

**UNIFORM ORDINANCES RELATING TO THE EXAMINATIONS**  
**[W.e.f. 2001-2002]**

**10. Ordinance for Central Assessment Programme Scheme**

**Preliminary :**

The conduct of examinations and declaration of results is one of the important activities of the University. The Scheme of Central Assessment programme is being introduced by way of Ordinance with a view to (1) declaring the results in the shortest possible time, (2) increasing the reliability of the results, (3) maintaining uniformity and consistency in the assessment, (4) increasing accuracy and efficiency in the declaration of results and (5) creating confidence amongst the students about the assessment system.

The Central Assessment Programme shall consist of the following stages:

- I. Pre-assessment work.
- II. Assessment and Moderation process.
- III. Post-Assessment work.

I. PRE-ASSESSMENT :

- 1) To fix the venue of the Central Assessment Programme :

The venue of the CAP shall be decided by the University. It shall be on the University campus/in affiliated College/ Recognized Institute/ any other place.

II. Appointment of CAP Director :

The Director for the Central Assessment programme shall be appointed by the University from amongst the following.

- I. Principal of the concerned Affiliated College or his nominee from amongst the senior faculty member.
- ii. Head of the concerned Recognized Institute.
- iii. Head of the concerned University Department or his nominee not below the rank of Reader.
- iv. Head of the Administrative Section not below the rank of Deputy Registrar (Examination)

The Director shall communicate his acceptance alongwith the undertaking in the prescribed form (Encl.I)

3) **Invitation to Examiners/Moderators:**

The University shall provide a list indicating number of students appearing for each subject and other relevant information to the Director. The Director/Controller of Examinations shall ascertain the number of examiners and moderators required per subject. The Director shall make arrangement regarding the space and the supporting staff required for the CAP.

The Director/ Controller of Examinations of CAP shall send invitation letters to all the examiners and moderators shown in the lists finalized by the University well in advance so as to enable the examiners and moderators to communicate their acceptance. In case of any difficulty in doing so, the Director, CAP shall consult the Controller of Examinations and take decision. All the instructions regarding the CAP shall also be sent to the examiners and moderators. In case of shortage of examiners/moderators as reported by the Director, CAP the substitute appointments of examiners/moderators shall be made by the Controller of Examinations.

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### **4) Collection of Answer books :**

It is the responsibility of the Principal of the College/Director of the Recognized Institute to see that the answer books of the examinations held at his centers are sent promptly to CAP Centre as per instructions given by the University from time to time.

### **5) Preparation for CAP :**

- i) The Director of CAP shall make adequate arrangements to receive answerbooks coming from the examination centers from time to time.
- ii) On receipt of the answerbooks at the CAP venue, the staff employed for this work shall check the number of answerbooks. Junior Supervisor's Reports and ascertain as to whether the number of candidates present and absent indicated in the report are correct. In case of any discrepancy, it shall be resolved in consultation with the Deputy Registrar (Examination)/ or an Officer nominated by the Controller of Examinations.
- iii) It shall be seen and verified that all the answerbooks of the subjects, are received from the centers of examinations. This shall be checked with the subjectwise and centrewise summaries of the examinations concerned. In case of non-receipt of answerbooks from any examination center, the CAP Director shall take immediate steps for receiving the said answerbooks from the concerned examination center under intimation to the Co-ordinator/ Asstt. Co-ordinator of the CAP.
- iv) The bundle of answerbooks so prepared shall preferably be computer-coded, masked and the coded sheets shall be inserted in the bundles of answerbooks. The Junior Supervisor's Reports shall be taken out and kept in a separate file. Papers or bundles tied or presented in a doubtful manner be separated and further decision regarding their evaluation be taken in consultation with Controller of Examinations.

### **II) ASSESSMENT AND MODERATION PROCESS:**

The University shall issue instructions to the concerned on the following:

- i) Consistency and uniformity in assessment.
- ii) Remedial measures in respect of discrepancy detected/noticed in the question paper.
- iii) Unfair means noticed during the assessment process.
- iv) Administrative, financial and organizational details.

### **III) POST-ASSESSMENT:**

The University shall issue instructions on the following:

- i) Decoding/ unmasking of assessed answer books.
- ii) Scrutiny and verification of assessed answerbooks.
- iii) Preparation and schedule of submission of mark lists to the University.