

# Examination Manual



# Palamuru University

Mahabubnagar – 509001 (T.S)

# 2018

## **1. Courses offered and Examinations conducted:**

### **FACULTIES:**

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

### **FACULTY OF ARTS:**

#### **UG COURSES:**

Bachelor of Arts  
Bachelor of Arts (Orientational)

#### **PG COURSES:**

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

### **FACULTY OF SCIENCE:**

#### **UG COURSES:**

Bachelor of Science

#### **PG COURSES:**

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

### **FACULTY OF COMMERCE:**

#### **UG COURSES:**

Bachelor of Commerce (General)  
Bachelor of Commerce (Computers)

#### **PG COURSES:**

M.Com.

### **FACULTY OF SOCIAL SCIENCES:**

#### **UG COURSES:**

Bachelor of Arts

#### **PG COURSES:**

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

### **FACULTY OF MANAGEMENT:**

Master of Business Administration

### **FACULTY OF EDUCATION:**

Bachelor of Education (Regular)  
Master of Education  
Master of Physical Education

### **FACULTY OF ORIENTAL LANGUAGES:**

Pre-Degree Course (PDC)  
B.A.

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

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

## **5. Pre Examination Processing**

Soon after the completion of admissions in to UG & PG courses as per the schedule given by the University in an Academic Year, all the Principals of the Colleges shall send the list of admitted candidates along with the Identification Forms to the Director Academic Audit Cell, PU. Now a days DOST is conducting common admission policy throughout the state and communicating the admission lists to the Academic Audit Cells concerned. Inturn they send it to the respective colleges for the online process of their examination application forms.

### **5.1 Nominal Rolls:**

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

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

**It is mandatory for the Principal to get the certificates of the qualifying examination verified soon after the 1<sup>st</sup> Semester admission process is completed and before submitting the Examination form.**

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

- i. Nominal Rolls (in Triplicate)
- ii. Examination forms, Attested by the Principal of the concerned College.
- iii. The Total examination Fee collected, in the form of a Consolidated Demand Draft issued by any Nationalized Bank, in favour of Registrar, PU.
- iv. No Dues Certificate issued by Academic Branch, PU.
- v. Affiliation Order for the Academic Year along with sanctioned strength in each subject.
- vi. Clearance Certificate issued by the Director, Academic Audit Cell.
- vii. **The Principals who have admitted foreign nationals should submit the proof of clearance from the Director, University Foreign Relations, PU.**

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

## **5.2 Examination Centers:**

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

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

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

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

## **5.3 Issue of Hall Tickets:**

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

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

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

## **6. Appointment, Functions and Duties of Examination Officers:**

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

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

## **6.1 Appointment, Functions and Duties of Examination Officers**

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

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

Any person whose relatives are appearing for examination at the same center shall not be associated with the examination work. The Chief Superintendent shall ascertain this from all the concerned staff before assigning examination duties to them and obtain a declaration

### **(Annexure No.1)**

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

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

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

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

The Chief Superintendent shall be personally responsible for safe custody of the question paper packets, Answer Books and additional Answer Books, sent to the center, and he shall render proper account thereof to the Controller of Examinations.

**(Annexure No. 2).**

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

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

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

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

**The Chief Superintendent shall ensure that the correct question papers pertaining to the scheduled examination is opened.** On that day are down loaded using the pass word sent by the COE a half and hour before and print the required number of papers taking English and Telugu media etc., and placed in appropriate covers in order to sent them to the examination Halls. He/She shall open the outer cover not before 5 minutes from the specified time of commencement of the examination, after thoroughly satisfying himself/herself about the contents being relevant to the date and time of the examination to be held, in the presence of at least two Invigilators and Observers if any, posted to the center. **He/She shall be held responsible for any lapses in the above procedure.**

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

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

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

The Chief Superintendent shall arrange for collection of the Answer Books from the hall at the expiry of the time allotted for an examination. He/She shall get the Answer Books packed, by making **medium wise and paper wise packets**, immediately after the conclusion of an examination, in the presence of the Invigilators and Observers (if posted). The original copy of the respective 'D'

forms, Presentee Statements & opening certificate shall invariably be put in the packets to enable the Controller of Examinations to verify dispatched Answer Books of all the candidates who had taken the examination in each session. In case of failure in sending the 'D' forms and Presentee Statements along with the Answer Book packets, the Chief Superintendent shall be held personally responsible for the Answer Books which are found missing subsequently. Packets from City centers shall be sent through the messengers immediately after each session and those from District centers shall be sent by INSURED REGISTERED PARCEL at the earliest opportunity, preferably on the same day, in the absence of any alternate arrangements made by Examination Branch for collecting the Answer Books directly from the centers. In case of observers/sitting squad arranged for all centers, the officers themselves can bring the bundles personally in the cars every day without any delay.

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

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

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

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

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

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

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

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

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

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

The Chief Superintendent shall send a final report of the examination conducted and submit the account of Main Answer Books and Question Papers used day-wise and session-wise on

conclusion of the examination. Such, unused material should be packed and kept ready for sending it to the Controller of Examinations.

## **6.2 Academic Co-ordinators:**

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

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

### **6.3 Invigilators:**

1. All members of the teaching staff of colleges including those of University teaching departments shall be available for supervision of University examinations, not only at their places of work but also at any other colleges departments of the University.
2. Ordinarily the teachers of recognized colleges/teaching departments shall be eligible for appointment as Invigilators. However, in case of necessity, librarians, research scholars, research assistants may also be drafted as Invigilators with the prior permission of the Controller of Examinations, PU.
3. Invigilators shall report to duty at least half-an-hour before the commencement of the examination.
4. Invigilators who are assigned “Gate duty” shall properly check the candidates at the entrance and permit them into premises only on production of valid Hall Tickets and after removal of all incriminating material from their possession.
5. Invigilators shall open the covers of the Question Papers given to them in the Examination Hall just five minutes before the commencement of the examination, after thoroughly satisfying themselves that the question papers supplied pertains to the examination being conducted on that day during the session.
6. Invigilators shall not allow examinees into the Examination Hall after half-an-hour from the time of commencement of the examination.
7. An Invigilator is required to
  - a) Distribute the Answer Books, Question Papers when a candidate takes the seat assigned to him/her.
  - b) Verify the identity of an examinee with Centre copy of the Hall Ticket. The Invigilator must verify the Hall Ticket Number written on the main answer book in the place provided by comparing digit by digit with the number written on Hall Ticket and put his/her full signature with date, compulsorily.
  - c) Deliver additional Answer Books, with the invigilator’s signature and date only after checking that the original Answer Book is properly utilized.
  - d) Take attendance after half-an-hour from the commencement of the examination.
  - e) Prepare Presentee and Absentee Statements, paper wise, subject wise and medium wise. **This is very essential particularly for the scripts in the media other than English and Telugu.**
  - f) Collect the Answer Books from the candidates at the end of the examination and arrange them in ascending order of Hall Ticket Numbers.
  - g) Receive the Answer Books from the candidates who wish to handover the same during examination hours.
  - h) Take all measures to prevent examinees from indulging in malpractices.
  - i) Report the cases of malpractice detected by him/her or reported by the Observers/Squads as per the procedure laid down in this regard to the chief Superintendent and take further action.

- j) Render account of Answer Books, additional Answer Books and Question Papers given to him/her.
  - k) Not to permit any candidate to go out of the Examination Halls until half an hour is completed after the commencement of the examination.
  - l) The invigilator should hand over the unused Main Answer Books and Question papers to the Chief Superintendent after half-an-hour from the commencement of the examination.
8. An Invigilator shall remain in the Examination Hall during the time, allotted for each paper and shall not leave the hall even for brief periods, without making alternate arrangements.
  9. During the course of an examination, Invigilators are expected to keep on moving in the respective Examination Halls and they shall not engage themselves in reading/conversation/any work other than supervision of examination.
  10. Use cell phones, Walkman, Laptop, Palm Top or Digital Diaries or similar articles and listening to radios, Transistors by the Invigilators and the examinees is strictly prohibited during the examination.
  11. In case and Invigilator feels that it is necessary to permit a candidate to leave the Examination Hall for a brief period during the examinations hours (for attending to nature calls) he/she shall be permitted by providing an escort. The Invigilators may fix the time for return of candidate. Failure on the part of the candidate to return within the specified time will entail him/her to be expelled from the Examination Hall for the paper.
  12. Use of Programmable calculators or any other electronic gadgets is strictly prohibited.

#### **6.4 Observers and Squad Members:**

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

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

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

Following are the duties of the Squad Members:

1. To verify Physical facilities provided at the Examination Center (proper seating arrangements in the Examination Halls, provision of toilets, drinking water, etc.). If arrangements are not proper, this may be brought to the notice of the Chief Superintendent immediately and also to the notice of Director Academic Audit Cell/Controller of Examinations immediately after the examination.

2. The staff on duty (Invigilators) who are found indifferent towards their duties may be brought to the notice of the Chief Superintendent. This may also be reported at the Office of the Controller of Examinations/Director Academic Audit Cell after the examination.
3. Candidates who are writing the examination and are found with the forbidden material in the Examination Hall, toilets or in the college premises during the examination time shall be immediately handed over to the Chief Superintendent for booking under malpractice and their Roll Numbers be sent to the Controller of Examinations, PU Misbehaviour of the examinees with the staff on duty may be brought to the notice of the Chief Superintendent.
4. Under no circumstances, the candidates found with forbidden material shall be let off even through there is a resistance from the candidates, it may be reported to the COE, PU. Roll Numbers of the candidates shall be noted in such cases and sent to Controller of Examinations/Academic Audit Cell.
5. The day-wise Strength particulars and Absentees may be submitted to the Academic Audit Cell immediately after the examination.

## **7. Malpractice Cases:**

A candidate indulging in any unfair/illegal practices during or after the examination as prescribed in ordinance VII part V is deemed to have committed Malpractice and is liable for punishment as per schedule of punishment at

### **Annexure No.3**

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

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

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

### **Malpractice committee and its Functions:**

1. All malpractice cases relating to the Examinations, detected and reported by Chief Superintendent/Flying Squads/Observers/Invigilators/Valuers/Tabulators shall be examined and disposed off by a Malpractice Committee appointed as per the rules and approved by the Vice-Chancellor. The Malpractice Committee shall award punishment, if in its opinion the guilt of the Candidates is established by the evidence available, such as, the prohibited material, reports of Chief Superintendents, Invigilator/Squad Member/Observer and explanation of the candidate admitting his/her guilt.
2. (a) In case a candidate denies the allegation against him/her, or if the Committee feels it desirable, it shall fix a date, time and place for holding and enquiry and give atleast seven days notice to the candidate to give him/her an opportunity of being heard, by sending the information by post, to the address given in the Examination Application Form. On the date and time mentioned in the notice, the Committee shall meet at the place mentioned in the notice and hear the candidate, if present. The Committee thereafter shall take a decision in the matter. No candidate shall be permitted to represent his/her case before the committee through a person other than himself/herself.  
(b) If an examiner reports to the Controller of Examinations indicating the act of unfair means, which is detected during the course of valuation of Answer Books the same shall be referred to the chairman, Board of studies to determine if there is a prima facie case. If the chairman is satisfied that there is a prima facie case, it shall be referred to the Malpractices Committee. If the Chairman, Board of studies decides otherwise, the Controller of Examinations shall have the option to refer it to the committee of malpractices. The Malpractices Committee shall make appropriate recommendations in the matter to the Vice-Chancellor after getting the Answer Books revalued, and giving a reasonable opportunity to the candidates(S) if it is a group malpractice.
3. In case it is brought to the notice of the University at any stage after the examination, that a candidate is suspected to have indulged in malpractice, his/her case shall be referred to the Malpractices Committee by the Controller of Examinations. The Committee on the basis of such evidence, as is made available to it, and after giving a reasonable opportunity to the candidate to defend himself/herself shall recommend the punishment to be awarded to him/her or them, if any.
4. If a candidate is found guilty of Malpractice after declaration of the result, the result shall be cancelled besides awarding him/her the punishment that would have been awarded to him/her, had the facts come to the notice of the University before the declaration of the results.
5. Any other act of unfair means, misconduct by an examinee during the course of or after examinations, not contained in these provisions shall be dealt with by the Malpractices Committee following principles of natural justice and make suitable recommendation to the Vice-Chancellor for necessary action.