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COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

NOTIFICATION

No. GA & EL/7218/99

24th November 2001.

In exercise of the powers conferred by subsection (iv) of Section 18 of the Cochin University of Science and Technology Act 1986 (31 of 1986) the Syndicate, at its meeting held on 19.5.2001, has promulgated the First Ordinances in respect of the Rules, regarding the conduct of various University Examinations. The first Ordinances shall be effective from the date of its publication in the Gazette.

THE COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY FIRST ORDINANCES, 2001.

1. *Short Title and Commencement*
 - (1) These Ordinances may be called the Cochin University of Science and Technology First Ordinances in respect of the Rules regarding the conduct of Various University Examinations.
 - (2) These Ordinances shall come into force at once.
2. *Appointment of Question Paper Setters and Examiners*
 - (a) Appointment of question paper setters and Examiners relating to all Examinations except Ph.D. conducted by the University shall be made by the Controller of Examinations from respective panels prepared on the basis of recommendation of the Board of Studies in the subject concerned. Every panel submitted to the Controller of Examinations shall consist of sufficient number of paper setters or Examiner required. The Controller of Examinations may appoint persons not included in the panel as examiners/paper setters in exceptional circumstance.
 - (b) The Controller of Examinations may cancel the appointment (S) offered to any person as examiner or paper setter for reasons to be recorded.
 - (c) Only persons having the prescribed qualification and at least 3 years teaching/research experience at the appropriate level shall be included in the panel. Seven years of practice as advocate in the Bar will be considered as equivalent to 3 years of reaching

experience for appointing examiners under the Faculty of Law. Persons having 7 years practical experience in industries could be considered for appointment as paper setter in Science and Technology subjects. The Board of Studies shall review the panel of examiners once in 3 years. In case any examiner or paper setter is found inefficient or indulging in misconduct, mal practice negligence or disobedience, the Controller of Examinations will report the names of such persons to the Vice Chancellor who may disqualify such persons from being examiner/paper setter.

- (d) The period of Appointment of all examiners or paper setters shall be limited to the date of publication of results of the examination for which he or she is appointed. However they are eligible for consideration for re-appointment in subsequent examinations.
- (e) Generally, paper setters can also be appointed as examiners in the subject for which they have set questions. In case paper setters are not available for valuation, other persons from the panel shall be appointed as examiners.
- (f) No person working in Department/School/Recognized Institutions shall ordinarily be appointed as paper setter for the examinations conducted for the course offered in the institution where he/she is working. Such persons shall not be appointed as external examiners for the examinations conducted in the same Departments/Schools/Recognized Institutions. However, in exceptional circumstances, an internal examiner can be appointed in place of an external examiner by the Controller of Examinations. In such cases, the person selected shall not be the concerned Course Teacher.
- (g) The Controller of Examinations shall constitute a Boards of Question paper setter for each subject for which examinations are to be held. However it is not mandatory that Boards of Question paper setters shall be appointed for each subject every year if question papers set for the same examination by a previous Board is available with the Controller of Examinations. The Board of question paper setters shall be responsible for setting the question papers for subjects allotted to them. Convener will be appointed by the Controller of Examinations. Convener and members of the Board may scrutinize papers set, to ascertain whether prescribed standards have been kept and whether the scope of questions are within the prescribed syllabus. The minutes of all Board meeting shall be recorded by the Convener and submitted to the Controller of Examinations.

- (h) The Controller of Examinations shall constitute a Board of Examiners, for each examination. All examiners appointed to value the answer books relating to the examinations coming under the Board will be the members of the board. Every Board constituted, as above shall have a Chairman who will be appointed by the Controller of Examinations. All examiners shall be required to attend various meetings, if any, convened by the University. In case a member does not turn up for the meeting(s) without sufficient reasons, the Controller of Examinations may remove him from the Board.
- (i) It shall be the duty of the Convener of the Board of question paper setters/Chairman, Board of Examiners to assign duties to the members of the Board and given such instruction that are necessary for the efficient conduct of work relating to the Board. He can, in case, of need, review the scripts valued by the examiners and suggest ways and means to achieve objectivity in valuation. The Chairman will also scrutinize the work done by the examiners and forward to the Controller of Examinations all necessary documents such as question papers, mark books, remuneration bills of members counter signed by him etc., as the case may be on or before the dates specified by the University.
- (j) Remuneration and TA/DA will be paid to all examiners/paper setters at the rates fixed by the University from time to time.
- (k) In case of examinations involving viva-voce, a Viva Board shall be constituted by the Controller of Examinations which shall consist of one external examiner and one internal examiner besides the Chairman.

3. *Conduct of Examinations:*

- (a) The Controller of Examinations will invite proposals from Heads of Departments/Schools/Recognized Institutions in *January* and *July* of every year for examinations to be conducted at the respective Departments/Schools/Recognized Institutions from March to August and from September to February respectively. After considering such proposals, the Controller of Examinations will decide on the conduct of each examination at such place(s) and time and on such date as are according to the regulations applicable to various courses.
- (b) The Controller of Examinations may effect the change of date of any examination.
- (c) The date of commencement of examination and the last dates for receipt of applications from the candidates for registration for the

examination without and with fine shall be notified at least one month before the date fixed for the commencement of the examination. The Controller of Examinations shall notify the time tables for the conduct of examinations at least 15 days before the date fixed for the commencement of a particular examination. Generally examinations once scheduled shall not be changed. However, written requests by the Head of the Department giving specific reasons for any reschedule may be considered by the University. Supplementary Examinations may be arranged by the Controller of Examinations in consultation with Heads of Departments in accordance with the Regulations.

- (d) If there are more than one centre of examination in a particular subject, question papers shall be made available to the Chief Superintendents of all centres sufficiently in advance so that the same are distributed to candidates on the same day and at the same time in all the centre.
- (e) Subject to the rules framed by the University from time to time, the Controller of Examinations shall make arrangements for the conduct of examinations at various centres.
- (f) The Controller of Examinations may appoint a Chief Superintendent and such other staff as required for the conduct of examinations at each centre. All persons so appointed will be eligible for such remuneration as may be fixed by the University from time to time. The Chief Superintendent and other officers will act according to the instructions issued by the University regarding their duties and responsibilities. The Head of the Department/School shall give all possible help to the Chief Superintendent for the smooth conduct of examination.
- (g) Except with the special permission of the Controller of Examinations no candidate shall be allowed to take the examination for the first time at any centre other than the Department/School/Recognized Institution in which he has undergone the prescribed course of study. Ordinarily no change of centre will be permitted once a candidate has been registered for an examination in a particular centre. However, in exceptional circumstances, Controller of Examinations may permit a change of centre.
- (h) It will be competent for the Chief Superintendent at each centre of examination to appoint Assistant Superintendents and other Officers for the smooth conduct of examinations as required by the rules of the University. The University may send an observer to any centre for the smooth conduct of the examination. Remuneration at the rates fixed by the University will be paid to the Assistant Superintendent and other staff employed by the Chief Superintendent.

- (i) Every candidate who has been registered for an examination shall be given a hall ticket issued by the University in the prescribed form. If a candidate has lost the hall ticket issued to him/her, a duplicate hall ticket will be issued to the candidate, on application by remitting the prescribed fee for the purpose. The candidate may also be required to produce proper identity certificate in such cases.
- (j) All candidates shall bring with them their hall ticket on each day of examination. They shall produce their hall tickets when demanded for inspection by the Chief Superintendent, Assistant Superintendent or any other officer authorized by the University.
- (k) Ordinarily, no candidate shall be permitted to take the examinations without a hall ticket. However, the Chief Superintendent shall have power to grant provisional admission to an examination to a candidate without a hall ticket if in his opinion the candidate has a valid case. In such cases, the answer books of the candidates will be packed separately and forwarded to the Controller of Examinations with a report duly citing the reasons for admitting him/her. The fact that a candidate has been given provisional admission does not in itself entitle him/her to further benefits of taking the examination. The University will examine each case separately as to the admissibility of the candidate to take examination, as per rules and only eligible cases will be regularized and results published.
- (l) The Controller of Examinations may cancel the hall ticket issued to any candidate if it is found that he/she has been misconducting himself/herself or indulging in malpractices in the examination hall or if it is found that he is ineligible to take the examination under the regulations of the course.
- (m) Candidates taking examinations shall be under the disciplinary control of the Chief Superintendent and shall obey all his instruction. In case a candidate disobeys the instructions given by the Chief Superintendent/Assistant Superintendent or behaves insolently towards the officials including the Chief or Assistant Superintendents, the candidate may be debarred from the day's examination, by the Chief Superintendent. Further if he continues the misbehaviour, he may be excluded from the remaining days of examination by the Chief Superintendent. In all such cases, the Chief Superintendent shall send a report to the Controller of Examinations explaining the nature of misbehaviours on the part of the candidate, for further action in the matter by the University and the Syndicate may take appropriate action including debarring the candidate from writing the examination.

4. *Valuation of Answer books of P.G. Examinations:*

- (a) For all Post Graduate Examinations other than Certificate Examinations conducted by the University, there shall be double valuation of all answer scripts.
- (b) The first valuation will be done by the internal Examiners appointed for the purpose by the Controller of Examinations from teachers in the concerned Departments. The list of internal examiners will be provided to the Chairman and the Chief Superintendent of the Centre. The Chief Superintendent shall hand over the answer books directly to the examiners immediately after the completion of the Examinations in sealed packets along with the necessary forms required for entering the marks etc. and a copy of the question paper. The absence statement shall be handed over to the Controller of Examinations.
- (c) After first valuation, all answer scripts and duplicate mark lists addressed to the Controller of Examinations are to be handed over to the Chief Superintendent, who will forward the same to the University, as far as possible on the same day and the original mark list to the Chairman.
- (d) The Chairman shall forward all the answer books and the cover containing the duplicate mark lists unopened to the Controller of Examinations after completion of valuation. The original mark lists obtained from the examiners shall be retained by the Chairman.
- (e) The University will arrange for the second valuation of the Answer books by external examiners appointed for the purpose and direct the examiners to complete the valuation within 10 days of receipt of answer books. The list of external examiners entrusted with second valuation will be forwarded to the Chairman.
- (f) It shall be the concern of the Chairman to see that both internal and external examiners complete the work assigned to them within the time schedule fixed by the University. In case there is undue delay or non-co-operation from an examiner to complete the work within the stipulated time, the Chairman shall in writing inform the matter to the Controller of Examination.
- (g) As in the case of the internal examiners, the external examiners shall send the original mark lists to the Chairman and the duplicate mark lists and the answer books to the Controller of Examinations directly in sealed covers supplied for this purpose by the University. Upon completion of both the valuations and other processes like viva-voce, practicals etc. the Chairman shall inform the University about it and submit proposals for a meeting of the Pass Board.

5. *Valuation of answer books of Under-graduate Examinations.*

- (a) There shall be only single valuation for all undergraduate examinations conducted by the University. The Chairman will prepare a scheme of valuation for all papers included for valuation

in his Board in consultation with other members of the Board, if necessary. The Chairman shall distribute the scheme of valuation to the examiners before the commencement of valuation and shall fix the dates for completion of valuation as per the instructions given by the University.

- (b) In cases where the number of additional examiners is large, the Controller of Examinations may appoint Chief Examiners also for various subjects. The list of Chief Examiners to be appointed will be intimated to the Chairman. The Chairman will allot additional examiners to various Chief Examiners and intimate both the additional and the Chief Examiners the dates on which Marklists are to be forwarded to him. The Chief Examiners are required to revalue 10% of the answer books assigned to the additional examiners under him/her and to check the total marks in all answer books. It shall be the duty of the Chief Examiner and the Chairman to see that proper standards and uniformity in marking are maintained by the additional examiners. The Chief examiner may arrange for revaluation of the entire lot, if found necessary.
- (c) The Vice-Chancellor may order the conduct for centralized valuation for any examination and the Controller of Examinations shall arrange the valuation.

6. *Passing Board*

- (a) There shall be a Passing Board for every examination conducted by the University.
- (b) It shall be competent for the Controller of Examinations to constitute the Board consisting of two or more persons who are already members of the Board of Examiners.
- (c) It shall be the duty of the Passing Board to verify the marks entered in the Tabulation Register in the case of all University Examinations for which there is only single valuation.
- (d) For Post-Graduate Examinations the Chairman shall transfer the marks of the first and second valuations of each subject to an average sheet or award sheet. If the marks awarded in two valuations differ from each other beyond permissible limits (10% of the maximum marks for Examinations under the Faculties of Science, Technology, Engineering, Marine Sciences and Environmental Studies; 15% for other Faculties) a third valuation shall be done by the Pass Board. In such cases the third valuation marks shall be awarded to the candidate. In all other cases the averages will be awarded. The marks thus awarded to the candidates shall then be entered in the Tabulation Register by the Pass Board. For the purpose of third valuation the Controller of Examinations shall appoint an expert in the

concerned subject to the Board, if necessary on the recommendations of the Chairman.

- (e) The Board can award while finalizing the results of an Examination, a maximum of 3% of the total marks of the written papers as moderation. However, the marks awarded, as moderation shall not exceed 5% of the total marks for any single paper. The marks so awarded can be distributed among all written subjects or can be given in such manner, as the Board seems necessary so that the marks so given shall not exceed the minimum marks required for a pass.
- (f) The decision of the Board while finalizing the results of the Examination shall be recoded as minutes in the Tabulation Register and the Chairman and Members shall put their signature thereunder.
- (g) The decision taken by the Passing Board with regard to the finalization of results shall be forwarded to Controller of Examinations for further action.
- (h) The Passing Board shall report the results of the Examination to the Controller of Examination for publication.
- (i) The Passing Board shall cease to exist after the date of publications of the results of the Examination.
- (j) The Controller of Examinations shall publish the results of all Examinations reported to him by the Pass Boards concerned after their finalization subject to the approval of the Syndicate.

7. *General*

- (1) The Vice-Chancellor shall have power to cancel or modify any of the decisions taken by the Controller of Examinations relating to the Examination.
- (2) The Vice-Chancellor is competent to assign any or all powers vested with the Controller of Examinations in the above rules to any other Officer of the University chosen by him for the purpose, and cancel such powers assigned to and reassign such powers from time to time as he may deem necessary for the interest of the University.
- (3) For all examinations conducted by the University, the Register Numbers of successful candidates shall be classified and published in the order in which they were registered in the examination.
- (4) A Tabulation Register shall be maintained in the University in which the marks secured by each candidate shall be entered in figures. Any correction in the mark book shall be recorded in the Register and supported by the initials of the Controller of Examinations and with the seal.
- (5) A diploma under the seal of the University and signed by the Vice-Chancellor shall be issued to each successful candidate. The diploma shall include the month and year of examination, the subject in which the candidate was examined and the class in

which he was placed. A Certificate with the same details as that of a diploma shall also be given signed by the Controller of Examinations. It shall be competent for the University to issue a provisional certificate to the candidate on payment of the prescribed fees during the period after the publication of the results and before the issue of the original certificate/diploma.

- (6) Notwithstanding the publication of the results of any examination, the Syndicate may correct/amend the result of an examination for reasons to be indicated.
- (7) A candidate who has appeared at an examination may apply to the Controller of Examinations for scrutiny of his marks, i.e. for checking whether any answer had not been valued/given marks and whether there are any mistakes in totalling. Such applications shall be made within 10 days after the publication of the results in the University Office and shall be accompanied by receipts of the payment of the prescribed fee. The result of the scrutiny will be intimated to the candidate and in case the result is affected by the scrutiny, the corrected result shall be published in the University. In no case the fee remitted by the candidate for scrutiny shall be refunded.
- (8) If at any time during the course of the Examination or after the publication of the results it is found that a candidate was not eligible for taking the examination or has secured admission to the course/examination on production of false information in the application form or used unfair means at an examination, the Syndicate shall have power to quash the results of the examination and/or debar him/her from appearing for the examination of the University permanently or for a specified period of time
- (9) The Syndicate shall be competent to frame necessary guidelines or issue directions for efficient conduct of the examination and timely publication of the results.
- (10) All Head of Departments/Principals of Colleges shall submit to the University the sessional marks relating to all examinations proposed to be conducted for candidates from their Departments/Colleges at least five days before the date of commencement of the concerned examination. Adequate care should be taken to prepare the sessional marks by the concerned teachers and the Heads/Principals. No change of sessional marks will be permitted once it is received in the University, except when such changes are permissible as per the regulations and all procedure in the regulations are duly carried out.

In case a particular teacher has not submitted the internal assessment and the Departmental council of the Department concerned is not in a position to furnish such marks, the Passing

Board may finalise the same after following the prescribed procedures regarding the internal assessment to each student.

- (11) Any work assigned to the teaching/non-teaching staff of the University by the competent authority in connection with the examination shall be treated as part of duty and the concerned Officer shall carry out the assignment as per instructions given thereof. Failure to discharge any responsibility assigned thus shall invite disciplinary action. If a teacher declines invigilation work the matter shall be reported to the Controller of Examinations for initiation of disciplinary proceedings for dereliction of duty.

(12) The Controller of Examinations shall report to the Syndicate all cases of non-compliance of the rules including refusal, negligence or delay on the part of any Employee/Teacher of the University to carry out the instructions issued to him from time to time. The Syndicate is empowered to take disciplinary action based on such reports, if it is satisfied that the Employee/Teacher has committed irregularities or has delayed the execution of any responsibility assigned to him without giving a satisfactory explanation for the delay thus caused.

8. *Valuation of Answer Books in Centralised Valuation Camps:*

- (1) Centralised Valuation Camps for undergraduate examinations may be organized by the University to speed up the valuation of answer scripts and timely publication of the results.
- (2) The Assistant Registrar in-charge of the examination concerned will under the supervision of the Deputy Registrar and will be responsible for the proper conduct of valuation and maintenance of appropriate registers, records and accounts relating to the camp. He will render necessary assistance to the examiners and ensure that all rules and regulations of the University are observed by all concerned. His duties shall include:
 - (a) Arrangement of valuation hall and adequate number of Security Personnel.
 - (b) Arrangement of accommodation to valuers in the University Guest House, if required.
 - (c) Receiving answer books from the concerned section for valuation, ensuring its safe custody until the camp is over and returning them to the section after the results are finalized. He shall supervise the distribution of answer books by the University officials under his command and maintain an issue register to record the particulars of scripts issued to the examiners. The register should contain on the face page, the register number (from-to) of all papers received by him, total number of candidates, register number and total number of absentees in the respective examination(s).
 - (d) Entrusting the cover containing original marks received from the Chairman to the Joint Registrar after it is properly packed and scaled.
 - (e) Disbursement of remuneration, TA, DA etc., to all officers/ examiners on duty before the Camp is concluded and maintenance of cash book for all payments of remuneration and incidental expenses.

- (f) Packing answer books after valuation is over in scaled covers, with superscription name and date of examination, date of camp, subject and paper, number of scripts in each cover.
- (3) There shall be a Chairman, Board of Examiners, for each branch of study in a centralized Valuation Camp. He will be assisted by Chief Examiners and additional examiners to carry out the valuation work. One Chief examiner will be appointed for every five additional examiners. If there is less than 5 additional examiners in a particular Board, the Chairman will act as the Chief Examiner.
- (4) It shall be the duty of the Chairman.
- (a) to ensure that proper discipline and secrecy is maintained and the work is completed in time.
 - (b) to prepare schemes of valuation of all papers in his Board and distribute it to the examiners.
 - (c) to ensure uniformity in standard of valuation by scrutinizing the work done by others.
 - (d) to keep the attendance register for examiners and to distribute and take back answer scripts from Chief Examiners.
 - (e) to verify the correctness of the marklists.
 - (f) to forward the remuneration bills presented by the examiners to the Joint Registrar, after countersigning them.
- The Chairman should ensure uniformity in valuation.
- (5) The Chief Examiner will be responsible for –
- (a) Supervise the work of the additional examiners.
 - (b) Re-valuing 10% of answer books valued by the additional examiners.
 - (c) Valuing answer books as assigned to him by the Chairman.
 - (d) Distribution of answer books and mark sheets to the additional examiners under him.
 - (e) Checking up the total marks in all answer books and entries in the mark sheets.
 - (f) Returning the answer scripts to the Chairman.
- (6) Valuation Camp will be held continuously with the exception of Sundays and Public Holidays. There will be two sessions of valuation from 9.30 a.m. to 12.30 p.m. and 1.30 p.m. to 4.30 p.m. All Officers/Examiners of participating in the Camp shall mark their attendance twice, one at the beginning of each session. No examiner shall be permitted to leave the camp before 4.30 p.m. However, the Chairman can sanction leave (without remuneration/DA) to an examiner in exceptional circumstances.

- (7) General Instructions to Chairman, Chief Examiners and Additional Examiners in respect of valuation will continue to hold good for Centralized Valuation also.

9. *Revaluation of Answer Books of University Examinations.*

- (1) Application for revaluation of answer scripts will be considered only for Examinations other than Post Graduate Examinations, Practical Examinations, field work, sessional work thesis submitted in lieu of a paper and such other Examinations for which there is provision for double valuation.
- (2) Application for revaluation shall be made in the prescribed form available from the University.
- (3) Application for revaluation should reach the office of the Controller of Examinations within 15 days from the date of receipt of mark list at the respective Centre of Examination unless otherwise specified by the University.
- (4) Application received after the last date prescribed will not be considered under any circumstances.
- (5) Fee once remitted for revaluation of answer scripts will not be refunded.

*10. *Procedure for processing the Revaluation Applications in the Office*

(1) The marks originally awarded by the examiner who valued the answer script will be blotted out before the script is given to the examiner for revaluation. The re-examiner will be provided with scheme of valuation (including value points) and the instructions supplied to the original/Chief Examiner. The marks awarded by the revaluers will be recorded separately on sheets other than answer books to be supplied by the University.

(2) After the revaluation, results will be finalized as follows:

- (a) The original marks secured by the candidate will not be changed in the following cases.

- (1) If the revalued marks are less than the mark secured in the Original valuation.
- (2) If the marks exceed the marks secured in the original valuation by less than 10% of the maximum marks of the paper.

- (b) If the revalued mark exceed the marks secured in the original valuation by 10% of the maximum marks of the paper, the revalued marks will be taken as the final marks, and the marks secured by the Candidates in the original valuation will be changed accordingly.
 - (c) If the revalued marks are higher than the original marks by more than 20% of the maximum marks of the paper, a second revaluation is to be done and the average of the two marks awarded by two of the examiners, original examiner and two revaluers, which are nearest to each other is to be awarded to the candidate. However, the increase in the marks after the two revaluations should be 10% or above, if the change is to be effected.
 - (d) The recommendation of the Passing Board already constituted for finalizing the original results of the examination will be applicable for finalizing the marks obtained on revaluation, treating the revaluation marks as equivalent to original marks. The moderation marks so recommended will be awarded to any other paper also if needed, even if the student has not applied for revaluation for that paper(s).
 - (e) The case of examiners who were found guilty of improper valuation/revaluation shall be reported to the Syndicate for appropriate action.
 - (f) The Joint Registrar (Exams.) shall maintain a list of teachers against whom action has been taken under these guidelines. Such black listed teachers shall not be considered for appointments in connection with examination work in future.
- (3) The revaluation result should be released as soon as it is ready and as far as possible the maximum time should be 40 days from the date of receipt of the application for revaluation.
- (4) In cases where the candidate has applied for revaluation of more than one paper, the result of individual papers may be intimated as and when they are ready.
- (5) The candidate applying for revaluation will be permitted to identify their answer scripts after the revaluation results are finalized and communicated to them. Only the candidate will be given the chance to identify the papers. No complains will be entertained thereafter.
- (6) Fresh marklists incorporating the change, if any, will be issued to the candidate who gets the benefit of the higher marks on revaluation. Revised marklist will be issued only on surrendering the marklist issued to the candidate earlier along with the memo.

(7)All works relating to revaluation will be treated as extremely confidential and therefore interim enquiries will not be entertained.

(8)Remuneration for revaluation will be paid at approved rates in addition to TA & DA as per University Rules if called for a meeting by the University.

(9)The marks obtained after revaluation as per rules given above will be treated as original marks while issuing mark lists. The final mark list will be issued by the University in accordance with the recommendations of the Pass Board regarding moderation etc.

Cochin University of Science and Technology
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Registrar