



SREE SANKARACHARYA UNIVERSITY OF SANSKRIT

Sree Sankaracharya University of Sanskrit, Kalady
Kalady P.O., Ernakulam – 683 574,
Kerala, India



EXAMINATION MANUAL

SREE SANKARACHARYA UNIVERSITY OF SANSKRIT EXAMINATION MANUAL

CHAPTER I

A - GENERAL

1. Short Title - This Manual may be called Sree Sankaracharya University of Sanskrit Examination Manual.
2. Definitions - The word and expressions used and not defined in the Sree Sankaracharya University of Sanskrit Examination Manual shall have the meanings assigned to them in the Sree Sankaracharya University of Sanskrit, Act 1994, Sree Sankaracharya University of Sanskrit, Statutes 1997 and General Clauses Act, 1125 (VII of 1125)
3. Applicability of the Manual - The Sree Sankaracharya University of Sanskrit Examination Manual shall be applicable in all matters provided under it subject to the provisions of the Act, Statutes, ordinances and Regulations of the University issued from time to time.

B1- Examination Calendar

Examination calendar should be prepared in each in the following format.

Sl.No	Name of Examinations	Date of Notification	Date of Commencement	Date of Completion	Proposed date of Publication of Results (on or before)

Sl. No.	Name of Centre	Centre Code

CHAPTER II

CONDUCT OF EXAMINATIONS

A. Appointment of Examiners

1. Three sets of question papers along with answer keys and scheme of valuation and panel of examiners in separate sealed covers shall be submitted to the Pro-Vice-Chancellor/ Controller of Examinations by the HODs concerned. Every panel submitted to the Pro-Vice-Chancellor shall consist of sufficient number of examiners as required. The Pro-Vice-Chancellor may appoint persons not included in the panel as examiners in exceptional circumstances.
2. The Pro-Vice-Chancellor may cancel the appointment offered to any person as examiner for reasons to be recorded.
3. The period of appointment of all examiners 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.
4. Generally, paper setters can also be appointed as examiners in the subject for which they have set questions.
5. The Pro-Vice-Chancellor shall constitute a Board of question paper setters in consultation with Head of the Departments 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 are available with the Pro-Vice-Chancellor. The Board of question paper setters shall be responsible for setting the question papers for subjects allotted to them. Head of the Department / Co-ordinator will be the Convener of Board of question paper setters. 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 Pro-Vice-Chancellor.

6. In case of examinations involving Viva-Voce, a Viva Board shall be constituted by the Pro-Vice-Chancellor except Ph.D in consultation with HODs/Co-ordinators as the case may be, which shall consist of at least one external examiner and one internal examiner besides a Chairperson.
7. Situations where a member of the Board of question paper setters/examiners indulge in purposeful negligence, violation of secrecy and other misconduct shall immediately be brought to the notice of the Pro-Vice-Chancellor, who will take appropriate action in this regard.
8. Remuneration and TA/DA will be paid to all external examiners at the rates fixed by the University from time to time.

The functions of the Board of question paper setters shall be;

- i. to ascertain that the question paper(s) have been set strictly in accordance with the syllabi regulations.

- ii. to ensure that the prescribed standards have been maintained and that the questions cover broad areas of the entire syllabus adequately
- iii. to delete question(s) set from topics outside the prescribed syllabus and to make necessary substitutions, if required.
- iv. to remove ambiguity in the language of the questions, if any.
- v. to ensure proper distribution and indication of marks/ weightage/ grade for each question or part or parts thereof and to correct errors, if any, in this regard.
- vi. to bring to the notice of the Pro-Vice-Chancellor lapses or omission on the part of the paper setter, if any.

B. Steps involved in the conduct of University Examinations

1. The Heads of Departments/Co-ordinators / Directors should send proposals pertaining to each examination within six weeks after the commencement of the classes. The proposal should contain (a) details of various papers, (b) panel of examiners (c) names of the faculty who are handling the respective papers and (e) expected number of candidates for each examination.
2. The University examinations shall be conducted as per the Examination Calendar.
3. The examination section should initiate steps for setting of question papers and making arrangements for printing and dispatching the required number of question papers, answer sheets with barcode and serial numbers to the Departments well in advance before the commencement of examinations.
4. The candidates should submit online application for examination to the University and print out of the same through the HODs/Directors in accordance with examination notification. The print out of applications completed in all respects together with, certificates of remittance of fees should be forwarded to the Pro-Vice-Chancellor, according to the examination notification.
5. The Pro-Vice-Chancellor / Controller of Examinations shall publish the time-table for each examination, at least one month before the commencement of examinations.

6. The HODs/Co-coordinators/Directors should furnish /upload/ the attendance statement/ internal marks / grades before 15 days of the commencement of examination and (in the required format) five days before the commencement of examination. The HODs/Directors should see that these documents are published in the Department sufficiently early and anomalies if any are rectified before uploading the portal. A certificate to this effect has to be attached with the documents. Once these documents are submitted to the examination section, no further changes will be entertained.
7. Registration for examinations will not be granted to candidates who are not submitted the required documents. Applications received after the last date will not be considered under any circumstances.
8. The Examination Section shall verify the applications, attendance of candidates, internal marks / grade, qualifying certificates, matriculation, recognition etc. and shall issue hall-tickets atleast five days prior to the commencement of examination. Hall-tickets need not be issued to candidates for whom the required attendance and internal marks / grade are not submitted.
9. The HODs/Directors are normally the Chief Superintendent at each Dept./Centre. If necessary, Pro-Vice-Chancellor / Controller of Examinations shall nominate a senior faculty member as the Assistant Chief Superintendent. He/She is responsible for receiving the question papers, answer books and all examination materials and keeping them under safe custody. He/She should make all arrangements for the smooth conduct of the examination. Pro-Vice-Chancellor shall appoint an External Examiner from Main Centre / Regional Centres as Additional Chief Superintendent for each Centre.
10. The persons who are negligent in uploading the internal marks within the stipulated date are liable to face disciplinary action.
11. In case of courses for which there is 100% (hundred percent) internal evaluation, the HODs/ Directors shall conduct the examinations and complete all necessary formalities

including the meeting of the Passing Board within two weeks after the completion of evaluation.

12. The Pro-Vice-Chancellor/ Controller of Examinations shall make arrangements for distribution of mark lists/grade cards together with releasing of the results. Degree Certificates shall also be issued at the earliest.
13. The Chief Superintendent in the presence of Additional Chief Superintendent (External) shall open the question paper packet after carefully seeing the subject in which examination is to be conducted during that session. The packet has to be opened leaving the seals intact.
14. Seating arrangement should be done in such a way that no communication is possible between the candidates. Gallery rooms should be avoided. Numbers allotted to respective room are admitted with hall tickets. In the examination hall, each student with a Nominal Roll Number in the hall ticket and the student should write the Nominal Roll Number provided in the specified place on the answer booklet.
15. The hall ticket issued is not valid unless the candidate brings the identity card with photograph attested by the Head of the Departments/ Campus Directors concerned.
16. In case a candidate has lost the hall ticket, the Chief Superintendent may admit the candidate by issuing a duplicate hall ticket. All candidates shall be in the examination hall before the time fixed for the commencement of the examination.
17. The cases of alleged malpractice committed by the candidates are to be reported to the Registrar by name. During the examination, the case of malpractice detected by the members of the flying squad or Assistant Chief Superintendent or Room Superintendent shall be reported to the Chief Superintendent, and in turn, the Chief Superintendent shall send a detailed report of malpractice along with evidences and necessary enclosures duly signed by the parties concerned to the Pro-Vice-Chancellor / Controller of Examinations.

PROCEDURE FOR REPORTING CASES OF INDISCIPLINE / MALPRACTICE

- 11.1 The University shall notify the details such as date, time, and courses with code number etc., of the examination. Students shall register themselves for the examination. There shall be a University Level Examination for each course at the end of each semester. No student who is more than 30 minutes late shall be allowed to appear for the examination. No student will be allowed to leave the examination hall within 90 minutes after the commencement of the examination.
- 11.2 The Invigilator should take into custody of the answer book, the material used for malpractice, hall ticket and statement from the candidate. In such an eventuality the candidate shall not be allowed to complete the examination and shall be sent out of the hall. Before the candidate is allowed to leave the hall, a statement may be obtained from him and the invigilator shall report to the Head of the Department/Campus Director immediately with full details and remarks. If a student refuses to give such a statement, the fact may be recorded by the invigilator. The Head of the Department, Campus Director shall report the case of alleged malpractice to the Pro-Vice Chancellor who shall initiate steps for the enquiry. The Vice Chancellor shall appoint a committee consisting of not less than three faculty members to enquire into the alleged malpractice. The committee shall submit its findings along with its recommendations within 15 days to the Vice Chancellor who shall take a decision in the matter subject to the approval of the Syndicate.
- 11.3 The University shall notify the list of candidates having successfully completed all the requirements and become eligible for the award of the degree. Anomalies, if any, regarding the notification shall be brought to the notice of the Pro-Vice-Chancellor by the student in writing within 7 days of the date of notification of the results. The Syndicate shall approve the final results and the University shall issue provisional certificates and transcripts of the grade obtained by the candidates within 7 days of

the notification. It shall be open to the Syndicate to withhold the result of a candidate on any valid ground.

Rules regarding blind and handicapped students

1. Medical Certificates issued by medical boards constituted by the Government and Medical Certificates issued by the specialists in charge of the departments namely Orthopedics / Physical medicine/ Ophthalmology / ENT etc. in a Government Hospital / Govt. Medical College will be accepted for granting time extension, the Medical Certificates produced should specify that the handicapped will affect the normal speed of writing of the candidates.
2. Candidates should submit their applications along with Medical certificates to the Campus Director and Head of the Departments atleast one month before the commencement of examination.
3. The Campus Directors / Head of the Department are authorized to appoint scribes for blind students for writing the University examinations of UG/PG/Diploma/ Ph.D. Course work programmes (BA/MA, M.Sc, M.Phil, MSW, MFA, BA, BFA) etc. the candidates should be allowed to meet the scribe a day before the examination, so that the candidates get a chance to check and verify whether the scribe is suitable or not. The Campus Directors / Head of the Departments are also authorized to appoint Readers / Lab Assistants etc.
4. The applications for examinations shall be submitted to the examination branch along with the proceedings of Campus Director / Head of the Department in appointing the scribes / Reader / Lab Assistants etc.
5. The facility of scribes / Reader / Lab Assistants should be allowed to any persons who has disability of 40% or more if so desired by the person. Compensatory time of 20 minutes per hour of examinations will be allowed for persons who are making use of scribe all the candidates with disability not availing the facility of scribe may be allowed additional time

of minimum of one hour for examination of three hours duration which could further be increased on case to case basis.

6. Educational qualifications below the concerned examination of the candidate shall be appointed as scribe. The invigilators should be vigilant, so that the candidate using scribe do not indulge in malpractices like copying and cheating during the examination.
7. The certificates regarding the visual standards obtained from specialist concerned should be submitted along with the application for examination.
8. The blind candidates are exempted from the payment of examination fee for all University examinations including supplementary and improvement examination.
9. The scribes will be paid the enhanced remuneration fixed for each paper by the University from time to time and expenditure in this regard shall be met from the funds provided for the conduct of examination.
10. There will be flexibility in accommodating any change in scribe in case of emergency. The candidate will be allowed to take more than one scribe for writing different papers especially for Languages.
11. The answer scripts of blind candidates will be separately packed and sent to the Chairman of Board of Examinations with the instructions given below.
 - a) Marks for questions in diagrams, phonetics, punctuations and maps should be distributed to other questions.
 - b) The blind candidates should not be penalized for spelling mistakes, handwriting etc. as the scribes are responsible for such mistakes.
12. Candidates should not be allowed to use the assistive devices like talking calculator (in cases where calculators are allowed for giving examinations), tailor frame, Abacus, Geometry Kit and augmented communication devices like communication chart and electronic devices.

13. Proper seating arrangement (preferably on the ground floor) should be made prior to the commencement of the examination to avoid confusion or distraction during the day of the examination. The time of giving question papers and timely supply of supplementary answer sheets should be ensured.

C. Conduct of Examinations

1. The Pro-Vice-Chancellor shall prepare an examination calendar for every year, well in advance, and publish the same in the University website and pass the information to all Heads of Departments/Directors.
2. Examinations once scheduled shall not be changed, unless there is situation/reason which necessarily warrants such a rescheduling.
3. The Pro-Vice-Chancellor may effect the changes of date of any examination, in exceptional situations.
4. The Heads of Departments/Directors/Co-ordinator shall collect all examination related fees for regular students together with their semester fee and the details shall be submitted to the Pro-Vice-Chancellor .
5. Question papers shall be made available to the Chief Superintendents of all centres / Regional Centres sufficiently in advance so that the same are distributed to candidates on the same day and at the same time at all the centres.
6. Subject to the rules framed by the University from time to time, the Pro-Vice-Chancellor shall make arrangements for the conduct of examinations at various centres.
7. 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 / Co-ordinator / Directors shall give all possible help to the Chief Superintendent for the smooth conduct of examination
8. No candidate shall be allowed to attend his / her examination for the first time at any centre other than the Centre which he has undergone the prescribed course of study. No change of

centre will be permitted once a candidate has been registered for an examination in a particular centre.

9. It shall be the duty of 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 University. Remunerations at the rates fixed by the University will be paid to the Assistant Superintendent and other staff employed by the Chief Superintendent.
10. The Pro-Vice-Chancellor can appoint, two or three observers if found necessary, to supervise/ monitor the examination processes. The Observer shall be from among the members of the Syndicate of the University Institutions or among members of the Syndicate holding charges of Examination related affairs.
11. Every candidate, who satisfies all pre-conditions for being registered for a University examination, shall be given a hall-ticket issued by the University. Electronic hall-tickets (E. hall tickets) are permitted.
12. 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 /invigilator or any other officer authorized by the University.
13. No candidate shall be permitted to take examinations without a valid hall ticket. However, the Chief Superintendent shall have the power to grant provisional admission to a candidate for examinations, provided his / her name is included in the Nominal Roll issued by the University.
14. The Pro-Vice-Chancellor can cancel the hall-ticket issued to any candidate, if it is proved that he/she is indulged in misconduct or indulging in malpractices in the examination hall or if it is found that he/she has ineligible to take the examination under the Regulations of the course.

15. Candidates taking examinations shall be under the disciplinary control of the Chief Superintendent and shall obey all his / her instructions. In case a candidate disobeys the instructions given by the Chief Superintendent/Assistant Superintendent/ Invigilators or behaves insolently towards the officials including the Chief or Assistant Superintendents, the candidate may not be allowed to appear for the days of examination by the Chief Superintendent and the matter may be reported to the University for further action.
16. List of faculty member, both for valuation and invigilation should be submitted to the Pro-Vice-Chancellor / Controller of Examinations by the Head of the Departments well in advance.
17. Question paper of all examinations should be uploaded in the portal and make arrangements for downloading by the Directors / Chief Superintendent of all examination centres with due secure mode.
18. Preparation and uploading of question mark for each subject.
19. Printing, distribution, stock register, account of answer books should be the responsibility of exam confidential section.

D. Instructions to Invigilators

Invigilation is one of the most important tasks required to be performed during the conduct of an examination. Impartial invigilation helps not only to check the use of unfair means but also to keep the morale of the candidates high. A set of guidelines for the invigilators are given below:

The invigilators should –

- i) Report to the Chief Superintendent at least half an hour before the commencement of the examination .
- ii) Be present at the time of opening of question paper cover.

- iii) Collect the question papers and answer books from the Chief Superintendent, and ascertain that the question paper pertains to the examination scheduled for that day. Further, defective question papers and answer books are to be got replaced by good ones.
- iv) Carry the question papers from the control room to the examination room only in packets.
- v) Help the candidates to locate their seats. After the candidates are seated enquire whether any of them are in possession of books or mobile phones, calculators, manuscripts, digital diary or any other electronic equipment. If any of the candidates are in possession of any of these items instruct the candidate to keep it outside the room.
- vi) Invigilators should keep accounts of the main answer book and additional answers book in the prescribed format.
- vii) Candidates need be admitted only if they have a valid and attested hall ticket with his / her photograph. If not advise them to meet the Chief Superintendent for necessary guidelines.
- viii) Verify the identity of the candidate through the photograph on the hall ticket and get the attendance sheet signed by them.
- ix) Distribute the answer book 5 minutes before the commencement of the examination and direct them to fill in the roll number and other entries in appropriate places.
- x) Distribute the question paper at the schedule time of the examination .
- xi) After the elapse of each hour (single stroke bell) announce "one hour is over"/ "two hours are over" etc.
- xii) Five minutes before the closing of examinations announce "last five minutes", and do not allow any candidate to leave the room. After the examination time is over ask the candidates to stop writing.
- xiii) Collect the answer books and arrange them in the order of register numbers and hand over the same along with attendance list and unused answer books to the Chief Superintendent. Report to the Chief Superintendent before leaving the examination premises.

- xiv) Invigilators may be appointed by Chief Superintendent at the rate 1 for every 30 candidates in an average. Invigilator will be under the orders of and responsible to Chief Superintendent.
- xv) In no circumstances, members of the non teaching staff are to be appointed as Invigilator.

Important Notes

1. Candidates shall be admitted to the examination room 15 minutes before scheduled time and should be asked to take their seats in accordance with the seating plan.
2. No student shall be admitted to the examination hall 30 minutes after the commencement of examination. No candidate shall be allowed to leave the examination room during the first 90 minutes. Such candidates shall surrender the question papers before leaving the hall.
3. Strict silence is maintained in the examination hall. Talking amongst candidates, borrowing of materials etc. should be strictly forbidden.
4. Allow the use of logarithm tables, calculators etc only if the use of these are permitted as per the instructions given in the question paper.
5. Do not allow mobile phones or any other electronic equipment in the examination hall. The candidate may be allowed to enter the room only with hall ticket and writing material.
6. Do not allow any candidate to write on the question paper. Advise them to use the last page of the answer book for rough work.
7. Candidate should write their name and Register number in the question paper.

E. Instructions to Chief Superintendents at the Examination Venue

The Chief Superintendents are responsible for the efficient administration of the examination at each venue. Generally the Chief Superintendent shall be the Director/HOD at each centre. However in exceptional cases, the Pro-Vice-Chancellor shall appoint a senior faculty member as

the Chief Superintendent. For the smooth conduct of the examinations the following guidelines may be followed.

- (a) The Chief Superintendents shall ensure that (a) the list of candidates appearing for the examination (b) required number of answer books and (c) stationery required for packing are received at the venue at least 5 days prior to the commencement of examinations.
- (b) The arrangements that are to be made for the conduct of the examination include;
 - a) seating arrangement for the candidates (register number to be written on the desk)
 - b) the examination room is kept clean and that no writing is there on the desks/walls or board.
 - c) display room/hall wise seating plan for candidates at prominent places
 - d) selection of appropriate number of invigilators from among the faculty members, well in advance as per the norms, in this regard.
- (c) In an unforeseen event of late commencement of examination, the time lost should be compensated. Any such instance should be immediately reported to the Pro-Vice-Chancellor. However, late commencement of examinations beyond 30 minutes is not permitted, at any circumstance.
- (a) The question booklet cover shall be opened only 20 minutes before the commencement of the examination. This should be done in the presence of an invigilator and the observer/additional chief superintendent appointed by the University. He/She should ensure that the seal of the question paper cover is intact. They should sign in the space provided for the same.

- (b) Ensure that the invigilator from each room collects the question booklets and answer books 15 minutes before the commencement of examination and proceeds to the examination room.
- (c) The Chief Superintendent and Additional Chief Superintendent (External) may frequently visit examination hall.
- (d) For all examinations, all used answer books shall be packed within 30 minutes after the examination is over in the presence of Additional Chief Superintendent. They should be covered first using brown paper, and again packed using cloth and sealed. On all packets the venue, subject and roll numbers of candidates should be written using sketch pen.
- (e) All packets should be sealed using the metal seal of the institution.
- (f) Unused answer books shall be counted and kept in safe custody and a stock register should be kept for this purpose.
- (g) The Chief Superintendent shall go through the 'instructions for the invigilators' and give necessary directions as and when required.

F. Instructions to Candidate

1. Every student shall register for the University Examination of the particular semester in which he/she is studying.
2. **Every student who is eligible to write the examination should submit his/her application through the Director/HODs/Co-ordinator within the stipulated time two weeks after the commencement of classes or as stipulated by the University.**
3. They should bring their hall tickets on all days of the examination failing which they will not be admitted to the examination hall.
4. Candidates are permitted to use only blue or black ink pens for writing examinations.

5. Instances of malpractice such as copying using manuscripts, copying from other candidates, smuggling of answer books, exchange of answer papers/booklets, indecent behaviour in the examination room, use of unfair means etc. are liable to be punished.
6. They should return all answer books and unused additional sheets before leaving the room. The candidates are not allowed to leave the examinations room without the permission of the invigilator during the course of examination.

7. Exclusion of candidates for disease

Any candidate shall be excluded by the Chief Superintendent from an examination on being satisfied that he/she is suffering from any infectious or contagious disease. Such cases shall immediately be reported to the Pro-Vice-Chancellor. If necessary, the Chief Superintendent shall allow a separate room for such candidates.

8. Debarring candidates and quashing results

If it is found, at any time candidate was not eligible for appearing for the examination as per the regulations/norms/orders issued by the University relating to the course concerned or that he/she has secured admission to the course or the examination by producing false information in the application form or that he/she has used unfair means in an examination, the Syndicate shall have the power to quash the results of the examination and cancel the registration and / or debar him/her from appearing for any examination of the University permanently or for a specified period considering the gravity of the offence committed by the candidate taken by him/her, pending an enquiry into the same. In all such cases, before the final decision by the Syndicate, the candidate shall be given an opportunity to present his/her case.

9. Punishment for Malpractice

If the Syndicate is satisfied after an enquiry that there have been malpractices in the conduct of examinations, the body, after providing an opportunity to present his/her case, may punish such person in such manner as it may deem fit.

CHAPTER III

VALUATION OF ANSWER BOOKS

A. Valuation of Answer Books of Post Graduate Examinations

1. For all Post-Graduate Examinations, other than courses with 100% internal evaluation, conducted by the University, there shall be double valuation of all the answer scripts.
2. Valuation of the answer scripts both first and second should be done by arranging a valuation camp immediately after the examination is over. The Head of the Department shall be the Chairman of the valuation camp. The first valuation shall be done by the faculty who has handled the course and the second valuation shall be done by an external examiner. **The concerned Chairman of the Examination Board of valuation shall complete all formalities and of results within 45 days after the last date of the written examination (theory)/submission of the project and handover the mark-lists, the details of work distributed among functionaries, minutes of the meeting of the Passing Board etc., to the Pro-Vice-Chancellor .**
3. The Pro-Vice-Chancellor shall constitute a Board of Examiners for valuation 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 Chairperson who will be appointed by the Pro-Vice-

Chancellor. All examiners shall be required to attend meetings, if any, convened by the University.

4. It shall be the duty of the Convener of the Board of question paper setters, Chairperson, Board of Examiners to assign duties to the members of the respective Boards and give such instructions that are necessary for the efficient conduct of work relating to that Board. Chairperson can, in case of need, review the scripts valued by the examiners and suggest ways and means to achieve objectivity in valuation. The Chairperson will also scrutinize the work done by the examiners and forward to the Pro-Vice-Chancellor all necessary documents such as answer scripts, grade sheet, mark books, remuneration bills of members countersigned by him etc, as the case may be on or before the dates specified by the University.
5. For Post Graduate examinations in University Departments, the HOD/Director shall normally, be the Chairman and the internal examiner will be the teachers handling the classes.
6. For P.G. examinations, the first and second valuation should be completed within two weeks after the examination in a valuation camp arranged in the University. The Chairman shall arrange external examiners from the panel/(s) approved by the Pro-Vice-Chancellor/ Controller of Examinations.
7. **The results are to be announced by the Pro-Vice-Chancellor/ Controller of Examinations within one week after the completion of valuation. Temporary results are published for 1,2,3 semester for PG. Pass Board completes official formalities.**

B. Valuation of Answer Books of Undergraduate Examinations

- (a) The Pro-Vice-Chancellor shall appoint a senior faculty member, preferably from the University, as Chairman of the Board of Examiners. The Valuation shall be done at a centralized

valuation camp arranged by University. The Chairperson will be assisted by Chief Examiners and examiners to carry out the valuation work. One chief examiner will be appointed for every five examiners. If there are less than 5 examiners in a particular Board, the Chairperson will act as the Chief Examiner.

(b) There shall be only single valuation for all under-graduate examinations conducted by the University. The Chairman shall convene a meeting of Chief Examiners immediately after the examination is over and prepare a scheme of valuation for all papers. 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.

(c) The Chief Examiners are required to revalue atleast 10 % of the answer books assigned to the examiners under him/her randomly. It shall be the duty of the Chief Examiner and the Chairman to see that proper standards and uniformity awarding grades are maintained by the examiners. If found necessary, the Chief Examiner may revalue the entire lot of answer books of the subject jointly with the same examiner.

(d) The Section Officer of the examination concerned will exercise overall control of the camp and shall be responsible for the proper conduct of valuation and maintenance of appropriate registers, records and accounts relating to the camp. He/She will render necessary assistance to the examiners and ensure that all rules and regulations of the University are observed by all concerned. His/Her duties shall include:

(a) arrangement of valuation hall and adequate number of security personnel.

(b) arrangement of accommodation to examiners. 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/She shall supervise the distribution of answer books by the University officials under his/her command and maintain an issue register to record the particulars of answer scripts issued to the examiners.
- (d) entrusting the cover containing original marks received from the Chairman to the Pro-Vice-Chancellor after it is properly packed and sealed.
- (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 and incidental expenses.
- f) packing answer books after valuation is over in sealed covers, with superscription of name and date of examination, date of camp, subject(branch), paper and number of answer scripts in each cover.

5. It shall be the duty of the Chairman, Board of Examiners:

- 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/her Board in consultation with the Chief(s) of examinations and distribute it to the examiners.
- c. to ensure uniformity in standard of valuation by scrutinizing the work done by the examiners.
- (a) give necessary instructions to the examiners regarding distribution of marks and to verify the correctness of grade sheet.

- (b) to forward the remuneration bills presented by the examiners to the Pro-Vice-Chancellor , after counter signing them.

6. The Chief Examiner, Board of Examinations will be responsible for:

- (a) supervising the work of the examiners
- (b) re-valuing 10% of answer books valued by the examiners.
- (c) verifying the correctness of the mark sheets
- (d) checking up the total marks in all answer books and entries in the grade sheets
- (e) returning the answer scripts and original grade sheets to the Chairman.

7. Valuation Camps will be held continuously with the exception Sundays and Public Holidays.

There will be two sessions of valuation from 10.00 a.m. to 12.30 p.m. and 1.00 p.m. to 3.30 p.m. All officers/Examiners participating in the Camp shall mark their attendance twice once at the beginning of each session. The Chairman can sanction leave (without remuneration/DA) to an examiner in exceptional circumstance. General Instructions to Chairman, Chief Examiners and Examiners in respect of valuation will hold good for centralized valuation also.

8. An examiner shall value 10 papers on the first day of the camp and 20 papers (10 in the FN Session 10 in the AN Session) on subsequent days.

9. The examiner will be eligible for full DA on the first day and after valuing the desired number of papers on subsequent days. Half DA shall be given, if he/she completes valuation of 10 papers. The Chief examiner shall revalue 10% of the answer books valued by the examiners from the second day onwards, so that the valuation of the Chief Examiner shall also be

completed along with completion of valuation. If the difference in grades awarded by the Chief Examiner varies more than **10%** of the maximum marks awarded by the examiner, the Chief Examiner shall revalue the entire lot of answer books of the subject jointly with the same examiner.

10. The duration of the camp should be limited to a maximum of 20 working days for regular examinations. The Controller of Examinations / Pro-Vice-Chancellor should arrange sufficient examiners to attain this goal.
11. The valuation camp shall be under the strict control of the Convener of Standing Committee on examinations or a Syndicate Member.
12. A Senior Professor shall be appointed as the director of the valuation camp.
13. Delegate all the necessary powers to the director to conduct the examinations properly and transparently.
14. Besides Camp Officer, one Assistant Camp Officer as Section Officer, 4 Assistants, 2 Attenders shall be deputed to each camp.
15. It is the duty of the Camp Director to conduct the camp without any discrepancy or any untoward incidents.
16. To keep the confidentiality of the examination process, nobody other than the Officials, Director, Statutory Officers, Syndicate Members to enter into the camp office.

C. Pass Board

There shall be a Pass Board for every examination conducted by the University. The Pro-Vice-Chancellor shall constitute the board consisting of two or more persons who are already members of the board of examiners. For P.G Examinations where centralized valuation camps are being arranged, the Chairman, Board of Examiners shall in consultation with the Pro-Vice-Chancellor finalize the members. It shall be the duty of the Pass Board to verify and finalize the grade awarded by the examiners.

In situations where double valuation is being done, the average of the grade awarded by the two examiners shall be the final marks, if the difference in grades does not exceed two consecutive grades in the written examinations. A third valuation shall be done by the Chairperson if the difference exceeds the limits mentioned above. In such cases the grades awarded by the third valuation will be the final grade. If the Board feels that there is no competent person in the board to carry out the third valuation for a certain subject/paper, the Chairperson shall co-opt a competent person to value the paper.

In cases where there is only single valuation, the grade awarded by the examiners/Chief Examiner (in cases where the chief valuation is done) shall be the final grade of that paper.

While finalizing the results of undergraduate examination, the pass board can award a maximum of 3% of the total grade of all written papers in the semester (excluding internal marks) as moderation to enable a student to pass in a paper. However the grades awarded as moderation shall not exceed 5% of the total grade (including internal marks) for any single paper. The grades so awarded can be distributed among all written subjects or can be given in such a manner as the board seems necessary so that the grades so given shall not exceed the minimum marks required for a pass. The Passing Board is the only competent authority to award moderation.

Tabulation Register need not be presented before the Pass Board, at its meeting for finalization of results. A detailed list showing the relevant statistics of results is to be given to the Board to enable them to make appropriate decision with regard to moderation etc., as per the rules in force.

The decision of the board while finalizing the results shall be recorded as Minutes and the Chairperson and members shall affix their signatures there under. The Minutes shall be forwarded to the Pro-Vice-Chancellor for further action and publication of results, subject to the approval of the Syndicate.

The Pro-Vice-Chancellor shall release the grade sheet and Provisional Degree Certificates (wherever applicable) while publishing the results, subject to reporting the bodies concerned.

The Passing Board shall cease to exist after the date of publication of results.

CHAPTER IV

A BRIEF OUTLINE OF IMPORTANT ITEMS OF WORK IN THE TABULATION SECTIONS

A. Revaluation and Scrutiny of Answer Books of University Examinations

- i) Revaluation of answer books are permissible only in the case of papers having single valuation, except in the case of diploma/certificate examinations and objective type examinations. Revaluation is permitted only for end semester written examinations conducted by the University.
- ii) Applications for revaluation should be submitted through HODs/Co-ordinators in the prescribed form within 15 days from the date of publication of results unless

otherwise specified by the Pro-Vice-Chancellor . Applications received after the last date will not be considered under any circumstances.

- iii) Fee once remitted for revaluation will not be refunded.
- iv) After receipt of application for revaluation, the Pro-Vice-Chancellor shall appoint an examiner for each subject. The examiners, so appointed should not have valued the same paper earlier.
- v) After collecting the answer scripts for revaluation, the Pro-Vice-Chancellor shall arrange a Centralised Valuation Camp/Hybrid Camp for revaluation of answer scripts, if sufficient number of applications are received. Rules applicable for valuation camps will be applicable for such revaluation camps also.
- vi) The marks originally awarded in first valuation will be blotted out before the script is given to the examiner for revaluation. The examiner for revaluation will be provided with scheme of valuation (including value points) and the instructions supplied to the first examiner/chief examiner. The marks awarded by such examiners will be recorded separately on sheets other than answer books.
- vii) After the revaluation, results will be finalized as follows:
 - a. The original grades secured by the candidate will not be changed in the following cases:
 - 1. If the revalued grades are less than the grades secured in the original valuation.
 - 2. If the revalued marks exceed the marks secured in the original valuation by less than 5% of the maximum marks for the paper. However, if the candidate happens to pass the paper, when the revalued mark and moderation are taken into account, he/she will be given the benefit of revalued mark even if it is below 5% of the maximum marks for the paper.

3. If the revalued marks exceed the marks secured in the original valuation by 5% of the maximum marks of the paper, the revalued marks will be taken as final marks, and the marks secured by the Candidates in the original valuation be changed accordingly.
4. If the revalued marks are higher than the original grades by more than 25% of the maximum marks but less than 37.5% of the maximum marks of the paper, a second revaluation is to be done and the average of the nearest two marks among the three marks awarded by three examiners, is to be awarded to the candidate. In case, if any of the three values happens to be the same, the average of highest two values shall be awarded to the candidate. If the change of marks is 37.5% of the maximum marks, the answer script shall be subjected to the valuation of board of two examiners appointed by the Pro-Vice-Chancellor and the marks awarded by the board is final.
5. The recommendation of the Passing Board already constituted for finalizing the original results of the examination will be applicable for finalising 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).
6. Cases of examiners found guilty of improper valuation/revaluation shall be reported to the University for appropriate action by the Pro-Vice-Chancellor
7. The Pro-Vice-Chancellor shall maintain a list of teachers against whom action has been taken under these guidelines.
8. The revaluation result should be released as soon as it is ready and as far as possible the maximum time should be 30 days from the last date of receipt of the application for revaluation.

9. In cases where the candidate has applied for revaluation of more than one paper then the result of individual papers may be intimated as and when they are ready.
10. The candidate applying for revaluation will be permitted to identify their answer scripts after the revaluation results are finalised and communicated to them. No other person except the candidate will be given the permission to identify his/her paper. Candidates, who intend to identify their answer book(s) shall submit an application to the Pro-Vice-Chancellor within 10 days from the date of publication of revaluation results.
11. The marks obtained after revaluation as per rules given above will be treated as original mark while issuing mark lists. The final mark list will be issued by the University in accordance with the recommendations of the Passing Board regarding moderation etc.
12. Identification and re-totaling of his/her answer books will be permitted to candidates who apply for the same

B. Scrutiny of Answer Scripts

A candidate who has appeared at examination may apply to the Pro-Vice-Chancellor for scrutiny of his paper, i.e., for checking whether any answer has not been valued. 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 modified accordingly. In no case the fee remitted by the candidate for scrutiny shall be refunded.

C. General

- i. A printed copy of all results published by the University will be archived for future use. For this, immediately after the publication of results, and ensuring that there will be no further

modifications, a soft copy of the same will be send to University Press for printing and binding.

- ii. Confidential Marklists: The candidates who are in need of their marklists urgently for employment/ educational purposes can apply for confidential marklists. The Pro-Vice-Chancellor will issue confidential marklists equivalent to the corresponding examinations of this University. Candidates who have passed the qualifying examinations conducted by CBSE/ICSE and other State Boards need not apply for recognition of their qualifying examinations.
- iii. The name entered by the candidate in the application is the same as the name entered in the qualifying certificate.
- iv. In cases where minimum marks are prescribed for admission to a particular course, the mark list of the qualifying examination shall be verified to ascertain the eligibility of the candidates for admission to the course of study.
- v. Before admitting candidates, who have passed their qualifying examination from Universities other than in Kerala, it shall be ascertained that orders granting recognition of the qualifying examination passed by them are verified. In case where applications for recognition of qualifying examinations submitted to the University are kept pending, the eligibility of each student shall be verified with the concerned section in the University before granting provisional registration to the examination.
- vi. All columns in the application form are to be filled in by the candidates. Incomplete applications are to be rejected.
- vii. All candidates applying for registration to the Second year/Semester as well as students applying for improvement/re-appearance examinations, shall invariably furnish the correct register number (PRN) of their previous registration for the examination.
- viii. The records of the previous registration of the students shall be verified to ensure that the results of the previous appearance as furnished by the students are correct, and

that they have completed the formalities of matriculation, recognition and eligibility requirement, that the prescribed fee have been paid in full, that their results are not withheld for irregularities such as resorting to malpractices in the examinations and that the examination taken by the candidates have not been cancelled for other specified reasons.

- ix. Check whether the candidate has signed in the specified places in the application and Hall Ticket.
- x. Recent passport size photographs of the candidate are required to be affixed on the application form and Hall Ticket. Verification of photographs is intended to ensure that photograph of the same person is affixed on the application and Hall Ticket and that the photographs have been attested by persons who are authorized to attest the same.

The marks shall be entered in the appropriate columns in the tabulation register. The entries shall be verified by another assistant. Marks for practical examinations, viva-voce and internal assessment as applicable are also to be entered in the register. If any carry over of marks from the previous year/Semester is necessary, this shall also be done before calculating the total marks scored by the candidates. Totals for each part and Grand Total of marks as required shall be calculated and entered in the register. Another assistant shall again verify the totals.

D. Award of Grace Marks

The list of candidates eligible for award of grace marks as approved by the University may be checked and if any candidate is eligible for the award of grace marks, the marks may be added to the marks secured by the candidate according to the norms decided by the Syndicate from time to time.

CHAPTER V

CENTRALISED VALUATION CAMPS

A. Objectives:

The Centralised Valuation scheme is envisaged to attain uniformity of valuation of answer scripts, maintenance of secrecy, nullification of external influence, adherence to a time schedule and early publication of results.

B. Administration of the Camp.

The Centralised Valuation Camps should be provided with a staff pattern as given below:

1. Camp Officer - Section Officer

2. Assistant Camp Officer -

Upto 5000 answer books - 2 Assistants

Above 5000 upto 10000 - 3 Assistants

Above 10000 upto 20000 - 4 Assistants

4. Preparation days - One man per day 600 answer books

8. Winding up - 2 days

9. Additional Staff - Peons - to be deputed by the Controller of Examinations / Pro-Vice-

Chancellor after considering the requirement.

Above 20000 answer books 2 Centralised Valuation Camps

Duties

Camp Officer Along with the over all co-ordination of the camp, over all control, supervision and responsibility the Camp Officer shall draw the advance and disburse the TA/DA etc., to the examiners and other personnel appointed for the camp. The advance shall be adjusted with proper vouchers directly with the Finance/Audit Department.

Assistant Camp Officer Distribution of answer scripts to examiners and collection of the same and marklists after the valuation. They may assist the Camp Officer as and when necessary.

Selection of Staff to Camp Staff to the camp may generally be selected from the examination sections, which are directly or indirectly dealing with the matters of the examination. The criteria may be a combination of willingness, seniority and rotation. In special circumstances the Controller of Examinations / Pro-Vice-Chancellor shall depute any of the staff, from any of the sections in the examination branch for the job.

C. Conduct of the Camp

1. The Camp shall be started at least one day before the commencement of the valuation.
2. Separate meeting of all the examiners and chief examiners for each paper be conducted in the morning session of the opening day of the valuation camp to prepare the answer keys, scheme of valuation etc. The valuation should be done according to the keys.
3. Marks should be handed over to the tabulation section immediately after the conclusion of the camp.

D. Rules regarding valuation of answer books at the centralised valuation camps

1. The Camp Officer of the concerned examination will exercise over all control of the Camp and shall be responsible for the proper maintenance of appropriate registers, records and accounts relating to the camp. He/She shall render necessary assistance to the examiners and ensure that all rules and regulations of the University are observed. His/Her duties shall include:

- a) arrangement of valuation hall and adequate number of security personnel
 - b) arrangement of accommodation to examiners in the University Guest House if required
 - c) receiving answer books from various examination centres for valuation ensuring its safe custody until the camp is over and returning them to the records section after the results are finalized. He/She shall supervise the distribution of answer books by the University officials under his/her command and maintain an issue register to record the particulars of answer scripts issued to the examiners. This register should contain on the face page, the register number (from — to) of all papers received by him/her 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 Controller of Examinations / Pro-Vice-Chancellor after it is properly packed and sealed.
 - 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 sealed covers, with superscription, name, date of examination, date of camp, subject and paper, number of answer scripts in each cover.
2. The camp will function for one more day after the valuation is over to enable packing, dispatching and settling the accounts.
3. Valuation Camp will be held continuously with the exception of Sundays and Public Holidays. There will be two sessions of valuation from 9.30 am to 12.30 pm.

and 1.30 pm to 4.30 pm. All Officers/Examiners participating in the camp shall mark their attendance twice, once at the beginning of each session. No examiner shall be permitted to leave the camp before 4.30 pm. However, the Chairman can sanction leave (without remuneration/DA) to an examiner in exceptional circumstances.

4. General Instructions to Chairman, Chief Examiners and Examiners in respect of valuation will hold good for Centralised Valuation also.
5. The valuation camp shall be under the strict control of the convenor of standing committee on examinations or a syndicate member.
6. Besides camp officer, 4 assistants, 2 attenders shall be deputed to each camp.
7. It is the duty of the Camp Officer to conduct the camp without any discrepancy or any untoward incidents.
8. To keep the confidentiality of the examination process, nobody other than the officials, director, statutory officers, syndicate members to enter into the camp office.
9. Camp officer will be the custodian of all the registers, including attendance register.

CHAPTER VI

CERTIFICATES

1. Provisional Certificate

A provisional certificate is issued to a candidate after the publication of the result of the examination taken by the candidate and before the issue of the Original Degree/Diploma Certificate.

Application for provisional certificate has to be submitted in the prescribed form and should be accompanied by the document proving the remittance of the prescribed fee. All

applications for provisional certificate shall be addressed to the Controller of Examinations / Pro-Vice-Chancellor .

All applications for provisional certificate shall be processed and the certificates issued, as far as possible, on the date of receipt of applications itself. Those who want to get their certificates by post shall enclose adequately stamped self-addressed envelope along with the application. Provisional Certificates shall be prepared in the approved printed format.

The Controller of Examinations / Pro-Vice-Chancellor shall sign the provisional certificates. The Assistant, who prepares the certificate, the Assistant who verifies the entries on the certificate, Section Officer and Assistant Registrar shall attest them before they are put up for the signature by the Deputy Registrar. The Verification Report on the application shall also be placed along with the Provisional Certificate when it is put up to the Deputy Registrar. The seal of the University shall be affixed on the certificates. The number and date of issue of the Provisional Certificate issued shall be noted in the remark column of the Tabulation Register.

There shall be no provision for issue of duplicate provisional certificates. However additional provisional certificates can be issued in deserving cases as decided by the Controller of Examinations / Pro-Vice-Chancellor after levying the prescribed fee.

A Stock Register of Provisional Certificates shall be maintained in the Section and the details of the books received from the store and the number issued for use and balance available in the section shall be noted in the Stock Register. Details of fee remitted by the candidate shall be entered in the Fee Fund Register maintained in the Section.

2. Diploma and Degree Certificate

The Academic Council is the authority to grant degrees, diplomas, titles, certificates and other academic distinctions to persons who shall have passed a prescribed course of study and shall have passed the prescribed examination or examinations or who shall have carried out research under prescribed conditions.

Candidates who have passed the various examinations conducted by the University become eligible to receive the degrees, diplomas, titles and certificates only after the Academic Council, at a formal meeting, held after the date of publication of the results, resolves to award the degrees, diplomas, titles and certificates to candidates who have passed the examinations during the period mentioned in the resolution.

In the case of courses which prescribe a specified period of internship or training as a prerequisite for the completion of the course, degrees shall be awarded only at a meeting of the Academic Council held subsequent to the date of completion of such internship/training.

A diploma, under the seal of the University and signed by the Controller of Examinations / Pro-Vice-Chancellor shall be issued to each successful candidate after publication of the results of the examination for Diploma. The Diploma shall set forth the date of the examination, the subject in which he/she was placed and the subjects in which he/she gained distinction, if any. A certificate signed by the Controller of Examinations / Pro-Vice-Chancellor shall be given to each successful candidate after publication of the result of an examination, other than for a Degree. The certificate shall set forth the date of the examination, the subject in which the candidate was examined, the class in which he/she was placed and the subjects in which he/she gained distinction, if any.

All applications for Degree/Diploma shall be made in the prescribed form available in the University Office/University Website. The filled in applications shall be sent to the Controller of Examinations / Pro-Vice-Chancellor , as mentioned in the instructions given in the application form. The prescribed amount of fee shall be remitted and the Receipt/Demand Draft shall also be attached with the application(s).

The concerned Examination Section shall prepare a verification report in the prescribed format in respect of each application. The Assistant who prepares the report, the Assistant who verifies the report, the Section Officer and the Assistant Registrar shall sign this verification report.

The verification report shall be carefully prepared specifically noting the scheme of examination and the electives/optional subjects selected by the students.

The verification reports in respect of Degree Examinations shall be sent to the section where Degree certificates are processed and printed. A rubber stamp of verification certificate shall be affixed on the reverse of the Diploma/Degree Certificates. The signature of the assistant, who prepares the verification report and the assistant who checks the entries on the printed certificate are entered in the verification certificate. Another assistant again compares the entries and signs the verification certificate. The entry D.P. (Degree Prepared) with the date of preparation of the certificate shall be made in the remarks column, in red ink, against the name of the candidate. A statement showing the name of the Examination, names of students and serial numbers of the Diploma/Degree shall accompany the Degree/Diploma, while forwarding for signature of the issuing authority (VC/CE). The Diploma/Degrees along with the statements, in convenient lots are put up to the Assistant Registrar, who shall verify the certificates and statements and sign on the verification certificate stamped on the reverse of the Diploma/Degrees. The Assistant Registrar shall also arrange to submit the Diploma/Degrees to the Vice-Chancellor through the Deputy registrar/Joint Registrar concerned. The Deputy Registrar/Joint Registrar shall also sign the statement before submitting the Diploma/Degrees for favour of signature by the Vice—Chancellor, through the Controller of Examinations / Pro-Vice-Chancellor.

The Degree Certificates received back in the section with the signature of the Vice-Chancellor are returned to the despatch section along with the necessary statements. The despatch section shall note down the details of the degree certificate and send them to the applicants under Speed/Registered Post.

Important

Extreme care shall be taken while preparing the verification statements. The names of the candidates shall be written in capital letters exactly as given in their qualifying certificates. The register numbers and years of examinations shall be neatly and legibly written without any corrections. The names of subjects shall be so written that the individual letters can be identified by persons not familiar with the names of the subjects or the spellings of those names. Section Officers shall meticulously check the entries made by the assistants in the verification certificates to ensure the correctness of the certificates prepared.

If any certificate, prepared by the section has to be cancelled due to any error or errors detected subsequently, it shall be cancelled only after obtaining the order of the Controller of Examinations / Pro-Vice-Chancellor. A degree certificate once signed by Vice—Chancellor shall be cancelled only after obtaining the orders of the Vice-Chancellor, irrespective of whether the certificate was issued to the candidate or not. In all such cases, the cancelled certificates with the orders of the competent authority for cancellation of the certificates shall be sent to the section.

A Mistake Register of degrees shall be maintained in the section for entering the details of Degree certificates cancelled, reason(s) for cancellation and shall be put up along with the note requesting sanction for cancellation.

All officers involved in the preparation of degree certificates shall be held responsible if cancellation of degree is caused due to their carelessness, resulting in loss of valuable stationery and wastage of human resources.

The procedure for verification, preparation and cancellation for degrees applies to diploma/certificates also.

Issue of duplicate certificates

If the Degree/Diploma certificate issued to a candidate has been **irrecoverably lost**, a duplicate of the certificate shall be issued, subject to following conditions:

1. Application for duplicate certificate shall be submitted in the prescribed format remitting the required fee as applicable at the time of application.
2. An affidavit signed by the candidate and attested by a Notary Public, explaining the circumstances which led to the loss of the certificate shall be enclosed with the application.
3. An undertaking from the candidate to return the duplicate certificate to the University for cancellation if the original certificate happens to be recovered subsequent to the issue of the duplicate shall also be obtained from the applicant.
4. Applications for issue of duplicate certificates shall be posted in a separate register and the procedure followed for the issue of original certificate shall be followed for the issue of duplicate certificates also.
5. Tabulation sections shall also record the details of issue of duplicate certificates in the concerned Tabulation Register.
6. If an occasion arises for considering a request for issuing a Triplicate of a certificate to a candidate, the case may be disposed of after examining the special circumstances of the case and obtaining the orders of the Vice-Chancellor.
7. Duplicate certificates signed by the Pro-Vice-Chancellor with the superscription ***"This duplicate is being issued on proof that the original has been lost"*** shall be issued.

3. Migration Certificate

Candidates, who have undergone a course of study in this University and secure Admission to courses of studies in other Universities shall be issued Migration Certificates if they apply for the same in the prescribed format with the prescribed fee, provided they have completed the formality of registering as matriculates of this University irrespective of whether they have registered for any examination of this University or not.

In the case of students who have undergone a course of study in a Regional Centre / Main Centre, Kalady, their applications shall be countersigned and forwarded by the respective Campus Director / Head of the Departments where they have undergone the course of study.

The applications for Migration Certificate shall be processed in one Section for all categories of students. On receipt of the applications, the details of the applications are to be posted in registers maintained for each examination. The applications are to be checked for any obvious defects such as shortage of fee, production of necessary documents and correctness of the entries in the relevant columns. Defective applications are to be returned to the students along with Defect Memos for rectifying the defects. Applications which are in order are sent to the concerned tabulations sections for verification of the details of the examination last attended by the candidate. The tabulation section shall verify the details furnished by the candidates and attest the verification report on the applications. The entry 'Migrated' shall be made in the Remarks column of the tabulation Register maintained in the section.

When the verified applications are received back in the section, a certificate in the prescribed format shall be prepared and signed by the Deputy Registrar.

The name of a candidate who has been issued Migration Certificate shall be strike off from the Register of Matriculates maintained in the office.

5. Reporting of marks secured by students confidentially

The University has made a provision for confidentially reporting the marks secured by a candidate in an examination of a course to other Universities or Institutions for purposes of applying for admission to other courses or employment, before the official publication of results, provided the candidate has completed his/her course of study. Candidates, who wish to avail the benefit of this provision, shall apply to the Controller of Examinations / Pro-Vice-Chancellor in the prescribed form after remitting the prescribed fee. The applicant shall state the purpose and the details of the Institution to which the marks are to be reported. A stamped envelope with the address of the Person/Institution to whom the marks are to be reported shall also be enclosed with the application. The marks shall be communicated to the Person/Institution concerned with a request to keep the marks confidential till the official publication of results by the University. Transcript certificate may also be issued along with the confidential marklist on demand.

6. Corrections in Certificates and Mark lists

If the error in a marklist/certificate issued to a candidate has occurred due to the mistakes, while preparing the same, fresh marklist/certificate shall be issued without charging any fee, subject to the condition that the candidates submit a written request within one month from the date of issue of the same and surrendering of the defective marklist/certificate. Any other corrections in the entries in the certificates and mark lists are not permissible except in the case of corrections in the name of the candidate necessitated as a result of any disparity with the name entered in the qualifying certificate of the previous examination passed or change of name allowed by the University subsequent to the issue of the certificate/mark list.

In the case of change of name in the mark list, the candidate shall be required to submit an application showing the reason for correcting the name in the mark list, with the original certificate required for verification or copy of the University order sanctioning change of name, as the case may be, after remitting the required fee.

An asterisk may be marked boldly on the top of the first letter of the name of the candidate written in the mark list. On the bottom margin of the mark list an entry "*Name since corrected as (correct name) " Shall be made and signed by the Assistant Registrar with date and official seal. The Section concerned shall also prepare a brief note signed by the Assistant and Section Officer showing the reason for correction along with the mark list so corrected, when submitting it for attestation by the Controller of Examinations / Pro-Vice-Chancellor

In the case of change of name sanctioned by the University, the entry on the bottom of the Tabulation Register shall be "*Name since changed as(changed name) sanctioned vide U.O.Nodated"

In the case of certificates the corrections shall be attested by the Controller of Examinations / Pro-Vice-Chancellor under his/her hand and seal.

The corrections so effected shall also be made in all the records in the Section pertaining to the candidate and attested by the Section Officer.

7. Cancellation of Marklists

If the mark list issued to a candidate is later found out/reported to be defective either in the entries of marks or in the details of subjects recorded in the mark list, the defective mark list shall be cancelled and a fresh mark list shall be issued to the candidate.

If the mistake is detected by the staff in the section , the candidate may be directed to surrender the mark list for correction. If the defect is reported by the candidate or by the Head of the institution where the student had studied, the records in the Section may be checked and if any correction in the records becomes necessary to rectify the defects, immediate action may be taken to rectify the defects and issue a fresh mark list to the candidate.

A brief note shall be put up explaining the reason for the defect and requesting sanction of the Controller of Examinations / Pro-Vice-Chancellor for effecting the correction in the records, for cancelling the mark list issued already and for issuing a fresh mark list. The Controller of Examinations / Pro-Vice-Chancellor shall issue orders for cancellation of mark lists. If correction of entries in the Tabulation Register is necessary, it shall also be attested by the Section Officer and the Assistant Registrar concerned. In no case cancellation of mark lists once issued, shall be made without the orders of the higher officers as mentioned above.

The fresh mark list shall be returned to the Head of the Institution where the student had studied for effecting the necessary corrections in the records maintained in the Institution. In the case of supplementary/improvement candidates, fresh mark lists shall be issued directly to the candidates, under intimation to the Head of the Institution.. **Attestation and/or verification of genuineness of Certificates and Mark lists**

Candidates, who pass various examinations of this University and who seek admission in other Universities/Institutions are often required to furnish attested copies of transcripts, syllabus, mark lists and certificates in respect of the examinations passed by them. Prospective employers also sometimes send copies of the certificates and mark lists issued by the University to verify genuineness of the documents. The University has made following provisions for meeting the above requirement.

(a) Attestation of certificates and mark lists

The Registrar is the authority to attest the documents issued by the University. Candidates have to pay the prescribed fee and apply in the prescribed format for attestation of documents. In the case of certificates and mark lists, verification has to be done by the concerned tabulation section in the examination wing. The document received in a section for attestation shall be thoroughly scrutinized by the concerned Assistant to ensure that all the entries in the documents are exactly the same as those in the records maintained in the section. If the entries are the same as those in the records, the Assistant shall write in his/her own handwriting the word "Attested", near the lower left hand corner of the document, without obliterating the entries in the document and put his/her initials below it. The section Officer shall verify the documents with reference to the original records and put his/her initials in token of his/her verification. The document shall then be put up with a brief note to the Assistant Registrar, who shall also examine the entries and sign the documents with his/her initials. The documents and the note shall thereafter be sent to the Registrar through the Deputy Registrar/Joint Registrar of the concerned branch and Controller of Examinations / Pro-Vice-Chancellor , who are also to initial the documents after such verification as they deem fit. The documents after attestation by the Registrar shall be returned to the concerned section for transmission to the Institution.

(b) Verification of genuineness of certificates and mark lists

The Controller of Examinations / Pro-Vice-Chancellor is the authorized officer to issue certificates of genuineness of certificates and mark lists issued by the University. If the request for verification is from other universities, foreign embassies, educational agencies or other government agencies, no fee shall be levied for issuing certificates of genuineness. The documents received shall be verified as in the case of verification for attestation, by the Assistant,

Section Officer and the Assistant Registrar. A verification report in the prescribed format shall also be prepared by the Assistant.

If the application for genuineness of certificate is submitted by the candidate or by his/her representative or private agencies, the prescribed fee shall be levied for issuing the certificate. In processing the applications received for attestation of documents or verification of genuineness, care shall be taken to ensure that they are disposed off within a week from the date of receipt of the applications. If the documents produced are found to be fake or with manipulations, the fact shall also be communicated to the concerned immediately. Such cases shall be brought to the notice of the Registrar for initiating criminal proceedings against such manipulators. The officers concerned shall ensure that communications with foreign universities and embassies are carefully drafted without mistakes and printed/typed on good quality paper.

CHAPTER VIII

EXAMINATION REGISTERS

1. Important Registers to be maintained in the Tabulation Sections

Casual Leave Register

1. Register of late arrivals/early departures
2. Inward Register
3. Register of answer scripts
4. Register of False Numbers/Key Book
5. Register of revaluation/scrutiny of answer books (in Revaluation section(s) only)
6. Register of Degree Certificates (DATA Sheet in Degree Certificates issuing section only)
7. Register of malpractices
8. Fee Fund Register
9. Personal Register
10. Tabulation Registers
11. Transit Register
12. Despatch Register
13. Stock Register of Degree Certificates

2. Registers to be maintained in Non-Tabulation Sections

1. Inward Register
2. Personal Register
3. Transit Register

4. Other registers directed to be maintained according to the nature of work allotted to each Section.

3. Guidelines for the maintenance of Registers

1. All registers shall have their pages numbered serially.
2. No pages shall be torn off or removed from a register. If cancellation of the entries on a page becomes necessary, the cancelled page may be retained in the register with the cancelled entries attested by the Section Officer.
3. A page certificate shall be furnished on all registers of examination results and financial transactions. The entries in the registers shall be neat and legible.
4. For correction of entries in a register, over writing, rubbing and use of correction fluid shall not be resorted to. If any correction becomes necessary, it may be effected by scoring off the original entry with a single line and making the correct entry above the scored off entry with the attestation of the person who makes the correction and by the Section Officer.
5. In the tabulation registers and other registers relating to the results and marks of candidates, all such corrected entries shall be attested by the person who checks the entries and by the Section Officer.
6. The Section Officer and the assistants shall sign all the pages of the registers wherever such a procedure is insisted.
7. All the registers shall be put up periodically for inspection by the superior officers.
8. All the registers shall be preserved for the prescribed period and shall be arranged systematically for facilitating easy reference.

Personal Register (PR)

Personal Register shall be maintained in bound volumes. It shall not be maintained in loose sheets or in the form of improvised notebooks. The names of the Section Head and the Assistant maintaining the register shall be prominently written on the fly leaf of each volume. Changes in the personnel register shall be entered with the dates on which the changes took place.

The number of entries on each page of the register shall ordinarily be three. A full page may, however, be used for currents on which more reference are likely to arise and a series of correspondence is anticipated.

4. Method of entering various columns in the Personal Register

Papers shall be registered in the order of the number stamped on them as these are called Current Numbers or briefly C. Nos.

As the Personal Register is a valuable document to trace out the receipts and to watch the progress of disposal of cases and to check delays, the dealing Assistant shall take particular care to maintain it in the proper form.

The currents received in each section shall be registered in the Personal Register. A new Personal Register shall be opened for every calendar year. A few opening pages shall be reserved for carrying over the entries of files not disposed off at the end of the previous calendar year.

Papers received by an Assistant shall be recorded in the register on the day of receipt itself and shall be entered in the order of the current number stamped on it or according to the order in which they are received. **Processing shall be done in the order in which the papers are entered in the register unless specifically ordered otherwise by the superior officer/officers.** When applications are received in bulk, like applications for Provisional

Certificates, the details of applicants may be limited to their Register Numbers. In such cases, number of entries on a page need not be limited to three.