

Appointment of Examiners [Section-30(e)]

1. Board of Studies for various subjects will prepare a list of teachers qualified for appointment as examiners working in the University teaching departments, constituent colleges or constituent institutes. A separate list of teachers of other Universities, Colleges, Institutes and professionals qualified for appointment as examiners will also be prepared by the Board of Studies.
2. Both the lists will be submitted to the Registrar of the University by the various Boards.
3. The list shall contain, as far as possible, information relating to the persons included therein on the following points, namely:
 - (a) the academic qualifications and teaching experience at Graduate and Postgraduate levels;
 - (b) the field of specialization
 - (c) the examinations of the University and years in which they have acted as examiners in the past.
4. The list so prepared shall be made available to the Examination Committee, constituted under the Statutes. The Committee may add to the list, the names and experience of persons qualified for appointment as examiners but not included therein.
5. The Registrar's office shall also give the examination Committee the number of candidates expected to appear at each examination.
6. The examination Committee shall recommend the names of paper setters, examiners for theory papers and examiners for practical/viva-voce examinations to the Vice-Chancellor.
7. The Vice-chancellor shall appoint paper setters. Examiners for conducting practical/viva-voce examinations ordinarily from amongst persons recommended by the Examination Committee. He/She may however, appoint a person whose name is not included in the list of names recommended by the Examination Committee, if he/she is satisfied that the person in question possesses the minimum qualification and his/her appointment will not be contrary to the provisions prescribed herein.
8. The qualifications of the paper setters and examiners shall be as follows:

(A) Paper Setters

Examination:	Qualifications
(i) Post - graduate examination:	Experience of teaching the subject at the post-graduate level for at least five years or experience of teaching subject at post graduate level three years and total teaching experience of degree and P.G level of seven years or professional experience of seven year.
(ii) Degree examination:	Teaching experiences in the subject at degree and/or postgraduate level for at

least five years or professional experience of seven years.

- (iii) Degree examination: Teaching experience in the subject in faculty of Ayurveda: at the degree and/or post-graduate level for at least five years.
 - (iv) Diploma examination: Teaching experience of at least three years of Degree or five years of Diploma Classes or five years professional experience.
- (B) Examiners:**
- (i) Post-graduate examination: Teaching experience of three years at Post-graduate level or Professional experience of five years
 - (ii) Degree examination: Teaching experience of three years at degree and / or post-graduate level or Professional experience of five years
 - (iii) Diploma examination: Teaching experience of at least three years of Degree or five years of Diploma Classes or five years professional experience.

In case of practical and Viva-Voce examinations at the post-graduate level, the external examiner shall be a person not below the rank of Associate Professor / having teaching experience of 10 Years including 7 year experience of post-graduate classes or Professional experience of 10 years.

Conduct of Examinations [Section- 30(e)]

1. All arrangements for the conduct of examinations, to be held by the University, shall be made by the Registrar in accordance with such directions as may be issued by the Board of Management in Consultation with the Academic Council.
2. The Registrar shall announce the last dates by which applications and fee for examinations shall be submitted by the intending examinees
3. The applications for examinations shall be scrutinized and roll numbers will be assigned to each examinee.
4. The Registrar shall prepare and publish a program for the conduct of examinations specifying the date of each examination.
5. Separate Centers of examination shall be created for the University Campus and Constituent Colleges / Institutes,
6. The Registrar shall appoint senior teachers as Superintendent and Assistant Superintendents for each Centre
7. The Superintendent of examination shall be personally responsible for the safe custody of question papers and the answer books sent to him/her and shall render the University office a complete account of used and unused answer books and question papers.
8. The Superintendent of Examination shall send a daily report on the number of examinees attending each of the examinations, number of absentees and such other informations relating to the examinations as may be considered necessary
9. Superintendent of examinations should ensure that the conduct of the examination is strictly according to the rules and procedure laid down.
10. No examinee shall leave the examination hall within half an hour of the start of the examination for any purpose what so ever and no late comer will be permitted for the examination after half an hour of its commencement.
11. Examinees desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of 5 minutes and absence shall be recorded.
12. Superintendent of examination shall take action against an examinee, who is found using or attempting to use unfair means in the examination hall.
13. The Vice-chancellor shall appoint tabulators or a set of tabulators for tabulating the results of the examinations and collators, he/she may issue general instructions for guidance of tabulators in preparing results of examinations.
14. (1) There will be a result committee for each faculty to be constituted by the Academic Council.

- (2) The functions of the Result Committee shall be as follows:
- (i) to scrutinize and pass the results of the examinations conducted by the University after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards and to recommend to the Vice-chancellor the action to be taken in any case where the result is unbalanced.
 - (ii) to scrutinize complaints against question papers and to take necessary action.
 - (iii) to decide cases of candidates, who answered wrong papers;
 - (iv) to exercise all other powers as the Academic Council may delegate to it from time to time.

UNIVERSITY OF PATANJLAI, HARIDWAR

PROPOSED RULES TO BE ADOPTED PREPARING RESULTS

1. PROVISIONS TO APPEAR IN THE EXAMINATION:

The existing provision to appear in the Examination is 75% attendance in the classes. However, the Vice-Chancellor can waive off 5% attendance. In case of -

- i) Demise in Blood Relation i.e. Grand parents, Parents, Husband, Wife, Son, Daughter, Brother, Sister or any other members falls in this Category.
- ii) In the event of Natural Calamities, if such a certificate is produced by the Student from an Appropriate Authority.
- iii) In case of Hospitalization of a students for such a period as decided by the University, Certificate from the authorized Medical Officer is necessary to be produced by the student.
- iv) In the case of self marriage/marriage in the blood relation, the period of leave exemption shall be decided by the University.
- v) In case of participation in Seminar, Conference, Workshop, Sports & Cultural Activities and also other activities as assigned by the University. The permission to this effect has to be produced in Advance by the Student\ s alongwith Invitation Letter. During their participation, the Teachers will marks the Attendance as under:
 1. Seminar/Conference/Workshop: SCW
 2. Sports & Cultural Activities: Sp.
 3. University Activities UA

2. RULES FOR DECLARATION OF RESULT:

Presently the Pass percentage of different Courses is as under:

<u>Class</u>	<u>Pass %age</u>	<u>Aggregate Pass %age</u>
B.A.	36%	40%
M.A./M.Sc.	36% In each subject	40%
P.G. Diplomas	40%	50%

(The above criteria will remain the same for second and Third Year Students)

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(on 02.02.2017 it was proposed in the meeting held under the chairmanship of the then Pro. V.C., V.C. and Chancellor that the above criteria will remain the same for second and third year students only)

**FURTHER THE PROPOSED PASS %AGE IN THE SAID MEETING WAS APPROVED TO BE
MADE EFFECTIVE FROM ACADEMIC SESSION : 2016-17.**

<u>Class</u>	<u>Pass %age</u>	<u>Aggregate Pass %age</u>
Certificate Course/		
Bridge Course in Skt.	40%	45%
P.G. Diplomas	40%	50%
B.A.	40%	50%
M.A./M.Sc.	40%	50%
M.Phil.	50%	55%} or as per UGC
Ph.D. course work	60%	} Guidelines.

- 2.1. The candidate will be declared "Reappear" in such paper/s in which he/she gets less than 25% marks in External Examination.
- 2.2. The 'Reappear' will be awarded at Under Graduate Level if a candidate fails in Three Papers of Two papers and he/she can seek admission in the next semester. In case of Post Graduate Level "Reappear" will be awarded to those candidate who will be fail in Two Subject and can seek admission in the next semester.
- 2.3. The candidate will be allowed Two Chances after the first Examination he appeared to clear the paper/s of 'Reappear' the candidates with Reappear in First & Second Semester will not be allowed to be promoted to Semester Four and candidates with "Reappear" in Semester Three and Four will not be promoted to Semester Six. After exhausting all the Chances the candidate will be declared "Fail", and seek admission afresh in First Semester.
- 2.4. If Vice-Chancellor feel the cases of "Reappear" have to be given one more Chance, he can do so under his discretionary powers as "Golden Chance".
- 2.5. Only 05 "Grace Marks" shall be awarded in the Final Semester in one paper/subject to declare the candidates result as "Pass" and those marks will be shown separately and will not be added in the Grand Total. No Grace Marks shall be given in the case/s of "Reappear".
- 2.6. The present practice of Granting 03 Grace marks to 'Reappear Candidates' will be effective only upto the Semester Examination held in December, 2016.

GUIDELINES TO DEAL UNFAIR MENS CASES

If any candidate is found copying during the Examination, the case of 'Unfair Means' will be maintained against the defaulter after recording candidate's written statement in an official format which will be verified by the Concerned Invigilator and forwarded to the Controller of Examination by the Centre Superintendent (Exams) alongwith the Answer Book and seized copying material, duly sealed, Further, the Second Copy, if issued, to the candidate will also be sealed alongwith First Copy. Such cases will be submitted by the Controller of Examination for decision to the Unfair Means Committee constituted by the Vice-Chancellor. The Committee shall decide after examining the case/s and giving due opportunity of personal hearing to the defaulting Candidate/s.