power to appoint another examiner to fill the vacancy.
- (iii) Controller of Examinations shall appoint the examiners for practicals from the panel of examiners and the faculty from the university and affiliated college/institutions. In case of non-availability of experts or some extraordinary circumstances, the examiners can be selected by Controller of Examinations from other places also.
- (iv) The maximum remuneration to a person for examinations shall be as notified by the University from time to time.
- (v) Any person who either is not qualified to be appointed as an examiner or is debarred from being an examiner in any subject in the University shall ipso-facto cease to be associated with the process of the appointment of examiners.
All work relating to examinations, tests and evaluation (such as paper-setting, assessment, invigilation, superintendence, viva voce, practical, tabulation, checking and inspection etc.) with or without payment of remuneration shall be deemed to be a part of normal duty of every teacher or/equivalent/supporting staff in the University or in an affiliated college/approved institution.
- (vi) Remuneration for Theory, Practical Examination Work and other related activities shall be as notified by the University from time to time. Deductions, if any, shall be made from the remuneration bills unless condoned by the Vice-Chancellor in special cases. Details for the deductions shall be as notified by the University from time to time.


2.2 Appointment of officers and staff.

The Controller of Examinations shall appoint required number of Officials/Staff for conducting the examination smoothly, as below:

- (i) **Appointment of Officer/Staff in the UTD's:** The Odd and Even semester examinations of the students registered with University Teaching Departments shall be conducted by the concerned teaching department/faculty. Chairperson of the Department/Dean of Faculty/any Professor of the department shall act as Supdt.-in-Chief on his/her appointment by Controller of Examinations. However, Controller of Examinations, if necessary, may appoint Centre Supdt., Invigilators and supporting staff from other departments in any examination of the University Teaching Departments. Deputy Centre Supdt. shall not be appointed for the examinations of University Teaching Departments conducted at department level. In case of absence of Centre Supdt due to some unavoidable circumstances on particular day(s)/session(s), the Supdt-in-Chief shall appoint one of the faculty members as Centre Supdt. and the decision should be conveyed to Controller of Examinations well in advance. Supdt-in-Chief shall try to appoint the senior faculty as Centre Supdt. on the basis of rotation and the Centre Supdt. should not

be replaced during the examinations except in some extraordinary circumstances. In case of those departments where strength of students on roll is less than 100 for both UG and PG programs their examinations shall be conducted by merging such departments with the other departments by an order of Controller of Examinations. It is further clarified that if department 'X' is merged with department 'Y' for the examination purpose then the entire faculty and staff of department 'X' shall perform the examination duties in the Examination Centre of department 'Y'. Various teaching departments in the same building or adjacent buildings may merge the examination centres, if strength of examinees on a particular session is less than 30, but this shall be done by Supdt.-in-Chiefs of respective centre(s) and the decision should be conveyed to Controller of Examinations well in advance. If the strength of the candidates in any session during the examinations conducted after merging is less than 30, Centre Superintendent may appoint one invigilator.

- (ii) **Appointment of Officer/Staff in the Affiliated College:** In case of Affiliated Colleges/Institutes, the Principal of the college shall act as Supdt.-in-Chief. The Centre Superintendent and Deputy Centre Superintendent shall be appointed by the Controller of Examinations and other supporting staff shall be appointed by Supdt.-in-Chief except those faculty/staff which are deputed by Controller of Examinations.
- (ii) Teaching faculty shall perform the duties of invigilation. Non-Teaching or equivalent should generally not be engaged in invigilation duties. However, the Controller of Examinations can appoint them in urgency for fair conduct of Examinations.
- (iii) The Controller of Examinations, if necessary, may appoint University appointed observer, and flying squad for the examination centre to ensure the fairness of conduct of examination.
- (iv) The answer books and question papers shall be supplied by the Examination Wing of the University.
- (v) A regular person at the level of Professor/Associate Professor/Assistant Professor shall be appointed as Observer/flying squad Convener by the Controller of Examinations. In case of non-availability of University vehicle/hired vehicle, Observers/ Flying Squads Convener/Members shall use his/her own vehicle/taxi, payment for which shall be made as per rule. It is mandatory that all the members of Flying Squad shall travel in one vehicle.


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3. Duties & Responsibilities of Superintendent-in-Chief

These instructions shall be read in conjunction with the following documents as notified by the University:

- (a) General instructions for the guidance of the candidates appearing in Examinations.
- (b) Duties and responsibilities of Centre Superintendent, Deputy Centre Superintendent, Outsider (OS), invigilator and supporting staff.

General

- 3.1 The Controller of Examinations shall create the Examination Centres for the conduct of respective examinations from time to time.
- 3.2 Each affiliated college/institute, which is declared as Examination Centre for the conduct of the University Examinations, the Principal/Head of Institute shall act as Superintendent-in-Chief by default.
- 3.3 Controller of Examinations may also adopt various measures to handover/deliver the question papers on the same day or before the examination in order to conduct fair and smooth examinations.
- 3.4 In case question papers are supplied in advance then all packets of question papers should be kept in double lock strong room under CCTV Camera. The Superintendent-in-Chief shall be solely responsible for the safe custody of the Question Papers at his/her Examination Centre.
- 3.5 No person shall be appointed as Superintendent in Chief for the examinations of two bodies held simultaneously at the same institution.
- 3.6 The Superintendent-in-Chief shall be responsible for the smooth and proper conduct of the examinations at his/ her centre. He/She shall take necessary precautions and actions before, during and after the examinations as per stipulated guidelines of the University and shall be responsible for the fair conduct of Examinations.
- 3.7 The Superintendent-in-Chief shall remain available at the centre during the period of theory examinations and shall remain at the Headquarter/Centre during and on all the days of the examination. In case of any emergency, he/she shall make all the necessary arrangements for the proper conduct of examination by entrusting the responsibility to a senior faculty member of his/ her confidence, with prior intimation to the Controller of Examinations.
- 3.8 The Superintendent-in-Chief shall convene a meeting of all the staff members involved in the examination work, two or three days prior to the commencement of examinations and explain them the duties and responsibilities. He/she shall also inform to strictly follow the instructions laid down by the University. The Superintendent in Chief shall impress upon them the need for prevention of any kind of malpractice during the examinations.
- 3.9 The Superintendent-in-Chief shall also ensure that all the officials involved in the examination duties are aware of their duties/ responsibilities as well as of other officials in order to have smooth & better coordination during the examination period.
- 3.10 The Superintendent-in-Chief will check the stock of Answer Books before commencement of examinations and will ensure the availability of sufficient number of Answer Books for conduct of examinations with proper entries into the stock register in token of correctness.
- 3.11 The Superintendent-in-Chief may replace any member of staff if his/her conduct during the examination is found unsatisfactory and report the matter to the Controller of Examinations. He will also make arrangement if any member of supervisory staff does not turn up.
- 3.12 The Superintendent-in-Chief will coordinate the working of the Centre(s) in his college and effect merger of centres into one or two, if the number of candidates on a day in a session falls below 50 in examination centres of a college where there are two or more

examination centres.

- (a) Separate subject wise memos of answer-books pertaining to each center are prepared by the Centre Superintendent of the amalgamated centre. The memos, so prepared are to be placed outside the respective sub packets of answer books for each center.
 - (b) Similarly separate signature charts in respect of each center originally allotted to the candidates are used throughout the examinations even if the candidates are shifted from one center to another center on amalgamation. For this purpose, the Superintendent of the original center is required to pass on to the Superintendent of the day the signature sheets to the center(s) at which the candidates are seated.
 - (c) While effecting the merger the Superintendent in Chief shall see that as far as possible equitable distribution of duties is made amongst the staff of different examination centers.
 - (d) All sub packets pertaining to each centre are placed in the main bundle to be sent to the Evaluation Branch.
- 3.13 It will be the responsibility of the Superintendent in Chief to provide the required service staff. However, while appointing such staff, the integrity and honesty of the staff should be kept in view.
- 3.14 The Superintendent-in-Chief shall obtain any kind of help from the local/district authorities (Deputy Commissioner, Superintendent of Police, as the case may be) to maintain law and order in the premises of the examination centre. It shall be duty of Supdt-in-Chief to curb the outside disturbance, if any.
- 3.15 The Superintendent-in-Chief shall ensure to provide necessary instructions to the security staff for allowing University Officials (University Appointed Centre Supervisor, Observer, Flying Squad etc.) unhindered access to the centre to make sudden visits, immediately after establishing their identity by inspection of their cards/orders issued by the University. In no case they should be detained at the gate for want of permission of Superintendent in Chief.
- 3.16 It shall be duty of Superintendent in Chief to ensure that the Question Papers supplied by the Examination Wing of University are as per date sheet and student strength.
- 3.17 Norms of the staff which may be engaged by the Superintendent-in-Chief for examination work at each examination centre:-

S. No.	Staff	No. of Persons to be engaged
(a)	Class III staff (Clerical)- Centre Clerk preference shall be given to regular Clerical staff No. of Registered candidates for the session -Up to 350 candidates -for subsequent 350 candidates or part thereof	01 01 additional Clerk
(b)	Daftari One Daftari irrespective of number of candidates	01
(c)	Class IV Staff (like Waterman/ Peon etc.) -Upto 350 candidates -for subsequent 150 candidates or part thereof	03 01
(d)	Sweeper	01
(e)	Security Guard	01

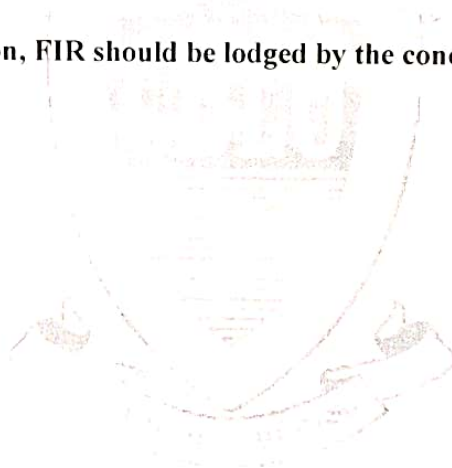
Handling of question papers

- 3.18 The Supdt.-in-Chief or the official appointed by Supdt.-in-Chief shall acknowledge the receipt of packets containing question papers sent by the University in the prescribed format to Controller of Examinations as soon as they receive the Question Paper Packet(s).
- 3.19 The Supdt.-in-Chief or the official appointed by Supdt.-in-Chief shall carefully observe the

state in which the envelopes reach them. If an envelope appears to have been tampered with or found unsealed, the fact should be reported to the Controller of Examinations at once and the envelope must be kept securely in the same condition with him duly sealed in a bigger envelope.

- 3.20 The name of examination, subject, paper, date and time noted on the envelope should also be checked with the programme of examination and the discrepancy, if any, should be brought to the notice of the Controller of Examinations immediately.
- 3.21 The Superintendent in Chief shall keep the Question Papers in safe custody till these are delivered to the Centre Supdt. on the relevant day of the examination.
- 3.22 The question papers sealed envelopes shall be kept in the steel almirah under CCTV Camera in the room having double key lock with one key under the custody of the Superintendent in Chief and other with the Centre Supdt. As soon as the Centre Superintendent arrives, the Superintendent in-Chief will show him all the question papers sealed envelopes pertaining to the centre and the Centre Superintendent will compare the question paper envelopes with the centre statements and latest date sheets. Thereafter, the Centre Superintendent will arrange the question paper envelopes date wise, separately for morning and evening session. On each date of examination the Centre Superintendent will obtain the question papers envelopes from the Superintendent-In-Chief half an hour before commencement of morning session and sign the requisite certificate on the question paper packet and get it counter signed by the Superintendent-In-Chief, in token of the seals being intact at the time of the receipt of packet(s).

Note:- In case of impersonation, FIR should be lodged by the concerned Superintendent-in-Chief within 24 hours.





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4. Duties & Responsibilities of Center Superintendent, Deputy Center Supdt, Flying Squad/Observer, Invigilator and Outsider.

4.1 Duties and Responsibilities of Centre Superintendent

- (i) Centre Supdt. shall be the in-charge of examination centre and he/she shall be responsible to conduct the examination in a smooth manner at the examination centre allotted to him.
- (ii) The Centre Superintendent shall not leave the station during the examination days for any purpose without obtaining prior permission of the Controller of Examinations/Superintendent-in-Chief. In case of emergency when Centre Supdt. proceed on leave then the Deputy Centre Supdt. shall act as Centre Supdt. and one of the invigilators shall be appointed as Deputy Centre Supdt. by the Supdt.-in-Chief.
- (i) Centre Supdt. shall ensure that Answer Scripts of candidates are sent to the University on the day of examination. However, in case answer scripts/books, cannot be dispatched on the very day, the answer book bundles shall be kept under the safe custody of the Superintendent-in-Chief under CCTV Surveillance. Further, the Centre Superintendent as well as the Superintendent in Chief shall jointly sign the paper seal pasted to the room/almirah where the bundles are preserved.
- (iii) Centre Supdt. shall depute one Invigilator for every 30 students.
- (iv) One Invigilator shall be named as Outsider (OS) for every 100 examinees. In case of emergency, OS shall act as reserve Invigilator.
- (v) Teachers accompanying their students from outside colleges may also be taken as Invigilator. The Centre Superintendent shall take care not to allot a particular Invigilator to the same room successively.
- (vi) No invigilator shall be appointed if strength of the examination centre is below 30 on a particular day/session of examination. In such a situation best effort shall be made to merge the centre with another examination centre and only centre clerk will do all the necessities. In case of non-merger the Deputy Centre Supdt. shall act as invigilator.
- (vii) Centre Superintendent shall ensure that attendance of his/her examination centre is uploaded on the portal of all the persons engaged in the examination duties on daily basis including the attendance of students (secrecy memo).
- (viii) Centre Supdt. shall ensure the cleaning of toilets by the sweeper before and during the examination.
- (ix) Centre Supdt. shall ensure that no mobile phones are used by the staff/faculty put on examination duty.

Note: In case of impersonation, FIR should be lodged by the concerned Centre Supdt. within 24 hours.


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4.2 Duties and responsibilities of Deputy Centre Superintendent

- (i) The Deputy Centre Superintendent shall assist the Centre Superintendent in general, for the smooth conduct of Examinations at the centre.
- (ii) The Deputy Centre Superintendent shall remain at the centre during the entire period of University examination. In case of any emergency he/she shall take the permission of the Centre Superintendent requesting him to make alternate arrangements
- (iii) The Deputy Centre Superintendent shall attend to any work entrusted to him by the Centre Supdt. in connection with the Examination.
- (iv) The Deputy Centre Superintendent shall act as Centre Supdt. in the absence of Centre Supdt.

4.3 Duties and responsibilities of the University Appointed Flying Squad/Observer

- (i) The University Appointed Flying Squad/Observer will be appointed by the Controller of Examinations from amongst the teachers/equivalents of University/affiliated colleges for the smooth and fair conduct of examinations.
- (ii) The Flying Squad/Observer can ask any examinations record from Centre Superintendents for the purpose of fair conduct of Examinations. They can further advise him/her according to circumstances for fair conduct of the Examinations.
- (iii) During the Examination, he/she shall ensure that all the Room Invigilators are discharging their duties properly and there is no scope for malpractice.
- (iv) The Observer shall supervise with the Centre Superintendent the packing and sealing of the answer script/book bundles and their safe custody.
- (v) After visit to the Examination Centre(s), the Flying Squad/Observer shall submit the report about the examination to the Controller of Examinations.
- (vi) The Flying Squad/Observer if observes any irregularity or insincerity by any of the examination official/staff, he/she shall bring this fact to the notice of the Centre Superintendent immediately.
- (vii) The Flying Squad/Observer are entitled for remuneration/honorarium, TA & DA as per University norms by sending bill along with the attendance certificate to the University.

4.4 Duties and responsibilities of Invigilator

- (i) The Invigilator shall report to the Centre Superintendent at least 45 minutes before the commencement of the examination on the first day and 30 minutes before the start of examination on successive days/ sessions of examinations.
- (ii) The Invigilator shall go to the examination room/hall allotted to him/her 15 minutes before the commencement of the examination with relevant examination material and ensure that no chits or any other material are found in the room.


- (iii) The candidates shall be admitted into the examination hall 15 minutes before the commencement of the examination or as notified by the university from time to time.
- (iv) The Invigilator shall check the Admit Card and Identity Card of the students carefully in the examination hall/room while distributing the answer books. In case of impersonation or any other lapse on the part of student, the matter be immediately brought to the notice of Centre Supdt.
- (v) The Invigilator shall announce to the students to leave the books, papers, mobiles, electronic gadgets and other reference materials etc.. outside the examination hall and read out the warning note before the issue of Question Papers as below:
“The candidates in the examination hall should search desks, tables, their pockets & other belongings and handover to Invigilator, if any paper/ notes / manuscripts / mobile / electronic gadget or written materials are found. After the start of examinations, if any incrementing material found in possession of candidate then he/she will be booked under unfair means.”
- (vi) Ten minutes before the commencement of examination, the answer books shall be distributed to those candidates only, who are seated in the examination hall and are not to be placed on the vacant seat.
- (vii) The Invigilator shall distribute the question papers to the candidates seated in the examination hall only at the scheduled timings of examinations
- (viii) The Invigilator shall ensure that candidates take their seats before the commencement of examination even though the candidate shall be allowed to enter the examination hall up to half an hour before the commencement of the paper in extraordinary circumstances.
- (ix) The Invigilator shall ensure that if a candidate decides to stop writing of examination before one hour of the termination of exam, he/she will not be allowed to take away his/her question paper. He/she shall leave it with the Invigilator and may take it from him/her at the end of examination. However, no candidate should be allowed to leave examination hall for any purpose within first two hours of the commencement of examination or as per the instructions issued by the university from time to time in this regard.
- (x) The Invigilator shall put his/her signatures at the place marked as Invigilator’s Signature only after ensuring that the candidates have taken their seats and have entered the correct roll number as per Admit Card, and other particulars required on the OMR/facing sheet of the answer book checking the identity of the candidate with photo on admit card and shall obtain the signatures of the candidates on the prescribed attendance sheet.
- (xi) The Invigilator shall remain alert in the examination hall and shall attend to the requests of the candidates for supply of the graph sheets, codes & other relevant material.
- (xii) Invigilator shall ensure that any undesired materials brought by the students are put outside the room at his/her risk only.
- (xiii) If any student has not brought his/her admit card and Identity Card, the matter shall be brought to the notice of the Centre Superintendent for issuing provisional card.

- (xiv) If any candidate is absent, the word ABSENT shall be written in capital letters in the appropriate column of the attendance sheet, preferably in red ink, after 30 minutes from the commencement of the examination. A consolidated statement showing the subject-wise, candidates present and absent be submitted in the prescribed form.
- (xv) After half an hour of the commencement of the examination, the spare answer books and question papers shall be returned to the CS/DS or an official deputed by Centre Supdt. when he/she visits the examination room/hall.
- (xvi) The Invigilator shall not accept the answer book of any candidate without ensuring that, it bears his/her correct University roll number as per Admit Card and other information asked on the title page of the answer books.
- (xvii) The Invigilator shall not allow the candidate to use unfair means in the examination hall.
- (xviii) The candidate going for toilet should be escorted properly; however frequent use of toilet by the candidate should be discouraged.
- (xix) The Invigilator shall take rounds in the hall and shall not engage themselves in conversation with other Invigilator, while the examination is going on and also shall not engage in reading magazine or newspaper or doing any work other than his/her duty for examination.
- (xx) During the Examination the Invigilator shall not use the Mobile Phone in the examination Hall/Room.
- (xxi) The Invigilator shall ensure that there is no communication among the candidates in the examination room/hall.
- (xxii) The Invigilators shall ensure that all students have filled up/darkened the bubble and other particulars on the OMR/facing sheet correctly.
- (xxiii) If any student/candidate is found using mobile phone/electronic device, he/she shall be put in the UMC category.
- (xxiv) The violations of instructions by any candidate shall be brought to the notice of the Centre Superintendent immediately and a written report is to be made regarding such cases to the University by the Centre Superintendent immediately.
- (xxv) Smoking and taking tea/coffee or any other refreshment in the hall or around by the candidate, where the examination is in progress is strictly prohibited (This includes chewing of tobacco etc.).
- (xxvi) The Invigilator should also declare the following timings in his/her room
a. Half of the Examination Duration
b. Half an hour before the Examination ends.
c. Ten minutes before the end of the examination
- (xxvii) After the expiry of the time of the examination, the invigilator shall collect the answer scripts and shall arrange them roll number wise and hand over to the authorized officials in Centre Superintendent office along with other reports, if any. Candidates shall not be allowed to leave the examination hall till all the answer scripts are collected.
- (xxviii) After the expiry of the time of the examination, the invigilator shall cross the blank page of the answer script of each candidate.
- (xxix) The Invigilator shall be personally held responsible for the loss/ misplacement of any answer books before handing over to the office of the Centre Superintendent.

- (xxx) While taking rounds of the examination hall, if the Invigilator notices that, any candidate is indulging in copying or possessing a manuscript or answer book other than that of the candidate, any written material on calculator/geometry box/scale, he/she shall immediately take in his/her possession the candidate's answer book, question paper, and the materials which he/she has used or intended to use for copying and immediately report to the Centre Superintendent. He/she should not allow the candidate to leave the examination hall till the Centre Superintendent comes to the examination hall and takes over the charge.
- (xxxi) Any dereliction of duty on the part of the Invigilator shall be seriously taken and the Centre Superintendent may take necessary action as per the guidelines of the University and report the same to the University immediately.
- (xxxii) Whenever a flying squad/ Observer of the University make a surprise visit, the Invigilator shall ensure their identity and allow to enter the examination hall for surprise check.
- (xxxiii) The Invigilator shall not leave the Centre premises until he/she personally hands over the answer books to the Centre Superintendent and return the relevant materials given.

4.5 Duties and responsibilities of the Outsider (OS)

- (i) The Centre Superintendent shall appoint the OS from amongst the senior faculty.
- (ii) The OS shall be active and shall be moving from room to room (assigned to him) during the examination hours and shall be a communication link between Invigilator and Centre Superintendent for any emergent requirement.
- (iii) The OS shall not replace the Invigilator during the first and last half-an-hour of the examination. During the intervening period, he/she shall relieve the Invigilator to attend nature's calls.
- (iv) The OS shall assist the Centre Superintendent in general for smooth conduct of examination at the centre particularly in distribution of question papers to Invigilator room wise.
- (v) The OS shall in addition to the above duties attend to any other work entrusted to him / her by Centre Superintendent.
- (vi) The OS shall relieve the Invigilator for essentials such as use of urinals and be in charge of the duties of invigilator during that period and discharge all the duties and responsibilities of the Invigilator.
- (vii) The OS shall report for duty 45 minutes before the commencement of examination on the first day and 30 minutes before on successive days/sessions.
- (viii) The OS shall also observe/keep a watch in and around the examination rooms (assigned to him) to ensure overall discipline.


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5. Norms for smooth conduct of examinations

5.1 Advance preparations

- (i) The Centre Clerk shall ensure the preparation of the statement regarding seating arrangements for the candidates (Table+Chair) well in advance under the supervision of Centre Supdt. and Deputy Centre Supdt. as below:-
 - a) A definite seat for each candidate in good condition.
 - b) As far as possible, candidates appearing in the same subjects should not be allowed to sit together (at least side by side).
 - c) A plan of seating arrangement showing the position of candidates (according to their admit card/roll number) in each room for each day must be displayed at accessible place for the examinees & copy of the same shall be sent to Controller of Examinations along with other material after the examinations.
- (ii) General instructions that are made available to each candidate should be pasted on notice board & candidates should be advised to read them carefully before appearing for examination.
- (iii) The Deputy Centre Superintendent shall check requirements (if any) for additional material to be supplied to examinees during examination such as-Log Table. Drawing sheets, Graph Paper, Steam tables, IS codes etc. and keep them ready for distribution to examinees.
- (iv) After giving answer-books to the candidates, the facsimile seal of Controller of Examinations shall be affixed on answer-books/answer sheets on the space specified for the purpose using blue ink only.

If the Centre Superintendent finds any answer-book in bad shape, he/she is requested not to issue such answer-books to the candidates to avoid any manipulation.

Answer-books should, therefore, in no case be stamped in larger quantity than required for each day's use so that if by any chance blank answer-books are stolen at a centre and afterwards smuggled into the answer-books collected at the end of an examination.

5.2 On the day of examination and before commencement of Examinations

- (i) On the day of examination, the relevant sealed packets of the Question Papers shall be given by Supdt.-in-Chief to the Centre Supdt. from the strong room not earlier than half an hour before scheduled start of the examination in the presence of Deputy Centre Superintendent or one/two other officials.
- (ii) Before taking the envelopes to the main examination hall, the officials shall carefully examine the date, time, subject, number of question papers written on the packet. The Centre Superintendent shall also ascertain to avoid wrong opening of a QP envelope of a later session or a later date.
- (iii) **Opening of envelopes containing question paper(QP):-**
 - a) Packet of question papers should be opened only 15 minutes before the scheduled start of examination.
 - b) Before an envelope is opened, the Centre Superintendent, Deputy Centre Supdt. and other witnesses should sign the prescribed certificate. Each person should sign legibly and give his/her designation below his/her name.

- c) While opening the sealed envelope, the Centre Superintendent should not break the seals but cut the envelope at one end neatly with a pair of cutter/scissors. The envelopes so opened with the certificates duly signed should be returned to the Controller of Examinations after completion of the examination along with last bag/packet.
- (iv) After opening an envelope, the Centre Superintendent shall ensure to check the number of question papers and the heading of each question paper with the contents noted on the envelope. The heading should be checked very carefully in order to see that no other paper which is fixed for a later day or a later hour is mixed up. If such a paper is found, it should be sealed properly in an envelope and kept along with the envelopes containing copies of the same paper and the fact reported to the Controller of Examinations. The Centre Superintendent with the help of other officials should check the heading printed on the first page of all the copies of the question papers.
- (v) After opening the question paper packets, the Centre Superintendent/Deputy Centre Supdt. shall arrange to put the question papers required for each block/each room in separate cover, which shall contain actual number of papers as per the number of candidates taking the examination in the block/room.
- (vi) The packet with the required number of answer books and other stationery supplements will be handed over to concerned Invigilator to take to the examination hall as soon as they report for duty (i.e. 45 minutes before on the first day of commencement of examination and 30 minutes before on successive days/sessions). The Invigilator is to be present in the respective examination hall at least 30 minutes before the commencement of the examination on first day and 15 minutes before on subsequent days/sessions.
- (vii) The Centre Superintendent/ Deputy Centre Supdt. shall arrange to provide the seating arrangement, answer sheets and question papers to the Invigilator.
- (viii) The Centre Superintendent shall give required instructions to the Invigilator to inform to the candidates 5 minutes before the commencement of the examination.

5.3 During the examinations

- (i) Candidates may be admitted to the examination hall 15 minutes before the time fixed for the examination.
- (ii) Normally a candidate arriving late for any paper is not entitled to be admitted to the examination hall. However, within half an hour of commencement of examination such candidates are allowed to take examination after ascertaining that no candidate had left the examination hall/room till then or as per the instructions/notification issued by the university in this regard from time to time. No extra time should be given to such candidates.
- (iii) Candidates are not to be admitted to the examination hall/room unless their names appear in the eligibility/cut list. Centre Superintendent shall ensure to inform the candidates to bring their admit cards with them which should be inspected every day as far as possible and returned after inspection.
- (iv) The Centre Superintendent shall ensure that all eligible candidates appear in examination, i.e., no one having a valid admit card mentioning the subjects for which he/she is eligible for appearing in the examination is detained.

- (v) If any candidate, whose name appears in the eligibility/cut list, forgets to bring his/her admit card or it is lost and does not succeed in getting its duplicate copy from the University/College office in time, he/she may be admitted to the examination after ascertaining the validity of the claim (given in writing by the candidate), the Centre Superintendent shall issue a provisional admission card valid for that day only. The details of issuing such provisional cards should be sent to Controller of Examinations at the end of examinations.
- (vi) The Centre Superintendent shall ensure to notify to all candidates that they should place their belongings i.e. books/notes/any undesirable material at the space specified outside the exam hall for the purpose only. **No responsibility will be given for the custody of such articles. Bringing mobile phones into the examination hall is strictly prohibited.** This fact shall be well noticed to the candidates. The Centre Superintendent shall also instruct the Invigilator not to allow mobile phones and any study material, notes in the examination hall under any circumstances. The candidates shall be solely responsible for bringing such articles at the examination centre.
- (vii) Centre Superintendent is fully empowered to conduct pre-entry frisking of candidates for any unlawful material to prevent use of unfair-means in the examination. He/she will further be empowered to involve male/female staff as required for this purpose. It will be obligatory on the part of the examinee to submit him/her for such search. Such search can be made during examination time also. This may be notified to the candidates for the information.
- (viii) Candidates should prepare themselves for giving frisking physically to the officials appointed by the university/Centre Superintendent for the examination purpose, if they are asked to do so during the examination.
- (ix) The Centre Superintendent shall ensure that no candidate who is actually suffering from an infectious disease, such as small-pox, plague, influenza etc. or who, though convalescent, is not free from infection, is allowed to sit for the examination. If such a candidate is noticed after the examination has begun, immediate steps should be taken to see that his papers are destroyed and that other disinfecting measures are carried out.
- (x) Use of Calculator is permitted as per instructions.
- (xi) Question paper should be distributed punctually at the time of commencement of the examination.
- (xii) Immediately after the distribution of question paper to the candidates, the Centre Superintendent (through Invigilator) should collect all spare copies of question papers left with the Invigilator and check the number of spare copies with the number of question paper received minus the number of examinees present. No spare copy of the question paper should be left in the hands of the Invigilator or allowed to go outside the examination halls/rooms till at least two hours after the commencement of examination. No candidate should be allowed to submit answer sheet and leave examination room before half time duration of the examinations. However, if a candidate wishes to leave the examination room earlier, he/she should not be allowed to take question paper with him/her. It should be handed over to the Invigilator; may be returned to the candidate after the examinations is over. Similarly, no candidate should be allowed to take the question papers with him/her while going out from the examination room for any purpose such as using urinals.

- (xiii) Some extra copies of question papers are always sent but if ever the number of copies of a question paper fall short and, therefore, the question paper cannot be supplied to some candidates in extra ordinary conditions, the paper may be got photo copied in a highly confidential manner under the supervision of Sudt.-in-Chief/Centre Supdt. and given to them and as much extra time as is taken in distributing photocopy paper duly signed by Centre Supdt. be allowed to them for answering the paper and the matter shall be reported to the Controller of Examinations at once. However, extra time should not be allowed to other candidates to whom printed papers are given in time.
- (xiv) In case a candidate asks for a question paper in an optional/elective or an alternative subject, not offered by him/her according to the entry in the printed cut list, he/she may be given the question paper he/she asks for but he/she should be clearly warned with an undertaking that if it is found afterwards that he/she had taken a question paper, not actually offered by him/her according to his/her declaration in the application form, his/her examination in that paper shall be liable to be cancelled. The Centre Superintendent should, however, try to satisfy him/herself by a reference to the entries in the application form with him/her that the candidate is not asking for a wrong question paper. All such cases should be immediately reported to Controller of Examinations.
- (xv) If ever there is a complaint from the examinees that the question paper or a part thereof is out of the prescribed course, or that there is a misprint or some ambiguity in the question paper, they may be instructed to answer the question paper as given to them and send their representation along with a copy of the question paper to the University through the Centre Superintendent/Supdt.-in-Chief within three days from the date of examination for consideration and necessary action. No announcement regarding cancellation of the paper shall be made by the Centre Superintendent or any other person except the Controller of Examinations. Representation received after the above time limit shall not be entertained. Controller of Examinations shall apply his/her best efforts before cancellation of examination, if possible, to make corrections in the question papers, if necessary.
- (xvi) Candidates found using unfair-means or indulging in disorderly conduct at or in connection with an examination shall be dealt with in accordance with the existing provisions.
- (xvii) On each day of the Examination and as soon as after the commencement of the Examination, the Centre Superintendent shall ensure with the help of Invigilator/Deputy Centre Superintendent that all candidates have correctly written their roll numbers, and other particulars required to be entered on the front cover/OMR of Answer books.
- (xviii) Nobody other than the official engaged for examination should be allowed to enter or move around the examination rooms without the permission of the Centre Superintendent. Peons/Attendants/Waterman or other persons should not be permitted to deliver letters to any candidate during the examination. Any communication with the candidates during the examination is strictly prohibited.
- (xix) No one except the Center Supdt should be permitted to speak to a candidate on any subject pertaining to the questions during the hours of examination, not even for the purpose of correcting a misprint or removing an ambiguity in a question paper.
- (xx) No one should be allowed to write after the prescribed time is over.

- (xxi) Smoking & other intoxicants are strictly prohibited in the examination hall. This includes chewing tobacco or spitting in the examination hall or around.
- (xxii) Whenever, the Centre Superintendent receives information that any candidate has indulged in malpractice, he/she should immediately take action as per the Unfair-means rules.
- (xxiii) The Centre Superintendent shall ensure to arrange the declaration of following important timings through Invigilator/room relievers as below:
 - (a) Half of the Examination Duration
 - (b) Half an hour before the Examination ends
 - (c) Ten minutes before the end of the examination

5.4 Packing of answer books after the examination

- (i) Immediately after every session, the answer-books of each paper collected from candidates will be arranged in the serial order of Roll Number as per Secrecy Memo and after counting them and checking the number of answer-books with the number of candidates appeared, the same will be packed in markin cloth. The answer books must be packed as below with the help of Deputy Centre Superintendent and under the supervision of Centre Superintendent:
 - (a) Answer books of each subject must be packed separately in sealed packet(s). Duly filled prescribed form must be pasted on the packet.
 - (b) The prescribed forms like Memo showing the record of answer books, absentees etc. must be packed with the answer books.
 - (c) At least two or more sealed packets may be put inside an outer packet for transmission to the University.
 - (d) The details of packets must be recorded in the Centre Superintendent diary.
 - (e) At least two copies of QP must necessarily be packed with every packet of Answer Books.
- (ii) The Centre Superintendent shall send the written answer books of all university examinations by registered parcel/authorized person on the day of the concerned examination. However, these answer books should be packed & sealed soon after the examination is over.
- (iii) The Centre Superintendent shall keep a record of daily attendance of candidates with their signatures. Roll numbers of candidates absent from the examination in each paper for any reason whatsoever should be reported in the prescribed absentee statement/online. If any answer- book(s) is/are sent to the Controller of Examinations separately on account of the candidate(s) having resorted to the use of unfair means or for any other reason, this fact should also be mentioned in the absentee statement. On the other hand if no candidate turns up for examination in any paper, all the candidates should be reported absent in the absentee statement. The number of candidates examined at each centre as shown in the statement plus the number of candidates shown there as absent must tally with the number registered as shown in the consolidated numerical return of candidates. If there is any discrepancy, the same should be clarified in the absentee statements/Memo and also intimated to the Controller of Examinations separately through a letter.

- (iv) The Centre Superintendent shall note the above instructions and also the details of the subject, time allowed for each paper etc. carefully as given in the printed programme of examination. At the conclusion of the examination, he/she shall send a report for the information of the Controller of Examinations that the examinations at his/her centre were conducted in accordance with these instructions. He may, if he thinks necessary and has some special suggestions to make for improvement for the conduct, of examinations, send a separate report to the Controller of Examinations.
- (v) Remuneration for conduct of examinations at various centers shall be as notified by the University from time to time.
- (vi) The answer book (s) of candidates under UMC category should be packed separately. It is further clarified that if a candidate has taken second answer book after UMC on first answer script then both such answer scripts should be tagged together alongwith other relevant material.
- 5.5 **In any emergency not provided for in the above rules, the Centre Superintendent may act according to his/her own discretion with justification and report his/her action to the Controller of Examinations. Orders passed by the Controller of Examinations on any matter not provided for in these rules shall be binding on all.**



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6. Provision of Writer (Amanuensis)

The guidelines for conducting written examination for person with Disabilities issued by the Ministry of Social Justice & Empowerment, Department of Disability Affairs, Govt. of India, issued from time to time are followed by the University.

6.1 A candidate may be allowed of an amanuensis (writer) if :

- i) He/She is blind;
OR
- ii) He/She is having permanent disability of 40% or more and he/she is unable to write with his/her own hand;
OR
- iii) He/She is temporarily disabled from writing due to accident or some other unforeseen reasons. In such situation, the candidate shall produce a certificate from a CMO/Medical Officer of Govt. Hospital or certificate by Medical Officer of University Health Centre.

6.2 On the written request from the candidate through the Head of a Teaching Department/Principal of a College, the Controller of Examinations shall appoint an amanuensis and inform the Superintendent in Chief /Centre Supdt. of the Centre concerned.

6.3 In case a person's physical handicap is such as to render him/her incapable of answering the paper in the prescribed time or blind or permanent disable of 40% or more, 20 minutes extra time per hour may be allowed.

6.4 The amanuensis shall be of a lower grade of education than the candidate, he/she has to tender an affidavit and submit a copy of his/her educational proof.

6.5 If required, the Centre Superintendent shall arrange for a suitable room for the disabled candidate and put on duty one additional Assistant Superintendent/Invigilator there.

6.6 The candidate, other than blind person, shall pay in advance to the University, the remuneration payable to the additional Assistant Superintendent at the prescribed rate.

6.7 Instruction for appointment of writer for disabled/handicapped students:

- (i) The application must be attested by the Principal of the concerned College/Chairperson/HOD of the concerned Department.
- (ii) The application complete in all respect alongwith relevant documents must reach to the Controller of Examinations, CBLU, Bhiwani preferably 07 days before the commencement of examinations by Hand.
- (iii) The application received after the examination will not be entertained and the candidate himself/herself will be responsible for the consequences. Use of writer in the examinations without prior approval of the University will be considered as UMC Case.
- (iv) The affidavit from the writer for the gap period, if any, duly attested by the First Class Magistrate should be enclosed with the application.

7. General Rules for Examinations

- 7.1 The University shall hold examinations for awarding Degrees, Diplomas or Certificates in such branches of knowledge as the University may determine from time to time.
- 7.2 At the end of the each semester or at specified periods, there shall be an examination wherein candidates shall be examined in the courses studied by them in that semester. Each semester examination shall be designated as First Semester Examination, Second Semester Examination, Third Semester Examination and so on.
- 7.3(i) In case of UG Programmes, the examinations for odd semesters will normally be held in November/December/January and for even semesters in April/May/June on such dates as may be fixed by the Controller of Examinations as per the Academic Calendar provided by the University.
Note: During final year of the UG programme, that examinations of last two semesters shall be conducted in November/December/January and also in April/May/June.
- (ii) In case of PG programme, the examination for all semesters will normally be held in November/December/January and also in April/May/June on such dates as may be fixed by the Controller of Examinations as per the Schedule provided by the University.
- (iii) The schedule of examinations of courses under NEP-2020 will be notified separately as per NEP ordinance.
- (iv) The dates (s) of commencement of examinations as well as the last date (s) for the receipt of examination forms and fees shall also be notified by the Controller of Examinations to the concerned University Teaching Departments and affiliated Colleges/Institutions.
- 7.4 The course of the study and the subjects of examinations shall be as approved by the Academic Council from time to time. The medium of instructions and Examination shall ordinarily be English/Hindi, except or otherwise specified by the Academic Council. The question papers will be set in English/Hindi, except or otherwise specified by the Board of Studies concerned and approved by the Academic Council.
- 7.5 Every candidate shall be examined in the subjects as laid down in the syllabus approved by the Academic Council form time to time. There is a Credit based System of Evaluation in the University. The credits for each subject as also the contact hours per week will be mentioned in the scheme of studies approved by the Academic Council.
- 7.6 The students shall be automatically eligible for promotion to the next semester provided he/she fulfills the other essential eligibility criterion for promotion as mentioned in the Ordinance. A candidate, who is not able to pass the academic programme/course within a maximum period specified in the ordinance from the date of his/her admission, shall lose the right to pursue the programme. In exceptional cases, mercy chance can be given by the Vice-Chancellor to a candidate if he/she applies in writing with fee as prescribed by the competent authority.


However, the rule for promotion to next class prescribed by concerned regulatory body shall supercede this clause regarding promotion.

- 7.7 Students shall not be eligible for admission to a course of study for an examination unless they have passed the qualifying examination of this University or any other examination recognized by this University as equivalent thereto as decided by the Equivalence Committee, and possesses such further qualifications, if any, as may be prescribed by the Ordinance.
- 7.8 The eligibility list/cut list for admission to an examination shall be on the prescribed format, accompanied by the requisite fee so as to reach the University by the dates fixed for the purpose through the Director/Principal of Institute/College or the Chairperson of the deptt. in the university as the case may be.
- 7.9 A candidate, who has once submitted his/her examination form for an examination along with the requisite fee, shall not be permitted to withdraw the application from on his/her own accord and shall not claim refund of the examination fee.
- 7.10 If a candidate for any University Examination owes any dues to the University on any account or his/her college on any account and fails to pay the dues or has in his/her possession any book, apparatus, or other property belonging to the University or his/her college, or any kit etc., and fails to return the same, the Controller of Examinations on receipt of such a report from the Principal of a college or, the Chairperson of a University Teaching Deptt./Chief Warden/Librarian or any other office may withhold or authorise the withholding of the admission card of the candidate or if the admission card has already been issued, suspend the order of admission to examination till all such dues have been paid or such property has been returned by the candidate.
- 7.11 The Controller of Examinations may withhold the permission granted to any candidate by some incidental mistake or omission who was not eligible to appear at any University examination, even though an admission card had been issued and produced by him/her before the Centre Superintendent of the Examination Centre or he/she may have appeared in one or more papers at the examination, and to cancel the result.
- 7.12 Unless otherwise provided, a person who has already passed an examination of that programme of this or any other University shall not be permitted to appear again in the examination of the same programme.
- This bar shall not apply to a candidate appearing in an examination of the University for passing/re-appear papers or for improvement of division/result or for additional subject.
- This bar shall also not apply to a candidate who has completed the course during stipulated duration and the examination of those courses is not held in time due to unavoidable reasons.
- 7.13 Notwithstanding anything contained in any other Ordinance, the Academic Council in the case of
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- (a) a foreign scholar who is not of Indian domicile; or
 - (b) a person who is not an Indian National; or
 - (c) a person of Indian origin studying in a foreign country shall have power to admit him/her to any class of the concerned University Teaching Departments or a College affiliated of this University for which he/she is considered fit on the recommendation of the Equivalence Committee.
- 7.14 Notwithstanding anything contained in any other Ordinance, the Academic Council in order to avoid hardship to a candidate shall have power to relax any requirement of the ordinance for any examination while considering the irregular admissions for regularisation where the mistake is primarily on the part of the Institution or the University. Each and every case of such nature will be considered by the Academic Council on merits.
- 7.15 The Controller of Examinations may withhold the result of any candidate who by an act of omission or commission might be found to be guilty of either contravening the provisions of the Act, the Statutes, the Ordinances or the Regulations or of non-compliance thereof or any court orders or for any other cause which, in the opinion of the Controller of Examinations, might warrant such as action.
- 7.16 The Vice-Chancellor shall have the power to quash the result of a candidate after it has been declared if;
- (i) he/she is disqualified for using unfair means in the examinations; or
 - (ii) a mistake is found in his/her result; or
 - (iii) he/she is found ineligible to appear in the examination.
- 7.17 A candidate whose answer script is lost after it has been received by the Centre Superintendent of the examination, and who, but for this answer book, would have either passed in the examination or is likely to be placed under compartment/ re-appear, shall unless he/she opts re-examination, on a date to be fixed by the Controller of Examinations be deemed to have obtained in that paper marks equal to the marks obtained by him/her in the other theory paper of the same subject and if there was no other theory paper in that subject or if there were more than two theory papers in that subject, marks equal to the average of the marks obtained by him/her in other theory papers of the programme of that very semester.
- However, if the answer book (s) is/are lost after original evaluation and is/are not traceable for re-evaluation on account of any reason, the candidate concerned will be offered re-examination in that paper at next examination provided he/she has already obtained pass marks in that paper. If, however, the candidate does not want re-examination his/her previous result may stand unchanged. No re-examination fee shall be charged for a candidate who opts for re-examination under this Clause.

If there is a dispute as to whether a candidate's answer-book was duly received or not, the findings of the Committee constituted by the Controller of Examinations and duly approved by the Vice-Chancellor shall be final.

- 7.18 Notwithstanding anything contained in any other Ordinance/Regulations, the Academic Council shall have the power in case of all examinations held by the University to hold an additional examination in the same year for special reasons to be recorded.
- 7.19 In case of any ambiguity/dispute regarding interpretation of these rules or any other matter related to the examination which is not covered under these rules, the decision of Vice-Chancellor shall be final.
- 7.20 Regarding any legal dispute, the jurisdiction lies with district courts at Bhiwani.


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8. RULES REGARDING USE OF UNFAIRMEANS (UMC) CASES

- 8.1 Before the examination begins, the Centre Superintendent or the Deputy Superintendent of the examination Centre shall call upon all the candidates to deliver to him all papers, books or notes which they may have in their possession. He shall also warn the candidates that if any of them fails to do so, he shall be liable to penalty. In case late comer is admitted, this warning shall be given at the gate.
- 8.2 The Centre Superintendent shall display the warning regarding Unfairmeans at prominent places of the Examination Centre.
- 8.3 The Centre Superintendent shall take action against an examinee who is found using or attempting to use unfair means as defined in Clause-4 below, in the examination hall or within the premises of the examination center.
- 8.4 Use of unfair means shall include the following:
- 8.4.1 Having in his possession or accessible to him during examination hours any papers, books or notes, written or printed or any kind of material including body, clothing etc.
 - 8.4.2 Writing during the examination hours on any material (including the paper or blotting paper) other than the answer-book.
 - 8.4.3 Talking to another candidate or to any person other than the members of the supervisory staff in or outside the Examination Hall during the examination hours.
 - 8.4.4 Consulting notes/books in or outside the Examination Hall during examination hours.
 - 8.4.5 Attempting to take or taking help from any notes or hints written on any part of the body or on the clothes worn by the candidate or on the furniture being used by the candidate.
 - 8.4.6 Receiving help from another candidate with or without his consent or giving help to another candidate or receiving help from any other person during examination hours.
 - 8.4.7 Disclosing his identity deliberately or making any distinctive marks in his answer-book for that purpose or making an appeal to the examiner through the answer-book or using abusive or obscene language in the answer-book.
 - 8.4.8 Presenting to the examiner a practical/class-work note- book which does not belong to the candidate.
 - 8.4.9 Communicating or attempting to communicate, directly or through another person with an examiner or with an official of the University with the object of influencing him in the award of marks or making any approach or manipulation for that purpose.
 - 8.4.10 Swallowing/destroying any note, paper etc. found during the examination hours.
 - 8.4.11 Making deliberate arrangement to cheat in the examination, such as:
 - 8.4.11.1 Smuggling of an answer-book/continuation sheet in or outside the examination hall or Insertion in the answer-book of any sheet (s) written outside the examination hall.
 - 8.4.11.2 Substitutions, wholly or partly, of an answer-book/continuation sheet by another answer-book/continuation-sheet during or after the examination hours.

- 8.4.11.3 impersonation.
 - 8.4.11.4 Obtaining admission to the examination on a false representation.
 - 8.4.11.5 Forging another persons'-signature.
 - 8.4.11.6 Failing to deliver his/her answer-book to the person In-charge before leaving the Examination Hall.
 - 8.4.11.7 Tempering with the particulars, including roll number, written on another candidate's answer-book and/or writing wrong particulars, including Roll Number on one's own answer book.
 - 8.4.11.8 Refusing to obey the Centre Superintendent or any other member of the supervisory staff/ inspecting staff or creating disturbance of any kind during the examination or otherwise misbehaving in or around the examination hall or threatening or assaulting any official connected with the examination, any time during, before or after the examination.
 - 8.4.11.9 Any Electronic devices, i.e., Mobile Phone, Bluetooth, Smart Watch and Ear Phone etc. found during the examination.
 - 8.4.11.10 Any other act of unfair-means/misconduct not covered in these provisions.
- 8.5 If a candidate is found to be or suspected to be guilty of using unfair means in the examination, the Centre Superintendent may take away his/her answer-book and permit him, if he so desires, to answer the remaining part of the question-paper on a new answer-book which shall be supplied to him on demand. The candidate may also appear in the rest of the examination in the subsequent papers at his own risk and subject to the decision the University may take in his/her case for use of unfair-means. The Superintendent may also obtain the explanation of the candidate in writing.
- 8.6 The Centre superintendent shall report to the University on the form prescribed by the University, at the earliest, each case where use of unfair-means in the examination had been suspected or discovered with the explanation of the candidate concerned, if any. If the candidate refuses to give any explanation this fact shall be recorded in the-report. In case the candidate refuses to take second answer-book when asked to do so, no new answer-book be given to him/her and he/she be asked to leave the examination hall.
- 8.7 To deal with the unfairmeans cases the Academic Council shall appoint annually one or more Standing Committee (s) consisting of 4-5 experts on the recommendation of Controller of Examinations. Three members shall form the quorum.
- 8.8 Standing Committee shall have the power to:
- (i) Cancel the particular paper or the entire examination in which he/she has been found guilty of use of unfair means, such cancellation of paper will mean award of zero mark in the paper and cancellation of the entire examination will be treated as failure in the examination.
 - (ii) Debar the candidate from appearing in the said examination and/or in 'any other examination, conducted by the University upto a period of three years.
 - (iii) The following are the guidelines for the Standing Committee on unfair means cases for award of punishment to the candidates who indulge in unfair-means.

Nature of Misdemeanor	Punishment
a) For relevant material found in the candidate's possession concerning the subject/paper in which the candidate appeared irrespective of the evidence that the material had been used for copying.	Cancellation of the paper or cancellation of the entire examination in which the candidate appeared.
b) For being found with material relevant to the subject/ paper with the evidence of copying or attempt to copy	Cancellation of the entire examination in which the candidate appeared, in addition, the candidate may also be debarred from appearing at the University examination for one year.
c) For major misdemeanor like smuggling in and out of the answer-books/ continuation sheets, impersonation and misconduct etc.	Cancellation of the entire examination in which the candidate appeared, in addition, the debaring him from appearing in the University examination upto three year.
d) Any other misdemeanor not covered in (a), (b), (c) above	Cancellation of the entire examination in which the candidate appeared, in addition, the debaring his//her from appearing in the University examination upto three year.

9. If the committee is unanimous in respect of their decision regarding the guilt of a candidate and regarding the quantum of punishment, its decision shall be final. If there is a difference of opinion amongst the members of the Committee, the matter shall be referred to the Vice-Chancellor whose decision shall be final.
10. A candidate who is awarded punishment by the Standing Committee on unfair means on having been found using unfair means may submit an application to the Controller of Examinations for consideration of his/her case within 30 days of the receipt/notification of the decision of the committee along with a prescribed fee. Such a reconsideration will be allowed only once.
11. The committee shall consider the reports of the Supervisor/inspecting/expert staff before arriving at decision. If it considers necessary, the committee may take the evidence of any person. In no case the candidate shall be allowed to represent himself by an advocate or any other person.
12. If a candidate is appearing in re-appear subject (s)/paper (s) of a lower examination alongwith the higher examination is found guilty of use of unfair means in a subject/paper of the lower or the higher examination, either of the examinations or both the examinations (higher and lower) may be cancelled.
13. In case a candidate denies the allegation (s) against him/her or if the Committee otherwise thinks it necessary, it shall fix a date, time and place for holding the enquiry and give a notice to the candidate on website of the University or notice board of the institution. No adjournment of the meeting may be granted to the candidate on any account. On the date and time fixed in the notice which shall not be less than seven days from the date of its display of the notice. The Committee shall meet at the notified place for the purpose of holding the enquiry and the said candidate shall be allowed to be present, and heard in the same. The Committee after granting such hearing to the candidate as it may deem necessary, record its finding about the guilt of the candidate.

14. If any examiner reports any case of use of unfair-means which he/she detected during the course of evaluation of answer-books, the same shall also be decided by the Standing Committee after getting the answer-books checked and giving the candidate a reasonable opportunity to defend himself.
15. If unfair-means adopted by a candidate come to the notice of the University after the examination, his/her case *will also* be decided by the unfair-means committee on such evidence as may be available after giving the candidate a reasonable opportunity to defend himself/herself.
16. If a candidate is found guilty of unfair-means after his/her result has been declared, the same shall be cancelled besides the candidate being awarded the punishment which would have been awarded to him/her, had the fact of use of unfair-means come to notice before the declaration of his/her result.
17. If a candidate is disqualified from appearing at the next one or more examinations, he/she shall not be admitted to any course of study or allowed to appear at any examination of this University during the period of such disqualification.
18. If the Vice-Chancellor receives complaints to the effect that the integrity of a University examination has been violated at an examination centre as a consequence of mass scale copying or other use of unfair-means, he/she may after enquiry, order re-examination in one or more papers.
19. The record/files of the decided UMC cases shall be disposed off **after six months of UMC decision notification with the approval of the Competent Authority.**



9. Redressal of students Grievances regarding Question Papers Complaints, grace marks and Special Sessional Examination

9.1 Students Grievances Committee

There is a provision of Students Grievances Committee in the University regarding end semester theory examinations. The complaint regarding end semester theory examinations, if any shall be submitted by the student(s) through Chairperson of the Department/ Director/Principal of the Institution within 3 days of the examination to the office of Controller of Examination. The standing committee of the following shall examine and submit the report with specific recommendation regarding re-examination or award of grace marks with justification to the Controller of Examinations within 7 days. The Vice-Chancellor shall be the final authority to take decision on the recommendations of the committee:-

- | | |
|---|----------|
| (a) Dean of Faculty | Chairman |
| (b) Chairperson of the Department offering the course/subject | Member |
| (c) Subject expert to be appointed by the Chairperson | Member |
| (d) Controller of Examinations or nominee | Member |

9.2(i) Grace Marks

1% of total marks of the scheme of a semester of those theory courses/ subjects (excluding Practical/Seminar/ Project/Dissertation etc.) whose examinations are conducted in the end of the semester, i.e., May/June or November/ December shall be awarded as grace marks to pass in one or more courses/ subjects of that semester.


(ii) Special Sessional/Internal Examinations

Students enrolled in final semester or those who have completed their normal duration of academic programs shall be allowed a special sessional/internal examination of weightage 40% of the maximum sessional/internal marks. This examination will be conducted by the Department /College/ Institution only for those students who got re-appear due to deficiency in sessional/internal awards. It is further clarified that this special sessional/internal examination is not for improvement of marks. Out of total awards secured by the candidate in this special sessional/internal examination only the marks required to pass the course/ subject shall be considered towards the final score. This clause shall be applicable on all academic programs including the students/ candidates who take exit in dual degree program.

(iii) The candidate has to deposit the examination fees for such Special examination prescribed by the University time to time. After checking the eligibility of candidate for Special Sessional Examination the Examination Branch shall issue an office order and ask the concerned teaching department or affiliated college to conduct the examination and evaluate the performance. No special sessional examination shall be conducted without an office order by the University.

10. Rules for Additional Subject(s)

- 10.1 Examination in additional subject(s) may be allowed to CBLU students after passing an Academic Programme but before the completion of extended duration of programme. Such examination shall be allowed only in theory subjects.
- 10.2 A candidate has not to attend any regular classes to appear for additional subject(s).
- 10.3 Internal Assessment awards, if any, of such subjects shall be considered and awarded proportional to the marks obtained in semester/annual end examination.
- 10.4 The fee for appearing in the additional subject(s) will be at par with fees for re-appear examination as per University Rules.
- 10.5 The examinations for additional subjects shall be held along with the main examinations.


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11. Evaluation of Answer Scripts

Controller of Examinations shall create a Nodal Evaluation Centre in the University for the Coordination with various Evaluation Centres. Chief Coordinator, Coordinator and other supporting staff in the Nodal Evaluation Centre shall be appointed by Controller of Examinations.

11.1 Instructions/Duties of Coordinators:

Nodal Evaluation Centre will send coded answer scripts to Evaluation Centres. Evaluation Centres will be established in respective Departments of the University. **Chairperson of the Department shall act as Coordinator (evaluation). Controller of Examinations, if necessary, can appoint any senior faculty as Coordinator (evaluation) or can create an evaluation centre out of the teaching department.** The Centre will have following manpower:

S. No.	Staff	No. of persons to be engaged
(i)	Class III Staff(Clerical)/ Technical Staff	01
(ii)	Class IV Staff	01
(iii)	Checking Assistant	Need Based

Coordinator will ensure evaluation of answer scripts through the faculty of the Department and Panel provided from COE. The panel may include faculty and their contact details from affiliated Institutes. Answer scripts should be issued in such a way that a faculty can evaluate maximum 40 in a day. The Evaluation Centers in colleges shall be created by Controller of Examinations as per requirement. Director/ Principal of the college shall act as Chief Coordinator and a faculty member from the University Teaching Department or an affiliated institution may be appointed as Coordinator by Controller of Examinations to supervise the evaluation work.

Chief Coordinator/Coordinator (Evaluation) shall ensure that

- a. The evaluation work should be equally distributed to the teachers of a subject available at a centre. A teacher should not be given the assignment at two centres simultaneously.
- b. No teacher should be allowed to make selection of any particular answer-book(s) or to identify any answer-book for evaluation by him/ her.
- c. Class III Staff will act under direct control of Coordinator in case of University Teaching Department & Chief Coordinator in case of an Institute/College. He/she will manage all routine affairs of the Centre. He/she will receive and dispatch answer scripts to and from Nodal Evaluation Centre. He/she will further ensure distribution

of answer books to concerned faculty of the department in consultation with coordinator/ Chief Coordinator (evaluation). He/she will also receive back the answer scripts from faculty.


- d. Coordinator/ Chief Coordinator shall ensure that the evaluation done by evaluators shall remain confidential. It is also desired that coordinator shall not examine the evaluated answer scripts of other faculty members.
- e. Packet issued to a faculty members shall be returned to the Evaluation Centre after evaluation and uploading of marks within ten days time. It is further clarified that the packet shall not consist more than 100 answer scripts. In case of failure in this regard by faculty member, it shall be treated as negligence of duty which shall be dealt as per service rules of the university.

f. Instructions/ duties of evaluators:

- i) All the examiners /evaluators after taking answer scripts from the evaluation centre shall count the Number of answer scripts on the spot and if there is any discrepancy the same should be pointed out immediately to coordinator/ Chief Coordinator of evaluation centre.
- ii) Each examiner shall be required to evaluate a packet containing at least 100 answer scripts, provided available with the evaluation center, in ten days time. It must be ensured that the answer scripts against any specific identity are to be reported to Controller of Examinations. It is duty of evaluator that each answer script should be thoroughly evaluated and no part/ portion/ question of the answer script left unchecked. In case of such a mistake action will be taken by competent authority.

11.2 Instructions/ duties of clerk/technician:

- i) The clerk will be appointed by the coordinator in case of University Teaching Departments & Chief Coordinator in case of an Institute/College and he/she will do the work as assigned by the coordinator/ Chief Coordinator.
- ii) The clerk shall maintain a register for record regarding the number of answer scripts given to each examiner date-wise. Further, the entire statement of accounts other than remuneration will be prepared by him/her in duplicate and the same be submitted to the In-charge of Evaluation Branch along with the remuneration bills filled by the teachers immediately after the close of the Centre but not later than a week's time.
- iii) A proper record of answer scripts delivered to each examiner for evaluation and the return of evaluated answer scripts must be maintained by the centre clerk. He/she must obtain signature of the examiner on each transaction (delivery and return) every day.


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- iv) He/she will ensure the day-to-day receipt and return of all answer scripts by the examiners. Concerned authority must be informed as and when sufficient number of answer scripts are ready for collection so that the evaluated answer scripts should not pile up at the centre.

11.3 Instructions/ duties of checking assistant/scrutinizer:

The checking assistant/scrutinizer will be appointed by the coordinator/ Chief Coordinator and he/she will perform the duties as under:

- i) Complete (100%) answer scripts must be got checked carefully by the checking assistant/scrutinizer. The checking assistant (s)/ scrutinizer (s) should not be less than a graduate/ three years diploma, should not be a student on the college/institution rolls and should not be disqualified person for such jobs. He/ she should sign the title page of each answer scripts checked by him/her.
- ii) To check total of the marks of each answer script and their correct transfer on the title page.
- iii) That all the questions attempted have been evaluated and no question is left unmarked.
- iv) Checking assistant/scrutinizer must do his/her work thoroughly to avoid revision of results at later stages due to errors in total or any question left unevaluated.
- v) It shall be duty of checking assistant to get the error/mistake rectified from the evaluator, if found during checking.
- vi) If still any mistake in total or omission in evaluation of a question or a part thereof is detected, action will be taken depending upon the nature of lapse (s) on his/her part.

Note:- All examinations duties whether paid or unpaid will be treated as part of regular service matter. If not attended properly, will invite punishment as regulated in service matter. Warning/ explanation will be issued in first violation of the duty. However, continuous violations for example third can invite even debarring from the examination purpose. Increment of an employee will be seized in that year if debarred from examination duties during third violation. Debarring will be effective in all parts of the examination process ie. Viva, invigilation, evaluation etc.

Note

Any punishment to a faculty member or supporting staff regarding examination or evaluation related matters shall be made with the approval of Vice-Chancellor on the recommendations of Controller of Examinations. The punishment shall be notified by Controller of Examinations. However, during the examinations/ evaluation the Controller of Examinations can make replacements of faculty/staff, if necessary, in the interest of examination/evaluation. Instructions of evaluation for examiners, checking assistants including supporting staff shall be issued by the office of Controller of Examinations from time to time. For timely declaration of results the mechanism for evaluation adopted with approval of CoE shall be followed during evaluation period.

12. RE-EVALUATION OF ANSWER-SCRIPTS

- 12.1(a) A candidate who wishes to seek re-evaluation of his/her answer-script(s) may apply for re-evaluation to the Controller of Examinations, CBLU, Bhiwani on the prescribed application form as prescribed by the University alongwith the Detailed Marks Card/Certificate in original. The students whose result is Fail or Re-appear/Compartment shall not be required to enclose original DMC with Re-evaluation form.
- (b) Re-evaluation is permissible only in all theory examinations conducted by this University except Practical Examinations, Internal assessment, Project Report, Dissertations, thesis and Viva-voce etc.
- (c) An application on the prescribed form alongwith requisite fee must be submitted online/offline to the Re-evaluation Branch of this University within 15 days after the date of declaration of the result of the particular examination, applicant also can submit application with late fee within next 5 days after last date (within 20 days).
- (d) A candidate will not be entitled to apply for re-evaluation after the expiry of the normal date mentioned in rule above, if his/ her result has been delayed, D.M.C. detained on account of his/her fault, or any fault on the part of the College as determined by the C.O.E. or an officer authorised by him in this regard.
- (e) All entries in the application form for re-evaluation should be complete and correct in all respects. The office will not be responsible for the delay/rejection of the case, if the form is not complete in all respects or not accompanied by full fee and/or Result /Detailed Marks Card/Certificates. No change in the entries once made by the candidate shall be allowed after the receipt of the application by the University office. Ignorance of the title of any paper/subject shall not be accepted as a plea for wrong entry in the application.
- 12.2 While sending the answer script for re-evaluation, the details of the candidate and the awards inside the answer script shall be masked.
- 12.3 If the difference between re-evaluated score and the original marks in a paper does not exceed 15% of the maximum marks of that paper, the average of these two scores will be taken as final awards. If the difference is more than 15%, the answer-book will be referred to 2nd re-evaluator and the average of the two nearest scores out of three will be taken as final awards. In case the awards of three examiners are in Arithmetic Progression, then average of three scores shall be taken as final awards.
Provided that no increase or decrease will be made in the marks of those failed candidates whose result remains unchanged even after re-evaluation.
- 12.4 A candidate will be permitted to see his/her answer books for identification only on payment of an additional fee of Rs. 200/- per answer-book during working hours on a written request within 10 days from the date of declaration of the result of re-evaluation.
- 12.5 If as a result of re-evaluation, a candidate passes the examination or is placed under compartment

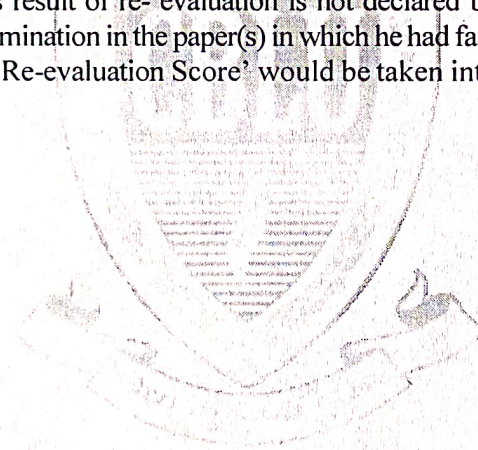
may be allowed admission to the next higher class only if he/she is able to complete atleast 50% of the total lectures/practical's delivered in the class. In addition, such a student will also be required to attend 75% lectures to be counted from the date of actual admission.

Such admission may be granted within 10 working days from the date of dispatch of Detailed Marks Certificate after re-evaluation,

Provided seats are available. However, admissions already made would not be disturbed because of the revision of result as a result of re- evaluation. No extra chance will be allowed to a candidate for clearing compartments/re-appear in lieu of any chance which he/she might have missed before declaration of the result of re-evaluation.

Note :- The Controller of Examinations will ordinarily declare the results of re-evaluation within 45 days of the beginning of the session.

- 12.6 If the answer-book(s) is/are lost after original evaluation and is/ are not traceable for re-evaluation on account of any reason the candidate concerned will be offered re-examination in that paper at next examination provided he has already obtained pass marks in that paper. If, however, the candidate does not want re-examination his previous result may stand unchanged. No re-examination fee shall be charged from a candidate who opts for re-examination under this clause.
- 12.7 If a candidate who has failed or earns compartment/re-appear in a paper(s) and has applied for re-evaluation but his result of re- evaluation is not declared before the next examination and he appear in next examination in the paper(s) in which he had failed, the better of the two scores 'Re-appear Score' or 'Re-evaluation Score' would be taken into account.



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