

UNIFORM ORDINANCES RELATING TO THE EXAMINATIONS

[W.e.f. 2001-2002]

ORDINANCE –8. Appointment of Papersetters, Examiners, Senior Supervisors and conduct of examination etc.

1. No person can claim appointment as papersetter/examiner/moderator or any other examination work as a matter of right. Appointments of persons as papersetters/examiners/moderators shall be ordinarily made at the time of annual examination. However, if it is necessary to do so, the appointment of papersetters may be made at the time of October examinations.
2. The papersetters/examiners/moderators shall not refuse to accept the assignment of the examination work. They shall also ensure that their availability for assignment is communicated to the university, in the prescribed time limit. If no communication is received within the prescribed time limit, it will be presumed that the assignment is accepted by the papersetter/examiner/moderator.
3. The papersetters/examiners/moderators shall follow all the directions given by the University from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking etc.
4. There shall be two senior supervisors at each examination centre, one internal and one external, having minimum of three years of experience of teaching/working in senior college. Out of these two, one shall be the external supervisor to be appointed by the university and the other shall be the internal senior supervisor.
5. The Principal of the concerned college shall himself/herself be the Chief Conductor. Where substitute arrangement is required it shall be done only by prior permission of the University. However, the Principal shall alone be responsible for any lapse/lapses occurring during the conduct of the examination.
6. The external senior supervisor appointed by the university shall report to the principal of the college where examination centre is located one day earlier to ensure the arrangements for the conduct of examinations.
7. He shall ensure that the stationery required for the conduct of examinations, question papers, etc. are received at the examination center. He shall also ensure that the packets of question papers are intact and duly sealed and are opened in his presence 20 minutes before the start of the examinations.
8. He shall also ensure that the students are not resorting to unfair means/ practices. In case incidences occur. He shall immediately report the cases of unfair means to the Controller of Examinations alongwith his report. He should not leave the examination centre during the examination period.
9. He shall ensure that the answer book is distributed to the students 10 minutes before the start of the examination.
10. The examination forms of the students shall be accepted by the principal within the time prescribed by the University from time to time. The forms so accepted shall be

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submitted to the University within a week from the last day of acceptance of forms in the college alongwith the fees so collected, by demand draft.

11. After the receipt shall, immediately after the examination is over, dispatch their answerbooks to the CAP centre/ concerned examiner, as per the instructions of the university from time to time.
12. The principal shall, immediately after the examination is over, dispatch the answerbooks to the CAP centre/ concerned examiner as per the instructions of the university from time to time.
13. The directors of the CAP appointed by the university shall receive the bundles of answerbooks sent by the principals of the concerned examination centre.
14. The director of the CAP shall arrange for the assessment of the answerbooks centrally as per central assessment programme prescribed by the University.
15. The director of the CAP shall submit the mark lists to the Controller of Examinations as provided in the CAP scheme and as per the instructions received by the University from time to time.
16. As soon as the mark lists are received in the University examination branch the same should be processed immediately.
17. The results of the concerned examinations shall ordinarily be declared within the specified period as prescribed in Maharashtra Universities Act, 1994, and shall dispatch the result alongwith the statement of marks and passing certificates to the colleges for distributing the same to the concerned students.
18. The answer paper of examinations shall be preserved for a period of at least 6 months from the date of declaration of result of the examinations concerned.