

CLUSTER UNIVERSITY :: KURNOOL

(Established Under AP Act No. 13 of 2020 and Recognized 2(f) by UGC Act 1956)

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EXAMINATION CELL RULES & REGULATIONS



CLUSTER UNIVERSITY

**B-Camp, Kurnool-518 002,
Andhra Pradesh, India**

CLUSTER UNIVERSITY:: KURNOOL
CONTROLLER OF EXAMINATIONS (CoE) REGULATIONS DRAFTING COMMITTEE



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Prof. D.V.R. SAI GOPAL
VICE-CHANCELLOR

Mobile: + 91 9381138819 & 9849615634
Email: vcuklap@gmail.com
dvrtaisgopal@gmail.com

CU/Admin./CoE Regulations Drafting/ Const. Committee/2024

Date: 18-06-2024

PROCEEDINGS OF THE VICE-CHANCELLOR

The following administrator and faculty members are nominated as members to update and additional drafting of the existing regulations of the University Controller of Examinations (CoE) to the Cluster University, Kurnool by studying the regulations of other state universities and also taken into account of the existing autonomous CoE regulations of the two constituent colleges - Silver Jubilee Govt. College and KVR Govt. Degree College for Women and the University present Examination regulations of the Cluster University Kurnool to implement Central Regulations uniformly to all the three constituent colleges.

Cluster University Controller of Examinations (CoE) Regulations Drafting Committee:

- | | | |
|--|---|----------|
| 1. Prof.D.Srinivasulu, Registrar | - | Chairman |
| 2. Dr.K.Nagaraja Setty, Former CoE i/c, CUK | - | Convener |
| 3. Sri.M.Sunil Kumar Reddy, CoE i/c, CUK | - | Member |
| 4. Dr.R.Balakrishnaiah Setty, CoE, SJGC | - | Member |
| 5. Sri.R.Adinarayana Reddy, Convenor of Exams- GDC M | - | Member |
| 6. Dr. S.Sunitha, CoE- KVR GDC-W | - | Member |
| 7. Dr.K.Balasubramanyam, Addl.CoE i/c CUK | - | Member |
| 8. Sri.Ch. Naga Suresh Nekkanti, Addl. CoE i/c CUK | - | Member |
| 9. Sri. K.Chandra Rekha, Addl. CoE i/c CUK | - | Member |

The above faculty members are requested to send your acceptance to the Chairman of the committee and to complete the above work within a month. Your valuable services will be useful for Academic strengthening of the Cluster University.


18/06/2024
VICE-CHANCELLOR

Copy to the Registrar, Cluster University, Kurnool.
Copy to the Members of the Committee.
Copy to File.

**PRESENT CLUSTER UNIVERSITY ADMINISTRATORS
AND
CoE DRAFTING COMMITTEE MEMBERS**



Prof.D.V.R.SAI GOPAL, Vice-Chancellor,

Dr.KATTA VENKATESWARLU, Registrar

Dr.K.NAGARAJA SETTY, Dean of Examinations and Former CoE , Convener

Sri.M.SUNIL KUMAR REDDY, Former CoE , Member

Dr.K.BALASUBRAMANYAM, Present CoE and Former Additional CoE, Member

Dr.NEKKANTI Ch. NAGA SURESH, Former Additional CoE, Member

Dr. K. CHANDHRA REKHA, Former Additional CoE, Member

Dr.R.BALAKRISHNAIAH SETTY, CoE of SJC, Member

Dr. S. SUNEETA, CoE of KVR GDC -W, Member

Dr.H.AKTHAR BHANU, Dean of Administration, CUK

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CHAPTER-I

VISION AND MISSION

Cluster University, Kurnool was established in the year 2020 (**Established Under AP Act No. 13 of 2020 and Recognised 2(f) by UGC Act 1956**), is striving to maintain high academic standards and quality in Higher Education. The University is committed to provide quality education through an efficient, reliable, valid and continuous evaluation system. The examination section of the University is endowed with well-defined responsibilities and adequate authorities to conduct fair and timely examinations (as per the academic calendar of the university for the UG/PG/ PhD Programmes. Examinations is the important academic activity to bring out the student's performance and support effective teaching and learning process. In this context, the examination section plays a vital role at every stage in the evaluation process, including Continuous Evaluation in the form of Internal Assessment (IA) and End Semester External Assessment (EA). The examination section concentrates on the reforms in traditional examination and assessment systems and is working towards evolving a credible, valid and reliable evaluation system. A written Manual of Examinations can be considered one of the preconditions of any successful Examination System.

CHAPTER- II

PRELIMINARY

Definitions:

1. The Academic Senate: The Academic Senate shall be the principal academic body of the Cluster University and shall, subject to the provision of the rules, have the control over and be responsible for the maintenance of standards of teaching, research and training, approval of syllabus, coordination of research activities, examinations and tests conducted by the University.
2. Academic Calendar: Academic Calendar is the schedule of the institution for the academic year, giving details of all academic and administrative events
3. Board of Studies (BoS): BoS is a body that recommends the regulations governing courses of the study, discipline-wise.
4. Regulations: Regulations mean the Academic Regulations and Programme regulations of all the programmes of constituent colleges under the University.
5. The Vice-Chancellor: The term “Vice-Chancellor” shall have the same meaning and scope as provided in the bylaws of university, after in here referred to as VC.
6. The Registrar: The term “Registrar” shall have the same meaning and scope as provided in the bylaws of university.
7. Dean of Examinations: Dean of Examinations (DoE) is authorized person to oversee all aspects of the examination process. All the circulars regarding the examinations can be made in the name of the Dean of Examinations, after in here referred to as CoE.
8. The Controller of Examinations: The term “Controller of Examinations (CoE)” used shall have the same meaning and scope as provided in the university regulations, after in here referred to as CoE.
9. Semester: Semester is a half-year term in the University. Each semester will consist of 15 to 18 weeks of academic work equivalent to 90 actual teaching days.
10. Programme: A Programme refers to a curriculum of several courses that are intended or understood to lead to a degree or diploma or certificate.
11. Credit: University Grants Commission defines one credit as: 1 Theory period of one hour per week over a semester, 1 Tutorial period of one hour per week over a semester, 1 Practical period of two hour per week over a semester.
12. Credit System: A credit system is a systematic way of describing an educational Programme by attaching credits to its components.

13. **Grade Points:** Grade points are the points assigned to each course credit in accordance with the letter grade earned in the course. Grade point is the weightage allotted to each grade letter depending on the range of marks awarded in a course.
14. **Course:** A Course is a unit of teaching that typically lasts one academic term, led by one or more instructors (Teachers or Professors), and has a fixed roster of students. A course usually covers an individual subject.
15. **Choice Based Credit System (CBCS):** The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective or skill-based courses.
16. **Outcome-Based Education (OBE):** OBE also known as standards-based education, is an educational theory that bases each part of an educational system around goals (outcomes). By the end of the educational experience, each student must achieve the goal.
17. **Programme Outcomes:** Programme Outcomes (POs) represent broad statements that incorporate many areas of inter-related knowledge and skills developed throughout the program through a wide range of courses and experiences. They represent the big picture to describe broad aspects of behavior, and encompass multiple learning experiences.
18. **Course Outcomes (COs):** COs are measurable statements that concretely state what students are expected to learn in a course. While goals or objectives can be written more broadly, course outcomes describe specifically how learners will achieve the goals.
19. **Semester Grade Point Average (SGPA):** SGPA is the weighted average of grade points obtained in all the courses registered by the student during the semester.
20. **Cumulative Grade Point Average (CGPA):** CGPA is the weighted average of grade points obtained in all the passed courses registered by the student in all semesters.
21. **External Assessment:** External assessment is the assessment of the performance of a student at the end of a course done by the external faculty member concerned assigned by the University.
22. **Continuous Internal Assessment:** Continuous Internal assessment (CIA) is the continuous assessment of the performance of a student during the study of a course done by the internal faculty member concerned.
23. **Examination Center:** Examination center means the of the University or any institution recognized and approved by the University as a center for conducting theory/ practical examinations of the University.
24. **Custodian:** Custodian is the officer who is in charge of the Answer Booklets, score sheets, issue registers and all other documents in the centralized theory valuation camps.

25. Chief Superintendent (CS): Chief Superintendent is a Principal of the college which is approved as theory examination center by the University for the conduct of the theory and practical examinations.
26. Assistant Chief Superintendent: Assistant Chief Superintendent/Invigilator is the member of the faculty appointed by the Chief Superintendent to conduct the theory and practical examinations.
27. Question Paper Setter: Question Paper Setter is the eligible/qualified teacher of the Institutions from other Universities included in the panel, approved by the Board of Studies.
28. Question Bank: Question Bank means a set of questions collected from internal/external faculty. It will usually contain not less than five times that of the required number of questions under each category.
29. Course Code: Course Code is a unique code assigned to a particular course.
30. Moderator: Moderator is the BoS chairman/ senior faculty member of the University and belonging to an institution/college of this University or other Universities appointed by the University to scrutinize the question papers already prepared by the question paper setters in accordance with the syllabi, scheme of examination and the instructions given by the University.
31. Examiners: Examiners are the faculty member of the University or other Universities appointed by the CoE with prior approval from the University authorities for the conduct of practical/viva-voce examinations and valuation of theory answer booklets/project works as per the programme regulations concerned.
32. Hall Ticket: Hall Ticket means the permitting document given to each eligible candidate by the Controller of Examinations to write the University examinations for which they are registered. Hall ticket may be cancelled at any point of time the examiner is found to fail in the fulfilment of eligibility.
33. External Examiner: External Examiner is the member of faculty who is eligible/qualified to be an examiner from other college or other universities, who is included in the panel approved by BOS and appointed by the Controller of Examinations as external examiner for conducting theory or practical Examination at University.
34. Internal Examiner: Internal Examiner is the member of faculty who is eligible and qualified to be an examiner of the same college of this University, included in the panel approved by the BoS and appointed by the Controller of Examinations as internal examiner for conducting the practical examination/project work/internship at the college concerned.

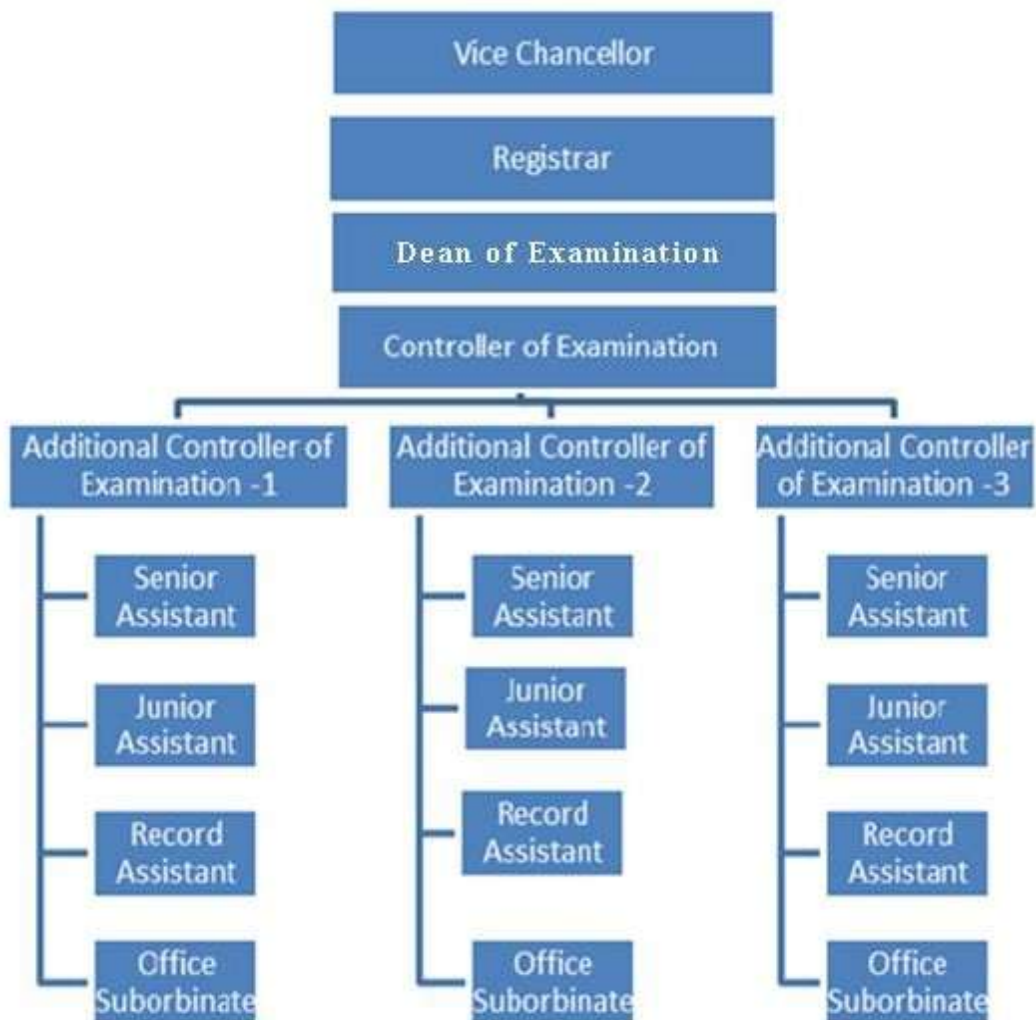
35. **Malpractice:** Malpractice means all the irregular/improper activities committed by students or on their behalf and the lapses committed by the Chief Superintendent, invigilators and all other staff of the examination centers who are involved in the conduct of examinations.
36. **Malpractice Enquiry Committee (MEC):** MEC is a committee of people constituted by the university authorities to enquire about the malpractices and other lapses if any occurred in/during the examinations.
37. **Observer:** Observer is the member of faculty from other colleges appointed by the University to observe and report on the proper conduct of the theory/Practical examinations at a particular examination Center(s).
38. **Squad:** Squad of the theory examinations is a group of faculty members from other colleges of the University to observe and report on the conduct of the theory/Practical examinations at specified/all the examination centers of that day.

CHAPTER-III

THE ORGANIZATIONAL STRUCTURE OF THE OFFICE OF EXAMINATION CELL

1. Vice-Chancellor
2. Registrar
3. Dean of Examinations
4. Controller of Examinations-CoE
5. Additional CoE
6. Superintendent
7. Senior Assistants
8. Junior Assistants
9. Record Assistants
10. Office Subordinates
11. Security/Watchman

Structure chart:



CHAPTER-IV

RESPONSIBILITIES OF THE EXAMINATION SECTION

Each staff of the examination section is allotted with the work of one or more examinations of one or more colleges/courses as the case may be.

Duties and Responsibilities of each personnel

A. Dean of Examinations:

The Dean of Examinations at a university typically oversees all aspects of the examination process including.

- Scheduling Exams: Ensuring that exams are scheduled appropriately as per the academic calendar.
- Preparation: Overseeing the preparation of exam papers and ensuring that they meet academic standards.
- Conducting Exams: Ensuring that the exams are conducted fairly and according to university regulations.
- Handling Contingencies: Managing any issues that arise during exams, such as student grievances or technical problems.
- Results Processing: Overseeing the grading process and ensuring results are processed and released in a timely manner

B. Controller of Examinations (CoE) :

The CoE shall abide by the act and Statutes of the Cluster University.

1. Shall be in overall charge on behalf of all matters relating to the conduct of examinations, announcement of results and conferment of Degrees at the Convocation.
2. Shall be responsible for the maintenance of all the Regulations for the prescribed courses of study and scheme of examinations relating to various Programmes of the University.
3. Shall arrange to supply the copies of approved Syllabus, Scheme of Examinations and the list of books prescribed by the Board of Studies and approved by the Academic Senate to the Panel of Examiners and Paper Setters.
4. Shall issue notifications inviting applications from the candidates for Examinations, fixing the date of commencement of examinations.
5. Shall prepare the detailed timetable of all examinations and arrange to notify them in the respective colleges 10 days in advance of the commencement of the examinations.
6. Shall intimate the declaration of centers of examinations for theory and practical at least 10 days in advance to the commencement of the date of examinations.

7. Shall maintain confidentiality in the examination section and uphold the sanctity of the examination.
8. The events of academic calendar should be strictly followed.
9. Scrutiny of examination application forms of candidates and the statements sent from the colleges at least 15 days in advance to the commencement of the date of examination, on the following items:
 - Name of candidates, including correct spelling and initials (as per admission section).
 - Regulation and courses appearing for the examination.
 - The fee paid in respect of the number of courses appearing.
10. Shall prepare the list of candidates (Nominal Rolls) and make it available in the examination center.
11. Preparation of question papers from question bank and ensure confidentiality.
12. Confidentiality of results to be ensured till the publication.
13. Preparation of the list of professional lapses and irregularities committed by the evaluators/examiners and others.
14. An adequate supply of Answer Booklets and other forms to the examination center.
15. Dealing with malpractice cases detected before, during and after the examinations.
16. Dealing with matters pertaining to the fixing of remuneration for the staff of the section for the various items of extra work connected with the examination.
17. Work-related to convocation:
 - Preparation of eligibility lists for convocation, Faculty wise (Faculty of Arts/Commerce/Science etc.) and year-wise.
 - Receipt and scrutiny of applications for conferring degree in person and in-absentia.
 - Preparation of lists of rank holders, medals and prize winners and it should be verified by the Dean of the faculty assisted by Chairperson of BOS of UG and PG.
 - Coordinating the ceremonial events and conferring of the degrees.
 - Distribution of degree certificates in-person and in absentia.
 - Verification of the honorary degree certificates to be awarded to the various Institutes/ Agencies/ HRD/ Embassy/ etc.
18. Shall appoint the observers/squad to the centers of examination.
19. Shall ensure the appointment of examiners and completion of evaluation within the stipulated time.
20. Shall ensure that the list of panels of examiner of dissertation from the panel of examiners and

seek prepared and submit it for approval from the University authorities.

21. Shall be responsible for the receipt and maintenance of marks data of the students.
22. Shall bring the proposal of revision of the remuneration related to examination activities to the for approval for implementation.
23. Shall arrange for the computation and announcement of provisional results expeditiously and arrange for the distribution of mark sheets/grade sheets to the colleges.
24. Shall issue duplicate mark sheets/grade sheets, consolidated mark sheets/grade sheets, and correction of mistakes in mark sheets/grade sheets subject to the fulfilment of required documents.
25. Shall take appropriate action subjected to regulations in cases of shortage of attendance.
26. Issue of the permission letter to Specially abled (Differently abled) students for scribe as per the existing regulations of the university. (*vide reference No. UGC.F.No.6-2/2013(SCT), 14th January, 2019, Secretray, UGC, New Delhi & F. No. 29-6/2019-DD-III Government of India Ministry of Social Justice and Empowerment Department of Empowerment of Persons with Disabilities (Divyangjan), dated: the 10th August, 2022, Pt. Deendayal Antyodaya Bhawan, CGO Complex, New Delhi – 110003*)
27. **Maintenance of records (hard and soft copies):**
 - One set of candidates list pertaining to each examination duly bound and labelled.
 - One set of result sheets (ledger) /e-filing and folder maintenance pertaining to each examination duly bound and labelled.
 - Registers relating to statistics pertaining to passed and failed students (examination wise and Programme wise etc.,).
 - Printing of mark sheets/grade sheets, candidates' lists, degree certificates, etc.

C. Additional Controller of Examinations (Addl. CoE)

Additional CoE shall abide by the Act and Statutes of the Cluster University.

General duties

1. Shall discharge all the duties and responsibilities entrusted by the CoE.
2. Shall exercise general control over the section, including supervision, the discipline of staff and coordination of work.

Examination- pre

1. Shall prepare the schedule of theory and practical examination with assistance from the Superintendent /Section Officer.
2. Shall execute the panel of examiners, co-ordinate with the Section Officer/ Superintendent

- for appointment of practical examiners and selection of practical examination Centers.
3. Shall update the details of the panel of examiners in respect of all the details like designation, address etc.,
 4. Submission of the appointment order of examiners and should be approved by the CoE.
 5. In case of decline of examinership by any of the examiners, a list of alternative examiners shall be prepared and submitted to CoE for consideration
 6. Shall prepare a list of Observers/ Squads from the panel of eligible Faculty in consultation with CoE.
 7. Shall prepare the list of panels of dissertation evaluators from the panel of examiners and submit it for approval from the competent authority.
 8. Shall ensure that each dissertation evaluator will get not more than permissible number of dissertations as per the university regulations.
 9. Shall communicate the result of the evaluation of the dissertation to the Candidate and the Guide with in a fortnight of the receiving of the result of the evaluation.
 10. Shall prepare a final list of accepted/ non-accepted list of dissertations with assistance from Superintendent.
 11. Shall prepare the time line for the valuation of theory answer scripts in consultation with CoE.

Post-examination and evaluation

1. Shall supervise and verify the results processed.
2. Shall supervise the timely printing and dispatch of Mark sheet/Grade sheet, Provisional degree certificate, Degree certificate, Duplicate marks card, Duplicate degree certificate, Duplicate provisional degree certificate, Verified documents, Transcripts, Medium of instruction, Genuineness of certificates, Attested copies of the syllabus/ certificates.
3. Shall supervise valuation center and follow up the process of evaluation and the completion of the same within the stipulated time.
4. Shall submit all the relevant documents and objective material evidence related to Malpractice cases to CoE within one day of the completion of the theory examination.
5. Shall scrutinize the CC TV recording of the centers where SMP has been reported.
6. Shall ensure that answered scripts given for valuation should be received back on the same day.
7. Shall guide and supervise the Section Officer in orderly stacking of answer booklets for easy retrieval.
8. Shall ensure that disposal of any documents/ files, as per the notification should be done

under the discretion of CoE

9. Shall ensure that disposal of answered booklets as per the notification should be done with prior approval from the administrative authority.
10. Shall attend to any audit objections raised with the assistance from Superintendent.

D. Superintendent

Superintendent shall abide by the acts and statutes of the University.

1. Shall have complete knowledge of the section.
2. Shall assign duties and responsibilities to the subordinate staff in the examination section.
3. Shall exercise general control over the section, including supervision and coordination of works, the discipline of the staff and punctuality of attendance under the guidance of Additional CoE.
4. Shall ensure that all communications received in the section are accounted for and are brought to the notice of Addl CoE /CoE/Appropriate officers promptly.
5. Shall not keep any correspondence pending without appropriate action for more than three working days.
6. Shall prepare/verify all the bills related to examination section within the stipulated time as per the direction of CoE.
7. Shall scrutinize the cases put up by the assistants, with particular attention to the accuracy of Act and Statutes noted. The submission files should include proper references to the page and paragraphs of the correspondence. There should be an independent office note in each case of submission.
8. Shall personally attend to confidential and important cases and be in-charge of the custody of files concerned.
9. Shall scrutinize and supervise in particular, the following registers maintained by each case worker.
 - a. Personal Diary
 - b. Receipt and Dispatch Register
 - c. Candidates list
 - d. Result sheet
 - e. Progress chart
 - f. Work Chart
 - g. Other files and Registers if any
10. Shall work particularly on pending cases, issue timely reminders and obtain an order for further disposal.

E . DUTIES AND RESPONSIBILITIES OF OFFICE STAFF

The Senior Assistants/Junior Assistants shall abide by the Act and statutes of the University.

(a). Senior Assistants

1. Shall submit the proper file with relevant papers and references within three working days of receipt of cases. Urgent cases shall be attended to on priority basis.
2. Shall carefully examine cases with reference to rules and precedents and shall be personally responsible for the facts mentioned in the office note.
3. Shall maintain a personal register and up-to-date entries regarding submission of files, disposal of papers, progress and work charts, candidates lists and result sheets etc. Shall also maintain the records neatly compiled in proper files.
4. Shall compare typed fair copies with approved drafts and attend to the prompt dispatch of orders.
5. Shall ensure proper scrutiny of application forms received from candidates and prepare a correct statement of candidates taking the examination, noting the correct name, subjects offered, subjects exempted, year of exemption with register number, regulations etc.,
6. Shall arrange to print the candidates lists under orders of superior officers and dispatch them to the examination centers as per the dates fixed in accordance with the regulations. Shall also ensure the proof reading of printed lists.
7. Shall be in-charge of particular examination, prepare and arrange to publish the eligibility list of candidates passing the examination.
8. In case of Any disobedience to the Officers/Superiors or any delay in disposing of the cases within the stipulated time shall be treated as a lapse of duties on his/her part and repetition of such lapses for three times, the same shall be treated as misconduct and dereliction of duty, negligence and/or incompetence and he/she shall be liable for enquiry as per service rules (CCA).

(b). Jr. Assistants

Shall abide by the Act and Statutes of the University. Shall attend to all the system (computer) related work of routine nature. Shall also ensure clear, neat and accurate typing and prompt attendance to work.

1. Shall attend to taking down drafts given by officers and the typing work. Shall also assist other staff of the Section.
2. Shall ensure that no urgent cases are delayed or kept in pending beyond 3 working days.
3. Shall attend the meetings of committee or conferences, draft and report the proceedings of Committees or conferences.

4. Shall maintain the personal diary of work done; day-to-day noting to file number, the cases, and the duties disposed each day and submit personal diaries to superintendents for a weekly checkup.
5. Shall be personally responsible for maintenance of accuracy of cases attended by them.
6. Shall preserve and maintain confidential records and other papers which are given to his/her personal custody by his/her officer and maintain diary of files received and sent, besides maintaining the records of interviews and other correspondence.
7. Shall be responsible for the proper maintenance of the computers and other machinery under their custody.
8. Any disobedience to the Officers/ Superiors, any delay in disposing of the cases within the stipulated time shall be treated as a lapse of duties on his/her part and repetition of such lapses for three times shall be treated as misconduct and dereliction of duty, negligence and/or incompetence and he/ she shall be liable for being enquired as per service rules.

(c) . Office Subordinates

The Office Subordinate shall abide by the Act and Statutes of the University.

1. Shall carry files and papers within the University office and outside as directed by the Section Officers.
2. Shall attend to the pasting and sealing of covers and bags etc., to assist in the dispatch of outgoing mails.
3. Shall attend to the photo copying and shall ensure safe custody of stationery etc.,
4. Shall attend to the stitching of files and support the assistants in the arrangement of records.
5. Shall ensure the proper cleaning of floor and furniture in the section before starting of daily work and assist the arrangement of books, papers, etc.
6. Shall attend to all miscellaneous items of work required to be done for the proper and efficient functioning of the office.
7. Shall carry out any other instructions/ directions given by the officials of the Section.
8. Any dis-obedience to the Officers/ Superiors or any delay in disposing of the cases with in the stipulated time shall be treated as a lapse of duties on his/ her part and repetition of such lapses for three times shall be treated as misconduct and dereliction of duty, negligence and/ or incompetence and he/she shall be liable for being enquired as per service rules.

(d). Watchman/ Security

The Watchman/ Security shall abide by the Act and Statutes of the University.

1. Shall ensure the safety of all University properties in the premises and prevent unauthorized persons from entering various sections of the Examination Departments.
2. Shall prevent theft, damages, loss etc., of any property on the premises.
3. In case of trespass, damage and loss etc., shall report the matter immediately to the officers concerned.
4. Shall work in any shift allotted to them.
5. Shall carry out any instructions given to them by the officials.
6. Any disobedience to the Officers/ Superiors or any delay in disposing of the cases within the stipulated time shall be treated as a lapse of duties on his/her part and repetition of such lapses for three times shall be treated as misconduct and dereliction of duty, negligence and/or incompetence and he/she shall be liable for enquiry as per service rules.

CHAPTER-V

Centers of Examination

Transmitting the question papers to the examination centers:

1. The question papers can be opened only in the presence of Chief Superintendent and Observer (nominated by University) in a confidential room.
 2. The required number of questions papers is sent to the examination halls in the presence of the Chief Superintendent, Observer and one senior most invigilator of that day.
 3. All candidates shall enter the examination hall at least 15 minutes prior to the time prescribed for the commencement of the examination.
 4. The answer booklets should be distributed at least 15 minutes before the commencement of the examination.
 5. No candidate shall be allowed into the examination hall after 30 minutes of the commencement of the examination.
 6. Question papers should be distributed to the candidates 5 minutes prior to the commencement of the examination, but candidates can be permitted to start writing examination only at the stipulated time.
 7. Grievances of the students regarding the examination question paper can be represented to the Chief Superintendent and the same shall be forwarded to the CoE for necessary redressal.
-
1. The Chief Superintendent shall be responsible for the proper conduct of examinations at his/her center. He/she shall take all necessary action before, during, and after the examination for the smooth and fair conduct of examinations and dispatch of answer scripts. He/she shall be present at the examination center for the entire process of the examination.
 2. Take stock of things that he/she has to attend regarding the number of answer scripts, additional books required for his center and arrange to procure the same from the office of the Controller of Examinations well in advance.
 3. Arrange for satisfactory seating of candidates at least a day earlier to the examination and shall arrange to notify the sketch of seating arrangement and Register numbers on a big black board placed in a prominent place of the college premises. The examination Halls shall be suitable and accommodate not less than 24 candidates with separate tables and chairs for each.
 4. Appoint one invigilator (lecturer) for every 24 candidates.

5. Keep open the examination rooms/halls 30 minutes before the scheduled time of commencement of examination on each day/session of the examination. He/she shall declare the examination area out of bounds to all persons other than those involved in the Examination on that day.
6. The Chief Superintendent shall allow the candidates to enter and occupy their seats in the examination hall 15 minutes before the commencement of the Examination, upon showing their Hall Ticket and Student Identity card. Chief Superintendent shall admit the candidate to the examination hall/room in the first 30 minutes after the commencement of the examination.
7. The Chief Superintendent shall ensure that no candidate is allowed to leave the examination rooms/hall before elapse of half of the time specified for the examination.
8. The Chief Superintendent shall arrange for the ringing of bells to mark the examination timings.
9. Prepare in advance the statement of allotment of seating for candidates and appoint the teachers of his/her institution for supervision work depending upon the need. If the staff of the institution is not adequate, he shall take the staff of neighboring colleges with the prior permission of the University Authorities.
10. Convene a meeting of all the Supervisory staff at least two days before the commencement of examination and explain to them their duties and responsibilities. The Chief Superintendent shall particularly impress upon them the need to prevent malpractice by scrupulous observation of rules. He/she shall also explain to the supervisory staff the procedure of reporting when a case of malpractice is detected.

Malpractice:

- (a) Candidates are prohibited from writing their names and registration numbers in any place other than indicated. Invocation to Gods or any other marks of identification shall not be written anywhere in the answer booklets. Candidates shall not bring any book, portion of book, manuscript or paper of any description into the examination hall. They shall not copy or communicate with any one inside or outside the hall or exchange
- (b) Answer Booklets. Candidates shall not be in possession of cellphones, programmable calculators, pen scanners, blue tooth equipment or any other equipment which may be used for any kind of malpractice. Candidates violating these instructions shall be subjected to physical check and verification by authorized persons. If found to be indulging in malpractice, the candidate shall be booked for malpractice by the invigilator/observer/squad/Chief Superintendent/any university authorities and sent out of the examination hall immediately after seizing the paper along with the forbidden material according to the existing malpractice guidelines. The seized materials shall be marked as "Suspected Malpractice Case," packed and sent separately to the University by the Chief Superintendent.

- (c) The Chief Superintendents, Assistant Chief Superintendents/Invigilators appointed shall not entertain any unnecessary questions with the candidates and shall refrain from prompting answer to the candidates as the same is equivalent to malpractice. They shall not be in possession of cell phones, blue tooth equipment or any other equipment which may be used for any kind of malpractice. Showing negligence/apathy in carrying out duties or aiding, abetting, allowing and/or instigating students to use malpractice(s) or any other similar act(s) of commission and/or omission(s) are considered malpractice. The Chief Superintendent shall avoid the posting of the staff members as Invigilators to a room where the relatives of the concerned are taking the examination.
11. Report to the Controller of Examinations either by phone followed by a letter or through a messenger in writing if a serious misprint, wrong time, translation mis, omissions or ambiguity etc. noticed in the question papers. The Chief Superintendent shall not on his account or at the instance of any other person give any clarification unless it is a clear case of misprint apparent on the face of it. In any case, a report of clarification given shall be sent to the University Controller of Examinations by name immediately.
 12. The Chief Superintendent shall ensure that only candidates with genuine Hall tickets issued by the University for the Particular Examination and the student Identity card are allowed to take the examination.
 13. The Chief Superintendent shall obtain any help required to maintain law and order during the period of examinations at his/her center under intimation to the Controller of Examinations.
 14. Shall appoint one staff exclusively to monitor the Examination through C. C. Camera in the Examination Hall.
 15. The Chief Superintendent shall ensure that the Warning Note/ Instructions to candidates taking the examinations are read out five minutes earlier to the commencement of the examination.
 16. He/She shall ensure that the bags containing the written Answer Booklets are sealed and superscribed with details of the center, programme, year and semester, subject and course code, date and time of examination and signature of the Chief Superintendent and Observer. He/she shall designate any senior official who is on examination duty with adequate security to handover the written answer booklets and other relevant documents and materials to the office of the University Controller of Examinations on the same day and obtain the receipt.

Model Schedule of Bell Timings for the Examination

First Bell	08.30 A.M.	*Invigilator shall be present before the allotted room for Verification/checking of candidates. The candidates will be allowed to enter and occupy their seats in the examination hall, upon showing their Admission Ticket
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		and student Identity card.
Second Bell	08.45 A.M.	* Distribution of answer booklets.
Third Bell	09.00 A.M	*Distribution of Question Papers to the candidates present by the Invigilators and commencement of the examination.
Fourth Bell	10.30 A.M.	*Candidates will be allowed to leave the examination Hall. Candidates will not be allowed to carry the Question paper till the last bell.
Fifth Bell	11.55 A.M	*This is a caution bell; the invigilator will inform the candidates “Only 5 minutes are remaining for the examination to end.”
Sixth Bell	12.00 Noon	*End of Examination The Invigilator will collect the answer scripts from the candidates. The Invigilator will hand over the answer scripts and other forms to the Chief Superintendent.

CHAPTER-VI

PROCEDURAL SEQUENCE IN THE CONDUCT OF EXAMINATIONS

Examination Calendar

Before the commencement of each academic year, the examinations section shall prepare a draft tentative examination calendar in consultation with the Registrar, Deans of Faculty concerned. The draft examination calendar shall be published on the University website seeking suggestions/complaints regarding the date of commencement of examination from the students/teaching community, giving the maximum of five days for furnishing the suggestions/complaints. The suggestions/complaints, if any, received shall be scrutinized and considered according to their merits, in consultation with the respective Deans of Faculty. The final tentative examination calendar shall be uploaded on the University website after obtaining approval from the university authorities.

Examination Notification

Based on the examination calendar, the examination section shall issue notification containing the prescribed details (date of the commencement of the examination, fees to be remitted, date of examination registration, date of issue of hall ticket, date of receipt of print out of the examination registration details, instructions to candidates etc.), preferably 30 days before the commencement of regular examination and 15 days before the commencement of the supplementary examinations. The notification shall be published on the University website and also communicated to the respective colleges.

Preparation of time table for the examination

Time table for each examination shall be prepared and published as per the examination notification. It shall be published on the University website preferably 10 days before the commencement of the examination. In the case of supplementary examinations, the time table shall be published preferably one week before the commencement of the examinations.

1) Various steps in Examination Registration Process

a) Uploading of attendance of candidates by the Principal:

The students should have required attendance (at least 75%), to make themselves eligible for appearing for the semester end examinations. The students whose attendance percentage is more than or equals to 65 but less than 75 can be condoned only on health grounds for a maximum of two times in the entire duration of a Programme. Such students are required to pay condonation fee as per the university norms along with submission of medical certificate issued by not less than the rank of Assistant Civil surgeon. Students

whose attendance percentage is less than 65 are not eligible to register for examinations under any circumstances.

If a student is eligible (with at least 75% of attendance) to register for the semester end examination but does not register for the examinations, he/she may be allowed to register for the examination as a supplementary candidate based on the university regulations (*vide reference No. CUK/Admin/UG&PG Students/Promotion to next semester/2024 dated 01-08-2024 of the Proceedings of the Vice-Chancellor, CUK*)

- b) Uploading of internal assessment marks of candidates wherever applicable, by the concerned faculty concerned:

A candidate who has not secured a minimum pass mark in Continuous Internal Assessment (CIA) shall be permitted to appear for the semester end examination. If a student did not secure a minimum pass mark in CIA then he/she will be assigned FAIL grade in the semester end examination even though, he/she attains minimum pass marks in the semester end external examination.

- c) Examination registration by the candidates:

The students who fulfill the above conditions shall be allowed to register for the semester end examination on remittance of examination fee by online/offline mode

- d) The college shall submit the following documents to the University on or before the date prescribed in the notification:

(i) Hard copy of the Internal mark statement authorized by the faculty concerned, HOD and the Principal of the college.

(ii) Attendance statement of the candidates.

(iii) Eligible/ineligible students list due to various concerns.

- e) Registrations not accompanied by the prescribed documents as per notifications shall not be entertained.

2) Verification of Examination Registration

The examination section has to verify and ensure that all the required reports pertaining to IA, attendance, remittance of examination fee etc., are received in time as per the exam notification.

3) Preparation and Distribution of Hall Tickets

- a) The register number allotted at the time of first semester end examinations shall be treated as the hall ticket number for the entire Programme. The hall ticket shall be issued to eligible candidates based on the valid registrations done by the candidates.

b) The hall tickets will be issued online/offline to the college concerned at least two days before the commencement of the examinations. The Principal shall see that the hall tickets are downloaded and distributed to the candidates with proper acknowledgement. The signature of the candidate on the hall tickets shall be authenticated by the Principal and shall bear the seal of the college.

4) Preparation of time table for Practical examinations

- a) The schedule of each practical examination is fixed by the CoE in consultation with the Principal concerned.
- b) The number of candidates to be included in each batch shall be fixed as per the programme concerned regulations.
- c) The time table of the practical examinations approved by the CoE shall be published on the University website.
- d) The CoE, in the exercise of his / her delegated powers, shall appoint the external examiners. The internal examiners for PG programmes shall be appointed by the CoE from the list of eligible internal faculty. For UG Programmes, an internal faculty may be appointed as a Skilled Assistant by the in-charge of the department concerned and can be communicated to the CoE through the college Principal concerned.
- e) The marks, once uploaded, shall not be edited under normal circumstances. However, after uploading the practical marks, editing of uploaded marks may be permitted with the written consent of the CoE based on the requests received from the external examiner with the submission of relevant proofs.
- f) The examiner shall ensure that if a candidate is absent in the examination, the relevant column shall be marked as “ABSENT” without fail.
- g) If a candidate fails to attend the examination on the day allotted by the University on reasonable grounds, the CoE may permit the candidate upon request duly recommended by the principal to appear on any other date available in the schedule fixed for that examination center.
- h) The printout of the practical marks statement signed by the internal and external examiners with the date and seal of the college/department affixed shall be sent to the University preferably on the same day as specified in the covers supplied for this purpose.
- i) The Answer Booklets of the practical examinations shall be kept in the custody of the CoE for a period of one year from the date of publishing of the result of the particular examination. However, in cases where the answer book is the subject matter of

litigation, it shall continue to be kept until the litigation has reached finality.

5) Preparation of Tabulation Registers (TRs)

- a) The tabulation registers are prepared electronically. However, the hard copy of the electronic sheets containing all the details of marks of all the students for each examination, including the result of withheld cases, will be prepared course-wise and kept in bound form with proper authentication. Tabulation sheets are prepared according to the regulations of each Programme.
- b) Access to the tabulation register, both the soft copy and the hard copy, shall be restricted to the persons authorized and their controlling officers and shall be deemed to be a confidential record.
- c) Changes, if any, in the marks awarded to a candidate, ordered after the publishing of results as provided in this examination regulations shall be made in the tabulation register with proper authentication.
- d) Standard grading system is followed for all the programmes wherever there is a credit system.

Grading Systems

Grade Points – Choice Based Credit System (CBCS): The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective, major, minor, skill-based courses etc.,. The courses are evaluated following the grading system, which is considered to be better than the conventional marks system. In order to bring uniformity in the evaluation system and computation of the Cumulative Grade Point Average (CGPA) based on student's performance in examinations is followed as per the UGC formulated guidelines.

The papers are marked in a conventional way for 100 marks. The marks obtained are converted to a 10-point scale called Grade points as per the following criterion.

Range of Marks	90-100	80-89	70-79	60-69	50-59	40-49	Below 40
Grade Points	10	9	8	7	6	5	0
Letter of the Grade	O	A ⁺	A	B ⁺	B	C	F

Credit Points (CP): Grade points of each paper multiplied by credits assigned to the course.

$$CP = \text{Grade point} \times \text{Credits}$$

The Semester Grade Point Average (SGPA) - is the sum of the product of the credits with the grade points scored in all courses divided by the total credits in the semester.

$$\text{SGPA} = \frac{\sum \text{Credits} \times \text{Grade Points}}{\text{Total Credits}}$$

If a student has not passed in a subject or is absent, then the SGPA is not assigned.

The Cumulative Grade Point Average (CGPA)-is the weighted average of all the courses undergone by a student over all the semesters of a Programme.

$$\text{CGPA} = \frac{\sum (\text{Total credits in the semester} \times \text{SGPA})}{\text{Total credits of the Programme.}}$$

SGPA and CGPA will be rounded off to two decimal places.

Finalizing the results

- a) Results are prepared by the CoE in a confidential manner.
- b) The tabulation data is finalized, including those results which are withheld due to various reasons.
- c) If a candidate secures the minimum marks prescribed for each part of the examination and the total minimum marks required for a pass as per the Programme regulations concerned, his/her result is marked as “Passed” in the result column of the tabulation register. The class in which the candidate is placed based on the CGPA secured by the student is also recorded in the tabulation register. The examination sections concerned shall verify the accuracy of entries of marks with the original documents containing the marks secured by each candidate. The hard copy of the tabulation register (TR) shall be authenticated by the officers concerned.
- d) As the theory marks recorded against a barcode sheet are packed separately, it will not be possible for the examination section to conduct physical verification of the same with the marks in the tabulation register. But other details such as internal assessment marks, practical marks, pass criteria (as per Programme regulations) etc. can be subjected to verification in the examination section.
- e) The confidential section of the Controller of Examinations may make random verification of the results.

6) Statistics of Results

The staff of the section concerned shall prepare the interface for generation of statistics of the results with the details which include:

- (a) The name of the examination with month and year.
- (b) The year of admission/regulation.
- (c) Total number of candidates registered for the examination.
- (d) Total number of candidates appeared for the examination.
- (e) Number of candidates whose results are withheld.
- (f) Number of candidates placed in Distinction, First Class and Second Class (in the case of final year examination).

The statistical report of the results prepared and authenticated by the concerned and signed by the CoE shall be furnished to the Vice-Chancellor for finalizing the results.

7) Issue of Grade Sheet and Consolidated Marks Memorandum (CMM)

- a) All candidates who have appeared for the examinations shall be issued a Grade Sheet.
- b) The Grade Sheet shall be issued with the required signatures and the seal of the University. It shall include the name of the examination, the month and year of the examination, year of admission, name of the college, name and registration number/Hall ticket number of the candidate and the name of the Programme, Title and code of the courses including major, minor, core, electives, chosen by the candidate.
- c) After publishing the results of an examination, Grade Sheets of all candidates who appeared for the examination except the withheld cases shall be sent to the colleges where the candidate studied the programme. The Principal shall keep a register for issuing the Grade Sheets. This will be done on producing a hall ticket / ID card issued by the University by the candidates within a period of 30 days from the date of receipt of the Grade Sheets from the University. Beyond 30 days, students can collect the same from college concerned by remitting the fine fixed for the purpose.

8) General guidelines for the preparation of Grade Sheets

- a) Grade Sheets shall be prepared through computer printing.
- b) The name of the candidate, the register number, and the name of the college shall be printed exactly as given for registration and as stated in the tabulation register.
- c) Month & year of examination shall be printed in the statement.
- d) There shall be no corrections or writings over on the Grade Sheet.
- e) The Grade Sheet shall be put up for verification and attestation by the Superintendent.

The case worker concerned must ensure that the folio numbers of the Grade Sheet of each candidate are recorded in the tabulation register against each register number/Hall ticket number.

- f) The Grade Sheet shall be issued only after affixing the stamp and signature/facsimile of the CoE and the seal of the university after the approval of the Controller of Examinations.
- g) The Grade Sheet returned to the section concerned shall be carefully checked to ensure that all the officers have signed in the appropriate places and all the seals mentioned above have been properly affixed on them.
- h) All Grade Sheets for one center shall be bundled together and arranged for dispatch to the colleges concerned.
- i) Grade Sheet shall not be prepared in respect of candidates who were absent for all courses in an examination.

9) Data base of Candidates

The CoE section of the University dealing with examinations shall prepare and maintain a database in respect of candidates. The database shall contain the following details:

- (a) Name of the candidate
- (b) Register number/ H.T. Number
- (c) Particulars of examination taken
- (d) Marks and grades obtained in each Programme
- (e) Results of each Programme

CHAPTER-VII

INSTRUCTIONS OF QUESTION PAPER SETTERS AND MODERATORS

Appointment of Question Paper Setters

1. Appointment of question paper setters relating to all examinations conducted by the University shall be made by the Vice-Chancellor or by the Controller of Examinations (by virtue of powers delegated to her/ him by the Vice-Chancellor) from the respective panels prepared based on recommendations of the Board of Studies as per the experience and approved by the Academic Senate from time to time. Every panel submitted to the Controller of Examinations shall consist of a sufficient number of names of question paper setters as required. However, she/he can appoint persons not included in the panel also as question paper setters in exceptional circumstances, with the approval of the Vice-Chancellor.
2. The Controller of Examinations (CoE) can cancel the appointment offered to any person as a question paper setter for valid reasons.
3. Only persons having the prescribed qualifications and experience as per the regulations at the appropriate level shall be included in the panel. The respective Board of Studies may review the panel of question paper setters as and when required. In case any question paper setter is found inefficient, indulging in negligence, misconduct, malpractice, disobedience or found ineligible for any other reasons, the Vice-Chancellor, on recommendations of the Controller of Examinations, may disqualify such persons from being question paper setter.
4. Question paper setters can also be appointed as examiners in the subject for which they have set question paper in case enough examiners are not available.
5. Remuneration, TA and DA (as applicable) will be paid to all question paper setters as per the rates fixed by the University from time to time.
6. The-Vice Chancellor shall approve appointments as QP setters/examiners, waiving the above requirements in exceptional cases.

Instructions to Question Paper Setters:

The paper setter shall abide by the acts and statutes of the University.

1. The Question Paper should be set as per the University curriculum.
2. Shall maintain integrity, honesty, and confidentiality in the process of question paper setting.
3. Shall follow the guidelines provided by the University.
4. Shall ensure that the set papers carry the correct name of the Course/Subject, Title and Question paper code, Regulations (old, new etc.), the title and division/ section of the paper, duration of the paper, the maximum marks allotted to each question of the paper. If

the question paper is common to one or more programmes, it shall be clearly indicated. Shall indicate clearly the instructions, if any, to the candidates regarding the answering the number of questions from different sections.

5. Shall not use abbreviations (as far as possible) in the question paper.
6. Shall write the questions legibly in Ink or type personally, shall avoid additions, alterations, and erasures. Special care shall be taken in the demarcation of mathematical signs of index figures. Shall work out the numerical problems before including the question papers.
7. Questions shall be free from spelling and grammatical mistakes. Acronyms shall be expanded. No question shall be repeated (as far as possible) in any of the sets of the question paper. Question paper setters making repeated mistakes may be listed black.
8. Questions must be clear, specific, and proportional to the marks allotted. Vague and ambiguous questions shall be avoided.
9. A clear instruction should be given at the top of the question paper regarding the requirement of materials such as calculators, logarithm tables, graph paper etc., from the invigilator/chief superintendent.
10. The question paper setter has to ensure that the prescribed standards are maintained and that the question paper covers the broad areas of the entire syllabus for the course concerned. Due weightage shall be given to all the chapters in the syllabus and also as per the marks distribution criteria prescribed by the University (if any). Composition of the question papers shall have a mixture of questions of different levels as follows:
 - Questions that can be answered by an average student : 50% to 60%
 - Intermediate level of difficult questions : 20% to 30%
 - Advance level questions : 10% to 20%
11. In case of languages (such as Telugu/ Hindi/Urdu/Arabic/Sanskrit/Linguistics paper), he/she should use the same script (Telugu / Hindi / Urdu/Arabic /Sanskrit/Linguistics) for the words using Unicode font. The corresponding English words must be typed in brackets immediately after the words (Telugu/Hindi/Urdu/Arabic /Sanskrit/Linguistics).
12. Shall send personally these question papers in PDF to the Controller of Examinations through confidential email/Post.
13. Question paper setting is a time-bound task and paper setters shall not make any delay in sending the prepared question paper to the University.
14. In any event of disclosure of such question paper the Paper Setter is subject to legal proceedings as deemed fit by the University.

Instructions to Moderators:

The functions of the Moderator shall include the following:

1. To ensure the question paper(s) have been set strictly in accordance with the syllabi, scheme of examinations, model question papers and the instructions given by the University.
2. To ensure that the prescribed standards have been maintained and that the questions cover the broad areas of the entire syllabus adequately.
3. If any question is found from out of the syllabus, the same should be replaced with an appropriate question as per the prescribed syllabus. Repeated questions in the same question paper at different places (long answer, short essays and short answer), as well as repetition of the same question in any section should be avoided.
4. Check and make sure that the question paper code, the name of examination, subject/paper, regulations etc., are correct.
5. Check the correctness of the maximum marks and the time allotted to the paper. Marks allotted to each question must be clearly mentioned. Ensure that the sum of the marks for the different questions equals the maximum marks for the paper.
6. Check and ensure that the abbreviations other than usually given in the books text are not used and acronyms are expanded. Spelling mistakes, errors in punctuation and grammar should be corrected.
7. Remove ambiguity/ confusion in the language of the questions if any and make them clear.
8. Ensure proper distribution and an indication of marks for each question or section or sections thereof and correct errors, if any, in this regard.
9. Time allotted for answering all the questions should be kept in mind while scrutinizing the question papers.
10. Ensure that the questions are serially numbered across the sections.
11. Ensure that representation and due weightage has been given to all the chapters as far as possible.
12. Bring the lapses or omissions to the notice of the Controller of Examinations.
13. Correct/ modify/ replace the questions in case of necessity.

NOTE:

- b. Moderators work is highly confidential, and usage of mobile phones/ or other electronic gadgets during scrutiny is not permitted for any reason.
- c. The moderator is solely responsible for the omissions, mistakes or errors left uncorrected in the question paper.

CHAPTER-VIII

CONDUCT OF EXAMINATIONS

Conduct of University Theory Examinations

The Principal of the concerned college should submit the indent, number of Answer Booklets to the CoE. The criteria/minimum requirements for the University theory examination center are given under:

1. Availability of hall(s) of the required dimension to accommodate all the regular and supplementary candidates attending the examination at any particular time. The hall(s) shall have sufficient facilities like availability of light, drinking water, air-circulation, accessible, toilet, first aid etc.
2. Availability of a confidential room attached to the examination halls with two numbers each of computers, printer/digital copier, UPS, and Internet connectivity, all in working condition.
3. Surveillance camera system of the required specifications in working condition.
4. Communication signal jammer of the required specification in working condition.
5. The University issues a notification preferably 30 days before the commencement of the examinations. The candidates appearing for the concerned examinations shall register themselves in the University as per the examination notification.
6. Time table for both the theory and practical examinations shall be published well in advance before the commencement of examinations.
7. Examination registration will not be granted to candidates who have not fulfilled the requirements specified in the examination notification and respective programme regulations. Applications received after the last date will not be considered. However, the Vice-Chancellor shall have the power to grant permission for late registrations on valid grounds.
8. The signed copy of the internal assessment marks and attendance percentage shall be displayed sufficiently well in advance in the college notice board. If any anomalies are found the same should be rectified at the college level. Once these documents are submitted by the Head of the Institution to the examination section, no further changes will be entertained under normal circumstances.
9. All colleges shall submit internal assessment marks signed by the concerned faculty and authorized by the Heads/in-charge of the disciplines on or before the due date to the Controller of Examinations.

10. To complete the exam registration process, the Principal shall furnish a statement regarding satisfactory completion of the above process pertaining to the particular examination as per the regulations. While forwarding the internal assessment marks, HOI is empowered to condone the shortage of attendance up to the maximum percentage specified by the university regulations for subject/subjects for theory/practical or both for a particular examination. But such condonation is allowed only twice in the entire programme period and only with the recommendations of the HOD/ Dept. in-charge and on genuine grounds. Such condonation of shortage of attendance is permissible subjected to payment of the prescribed fee to the University under intimation to the Controller of Examinations. Such intimation with the relevant details shall be signed by the Head of Department and by the Head/in-charge of the Principal institution. The Head of the Institution shall give an undertaking that the particular candidate has not availed of the provision for condonation facility previously in the entire programme period. The college shall maintain a condonation register which is subject to verification by the University authorities.
11. If a student fails/absents himself/herself for the internal examinations he/she will be allowed to write the supplementary examinations in the succeeding academic year by paying the prescribed fee.
12. If a student is registered but fails remains absent for the semester end examinations he/she will be allowed to write the supplementary examinations in the succeeding academic year.
13. If a student has eligibility to register but not registered for the semester end examinations, the student may be promoted to the next semester under the existing guidelines only with prior intimation and approval from the university authorities. (*vide reference No.CUK/ Admin/ UG&PG Students/Promotion to next semester/2024 dated 01-08-2024 of the Proceedings of the Vice-Chancellor, CUK*)
14. If a student is not eligible to register for the semester end examinations he/she has to get the readmission for the same semester in the succeeding academic year under the existing guidelines only with prior intimation and approval from the university authorities.
15. The University verifies the examination registrations, attendance, internal assessment marks and remittance of examination fee to ascertain the eligibility of the candidates before the issue of hall tickets. Hall Tickets are issued online, preferably two days before the commencement of the theory examinations. The Controller of Examinations shall also have the right to cancel hall tickets already issued if found ineligible for valid reasons. In exceptional cases, the Controller of Examinations can provisionally permit a candidate for appearing in the examination, subject to eligibility on further verification.

16. The examination committee of the college concerned shall download the hall tickets, get them signed by the Principal and distribute the same to the candidates with college seal preferably one day before the examination. Invigilators shall put their initials in the hall tickets on each day of the examinations.
17. The Principal shall act as the Chief Superintendent. In case of absence of the Principal, in-charge principal shall act as the Chief Superintendent. In exceptional cases, The University reserves the right to appoint the Chief Superintendent.
18. The Chief Superintendent is responsible for receiving the answer booklets and all examination materials from the University and keeping them under safe custody. He/ she is also responsible for maintaining confidentiality in downloading, printing, (in case of receiving the QPs in online mode) and distributing the question papers in time. He /she should make all arrangements for the smooth conduct of the examinations.
19. No change of examination center shall normally be permitted after a candidate has once registered for an examination in a particular center.
20. Examinations once scheduled shall not be changed unless there is a situation/reason which necessarily warrants such rescheduling with the approval of the Vice-Chancellor.
21. Generally, there shall be two semester end examinations in an academic year, preferably with a gap of 6 months (after completion of 90 working days) unless otherwise specified by the respective programme regulations.
21. In extraordinary situations, the Controller of Examinations shall be competent to change the date of any examination in the examination time table already published.
22. The Controller of Examinations shall monitor the arrangements for the conduct of examinations at various approved centers in accordance with the rules framed by the University from time to time.
23. The Chief Superintendent and other officers involved in the conduct of examination(s) shall act according to the instructions issued by the University from time to time.
24. At each center of examination, the Chief Superintendent shall appoint Assistant Chief Superintendents/ Invigilators who shall be members of the faculty and other supporting staff for the smooth conduct of examinations as per the University regulations.
Remuneration at the rates fixed by the University shall be paid to all the staff involved in the examination duty.

26. The University authorities shall appoint an observer/squad to supervise the University examination process carried out in the University examination centers. Observer shall be a member of faculty from other college with at least three years of experience as invigilator.
27. All candidates shall bring their hall tickets and ID cards issued by the University on each day of examination. The hall ticket and ID card shall on demand be produced for inspection by the Chief Superintendent, Assistant Chief Superintendent, Observer, member of the squad or any other officer authorized by the University. No candidate shall be permitted to write an examination without a valid Hall Ticket and ID card issued by the University. However, the Chief Superintendent shall grant provisional admission to a candidate for an examination with the permission of the Controller of Examinations provided his/ her name is included in the nominal roll issued by the University. The fact that a candidate has been given provisional admission does not entitle him/her to further benefits of taking the examination.
28. Candidates writing the examinations shall be under the disciplinary control of the Chief Superintendent and shall obey all her/ his instructions. In case a candidate disobeys the instructions given by Chief Superintendent / any other official appointed by the University or behaves insolently towards the officials, such candidate shall not be allowed by the Chief Superintendent to write the examination, and the matter shall be reported to the Controller of Examinations for further action.
29. The Controller of Examinations can cancel the Hall Ticket issued to any candidate if it is proved that she/he has indulged in misconduct or is found indulging in malpractices in the examination hall or if it is discovered later that he/ she is ineligible to write the examination.
30. The University reserves the right to cancel any examination center at any time for valid reasons.
31. Instant examination can be conducted for the students who are failed in only one paper in the last semester of the Programme only.
32. For the students who are authorized by the university to participate in any curricular/co-curricular/extra-curricular activities and absent in the regular scheduled examinations can be permitted to write those examinations by a special notification with the approval from the Vice-Chancellor of the university.
33. Answer Booklets supplied by the University from time to time are used for the theory/ practical examinations. No additional sheets will be provided for theory/practical examinations. Instructions to candidates to fill the registration part of the answer booklet have been printed on the front page of the theory Answer booklet. Each candidate shall fill all the mandatory fields on the front cover page of the answer booklet.

CHAPTER-IX

CONDUCT OF PRACTICAL EXAMINATIONS

- 1) **Notification of Center:** The University shall notify the examination center for the conduct of Practical and viva-voce examinations at least 10 days before the Practical examinations.
- 2) **The Stationery:** The stationery and other material shall be obtained as per requirements from the University by the Principal well in advance.
- 3) **Hall Tickets:** Candidates shall be in possession of Hall Tickets on all the days of Practical examinations. In the event of non-possession or loss of Hall Tickets, the Chief Superintendent is empowered to permit the candidate to appear in the examination or issue a duplicate Hall Tickets in exceptional circumstances and after verifying the identity of the candidate.
- 4) **Time table:** The University shall notify the dates of practical examinations. Detailed time table of the Practical examinations, batch-wise etc., shall be announced by the College. A maximum of 20 candidates for UG and 12 candidates for PG may be examined on each session of the practical examination or as specified in the university regulations.
- 5) **Timings:** The timings of the Practical and Viva Voce examination and the schedule shall be prominently displayed on the notice board and brought to the notice of the candidates by all available means before the dates of the examination. Candidates, appointed examiners, and staff shall strictly abide by the timings announced.
- 6) **Appointment of Examiners/Evaluators:**
 - (a) The Controller of Examinations as delegated by the Vice-Chancellor shall appoint eligible examiners and evaluators as per the prevailing programme regulations from the panel approved in BOS concerned.
 - (b) For the smooth conduct of practical examinations for PG programmes in each of the examination centers, internal examiners of that particular examination shall be appointed by the CoE. For UG programmes, skilled assistants shall be appointed by the in charge of the department.
 - (c) External examiners for both UG and PG programmes shall be appointed by the CoE from the panel approved by the BOS.
 - (d) The Controller of Examinations may appoint eligible persons not included in the panel of examiners/evaluators in exceptional circumstances with the approval of the Vice Chancellor. The Controller of Examinations will also have the discretionary power to cancel the appointment of the examiner(s)/evaluator(s) for valid reasons.

- (d) If any examiner/evaluator is found indulging in purposeful negligence, violation of secrecy or other acts of misconduct shall be black listed on the recommendation of the Vice-Chancellor.
- (f) The External examiner must sign in the practical award sheet, attendance and absentees statement.
- (g) The External examiner must hand over the valued answer scripts, original award list and batch wise attendance and absentees statement to the concerned college chief Superintendent concerned in sealed cover.
- 7) Appointment of Support Staff:** The Chief Superintendent or In-charge of the department shall appoint the support staff for the conduct of practical and Viva -Voce examination.
- 8) Dispatch of Practical Answer Booklets:** Practical answer booklets of each course shall be packed in separate covers, and all such covers shall be enclosed in a cloth bag(s) subject wise/department wise/ branch wise, superscribed appropriately and sent to the University after completion of the Practical examinations, through the college.
- 8) Dispatch of Marks Sheets:** Marks allotted by the examiners for the practical and Viva Voce examination shall be entered in prescribed format and sent to the University duly signed by both Internal and external examiners (In case of UG duly signed by the external only)
- 10) Remuneration:** Remuneration for the Internal and external Examiners shall be paid, after completion of the assigned duties and after necessary documentation, at the College/ University, along with TA/DA, remuneration for valuation, as applicable. The relevant forms shall be completed and verified at the Center, countersigned by the Chief superintendent and forwarded to the University for payment. Remuneration for the appointed staff other than examiners shall be consolidated and claimed from the University on the prescribed form as per approved rates.

CHAPTER-X

DUTIES AND RESPONSIBILITIES OF EXAMINATION PERSONNEL

Duties And Responsibilities of Invigilators

1. Invigilators shall be assigned for each day of examination as per university guidelines by the Chief Superintendent. The Chief Superintendent shall appoint any faculty member of the concerned college as the Invigilator well in advance of the commencement of the examination. In exceptional cases where the teaching staff of an institution is inadequate, the Chief Superintendent may appoint Invigilators from the teaching staff of other institutions.
2. They shall report to the Chief Superintendent 30 minutes before the commencement of the exam and reach their assigned halls. They shall remain in the exam hall for the entire duration of the exam.
3. They shall check the desks for any chits or writing material.
4. They shall physically check the Hall Ticket and identity card of each candidate on entry into the examination hall. Students shall not be allowed to wear aprons or jackets and shall not be permitted to use writing pads.
5. They shall distribute the answer booklets to the candidates who are present and shall ensure that the candidates write their name, register number, subject, programme, course, date of exam, etc in relevant areas of the answer booklets and sign in the place provided. After verification the invigilator shall affix his/her signature on the answer booklets.
6. They shall distribute the question papers according to the question paper code printed on the Hall Ticket of the candidate at the scheduled time.
7. They shall ensure that no candidate leaves the hall till half of the time allotted for that paper, after commencement of the examination. Candidates shall not be permitted to go to the toilet without the permission of the Chief Superintendent.
8. They shall ensure that any candidate, who leaves the hall before the final bell, doesn't carry the question paper with him/her.
9. They shall ensure that the candidates are not in possession of mobiles, electronic equipment of any kind, books, paper chits, copies photo or any other material that could be used for copying.
10. They shall submit the absentee statement, unused answer booklets and question papers to the Chief Superintendent 30 minutes after the commencement of the exam.

11. They shall not entertain any unnecessary questions with the candidates and shall refrain from prompting answers to the candidates, as the same tantamount to malpractice. They shall not be in possession of cell phones, Bluetooth equipment or any other equipment which may be used for any kind of malpractice.
12. They shall take rounds to monitor the assigned candidates and not involve in any conversation or read magazines/newspapers.
13. They shall report to the Chief Superintendent to use of unfair means being adopted by any candidate.
14. After the examination, they shall collect the answer scripts and arrange according to their roll number, along with other reports and documents etc. and hand over them to the Chief Superintendent.
15. They shall be held personally responsible for any acts of omission or commission other than those specified in the guidelines.
16. They shall leave the examination center only after the performance of all their duties and after obtaining the permission of the Chief Superintendent.
17. No portion or part of the answer booklets shall be detached at the examination hall by the invigilators.

Duties And Responsibilities of Observer

1. He/She shall report to the Chief Superintendent of the Examination center 30 minutes before the actual commencement of the examination.
2. He / She shall personally verify the date and session while opening the sealed question paper packet along with the Chief Superintendent.
3. He / She shall ensure distribution of correct Question Paper to students with correct Q.P. code.
4. He/She shall ensure no candidate is permitted to enter the examination hall after 30 minutes of the commencement of the examination.
5. He/She shall verify whether the seating arrangement is as per norms.
6. He/She shall certify any damage/variation in the Answer Booklets.
7. He/She shall verify and certify the number of invigilators, clerks, typists, peons, etc., as per the specification of the Examination Manual and ensure their cooperation for smooth conduct of the examinations.
8. He/She shall supervise the packing and sealing of the used Answer Booklets and shall sign on the sealed bundle along with CS.
9. He/She shall submit a day wise report to the CoE.

Duties And Responsibilities of Squad

1. The Squad shall be appointed by the University.
2. They shall visit the allotted centers each day of the examination.
3. They shall act as the University empowered enforcement officer.
4. They are empowered to physically check any candidate suspected to be using unfair means, except lady candidates, who may be checked by a lady squad member/ lady invigilator.
5. They are empowered to check the assigned staff in case of suspicion of unfair practices.
6. They shall ensure that the security measures are adequate.
7. They shall intimate cases of malpractice to the Controller of Examinations by name in writing.
8. In case of malpractice, the Squad Chief (as well as the members) is empowered to seize the hall ticket and the answer booklet of the candidate and to hand over the same to the Chief Superintendent for further necessary action. The candidate shall be sent out of the examination hall and not permitted to take any further part in the examination for that paper/ course.
9. They shall submit day wise report as per format to the Controller of Examinations.

CHAPTER-XI

VERIFICATION OF WRITTEN ANSWER BOOKLETS

On receipt of packets of Answer Booklets from the examination centers, the sorting sections shall inspect the packets to ensure that the packing was done according to the instructions issued in this regard and that the seals are intact. If any tampering of the seals or any other abnormality is noticed, it shall be brought to the notice of the Controller of Examinations immediately. If the total number of Answer Booklets and the total number of absentees do not tally with the total number of candidates registered, the Chief Superintendent of the center shall contact immediately to identify the cause of the disparity. All the Answer Booklets are verified to see that candidates have used the prescribed Answer Booklets issued by the University and no identification mark is put by the candidate. If any identification mark is noticed, it shall be reported to the Controller of Examinations immediately for further action.

The following details of all answer book bundles received in the section shall be noted

- a) Name of the examination with / subject and paper / QP code/ Register numbers/ date of examination.
- b) Name of the examination center
- c) Register numbers of absentees
- d) Total number of Answer Booklets received/verified with Invigilator
- e) Number and serial no. of Answer Booklets cancelled/damaged and returned from the Center of examination.
- f) Date & initials of the concerned.
- g) If there is any disparity, the concerned officer in charge shall contact the Chief Superintendent immediately for clarification and the matter shall be reported to the Controller of Examinations.

CHAPTER-XII

MALPRACTICES AND MISCONDUCT IN THE EXAMINATION AND THE PROCEDURE TO TACKLE THEM

1) “Malpractice” in relation to an examination

a) Procedure to be followed in instances of malpractice(s)/misconduct(s)

- i. A student found involving/involved in malpractice or guilty of misconduct in an examination shall not be permitted by the Chief Superintendent to write the remaining part of the examination.
- ii. Chief Superintendent shall send a report to the CoE detailing the malpractice, supported by documentary and any other evidence available.
- iii. The malpractice detected at the time of verification of Answer Booklets or valuation or subsequently shall also be reported to the CoE with supporting details by the evaluator or the person concerned.
- iv. On receipt of the report of malpractice or misconduct, the CoE shall refer the case to the Malpractices Enquiry Committee. The committee shall conduct an enquiry and make a report.
- v. The minutes of the meeting of the committee containing its findings and recommendations will be submitted to the Vice-Chancellor for necessary further action.
- vi. A register of malpractice should be maintained by the examination section.

Procedures to tackle Malpractice in the University Examination

In order to investigate and suggest disciplinary action for the lapses on the part of moderators, or any other person connected with of candidates, paper-setters, examiners, conduct of examinations, the Board shall constitute “Malpractice Enquiry Committee” of not more than three persons of whom one shall be Chair person.

MALPRACTICES RULES

A. Malpractice committed by examiners/evaluators/invigilators /Chief Superintendents / staff/ skilled assistants etc.

Procedure for investigation

- a. The cases of alleged use of unfair means or lapses committed by the paper-setters, examiners, moderators, or any other person connected with the conduct of examination reported to the University shall be scrutinized by the Controller of Examinations who will also collect preliminary information to find out whether there is a prima facie case so as to fix up primary responsibility for framing a charge sheet and then shall submit the said case with his preliminary report to the Vice-Chancellor. If the Vice-Chancellor is satisfied that there is a prima -facie case then he shall place the same before the Committee for further investigations through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the Case before the Committee, Police authorities and Court and shall deal with the case till it is finally disposed of.
- b. The competent authority or the officer authorized by it on this behalf, shall inform the implicated person (paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination) in writing about the act of malpractices used and alleged or lapses committed by him/her at the examination and shall ask him/her to show cause as to why the charge(s) levelled against him should not be held as proved and why the punishment stipulated in the show cause notice should not be inflicted on him.
- c. The concerned person be asked to appear before the committee on a day, at a time and place fixed for the meeting, with written reply/explanation to the show-cause notice served on him/her and charge levelled against him/her therein. The concerned person only shall present the case before the Committee.
- d. The documents that are being taken into consideration or to be relied upon for the purpose of proving charge(s) against the concerned person shall be shown to him/her by the Committee if he/she presents himself/herself before the committee. The evidence, if any, should be recorded in the presence of the delinquent.
- e. The Committee shall follow the above procedure in the spirit of the principle of natural justice.
- f. If the concerned person fails to appear before the Committee on the day, at a time and place fixed for the meeting, he/she be given one more opportunity to appear before the committee in his/her defense. If even after offering two chances, the concerned person fails to appear before the Committee, the Committee shall decide his/her case in his/her absence on the basis

of whatever evidence/ documents which are available before it and the same shall be binding on the concerned implicated person.

- g. The Committee shall submit its report to the competent authority concerned along with its recommendations regarding punishment to be inflicted on the concerned person or otherwise.

Punishment

The competent authority, after taking into consideration the report of the Committee, shall pass such orders as it deems fit, including granting the implicated person benefit of doubt, issuing warning or exonerating him/her from the charge(s) and shall inflict any one or more of the following punishments on the implicated person found guilty of using malpractice(s) or committing lapses at the examination:

- a) Declaring the concerned paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination, work either permanently or for a specific period.
- b) Imposing fine, not exceeding Rs.1000/-if the person concerned fails to pay the fine, within a stipulated period, the competent authority may impose on such a person additional punishment/ penalty as it may deem fit.
- c) Referring his/her case to the Registrar for taking such disciplinary action as deemed fit as per the rules governing his service conditions.
- d) The competent authority or the officer authorized in his/her behalf, shall inform the concerned person about the decision taken in his/her case and the punishments imposed on him/her.
- e) An appeal made within 30 days of the imposition of the punishment, other than the punishment referred to in clause (a) and (b), the decision of the Board of Examinations shall be final and binding.
- f) The competent authority shall supply a typed copy of the relevant extract of the fact-finding report of the Inquiry Committee, as well as the documents relied upon (if not strictly confidential), pertaining to his case to the appellant/petitioner if applied for in writing.
- g) The court matters in respective cases of malpractices/ lapses should be dealt with by the respective competent authority.
- h) As far as possible the quantum of punishment should commensurate with the gravity of the offence.

The nature of the malpractices and lapses on the part of the paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of the examinations are as below.

Nature of Malpractice/Improper Conduct Punishment for use of unfair means

S. No.	Nature of Malpractice/Lapses	Punishment
A	Paper-setter found responsible for leakage of the question set in the examination(s) whether intentionally or due to the negligence before the time of the examination.	Disqualification from any examination work and disciplinary action by the authorities concerned as per the rules applicable.
B	Leakage of question/question paper set in the examination before the time of examination at the center by any person/s connected with the conduct of the examination.	Disciplinary action against the guilty /responsible persons as per the prevailing service conditions laid down by the Academy
C	Favor to the candidate by examiner, moderator, referee in assessment of Answer Booklets/ dissertation/ project report/ thesis by assigning the candidate marks for which he/she is not entitled at the examination.	Disqualification from any examination work and disciplinary action by the authorities concerned.
D	Examiner/Moderator/Referee /Intentionally /negligently not assigning the marks to the candidate in assessment of his Answer Booklets/dissertation/project work	Disqualification from any examination work and disciplinary action by the concerned authorities.
E	Paper –setter omitting question at the time of finalization of question paper set at the examination or repeating the same while writing	Disqualification from any examination work for a period of three years.
F	Paper-setter setting questions outside the scope of the syllabus	As decided by the Board of Examinations. Assessing Answer Booklets
G	Examiner showing negligence in detecting malpractices used by the candidate(s)while	As decided by the Board of Examinations. (e.g. Use manipulated data)
H	Guiding Teacher showing negligence in supervision of dissertation/project work by the student.	As decided by the Board of Examinations.
I	Invigilator/Sr. Supervisor showing a path in carrying out duties related to examination (e.g. not taking a round to the examination hall the Examination Center during examination period or opening the packet of question paper before prescribed time)	Disqualification from any examination work up to three years and
J	Invigilator helping candidate in copying answers while in the examination or showing negligence in reporting cases of copying answers by students while on supervision duty.	Disciplinary action imposed by the Board of Examinations

K	Invigilator candidate in mass copying while on examination duty.	Permanent disqualification from any examination work and Disciplinary action to be imposed by the Board of Examinations.
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Note: The DoE, in addition to the above-mentioned punishment, may impose a fine, not exceeding Rs.1000/-on the person concerned, if declared guilty.

The BOE may report the case of the concerned implicated person to the appropriate Police authorities as per the provision of IPC.

B. DISCIPLINARY ACTION FOR IMPROPER CONDUCTING OF EXAMINATIONS

- The Principal shall refer the cases of Malpractices in Internal Assessment Test and Semester End Examinations to a Malpractice Prevention Committee constituted by the University for the purpose. Such committee shall follow the approved levels of punishment. The University/Principal shall take necessary action against the students based on the recommendations of the Committee.
- Any action by the candidate trying to get undue advantage in the performance or trying to help another, or derive the same through unfair means is punishable according to the provisions contained hereunder:

S. No	Nature of Malpractices/ Improper conduct of the candidate:	Punishment
1(a)	Possesses or keeps accessible in examination hall, any paper, notebook, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he/she is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination).	Expulsion from the examination hall and cancellation of the performance in that course only.
1(b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones/ electronic gadgets with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that course only of all the candidates involved. In case of an outsider, he / she will be handed over to the police and a case is registered against him / her.

2.	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that Semester/year. The Hall Ticket of the candidate is to be cancelled and sent to the University.
3	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate, who has been impersonated, shall be cancelled in all the courses of the examination (including practicals and to be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from work class and all college examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he/she will be handed over to the police and a case is registered against him/her.
4.	Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer booklet or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that course and all the other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from classwork and all college examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.

5.	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of the performance in that course.
6.	Refuses to obey the orders of the Chief Superintendent /Assistant Superintendent /any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in- charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which results in damage to or destruction of property in the examination hall or any part of the college campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The candidates also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.
7.	Leaves the exam hall taking away answer script or intentionally tears the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that course and all the other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The Candidate is also debarred for two consecutive semesters from work class and all college examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.

8.	Possesses any lethal weapon or fire arm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.
9.	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clauses 6 to 8.	Student of the college Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat. Person(s) who do not belong to the college will be handed over to police and, a police case will be registered against them.
10.	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year.
11.	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that course and all other courses the candidate has appeared including practical examinations and project work of that semester/year examinations.
12.	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the University for further action towards suitable punishment.	

CHAPTER-XIII

CONCESSIONS TO THE PHYSICALLY DISABLED CANDIDATES

- a) Candidates who come under provisions of the Persons with Disabilities Act 1995 are eligible for compensatory time for writing the examination. Until revised, the compensatory time permissible shall be 30 minutes for each examination.
- b) A candidate with a 40% disability, if recommended by the competent Medical Board can be allowed by the University to write the examination with the aid of a scribe.
- c) The application for permission for compensatory time and the assistance of a scribe should be forwarded to the CoE through the concerned college Principal. The application shall normally be filed 30 days before the commencement of the examination, along with the certificate of disability and recommendation issued by the competent Medical Board. Such application shall be accompanied by details of the proposed scribe duly recommended by the Principal concerned. The scribe shall not be a student for the same or higher programme or one possessing qualification similar to or higher than the programme in which the applicant is a student.
- d) Permission shall be granted to the scribe based on producing academic qualification certificates.
- e) The authority to grant compensatory time/assistance of the scribe is vested with the CoE
- f) Candidates who are covered under the provisions of the Persons with Disabilities Act 1995 are eligible for exemption from examination fees only for regular examinations.

CHAPTER-XIV

EVALUATION OF THEORY ANSWER BOOKLETS AND RE-EVALUATION

Valuation of Answer Booklets: -

Examiners/Evaluators shall be appointed by the Controller of Examinations from the panel approved by the respective BOS.

- a) There can be two evaluations (one external and one internal valuation) for all postgraduate examinations as per the course regulations. If the difference between the valuations awarded in the two valuations is 20% or less, the average of the two valuations will be considered as the final marks. If the difference between the marks awarded in the two valuations is more than 20%, a third valuation will be arranged and it will be considered as the final.
- b) There will be single evaluation for all undergraduate examinations a per the course regulations.
- c) **Scrutinizer:** After theory papers will be scrutinized either faculty or any Post Graduate.

RE-EVALUATION

Rules for Re-evaluation of Answer Booklets: The objective of re-evaluation is to ensure that the student receives a fair evaluation in the theory paper of university examination and to rectify human error.

Re-evaluation:

There shall be provision for revaluation on payment of a fee for papers evaluated by a single valuation system. The application shall be submitted to the office of the Controller of Examinations within ten days of the publication of the results through the concerned college Principal . The papers are evaluated again. The maximum of the old and revaluation marks will be awarded to the student. Revaluation is not applicable for the papers where there is a double valuation system.

Guidelines for applying Revaluation:

- 1) There is no revaluation facility for project/ practical/ viva-voce/ dissertation.
- 2) Applications for revaluation should reach the University before the prescribed date.
- 3) Application should be sent to the University only through the college.
- 4) Applications submitted directly to the University by the student shall not be accepted.
- 5) The fee once paid will not be refunded at any cost.
- 6) A photocopy of the mark statement or examinations result should be enclosed along with the application.
- 7) The applications should be sent only in the prescribed format.

CHAPTER-XV

PROCEDURE FOR CONDUCTING MEETINGS OF COMMITTEES

1. Procedures for conducting the meeting of Malpractice Enquiry Committee (MEC)

- a) In order to investigate and suggest disciplinary action formal practices and lapses on the part of candidates, paper-setters, examiners, moderators, referees, teachers or any other person connected with the conduct of examinations, the Dean of Examinations (DoE) shall constitute a “**Malpractice Enquiry Committee**” of not more than three persons of whom one shall be Chairman;
- b) The constitution of the Malpractice Enquiry Committee shall consist of the following:
 1. Principal of any one constituent college
 2. Subject Expert
 3. Sr. Faculty Member of University
 4. The CoE–Member secretary

The Dean of Examinations shall place the panel before the Vice – Chancellor for consideration and approval.

- c) The term of the office of the committee shall be one year. Two members constitute a quorum.
- d) The Committee shall submit its report and recommendations to the Dean of Examinations which shall take disciplinary action in the matter as it deems fit.

2. Committee for Redressal of Grievances

Procedure for the redressal of Grievance in the Examination.

The Vice-Chancellor may constitute a committee for redressal of the grievance consisting of the following:

- Dean of the Faculty concerned
- Chairman of the Board of Studies–member in the subject concerned
- One Teacher having a minimum of 10 years teaching experience in the paper/course
- The Controller of Examinations–Member Secretary
- The Controller of Examinations shall convene the meeting.
- The Committee shall verify the complaint/grievance and make recommendations.
- The recommendations of the committee shall be placed before the DoE.
- The Dean of Examinations may recommend for the further course of action subject to the order of the Vice-Chancellor.
- After considering all the facts the Vice-Chancellor shall take the final decision in this matter.

Chapter XVI

SUBMISSION OF PROJECT REPORT OF INTERNSHIPS

Internships at UG level according to the NEP-2020 guidelines:

Assessment methodology for Internships:

As per the revised CBCS based curriculum three internships are mandatory for UG students and the programme of study.

Internships and Evaluation methodology:

1. First internship:

The first internship will be conducted after completions of 1st year UG examination as Community Service Project (CSP) which to inculcate social responsibility and compassionate commitment among the students. This will be preferred in the summer vacation in the intervening 1st and 2nd years.

CSP Learning outcomes:

1. To facilitate an understanding of the issues that confronts the vulnerable or marginalized sections of the society.
2. To initiate team processes with the student groups for societal change.
3. To provide students with an opportunity to familiarize themselves with urban or rural community they live in.
4. To enable students to engage in the development of the community.
5. To plan activities based on the focused groups.
6. To know the ways of transforming society through systematic programme implementation.

Assessment of First Internship:

1. There will be only internal evaluation for this internship.
2. Each faculty member is to be assigned with 10 to 15 students depending upon availability of the faculty members.
3. The faculty member will act as a faculty-mentor for the group and is in-charge for the learning activities of the students and also for the comprehensive and continuous assessment of the students.
4. The assessment is to be conducted for 100 marks.
5. The number of credits assigned 4.
6. Later as per the present practice the marks are converted into grades and grade points to include finally in the SGPA and CGPA.

Weightage: Project Log- 20%, Project Implementation- 30%, Project report- 25%, Presentation- 25%.

Each student is required to maintain an individual logbook, where he/she is supposed to record day to day activities. The project log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration the individual student's involvement in the assigned work.

While grading the student's performance, using the student's project log.

The following assessment should be taken into account -

1. The individual student's effort and commitment.
2. The originality and quality of the work produced by the individual student.
3. The student's integration and co-operation with the work assigned.
4. The completeness of the logbook.

Assessment of CSP:

The implementation shall include the following components and based on the entries of Project Log and Project Report:

1. Orientation to community development.
2. Conducting a baseline assessment of development needs.
3. Number and Quality of Awareness Programmes organised on beneficiary programmes and improvement in quality of life, environment and social consciousness, motivation and leadership, personality development.
4. Number Quality and Duration of Intervention/service Programmes (Prevention or promotion programs that aim to promote behavioral change in defined community contexts to address social problems) organized.
5. Follow up Programmes suggested (Referral Services, Bringing Community Participation)
6. Developing short and mid-term action plans in consultation with local leadership and local government officers.

Project Report:

The Project Report should contain the following chapters-

1. Introduction, scope, objectives, and methodology
2. Project specifications (area / background of the work assigned).
3. Problems identified.
4. Analyses of the problems
5. Community awareness programmes conducted w.r.t the problems and their outcomes.
6. Intervention/service programmes taken up.
7. Short-term and long-term action plan for implementation.
8. Recommendations and conclusions.
9. References.

Project Presentation:

The Project Presentation is to be made by the student after he/she reports back to College. The components for assessment are –

1. Assessing the involvement in the project.
2. Presentation skills.
3. Final outcome of the project as evinced by the student.

Scoring Example:

Name of the Student:	X. YY ZZZ	
Programme & Year of Study	II B.A. 2021 - 2022	
Registered Number	000000	
Assessment Component	Max Marks allocated	Marks secured
1. Project Log	20	15
2. Project Implementation	30	20
3. Project Report	25	20
4. Presentation	25	20
Total	100	75

Letter grade	Grade Point	Credits	Credit Point
O (outstanding)	10	2	20
A+ (Excellent)	9	2	18
A (Very Good)	8	2	16
B+ (Good)	7	2	14
B (Above average)	6	2	12
C (Average)	5	2	10
D (Pass)	4	2	8
F (Fail)	0		
Ab (Absent)	0		

In the above example, 75 marks are converted to letter grade / grade point.

Letter grade	Grade Point	Credits	Credit Point
B+ (Good)	7	2	14

2. Second Internship:

The second internship will be conducted after completion of 2nd year UG examination in intervening summer vacation before the commencement of 3rd year academic year by the students as Apprenticeship / Internship / On the job training / In-house Project / Off-site Project.

Learning outcomes:

1. Explore career alternatives prior to graduation.
2. Integrate theory and practice.
3. Assess interests and abilities in their field of study.
4. Learn to appreciate work and its function towards future .
5. Develop work habits and attitudes necessary for job success.
6. Develop communication, interpersonal and other critical skills in the future job.
7. Build a record of work experience.
8. Acquire employment contacts leading directly to a full-time job following graduation from college.
9. Acquiring additional skills required for world of work.

Assessment of Second Internship:

There will be only internal evaluation for this second internship. Each faculty member is to be assigned 10 to 15 students depending upon availability of the faculty members. The faculty member will act as a Mentor for the group and is in-charge for the learning activities of the students and also for the comprehensive and continuous assessment of the students. The assessment is to be conducted for 100 marks and the credits assigned are 4. Later as per the present practice the marks are converted into grades and grade points to include finally in the SGPA and CGPA.

Weightage: Project Log 20%, Project Implementation 30%, Project report 25%, Presentation 25%. Each student is required to maintain an individual logbook, where he/she is supposed to record day-to-day activities. The project log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration the individual student's involvement in the assigned work.

While grading the student's performance, using the student's project log, the following should be taken into account -

1. The individual student's effort and commitment.

2. The originality and quality of the work produced by the individual student.
3. The student's integration and co-operation with the work assigned.
4. The completeness of the logbook.

Assessment of the Project Implementation:

The assessment for Project Implementation during second internship / Project Work / On the Job Training / Apprenticeship shall include the following components and based on the entries of Project Log and Project Report:

1. Involvement in the work assigned
2. Regularity in the work assigned
3. New knowledge acquired
4. New skill acquired

Project Report should contain:

1. Introduction.
2. Project specifications (area / background of the work assigned).
3. Problems taken up.
4. Analysis of the problem.
5. Recommendations and conclusions.

Project Presentation:

The project presentation is to be made by the student after he/she reports back to the College.

Components for assessment –

1. Assessing the involvement in the project.
2. Presentation skills.
3. Final outcome of the project as evinced by the student.

Example:

Name of the Student:	X. YY ZZZ	
Class & Year of Study	II B.A. 2021 - 2022	
Registered Number	000000	
Assessment Component	Max Marks	Marks Secured
1. Project Log	20	10
2. Project Implementation	30	15
3. Project Report	25	20
4. Presentation	25	20
TOTAL	100	65

Letter grade	Grade Point	Credits	Credit Point
O (outstanding)	10	2	20
A+ (Excellent)	9	2	18
A (Very Good)	8	2	16
B+ (Good)	7	2	14
B (Above average)	6	2	12
C (Average)	5	2	10
D (Pass)	4	2	8
F (Fail)	0		
Ab (Absent)	0		

In the above example, 75 marks are converted to letter grade / grade point.

Letter grade	Grade Point	Credits	Credit Point
B (Above average)	6	2	12

3. Third Long Term internship:

During the entire 6th Semester, the student shall undergo Long term Internship / On the Job Training. This is to ensure that the students develop hands-on technical skills which will be of great help in facing the world of work.

Learning outcomes:

1. Explore career alternatives prior to graduation.
2. Integrate theory and practice.
3. Assess interests and abilities in their field of study.
4. Learn to appreciate work and its function towards future.
5. Develop work habits and attitudes necessary for job success.
6. Develop communication, interpersonal and other critical skills in the future job.
7. Build a record of work experience.
8. Acquire employment contacts leading directly to a full-time job following graduation from college.
9. Acquire additional skills required for world of work

Assessment model:

The long term apprenticeship / on the job training /internships during the VI Semester can be assessed for 200 marks and credits assigned are 12. A monthly report is to be submitted to the teacher guide online within 15 days after the completion of every month up to three months. The last one month of internship period shall be used for preparation of final project report and followed by internal and external assessment. The internal assessment will be for 25% of marks which will be continuous and the assessment by the industry / enterprise / organization where the student does his/her internship will be indicated in grades. A template to that extent is appended as Annexure – 1. This assessment is to be conducted by responsible person (General Manager / HR Manager / Head of the Division) in consultation with the mentor/supervisor under whom the internship is done.

Components of internal assessment:

The component of internal assessment during the third long term internship / Project Work / On the Job Training / Apprenticeship shall include the following components and based on the entries of Project Log and Project Report:

1. Involvement in the work assigned
2. Regularity in the work assigned
3. New knowledge acquired
4. New skill acquired

Project Report contain:

1. Introduction.
2. Project specifications (area / background of the work assigned).
3. Problems taken up.
4. Analysis of the problem.
5. Recommendations and conclusions.

Project Presentation:

The Project Presentation is to be made by the student after he/she reports back to the College. The components for assessment are –

1. Assessing the involvement in the project.
2. Presentation skills.

3. Final outcome of the project as evinced by the student.
There shall be a final evaluation committee comprising of Principal, Teacher Guide, Internal Expert and External Expert nominated by the affiliating University. The final evaluation committee shall consider the following for evaluation –
 1. Monthly Reports submitted by the student.
 2. Final Project Report.
 3. Grading given by the Company / Business unit / Enterprise where the student has undergone the training. The grades shall be converted into marks on the scale followed by the University.

Evaluation of the Project work:

To evaluate and award marks, the Committee conducts viva voce examination at the college.

Example:

Name of the Student:	X. YY ZZZ	
Class & Year of Study	III B.A. 2022 - 2023	
Registered Number	000000	
Internal Assessment Component	Max. Marks	Marks Awarded
1. Project Log	10	10
2. Project Implementation	20	15
3. Project Report	10	10
4. Presentation	10	5
TOTAL	50	40
External Assessment Component	Max. Marks	Marks Awarded
Performance Assessment by the Evaluation Committee, converting the grades awarded by the industry, enterprise, etc.	100	80
External Viva Voce	50	30
GRAND TOTAL	200	150

Letter grade	Grade Point	Credits	Credit Point
O (outstanding)	10	2	20
A+ (Excellent)	9	2	18
A (Very Good)	8	2	16
B+ (Good)	7	2	14
B (Above average)	6	2	12
C (Average)	5	2	10
D (Pass)	4	2	8
F (Fail)	0		
Ab (Absent)	0		

In the above example, 75 % marks are converted to letter grade / grade point. B+ (Good) 7
2 14

Thus the Comprehensive Continuous Assessment for the projects/internships/on the job training shall focus on enhancing the student’s learning by ensuring that the student invests considerable time in studying, preparing and building on academic skills, moulding them into competent and skill perspective workforce. The assessment should also cater to the improvement of education and institutional assessment system that portrays the student performance.

**Student Long term internship / Project Work / On the Job Training / Apprenticeship
Performance Evaluation:**

Attach the following:

1. Internship Job Description
2. Supervisor Comments (i.e. strengths, areas for improvement, etc.,)

Rate the intern's performance in the following areas:

Rating Scale:

Letter grade of CGPA calculation to be provided

1) Oral communication	1	2	3	4	5
2) Written communication	1	2	3	4	5
3) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	5
8) Planning and organization	1	2	3	4	5
9) Professionalism	1	2	3	4	5
10) Creativity	1	2	3	4	5
11) Quality of work	1	2	3	4	5
12) Productivity	1	2	3	4	5
13) Progress of learning	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
15) Overall Performance	1	2	3	4	5

Signature of the Supervisor

Signature of the HR Manger

CHAPTER-XVII
ISSUING OF CERTIFICATES

1. Provisional Degree Certificate:

- a) A provisional pass certificate signed by the CoE/authorized officer is issued to a candidate after the successful completion of the programme and before the issue of the original degree/diploma certificate. Wherever a provisional pass certificate is needed for starting an internship, a provisional pass certificate shall be issued to the candidate after he/she has passed all the examinations. On producing of internship completion certificate after successful completion of the internship another provisional pass certificate shall be issued which shall be valid till the issue of the original degree certificate.
- b) The provisional pass certificate shall ordinarily be sent to the college. It shall be the responsibility of the Principal to distribute the same to the candidates within 60 days. Beyond 60 days, students can collect the same from college concerned by remitting the fine fixed for the purpose. In exceptional cases, the CoE may issue the provisional pass certificates directly to the candidates from the University if the situation warrants the same.
- c) The CoE/designated officers shall sign the provisional pass certificates after verifying all entries on the certificate by the section officer. The seal of the University shall be affixed on the certificates. The folio number of the provisional pass certificate issued shall be noted in the remarks column of the tabulation register.
- d) There shall be no provision for the issue of duplicate provisional pass certificates ordinarily. However, duplicate provisional pass certificates can be issued in exceptional cases by the CoE after levying the prescribed fee.
- e) A stock register of provisional pass certificates shall be maintained in the section, and the details of the certificates received from the confidential section and the number issued for use and balance available in the section shall be noted in the stock register.

2. Diploma and Degree Certificate:

Degree/Diploma certificate will be issued to the eligible candidates at the Convocation. If the candidate is absent for convocation, the degree certificate shall be dispatched to the address of the candidate as available in the University. On payment of stipulated fee, with valid reasons and proper evidences the students can have their original degrees on demand before the Convocation.

3. Issue of duplicate Certificates/Grade Sheet

The Degree/Diploma certificate/Grade Sheet issued to a candidate has been reported irrecoverably lost, a duplicate of the same shall be issued, subject to the following conditions:

- a) Application for duplicate shall be submitted in the prescribed format remitting the required fee as applicable at the time of application.
- b) In the case of loss of the degree certificate, a duplicate shall be issued only after receiving the reply given by the police department about its non-traceability in response to the FIR lodged by the candidate about its loss.
- c) The applicant has to give an undertaking that she/he will return the duplicate to the University for Cancellation if the original happens to be recovered subsequently.
- d) Applications for the issue of duplicate shall be posted in a separate register, and the procedure for the issue of original shall be followed for the issue of duplicate also.
- e) The section concerned shall also record the details of the issue of duplicate in the concerned register.
- f) The duplicate certificate/Grade Sheet issued by the University shall bear the date of issue of the same and a stamp indicating that it is a “DUPLICATE”.

4. Corrections in Certificates and Grade Sheets

- a. If an error in the Grade Sheet / Certificate issued to the candidate has occurred due to oversight by the office and it is found out / pointed out subsequently, a fresh Grade Sheet/certificate shall be issued without charging the fee. In cases where the defect is pointed out by the candidate, he/she shall submit a written request to the CoE and surrender the defective Grade Sheet/Certificate for cancellation. If the defect arises from any error caused or contributed by the candidate, he/she has to pay the fee prescribed along with the application/request.
- b. 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.
- c. The cancelled Grade Sheet/certificates shall be kept in safe custody.

5. Attestation of certificates and Grade Sheet (Transcripts)

- a) Candidates who pass various examinations of this University and who seek admission in other Universities/Institutions are often required to furnish attested copies of the transcript of marks, Grade Sheet and Certificates in respect of the examinations passed by them the request to be made by the candidate in the prescribed application form and it should be supported by all the requisites. The CoE or other designated officer shall attest the

documents issued from the examination section of the University.

- b) If the documents produced are found to be fake, or with manipulations, the fact shall also be communicated to the concerned individual/colleges immediately. Such cases shall also be brought to the notice of the Registrar for initiating criminal proceedings against such manipulators.

6. Verification of genuineness of Certificates and Grade Sheets:

- a) Prospective employers sometimes send copies of the Certificates and Grade Sheets issued by the University with a request to verify the genuineness of the documents. They need to apply in the prescribed application form. It should be supported by the remittance of the prescribed fee.
- b) If the documents produced are found to be fake, or with manipulations, the fact shall also be communicated to the individual/colleges concerned immediately. Such cases shall also be brought to the notice of the Registrar for initiating criminal proceedings against such manipulators.

CHAPTER-XVIII

CONVOCATION

A Convocation for conferring Degrees, Diplomas, and Certificates shall be held on the dates to be fixed by the Vice-Chancellor in consultation with the Chancellor. At such Convocation, the Dean of each Faculty or, in his absence, the senior-most member of the faculty nominated by the Vice-Chancellor, as the case may be, will present the candidates who are eligible for the respective Degrees, Diplomas, or Certificates. Under relevant circumstances, an additional/special Convocation may be held by the University with prior approval from the Board of Studies for conferring Degrees, Diplomas, Certificates, and Fellowships in person or in absentia. In the meeting preceding the Convocation, the Academic Senate shall recommend the names of persons who have sought admission to the degrees, diplomas, and certificates to the Board of Studies. The Board of Studies shall consider the question of giving assent to confer degrees, diplomas, and certificates and to pass the grace at the Convocation upon persons duly qualified for the same. In accordance with such assent of the Board of Studies, the grace shall be passed at the convocation. At times, Honorary Causa degrees shall be conferred to eminent persons as per the recommendation of the Board of Studies and later approved in the Executive Council of the Cluster University, Kurnool. The University first rank holder of the each discipline will be selected on the basis of merit and the medals or endowment prizes will be presented in the Convocation according the rules and regulations of the University Constituted by the Vice-Chancellor. The rules of the medal can followed as mentioned below:

RULES FOR AWARD OF MERIT POSITIONS AND GOLD MEDALS/PLAQUES

The following rules and regulations framed to award the Gold Medals/Plaques for the student who qualified UG and PG courses/prgorammes in Cluster University, Kurnool At the end of each academic year, Gold Medals/Merit Certificates will be awarded to the toppers of all UnderGraduation (UG) and Post Graduation (PG) programmes in each of the three faculties- Sciences, Arts and Commerce. Gold Medals / Plaques/ Merit Certificates will be awarded based on their aggregate performance in all the semesters of study for that particular course / programme.

RULES FOR AWARD OF MERIT CERTIFICATES:

Any student who completed UG or PG from any of the faculties in an academic session of the Cluster University, shall be placed in the order of merit, subject to the following conditions:

- The number of merit positions to be awarded in a programme will be as follows:

S.No	No. of Students in a Programme	No. of Merit Positions
1.	≥ 50 (50 & above)	10
2.	≥ 10 to < 50 (Less than 50 but 10 and more than 10)	5
3.	< 10 (Less than 10)	3 but not more than 50% of total students in the programme

Merit positions will be awarded subject to the conditions that a student has:

- Taken the first scheduled examination requisite for successful completion of that course even if more than one examination is conducted for the same batch of students as long as the scheme and duration of the course is the same.
- Passed each of the requisite examination of that particular degree in the **FIRST ATTEMPT** along with the regular batch of students to which he / she belongs, without availing the provision of **grace marks** and with **no back log of due papers**. *Improvement of performance at subsequent examinations shall not be considered for deciding the order of merit.*
- Passed each requisite examination as a regular candidate (i.e. not as an Ex student, in any of the semesters)
- Successfully completed the degree programme within the minimum prescribed period as specified in the Scheme and Syllabus of that programme, *without any break howsoever justified.*
- The norms for merit positions are reviewed every year

RULES FOR AWARD OF GOLD MEDAL:

Any student who completes UG or PG from any of the faculties in an academic session of the Cluster University, shall be considered for the award of Gold Medal, subject to the conditions that he/she has:

- Secured **First Position** in the order of merit for that degree programme based on the Cumulative Grade Point Average (CGPA) obtained by the student in that particular course.
- If two or more students obtain the same average CGPA up to second decimal place, their average percentage of marks will be taken into consideration for deciding their merit
- Obtained an overall grade of A or the basis of Cumulative Grade Point Average (CGPA) of 7.00 in all the examinations of that degree programme.
- Passed each of the requisite examination of that particular course of study in the **first attempt** along with the regular batch of candidates to which he/she belongs, without availing of the provision of **grace marks** and **with no back log of due papers**. *Improvement of performance at subsequent examination shall not be considered for the award of Gold Medal.*

- Taken the first scheduled examination requisite for successful completion of that course, even if more than one examination is conducted for the same batch of students, as long as the scheme and duration of the course is the same.
- Passed each requisite examination as a regular candidate (i.e. not as an Ex student, in any of the semesters/trimesters)
- Successfully completed the degree programme within the minimum prescribed period as specified in the Scheme and Syllabus of that programme without any break, howsoever justified.
- Gold Medal shall be awarded only in those programmes in which the number of candidates enrolled for examination is at least five. In case the number of students enrolled in a programme is less than 5, the topper of that programme will be awarded a merit certificate and a plaque in appreciation of his/ her performance.
- The norms for award of Gold Medals are reviewed every year by the Vice-Chancellor by constituting the Committee.

CHAPTER-XIX

DOCUMENTS TO BE MAINTAINED AT CoE OFFICE

Register of Publishing of results

The office of the CoE shall maintain a register showing the details of results of examinations published every year in the format given below:

S. No	Name of Examination	Date of Commencement of Examination	Date of the Last Examination	Date of Publishing of Results	Total No. of Students Appeared	No of Students Passed	Initials of CoE

SOFT COPIES TO BE MAINTAINED

Before approving the result of an examination, the necessary details shall be entered in the register, and the register along with the results, shall be submitted to the CoE by the section concerned for approval of the results. The section concerned shall keep such a register with regard to the examinations under them.

S. No.	Name of Document	Period of preservation
1	Tabulation Register	Permanent
2	Register of publishing of results	Permanent
3	Minutes Register	Permanent
4	Stock Register of Grade Sheets, Consolidated Marks Memos, Provisional Certificates, Degree Certificates, Migration certificate (in the confidential section and examination section concerned)	Permanent
5	Minutes book of MEC	Ten years
6	Stock Registers	Five years
7	Dispatch / Tappala Register	Five years
8	Counterfoils of Answer Booklets	Six months
9	Answer Booklets of examinations	1 year after publishing of final results
10	Marks received from examiners	One year
11	Closed files (complaints, grievances' etc.,)	One year
12	Registers of financial transactions such as Contingent Bill Register, Cheque Payment Register, register of Advances etc.	20 years

HARD COPIES TO BE MAINTAINED

S. No.	Particulars	Period of Preservation	Remarks
1	Answer-Books (Used) for CET and examinations conducted by the University	6 months	Three months from the date of declaration of the results.
2	Mark Lists received from Examiners	1 year	Be preserved for 6 months after the date of declaration of result
3	Hand-written / typed question papers	Six months	Be preserved for 6 months after the date of declaration of results
4	Results-Record copies	Permanent	
5	Order copies of Examiners	1 Year	
6	Question paper files (2copies)	Permanent	
7	Sanction of Examination Center	2 years	
8	Marks list counter foils	1 year	
9	Convocation forms	2 years	
10	Registers- Lapses Cases	Permanent	
11	Time-Tables of the Examinations	2 years	
12	Dates of actual declaration of results	Permanent	

Preservation of the records and custody of scanning answer booklets:

- i) The Competent Authority after the scanning is over shall arrange serially all the answer booklets, programme wise, make bundles containing 100 booklets and seal them properly and keep the same in safe custody.
- ii) The electronic back-up of the scanned data regarding the answer sheets shall be stored on CD(R) and the said CD shall be sealed and kept again in safe custody.
- iii) All the answer sheets shall be preserved for three months and thereafter they shall be disposed of shredding the CD (R) with back up shall form a part of the permanent record and shall be kept in proper custody.

CHAPTER-XX

MISCELLANEOUS ITEMS

Examination Confidential Section

The Confidential Section shall deal with the following matters:

1. Question paper setting as per the Programme regulations.
2. Scrutiny of the question papers.
3. Assisting the transmission of the question papers and related work.
4. Safekeeping of question papers.
5. Cross-checking of examination results with pre-processed data on a random basis.
6. Maintaining of Question Paper Transmission Register, Result Publication Register, and Attendance Register of staff involved in the QP transmission.
7. Stock Register of marks list, provisional pass certificates, degree certificate, and rank certificates.
8. Processing and payment of remuneration claims of question paper setters and scrutinizers.
9. Such other confidential works entrusted by the COE.

This list outlines the specific responsibilities and tasks handled by the confidential section in relation to examination processes and related Confidential matters.

Examination Tappal and Dispatch Sections

- 1) All communications regarding matters connected with registration for examinations, the conduct of examinations, issue of certificates, and Grade Sheet, etc., are to be addressed to the COE. The documents received in this regard shall be sorted, put up to the COE, and distributed to the sections concerned with proper acknowledgement.
- 2) All communications regarding matters connected with the examination will be dispatched through Examination Dispatch. The Tappal and Dispatch Section shall maintain proper registers of tappal and dispatch.

Examination Strong room

- 1) There shall be a separate **Strong Room** for storing examination materials, including Answer Booklets, under the immediate control of an officer.
- 2) The officer in charge of the **Strong Room** shall assess the requirements of the colleges for Answer Booklets and other stationery based on the tentative examination calendar and shall issue these items to the examination centers sufficiently in advance. The issue shall be made under proper acknowledgement.
- 3) There shall be a stock register and an Issue Register properly maintained in the section dealing with examination stores. Necessary entries will be made in the Stock Register when all items are received, and similarly, necessary noting and attestation will be made when the same are distributed to various sections/departments. Annual verification of physical stock shall be made at the proper time.

CHAPTER-XXI

EXAMINATION SYSTEM AUTOMATION

Pre-Examination Activities

The following shall be the various stages in the conduct of the examinations performed.

1. Tentative examination calendar is published on the University website at the beginning of the academic year. Time to time, modifications are done as and when required with prior approval.
2. Each examination notification is published on the website, preferably 45 days before the commencement of the examination.
3. Defining the system in the course regulations provided by the Dean of Faculty/HOI and getting it approved by the concerned Dean of Faculty/HOD and HOI.
4. Facilitating for assigning of new QP Code/scheme (if any).
5. Setting the basic parameters of the scheme of examination as per respective Programme regulations.
6. Facilitating online generation of examination schedule as per examination notification.
7. Facilitating on line preparation and publishing of theory examination timetable.
8. Facilitating online generation of the monthly consolidated list of theory examinations.
9. Facilitating online attendance and internal assessment entry from the various affiliated Institutions.
10. Facilitating online examination registration for “eligible candidates” as per Programme regulations.
11. Facilitating the on-line entry of fee remittance details of eligible candidates for each examination
12. Facilitating an online face inter for marking candidates/institutions (if any) whose hall tickets are to be withheld for want of fulfilment of eligibility criteria.
13. Facilitating online allotment of theory examination center
14. Facilitating online generation of hall tickets for eligible candidates
15. Facilitating an online face inter for printing and distribution of hall tickets to the eligible candidates.
16. Facilitating an online face inter for sending of passwords for theory examination to the examination centers.
17. Facilitating online preparation of practical examination timetable with details of eligible candidates, Center wise and date wise, for publication on the website.

Examination Activities

- 1) Facilitating the online entry of theory examination attendance entry.
- 2) Facilitating the online entry of practical marks /viva marks/ project marks/ record marks etc., from the practical examination centers on the day of examination itself.

Post - Examination Activities

- 1) Facilitating online verification of pre-examination data and transferring it to Compact Disk (CD). The data is submitted to the Controller of Examinations along with a completion note.
- 2) Facilitating online marks entry of theory examination marks from evaluation camp(s) and transferring the data to CD.
- 3) Facilitating the generation of the list of all Answer Booklets that have to be subjected to the third valuation, as per University rules.
- 4) After completion of valuation, the data is submitted to the Controller of Examinations along with a completion note.
- 5) Facilitating the online entry of the data. The data is submitted to the Controller of Examinations along with the completion note.
- 6) Facilitating provision for verification of result criteria by the section concerned, which will include marks (min/max), pass criteria, class criteria (as the case may be), grace marks/moderation criteria, etc.
- 7) Facilitating an online interface to various examination sections for re-verification of the list of withheld candidates.
- 8) Result Processing: The result is processed by the system as per the various approved course regulations, and the prepared results will be submitted to the confidential section in CD for archival and verification.
- 9) Result Integrity Check - The result integrity check software is built to identify any variations in preprocessing and post-processing data with respect to the result prepared, and a report will be generated by the Confidential Section.
- 10) Facilitating online generation of Tabulation Register – The Tabulation Registers (tabulation register for marks) are prepared separately for each examination and verified using a secured login.
- 11) Facilitating online generation of result statistics : The statistics based on results are prepared and submitted to the Controller of Examinations on the day of the Results Passing Board Meeting.

- 12) Publishing of results – The results are provisionally published on the website after random internal verification by the section concerned and approval of the Hon'ble Vice-Chancellor.
- 13) Normally Marks lists, Provisional Pass Certificates, and Degree Certificates are generated after re-total results are published and are verified. Duplicate mark lists and Degree Certificates are generated after getting orders on valid requests received in the sections concerned. The prepared documents are verified.
- 14) Various statistics based on the results are prepared institution-wise, program-wise, course-wise, etc.
- 15) The data regarding the examinations are maintained and preserved securely in the corresponding servers by the IT section.

Note:

- a) Errors, corrections, and omissions (if any) shall be rectified only after obtaining orders of the Controller of Examinations.
- b) All unforeseen exceptions shall be handled according to the orders of the Controller of Examinations.
- c) Data goes into the examination system of the software from four places – student, Institute, evaluation camp, and examination section.
- d) The software is being updated as and when required.
- e) The details of the time schedule for delivery of services and the officers responsible for the services under this regulation are given below.



CHAPTER-XXII

ANNEXURES

Hall Ticket

CLUSTER UNIVERSITY: KURNOOL – 518002, A.P.
U.G FIRST YEAR II SEMESTER EXAMINATIONS AUGUST, 2023

HALLTICKET NO	*****202002	
NAME OF THE CANDIDATE	*****	
FATHER/GUARDIAN NAME	*****	
YEAR & COURSE	I Year B.COM	
GROUP	COMPUTER APPLICATIONS	
MEDIUM	ENGLISH	
NAME OF THE PARENT COLLEGE EXAMINATION CENTER	CU04: GOVERNMENT DEGREE COLLEGE FOR MEN, KURNOOL	

SEMESTER: II

THEORY			PRACTICALS
Exam Date	Time	Title of the Paper	
02-08-2023	10-00 AM to 1-00 PM	C2101- ENGLISH -II	
04-08-2023	10-00 AM to 1-00 PM	C2102- TELUGU -II	
08-08-2023	10-00 AM to 1-00 PM	C2201- FINANCIAL ACCOUNTING	
10-08-2023	10-00 AM to 1-00 PM	C2202-BUSINESS ECONOMICS	
12-08-2023	10-00 AM to 1-00 PM	C2204-E COMMERCE AND WEB DESIGNING	C2204P-E COMMERCE AND WEB DESIGNING
14-08-2023	10-00 AM to 12-00 NOON	C2116- INFORMATION AND COMMUNICATION TEHNOLOGY	
16-08-2023	10-00 AM to 12-00 NOON	C2119-BUSINESS COMMUNICATION	
17-08-2023	10-00 AM to 12-00 NOON	C2120-LOGISTICS AND SUPPLY CHAIN MANAGEMENT	

Signature of the Principal

Controller of the Examinations

INSTRUCTION TO THE CANDIDATES TO BE FOLLOWED AT THE EXAMINATION CENTER

1. Candidates are advised to be present in the examination hall half an hour before the commencement of the exam.
2. The candidate should bring Identity card along with Hall-Ticket
3. Candidates are not allowed to bring any personal belongings including Electronic Devices, such as Mobile Phones and other banned/ prohibited items in the examination hall. Our officials are not responsible for loss of your valuables.
4. University the right of allotment of examinations centers to individual candidates as well as colleges also.
5. Do not write in the left margin, except the question numbers. Write your answers on both side of the Answer Script.
6. Strict silence should be maintained in the examination hall.
7. Responsibility to hand over the Answer script to the invigilator lies with the student only.
8. University Observers and Flying Squad Members are empowered to check any candidate in the examination hall or outside the examination hall during the examination for detecting any malpractice.
9. You should write all the answers in the given answer book only. No additional sheets will be supplied.
10. Local suits against University, if any, shall be filed in courts within the jurisdiction of Kurnool City only.

INTERNAL MARKS

Proforma

Examination Centers

The following are the PG / UG examinations Centers allotted during all-semester examinations.

S. No	Name of the College	Strength

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NOTIFICATIONS



CLUSTER UNIVERSITY: KURNOOL

(Established Under AP Act No. 13 of 2020 and Recognised 2(f) by UGC Act 1956)

B-Camp, KURNOOL-518 002, Andhra Pradesh

Dr.K. Nagaraja Setty, M.Sc., M.Phil., Ph.D.

Phone: 9866416445

Controller of Examinations *VC*

Email: coecuklap@gmail.com

No. CU/COE/PG/ IV Semester Exams/ Notification/ 2022-23(Batch 2021-23)

Date: 03-10-2023

To

The Principal,
Silver Jubilee Govt. College (A),
Government Degree college for Men,
Cluster University,
KURNOOL – 518002
Sir,

Sub: Cluster University, Kurnool- PG 4th Semester Regular examinations notification (2021-23 Batch)- Inviting offline Applications and payment of fee from the eligible candidates for Examinations November-2023 – Reg.

Ref: No.CU/Academic/PG-Revised Academic Calander/2021-23 Batch Dated 08-08-2023, of the Registrar, Cluster University, Kurnool

@ @ @

In pursuance of the Academic Calendar for the year 2021-24, the PG 4th Semester examinations for MA, M. Com and M.Sc. courses will be held from 1st November 2023 onwards. The following schedule is given for the payment of examination fee and the submission of examination applications.

Examination fee particulars

Course	Subjects	Examination Fee	Condonation Fee
MA	Telugu, Economics, Political Science,	Rs. 280-00	Rs. 280-00
M.Com	Commerce (G)	Rs. 280-00	Rs. 280-00
M.Sc.	Physics	Rs. 325-00	Rs. 325-00

Examination fee payment dates

Applications are available in the office of the principal	04-10-2023
Last date for submission of application along with examination fee without fine	09-10-2023
Last date for submission of Nominal Rolls of all students along with original challan and covering letter to the undersigned by the principal (With out fine applications)	10-10-2023
Last date for submission of application along with examination fee with fine (Rs.150-00)	11-10-2023
Last date for submission of application along with examination fee with fine (Rs.500-00)	13-10-2023
Last date for submission of Nominal Rolls of all students along with original challan and covering letter to the undersigned by the principal (With fine applications)	16-10-2023
Candidates can register for the examination with Provisional Permission by the Principal with a penal fee of Rs. 1500/- + Examination fee	24-10-2023
Payment of Examination fee details with fine 1500/- to be Submitted by the Principal to the Cluster University, Kurnool	25-10-2023
Student are permitted for payment of Examination fee with a fine of Rs. 2000/- till three days before the commencement of Examination (Through the Principal)	

The Fees shall be paid in the Principal's Office.

Note:

1. *The Hall ticket will be issued to the college whoever submit the nominal rolls along with paid challans certified by the Principal on the submission of due course of time.*
2. *The Principal is requested to provide the student details*
3. *Prior payment of examinations fee does not guarantee the eligibility to write the examinations.*
4. *Students with hall ticket are only eligible to write the examinations*
5. *If the examinations are conducted without hall ticket, the Principals/ Chief Superintendent concerned will be held responsible and result s of the concerned will be kept withheld.*
6. *The Principal of concerned college is permitted to allow the students with 65% to 74% of attendance on payment of condonation fee and submission of Medical Certificate issued by the Doctor not below the rank of Civil Surgeon. As per the norms, students with less than 65% of attendance are not eligible to write the examinations.*

Copy to The Registrar, Cluster University, Kurnool

Copy to PS to the Vice-Chancellor, Cluster University, Kurnool

File



Controller of Examinations IC



CLUSTER UNIVERSITY: KURNOOL

(Established Under AP Act No. 13 of 2020 and Recognised 2(f) by UGC Act 1956)

B-Camp, Kurnool-518 002, Andhra Pradesh

M.Sunil Kumar Reddy, M.Sc., M.Tech., (Ph.D.)
Controller of Examinations I/C

Phone: 7659955402
Email: coecuklap@gmail.com

No. CU/COE/UG-Hons/ II Semester End Exams/ Notification/ 2023-24

Date: 21-03-2024

To
The Principals,
Silver Jubilee Govt. College/
K.V.R. Degree College for Women/
Govt. Degree College for Men
Constituent Colleges of Cluster University,
KURNOOL – 518002

Sir/Madam,

Sub: Cluster University, Kurnool- Notification - UG II Semester End Examinations (**Honours**)
March-2024 - Inviting Offline Applications and payment of fee from the eligible candidates
– Request-Reg.

Ref: 1. No.CU/Academic/UG-Academic Calendar/2023-224, dated 06-08-2023 of the Registrar,
Cluster University, Kurnool
2. Vice- Chancellor's Orders, dated 18-03-2024.

With reference to the subject above, in pursuance of the Academic Calendar for the year 2023-24, first cited above, I am by the direction of the Hon'ble Vice-Chancellor to inform you that the UG II Semester End **Regular** Examinations for **B.A., B.Com., and B.Sc. (Honors) courses** will be held in the month of April, 2024. The following schedule is given for the payment of examination fee and the submission of application.

Examination Fee Schedule

	Description	Date
1	Applications are available in the office of the principal.	21-03-2024
2	Last date for submission of application along with examination fee without fine	30-03-2024
3	Last date for submission of Nominal Rolls of all students along with original challan, Applications and covering letter to the undersigned (without fine)	01-04-2024
4	Last date for submission of application along with examination fee with fine (Rs.100-00)	02-04-2024
5	Last date for submission of application along with examination fee with fine (Rs.200-00)	04-04-2024
6	Last date for submission of Nominal Rolls of all students along with original challan, Applications and covering letter to the undersigned (with fine)	05-04-2024
7	Candidates can register for the examination till three days before the commencement of examinations with a penal fee Rs. 1000-00 + examination fee through offline only.	--

Course and Fee Particulars

First Year (Honors) II Semester Examination Fee particulars

S. No	Course Code	Name of the Course	Major	Minor	II Semester Exam Fee Rs - Ps
B.A. Honors					
1	ECN04	B.A. Honors	Economics	Rural Development	600-00
2	HIS02	B.A. Honors	History	Economics	600-00
3	HIS03	B.A. Honors	History	Political Science	600-00
5	POL02	B.A. Honors	Political Science	Economics	600-00
4	POL21	B.A. Honors	Political Science	Computer Applications	700-00
6	ENG21	B.A. Honors	Special English	Computer Applications	700-00
7	TEL01	B.A. Honors	Special Telugu	History	600-00
8	URD03	B.A. Honors	Special Urdu	Political Science	600-00
B. Com Honors					
1	ACC21	B. Com. Honors	Accounting	Computer Applications	700-00
2	CAP23	B. Com. Honors	Computer Applications	Finance	
3	CAP24	B. Com. Honors	Computer Applications	Finance Marketing	
4	DGM21	B. Com. Honors	Digital Marketing	Computer Applications	
5	FIN21	B. Com. Honors	Finance	Computer Applications	
6	CMG21	B. Com. Honors	General	Computer Applications	
7	CMG22	B. Com. Honors	General	Digital Marketing	600-00
B.Sc. Honors					
1	BTG43	B.Sc. Honors	Biotechnology	Chemistry	700-00
2	BCH42	B.Sc. Honors	Biochemistry	Zoology	
3	BOT43	B.Sc. Honors	Botany	Chemistry	
4	BOT42	B.Sc. Honors	Botany	Zoology	
5	CHE44	B.Sc. Honors	Chemistry	Biochemistry	
6	CHE41	B.Sc. Honors	Chemistry	Botany	
7	CHE62	B.Sc. Honors	Chemistry	Physics	
8	CHE42	B.Sc. Honors	Chemistry	Zoology	
9	CSC61	B.Sc. Honors	Computer Science	Mathematics	
10	DSC63	B.Sc. Honors	Data Science	Computer Science	
11	HSC46	B.Sc. Honors	Home Science	Food Science & Nutrition	
12	MAT63	B.Sc. Honors	Mathematics	Computer Science	
13	MAT62	B.Sc. Honors	Mathematics	Physics	
14	MBG43	B.Sc. Honors	Microbiology	Chemistry	
15	OFM45	B.Sc. Honors	Organic Farming	Biotechnology	
16	PHY63	B.Sc. Honors	Physics	Computer Science	
17	STS63	B.Sc. Honors	Statistics	Computer Science	
18	ZOO45	B.Sc. Honors	Zoology	Biotechnology	
19	ZOO44	B.Sc. Honors	Zoology	Biochemistry	
20	ZOO41	B.Sc. Honors	Zoology	Botany	

**** Condonation fee (if applicable) to be paid as per the existing attendance policy along with the regular fees to The Registrar, Cluster University, Kurnool (examination account)– see in the Note, Item 6 as mentioned below.**

***** The students are required to scan the following QR Code for the payment of examination fees. The transaction ID should be mentioned in the examination application form for confirmation.**



Note:

1. The filled examination application forms along with payment details and also send the list of attendance particulars of the registered candidates can be forwarded through the Principal of college concerned to the University Controller of Examination, Cluster University, Kurnool for further process.
2. The Hall tickets will be issued to the Principals of the Constituent Colleges in due course of time.
3. Prior payment of examinations fee does not guarantee the eligibility to write the examinations.
4. Students with hall tickets are only eligible to write the examinations.
5. If the examinations are conducted without hall ticket, the Principals/ Chief Superintendents will be held responsible and results of the concerned will be withheld.
6. The Constituent college concerned is permitted to allow the students with 65% to 74% of attendance on payment of **condonation fee Rs. 600-00for all courses** and submission of Medical Certificate issued by the Doctor not below the rank of Assistant Civil Surgeon/Medical officer. As per the norms, students with less than 65% of attendance are not eligible to write the examinations.

Thanking you,

NOTE: The above rates will be changed time to time by the Orders of the University authorities concerned.


CONTROLLER OF EXAMINATIONS I/c

Encl: Examination Application form enclosed

Copy to: 1. PS to the Vice-Chancellor, Cluster University, Kurnool.

2. Registrar, Cluster University, Kurnool.

3. File.

CLUSTER UNIVERSITY: KURNOOL

(Established Under AP Act No. 13 of 2020 and Recognised 2(f) by UGC Act 1956)

B-Camp, Kurnool-518 002, Andhra Pradesh

www.cuklap.ac.in

Prof. D. Srinivasulu,
Registrar.

Office 08518-276777
Phone: 7013159019 & 9493816701
Email:registrarcuklap@gmail.com

No.CU/UG/Spot valuation Remuneration rates/2023

Date: 10-03-2023

To

The Controller of Examinations,
Cluster University,
Kurnool.

Sir,

Sub: - Cluster University, Kurnool – Conduct of UG Examinations –Spot Valuation –
Remuneration rates– Orders –Issued – Reg.

Ref: -Vice-Chancellor's orders dt: 06.03.2022

* * * *

With reference cited, I am to inform you that the University proposes to conduct spot valuation at Academic and Administrative building, Cluster University, Kurnool from 17-03-2023. I am happy to inform you are appointed as Camp Officer to conduct spot valuations in the above center. A copy of the Spot Valuation Schedule will be sent in due course for your reference.

The Camp Officer shall allot the work to the Chief Examiners, Examiners and Special Assistants and extract the work from them. The Chief Examiners will be appointed by rotation for three years following the order of seniority in the list. The Examiners should have a minimum of 10 years of teaching experience for appointment as Chief Examiners. The Examiners who have served as Chief Examiners for three years, should not be given independent valuation. And those who acted as Chief Examiners already, have to co-operate with the Chief Examiners who will be appointed by rotation, and value the scripts as Additional Examiner only. In any matter not covered by these rules, the University Authorities will take necessary decisions.

The Camp Officer is requested to:

- a) Act as a Liaison officer between the valuation board and the University.
- b) Arrange for accommodation for spot valuation.
- c) Conduct spot valuation with the help of University Staff Special Assistants.
- d) Preserve all the coded answer scripts received from the University under his/her custody under lock and Key in a strong room until the valuation work is completed.
- e) Issue and receive back the scripts from the Chief Examiners of valuation Board.
- f) Receive the Marks sheet covers from the Chief Examiners and handover the same to the University staff.
- g) Maintain discipline, secrecy and decorum during the spot valuation work at the Center.
- h) Control unauthorized entry to any person in the premises of valuation work at the Center.
- i) Carry out the instruction of the University authorities on spot valuation in accordance with the Rules of the University.

The University will supply a list of examiners subject to correction, if any, on the information given by the examiners. If any examiner has given incorrect information the same may be corrected after due verification of facts in confirmation with the rules or otherwise. The Senior Examiners who have prepared the scheme of valuation will meet one day before the commencement of valuation and finalize the scheme in mutual consultation to start the valuation the next day. The spot valuation should be conducted in two sessions. The following are the details of Spot Valuation work.

Spot Valuation Center	Timings of the Spot Valuation	Valuation of Scripts by the Examiners
		3 Hours duration of Question Paper
Academic and Administrative Building Cluster University, Kurnool	First Session 10:00AM to 01:00PM Second Session 02:00PM to 05:00PM	i) 25 scripts for each session ii) Less than 19 scripts will be paid Rs. 12/- per script iii) Less than 10 scripts will be paid Rs. 120/-

The University appoints Special Assistants. However, the Camp Officer may appoint Special Assistants in consultation with the University as and when required from among the teachers of subjects concerned from Constituent colleges. The Special Assistants should be instructed to make page wise totals with pencil and then verify the grand total on the control bundle slip. Any discrepancies should be brought to the notice of the examiners through the Camp Officer.

The remuneration to the Camp Officer is fixed at the rates specified below. The Camp Officer is authorized to appoint one Assistant Camp Officer from among the senior staff members of teaching faculty, for valuation Room and also for Strong Room where scripts are kept for valuation.

DETAILS OF REMUNERATION FOR SPOT VALUATION MARCH-2023

S.No.	Particulars	Amount (Rs.)
1	Camp Officer	650-00 (per session)
2	Assistant Camp Officer	500-00 (per session)
3	Chief Examiner	450-00 (per session)
4	Additional Examiner	400-00 (per session)
5	Scrutinizer	1.50 (pre script)
6	Clerical Staff	150-00 (per session)
7	Record Asst.	125 -00 (per session)
8	Attender	125-00 (per session)
9	Water boy	125-00 (per session)
10	Sweeper	125-00 (per session)
11	Watchman	125-00 (per session)
12	Coding Staff	1.00 (pre script)
13	De-Coding	1.10 (Per script)
14	Custodian Charges	2000-00
15	Contingent amount to the Camp Officer	Rs.3000/- (Rupees three thousand only) towards minor expenditure photostat charges and incidental expenditure etc., (Including all types of expenditure) for the entire spot

The University may post Examination staff of the University for Coding work/Spot Valuation depending upon the load work.

I request you to kindly cooperate with the University administration in the smooth and fair conduct of the spot valuation.

NOTE: The above rates will be changed time to time by the Orders of the University authorities concerned

REGISTRAR

Copy to P.A. to Vice – Chancellor, Cluster University, Kurnool

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CLUSTER UNIVERSITY: KURNOOL

(Established Under AP Act No. 13 of 2020 and Recognised 2(f) by UGC Act 1956)

B-Camp, Kurnool-518 002, Andhra Pradesh

www.cuklap.ac.in

Office 08518-276777

Phone: 7013159019 & 9493816701

Email: registrarcuklap@gmail.com

**Prof. D. Srinivasulu,
Registrar.**

No.CU/UG/All Semesters Exams Rates /2023

Date: 10-03-2023

To

The Controller of Examinations,
Cluster University,
Kurnool.

Sir,

Sub: - Cluster University, Kurnool – Conduct of UG Examinations Fixed Remuneration Rates–
Orders –Issued – Reg.

Ref: -Vice–Chancellor’s orders dt.:06.03.2022

* * * *

With reference cited, I am to inform you that the University proposes to the following remuneration rates to be fixed during the examinations for the personnels

DETAILS OF REMUNERATION RATES DURING EXAMINATIONS -2023

S.No.	Particulars	Amount: (Rs)
1	Chief Superintendent	120-00 (Per session)
2	Invigilator	100-00 (Per session)
3	Observer	120-00 (Per session)
4	Squad Coordination Fee	80-00 (Per Day)
5	Squad Coordinator/members	120.00 (Per session)
6	Practical examinations	12-00 (Per script) Less than 10 Scripts Rs 120.00
7	Observer/ Practical examiner Conveyance allowance	75 -00 (Per day)

I request you to kindly cooperate with the University administration in the smooth and fair conduct of the Examinations.

NOTE: The above rates will be changed time to time by the Orders of the University authorities concerned.

Registrar

Copy to P.A. to Vice – Chancellor, Cluster University, Kurnool

Copy to File.



CLUSTER UNIVERSITY: KURNOOL

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B-Camp, Kurnool-518 002, Andhra Pradesh

www.cuklap.ac.in

Prof. D. Srinivasulu,
Registrar.

Office 08518-276777
Phone: 7013159019 & 9493816701
Email: registrar@cuklap@gmail.com

No.CU/PG/Spot valuation Remuneration rates/2023

Date: 10-03-2023

To

The Controller of Examinations,
Cluster University.
Kurnool.
Sir,

Sub: - Cluster University, Kurnool – Conduct of PG Examinations –Spot Valuation – Remuneration Rates– Orders –Issued – Reg.

Ref: -Vice-Chancellor's orders dt.:06.03.2022

* * * *

With reference cited, I am to inform you that the University is proposes to conduct Spot Valuation at Academic and Administrative Building, Cluster University, Kurnool from 17-03-2023. I am happy to inform you are appointed as Camp Officer to conduct spot valuations in the above center. A copy of the Spot Valuation Schedule will be sent in due course for your reference.

The Camp Officer shall allot the work to the Chief Examiners, Examiners and Special Assistants and extract the work from them. The Chief Examiners will be appointed by rotation for three years following the order of seniority in the list. The Examiners should have a minimum of 10 years of teaching experience for appointment as Chief Examiners. The Examiners who have served as Chief Examiners for three years, should not be given independent valuation. And those who acted as Chief Examiners already, they have to co-operate with the Chief Examiners who will be appointed by rotation, and value the scripts as Additional Examiner only.

In any matter not covered by these rules, the University Authorities will take necessary decisions.

The Camp Officer is requested to:

- a) Act as a Liaison officer between the valuation board and the University.
- b) Arrange for accommodation for spot valuation.
- c) Conduct spot valuation with the help of University Staff Special Assistants.
- d) Preserve all the coded answer scripts received from the University under his/her custody under lock and key in a strong room until the valuation work is completed.
- e) Issue and receive back the scripts from the Chief Examiners of valuation Board.
- f) Receive the Marks sheet covers from the Chief Examiners and handover the same to the University staff.

- g) Maintain discipline, secrecy and decorum during the spot valuation work at the Center.
- h) Control unauthorized entry of any person in the premises of valuation work at the Center.
- i) Carryout the instruction of the university authorities on spot valuation in accordance with the rules of the University.

The University will supply a list of examiners subject to correction, if any, on the information given by the examiners. If any examiner has given incorrect information, the same may be corrected after due verification of facts in confirmation with the rules or otherwise. The Senior examiners who have prepared the scheme of valuation will meet one day before the commencement of valuation and finalize the scheme in mutual consultation to start the valuation the next day. The spot valuation should be conducted in two sessions. The following are the details of Spot Valuation work.

Spot Valuation Center	Timings of the Spot Valuation	Valuation of Scripts by the Examiners
		3 Hours duration of Question Paper
Academic and Administrative Building Cluster University, Kurnool	First Session 10:00 AM to 01:00 PM	i) 25 scripts for each session ii) Less than 19 scripts will be paid Rs.15/-per script
	Second Session 02:00 PM to 05:00 PM	iii) Less than 10 scripts will be paid Rs.150/- Both I & II Valuation.

The University appoints Special Assistants. However, the Camp Officer may appoint Special Assistants in consultation with the University as and when required from among the teachers of subjects concerned from Constituent colleges. The Special Assistants should be instructed to make page wise totals with pencil and then verify the grand total on the control bundle slip. Any discrepancies should be brought to the notice of the Examiners through the Camp Officer.

The remuneration to the Camp Officer is fixed at the rates specified below. The Camp Officer is authorized to appoint one Assistant Camp Officer from among the senior staff members of teaching faculty, for valuation Room and also for Strong Room where scripts are kept for valuation.

DETAILS OF REMUNERATION FOR SPOT VALUATION MARCH-2023

S.No.	Particulars	Amount: (Rs)
1	Camp Officer	650-00 (per session)
2	Assistant Camp Officer	500-00 (per session)
3	Chief Examiner	450-00 (per session)
4	Additional Examiner	400-00 (per session)
5	Scrutinizer	1.50 (per script)
6	Clerical Staff	150-00 (per session)
7	Record Asst	125 -00 (per session)
8	Attender	125-00 (per session)

9	Water boy	125-00 (per session)
10	Sweeper/Scavenger	125-00 (per session)
11	Watchman	125-00 (per session)
12	Coding Staff	1.00 (per script)
13	De Coding	1.10 (per script)
14	Custodian Charge	2000-00
15	Contingent amount to the Camp Officer	Rs.3000/- (Rupees Three thousand only) towards minor expenditure photostat charges and incidental expenditure etc., (Including all types of expenditure) for the entire spot

The University may post Examination staff of the University for Coding work/Spot Valuation depending upon the load work.

I request you to kindly cooperate with the University administration in the smooth and fair conduct of the spot valuation.

NOTE: The above rates will be changed time to time by the Orders of the University authorities concerned.

REGISTRAR

Copy to P.A. to Vice – Chancellor, Cluster University, Kurnool

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CLUSTER UNIVERSITY: KURNOOL
(Established Under AP Act No. 13 of 2020 and Recognised 2(f) by UGC Act 1956)
B-Camp, Kurnool-518 002, Andhra Pradesh
www.cuklap.ac.in

Prof. D. Srinivasulu,
Registrar.

Office 08518-276777
Phone: 7013159019 & 9493816701
Email: registrar@clusteruniversity.ac.in

No.CU/UG & PG/All Semesters Practical Exams rates /2023

Date: 10-03-2023

To

The Controller of Examinations,
Cluster University,
Kurnool.
Sir,

Sub: - Cluster University, Kurnool – Conduct of PG Practical Examinations Fixed Remuneration Rates– Orders –Issued – Reg.

Ref: -Vice-Chancellor's orders dt: 06.03.2022

With reference to cited, I inform you that the University is furnishing the following Practical remuneration rates to be fixed during the examinations for the personnel.

DETAILS OF REMUNERATION RATES DURING EXAMINATIONS -2023

S.No.	Particulars	UG Rs.	PG Rs.
1	Chief Superintendent	60-00	---
2	Practical examinations- Valuation	12-00 (Per Candidate)	---
3	Record	---	12-00 Per Candidate
4	Question Paper setting	---	30-00 Per Batch
5	Viva-Voce	---	10-00 Per Candidate
6	Project – Viva-Voce	---	30-00 Per Candidate (applicable to IV semester only)
7	DA	As per Govt. of AP Rules.	As per Govt. of AP Rules.
8	Local Conveyance	75-00 Per Day	75-00 Per Day
9	TA	II Class AC Train fare.	II Class AC Train fare.

I request you to kindly cooperate with the University administration in the smooth and fair conduct of the Examinations.

NOTE: The above rates will be changed time to time by the Orders of the University authorities concerned.

REGISTRAR

Copy to P.A. to Vice – Chancellor, Cluster University, Kurnool

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CLUSTER UNIVERSITY: KURNOOL
(Established Under AP Act No. 13 of 2020 and Recognised 2(f) by UGC Act 1956)

B-Camp, Kurnool-518 002, Andhra Pradesh

www.cuklap.ac.in

Prof. D. Srinivasulu, Registrar.

Office 08518-276777

Phone: 7013159019 & 9493816701

Email: registrar.cuklap@gmail.com

No.CU/UG/Practical Examination Contingent Rates/2023

Date: 10-03-2023.

To

The Controller of Examinations,
Cluster University,
Kurnool.

Sir,

Sub: - Cluster University, Kurnool – Conduct of UG Practical Examinations Fixed Contingent Remuneration Rates– Orders –Issued – Reg.

Ref: -Vice-Chancellor's orders dt: 06.03.2022

with reference to cited, I inform you that the University is furnishing the following Practical Contingent Remuneration Rates fixed during the examinations. (External Exams only)

Table -A

FOR REGULAR EXAMINATION CANDIDATES-PRACTICALS EXAMINATION RATES

S. No	Combination of Group	I/II/III Year
1	B. Com Computer Application	14
2	Botany, Biotechnology, Chemistry	29
3	Botany, Zoology, Chemistry	28
4	Horticulture, Botany, Chemistry	23
5	Microbiology, Zoology, Chemistry	32
6	Mathematics, Physics, Chemistry	19
7	Mathematics, Statistics, Computer Science	19
8	Mathematics, Physics, Computer Science	22
9	B.Sc. Home Science	21

Table -B

**FOR SUPPLEMENTARY REGULAR EXAMINATION CANDIDATES –
PARTICAL EXAMINATION RATES FOR EACH SUBJECT (One Practical)**

S. No	Particulars	Remuneration Rs.
1	Chemistry/Bio Technology/Micro Biology/Bio Chemistry	11
2	Botany/ Home Science	7
3	Zoology	10
4	Physics/Electronics	8
5	Mathematics/ Statistics/Horticulture/ Psychology	5
6	B.Sc. Computer Science, Computer Applications	11

NOTE: The above rates will be changed time to time by the Orders of the University authorities concerned.

REGISTRAR

Copy to P.A. to Vice – Chancellor, Cluster University, Kurnool

Copy to File



CLUSTER UNIVERSITY: KURNOOL
(Established Under AP Act No. 13 of 2020 and Recognised 2(f) by UGC Act 1956)
B-Camp, KURNOOL-518 002, Andhra Pradesh

Dr.K. Nagaraja Setty, M.Sc., M.Phil., Ph.D.
Controller of Examinations I/C

Phone:9866416445
Email: coecuklap@gmail.com

No. CU/COE/PG/ IV Semester /Provisional/ 2022-23

Date: 03-10-2023

To

The Principal,
Silver Jubilee Govt. College (A),
Government Degree college for Men,
Cluster University,
KURNOOL – 518002.

All the Principals are hereby informed that the PG IV semester students have to pay Rs. 500-00 (Five hundred only) towards Provisional certificate fee along with regular examination fee. They are informed to collect the same and the total fees may be paid to the University for necessary action.

Yours sincerely

Controller of Examinations I/c

NOTE: The above rates will be changed time to time by the Orders of the University authorities concerned

Copy to The Registrar, Cluster University, Kurnool

Copy to PS to the Vice-Chancellor, Cluster University, Kurnool

File



CLUSTER UNIVERSITY: KURNOOL
(Established Under AP Act No. 13 of 2020 and Recognised 2(f) by UGC Act 1956)

B-Camp, Kurnool-518 002, Andhra Pradesh

www.cuklap.ac.in

Prof. D. Srinivasulu,
Registrar.

Office 08518-276777
Phone: 7013159019 & 9493816701
Email: registrar@cuklap@gmail.com

No.CU/UG&PG Examination Rates/2023

Date: 10-03-2023.

To

The Controller of Examinations,
Cluster University,
Kurnool.

Sir,

Sub: - Cluster University, Kurnool – Conduct of UG& PG Examinations- Fee– Orders –Issued – Reg.

Ref: -Vice-Chancellor’s orders dt.:06.03.2022.

With reference cited, I inform you that the University is furnishing the following Examination fee towards PG & UG.

RATES OF EXAMINATIONS FEE PARTICULARS 2022-2023

PG Courses

Course	Regular		Supplementary		Condonation Fee (Rs.)	Provisional & Consolidate Marks Memo Fee (Rs.)
	I/II/III Semesters (Rs.)	IV Semester (Final) (Rs.)	One Subject (Rs.)	Two and above papers (Rs.)		
M.A	280	280	200	280	280	250 + 250 = 500
M.Com (General)	280	280	200	280	280	250 + 250 = 500
M.Sc.	325	325	200	325	325	250 + 250 = 500

UG Courses

Course	Regular		Supplementary		Condonation Fee (Rs.)	Provisional & Consolidate Marks Memo Fee (Rs.)
	I/II/III/IV/V Semesters (Rs.)	VI Semester (Final) (Rs.)	One Subject (Rs.)	Two and above papers (Rs.)		
B. A/B. Com (General)	500	500	200	500	500	250 + 250 = 500
B.Sc. (Non-Computer Courses)	600	600	200	600	600	250 + 250 = 500
Restructure Courses B.Sc. Computer Science/ Biotechnology/ Horticulture/ Microbiology	700	700	200	700	700	250 + 250 = 500

Note: 1. The Differently abled of students of UG & PG are exempted from the payment of exams fee (Regular semesters only)

2. UG and PG students having attendance between 75% to 64% will have to pay condonation fee.

Yours sincerely

REGISTRAR

NOTE: The above rates will be changed time to time by the Orders of the University authorities concerned.

Copy to PS to the Vice-Chancellor, Cluster University, Kurnool



CLUSTER UNIVERSITY: KURNOOL
(Established Under AP Act No. 13 of 2020 and Recognised 2(f) by UGC Act 1956)
B-Camp, Kurnool-518 002, Andhra Pradesh
Remuneration Bill for Confidential Assignment Paper Setting

1. Course :
2. Semester :
3. Month & Year of Examinations :
4. Name of the Paper Setter
and Designation
(in block letters)
5. Official Address :

6. Name of the Bank & Branch :
7. Bank A/c No. :
8. Bank IFSC Code :
9. Mobile No. :
10. E mail ID :

Particulars of the Assignment

Amount in Rs.

1. Name of the Course :
- Paper No. & Title :

2. Remuneration for Paper Setting :
(Only one set) (Rs.500/- per One Set)
3. No of Question Papers Set :
4. Total amount for Question Paper Setting:

Total in Rs.

In words Rupees _____ only.

Place:

Date:

For Office Use only

Paid and cancelled:

Bill passed for Rs. _____ (Rupees _____ only)

Paid by Cheque / Online. No. _____ Date: _____

Of State Bank of India, MSR Nagar, Kurnool.

Signature of the Paper Setter



CLUSTER UNIVERSITY: KURNOOL

(Established Under AP Act No. 13 of 2020 and Recognised 2(f) by UGC Act 1956)

B-Camp, Kurnool-518 002, Andhra Pradesh

Remuneration bill for Confidential Assignment Paper Moderation

1. Course :
2. Semester :
3. Month & Year of Examinations :
4. Name of the paper Moderator
and Designation
(in block letters)
5. Official Address :

6. Name of the Bank & Branch :
7. Bank A/c No. :
8. Bank IFSC Code :
9. Mobile No. :
10. E mail ID :

Particulars of the Assignment

Amount in Rs.

1. Name of the Course :
- Paper No. & Title :

2. Remuneration for Paper setting :
Paper Moderation (Rs. 30/- One Set)
3. No of Question Papers Set :
4. Total amount for Question Paper Moderation:

Total in Rs:

In words Rupees _____ only.

Place:

Date:

Signature of the paper Moderator

For Office Use only

Paid and cancelled:

Bill passed for Rs. _____ (Rupees _____ only)

Paid by Cheque / Online. No. _____ Date: _____

Of State Bank of India, MSR Nagar, Kurnool.



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B-Camp, KURNOOL-518 002, Andhra Pradesh

MARKS AWARD SHEET Date: _____

U.G _____ **Semester**Max Marks: _____

Course..... Subject

Q. P. Code No Title of the Paper.....

Name and Address of the Examiner

.....Mobile.....

S. No	Answer Paper Code No	Marks awarded in	
		Figures	Words
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

No. of Corrections: in words.....

Signature of the Scrutinizer

Signature of the Examiner



CLUSTER UNIVERSITY: KURNOOL
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B-Camp, KURNOOL-518 002, Andhra Pradesh

ABSENTEE STATEMENT
PRATICAL EXAMINATIONS, FEBRUARY/OCTOBER

Name of Examiner:

Designation :

Address ;

Subject		Center		College Code	
S.No.	Register Number of Absentees	S.No.	Register Number of absentees	S.No.	Register Number of Absentees
1		21		41	
2		22		42	
3		23		43	
4		24		44	
5		25		45	
6		26		46	
7		27		47	
8		28		48	
9		29		49	
10		30		50	
11		31		51	
12		32		52	
13		33		53	
14		34		54	
15		35		55	
16		36		56	
17		37		57	
18		38		58	
19		39		59	
20		40		60	

Signature of the Principal

Signature of the Examiner



CLUSTER UNIVERSITY: KURNOOL
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B-Camp, KURNOOL-518 002, Andhra Pradesh
REVALUATION APPLICATION FORM (PG and UG Courses)

Name of the College:..... Date.....

Name of the Candidate

(BLOCK LETTERS)

Address of the Candidate :

HALL TICKET NUMBER

PG/UG Course:.....

Year and Semester :

Month & Year of Examination: **December 2023 / January 2024**

Mobile No :

S. No	Subject	Paper Code & Title.	Marks Obtained	Amount Rs.
1				
2				
3				
4				
5				

Fee Paid Rs (Rupees.....)

Chllan No Date At State Bank of India,.....

DECLARATON

I am fully aware that of seeking Revaluation and accepting the final result when declared by the University as a result of revaluation applied for by me, as per rules. I know that it is not binding on the part of the University to give the revaluation results before the conduct of examinations. I declare that I will not claim any damage or compensation so what ever from the University through any source, if there is no improvement in my result on revaluation.

Date :

Signature of the Candidate

- Note:** 1. Signature of the Candidate must correspond to that on examination form filled in by him/her.
2. Application form is being accepted provisionally subject to verification of details
3. Incomplete application will be rejected summarily.



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INTERNAL AWARD SHEET

Year PG / UG Examination,

Name of the College & Code :

Course : Subject :

Semester:

Title of the Paper

Name of the Lecturer & Designation:

Mobile No

Max. Marks: 30

S. No	Hall Ticket No	Name of the Student	I IM (20 Marks)	I IM (20 Marks)	Average Marks (20 Marks)	Seminar/ Viva (5 Marks)	Assignment (5 Marks)	Total Marks (30)	
								In Figures	In Words
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									

Signature of the Lecturer

Signature of the Head of Dept.



CLUSTER UNIVERSITY: KURNOOL
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UG / PG Degree Examinations,

DAILY REPORT

(Principals are requested to keep the carbon copy with the college)

1. Name of the Examination Center & Code No.:
2. Date of Examination :
3. Name of the Chief Superintendent :
4. Whether the examinations commenced :
at the scheduled time, if not, give the reasons
- 5.

Time of Opening Question Paper	Time of Packing Answer Booklets	Signature of Chief Supdt	Name & Address of Observers & Signature	Signature of two Invigilators

6. Total No. of Main Booklets used
7. Details of the Flying Squad/Observer visited the college.

S. No.	Name with Official Address	Time of Arrival	Time of Leaving	Signature

8. Whether any student is booked under Suspected Malpractice. If so, give details.

S. No.	Name of the Student with Reg. No. & Course	Name of the Malpractice

9. Whether the Answer Script bundles were handed over at the collection center or sent by Regd. parcel. If so, give details along with time of handing over/booking at Post Office.

10. Specific Remarks, if any, of the Chief Supdt, on the day of Examination:

Date :
Place :

Signature of Chief Superintendent
(with seal)



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FORM FOR REPORTING CASE OF SUSPECTED MALPRACTICE OF UG /PG EXAMINATIONS

1.a) Name of the College with Code :

b) Examination :

2.a) Name of the Candidate :

b) Register Number :

c) Address of the candidate to which:
all communications sent

3. Subject and paper in which the :
candidate is reported to have used or
attempted to use unfair means

Date & Time	Subject	Semester	Paper Code & Title

4. Particulars of books, paper etc. found in possession of the candidate and submitted along with the Answer Booklets and his report (All these should be signed by the Chief Superintendent)

a) Sl. No of the Booklet (s) :

b) Number of Slips/ Scripts collected :

c) Any other details :

5. Report of the Asst. Superintendent

6. Report of the Chief Superintendent

Place:

Date :

Signature of the Chief superintendent
(with Seal)

7. Statement of the candidate to be enclosed the
Chief Superintendent should certify as follows;

Certified that this statement was made in my
presence/Certified that the candidate declined to

give any statement No statement could be taken under the following circumstance in my presence

The Chef Superintendent should satisfy himself Whether

- i) The material found in the possession of the candidate relates to the subject of examination
- ii) Whether on comparison of the answers with the material found with the candidate, the candidate has actually copied or made use of the material and
- iii) Whether the statement of the candidate is enclosed
- iv) If the candidate has refused to give any statement the same should be reported
- v) Statement of candidate to be made in his/her own Handwriting

8. As far as possible, the statement should contain information on the following points.

- 1 Whether the above articles recovered from his possession, person's desk, etc.
- 2 Why did he/she have them in spite of clear Instructions
- 3. Did he/she make use of them
- 4. Did he want to make any other statement?

Since the punishment (if any) to be awarded to the candidate depends upon the offence committed by him, Viz, possession of material without attempts at copying, attempt at copying impersonation, violation etc., The report of the Assistant Superintendent should not be vague. It should be clear giving out full details about the time detection of the case, the exact place at which the incriminating material was found (i.e. whether he found it inside his answer book in his/her pocket etc.,) and whether he/she found the candidate actually copying form or looking into the forbidden martial

**CLUSTER UNIVERSITY: KURNOOL***Established Under AP Act No. 13 of 2020 and Recognized 2(f) by UGC Act 1956)*

B-Camp, Kurnool-518 002, Andhra Pradesh

U G. Year..... Semester End Examinations

Remuneration Valuation Bill for Camp Officer/ Additional Camp Officer/ Staff/ Coding/
Decoding/Scrutiny

Name & Designation :

Address :

(To be written in the Capitals)

Mobile No :

Name of the Bank & Branch

Bank A/c No : Bank IFSC Code :

S. No	Name of the Examination & Semester	Date		No. of Sessions	Rate per Session	Total R.
		From	To			
1						
2						
3						
4						
5						
6						

Grand Total

In Words Rupees

I hereby certify that I have handed over all the answer scripts/ Award sheets both Theory & Practicals relating to this examination to the University/ College.

Station :

Date :

Signature of Lecturer

Affix Rs 1/- Revenue stamp when claim Exceed Rs, 5000/-

Office Use Only

Bill Passed for Rs : Rupees

Paid by Cheque No Date of State Bank of India, MSR Nagar,
Kurnool.

Controller of Examinations I/c



CLUSTER UNIVERSITY: KURNOOL
(Established Under AP Act No. 13 of 2020 and Recognized 2(f) by UGC Act 1956)
 B-Camp, Kurnool-518 002, Andhra Pradesh

TA & DA BILLS FORM

Name :
 Designation :
 Office Address :

Account Number :
 Bank Name :

IFSC Code :

Mobile No.

Journey Particulars	Bus/Train	Class	Fare Amount Rs
i) Ward on journey From to..... Date.....			
ii) Return journey From to..... Date.....			
DA: DA rate X No. of days halt at			
Total			

Nature of Duty	Date of Duty	No. of days of duty

Rs..... (Rupees..... only)

I certify that the contents are received and claim is made as per The University rules. In case of excess payment, I shall repay the same to the concerned authority.

Place:

Date:

Signature of the incumbent

Paid & Cancelled

Passed for Rs..... (Rupees

..... only) with Cheque/Online Number.....

Date.....

Signature of the Authority/Disbursing Officer



CLUSTER UNIVERSITY: KURNOOL
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B-Camp, KURNOOL-518 002, Andhra Pradesh

BATCH WISE STATEMENT

FOR CONDUCTING PRACTICAL EXAMINATION

..... YEAR UG /PG EXAMINATION,
Name of the College & Code:
Subject :..... Semester:
Title of the Paper :.....
Name & Address of the Examiner:
.....
.....
Mobile No :

Date	Programme	Session AN/FN	No. of Candidates		
			Regd.	Present	Absent

Signature of the Examiner

Signature of the Chief Superintendent

1st ANNUAL CONVOCATION FEES PARTICULARS

DEGREE TO BE APPLIED	IN PERSON	IN ABSENTIA
a) Under Graduate Courses (UG)	Rs. 1,500/-	Rs. 2,000/-
b) Post Graduate Courses (PG)	Rs. 2,000/-	Rs. 2,500/-

The University is not responsible for any postal delay or loss in transit. The application received after the last date (08-01-2025) shall be rejected and will be returned automatically.

(BY ORDER)



Cluster University
Kurnool- 518002(A.P)
Date: 05-12-2024

REGISTRAR

Copy to Principals, Constituent Colleges, Cluster University, Kurnool.

Copy to Deans i/c of Administration, Academics, Examination, Cluster university, Kurnool.

Copy to PS, OSD to Vice-Chancellor, Cluster university, Kurnool.

Copy to the PRO, Cluster university, Kurnool

Communication to Media:

Copy communicates to the Print Media- Daily new papers Editors- Eenadu, Saakshi, Andhra Jyothi, Vartha, Andhra Prabha, Andhra Bhoomi, Surya, Praja Sakti, The Hindu, Indian Express Kurnool etc., with a request to publish the above matter as a **NEWS ITEM**.

Copy to Electronic Media- etv, ABN, tv9, Sakshi, tv5 etc., local electronic media etc., as a **NEWS ITEM**

Copy to the Director/ Asst. Director/ Program Officer All India Radio Kurnool, Kadapa, Anantapur, Tirupati, Vijayawada, Hyderabad to cover as a **NEWS BULLETIN**.



CLUSTER UNIVERSITY:: KURNOOL

Latest Passport
size Photo

1st CONVOCATION

APPLICATION FOR THE AWARD OF THE DEGREE OF M.Sc./M.Com./M.A.,

IN PERSON/ IN ABSENTIA

B.Sc./B.Com./B.A., or other Lower Degree Certificate (Original) should be enclosed, failing which the application will not be considered.

MASTERS - M.Sc./ M.Com./ M.A., DEGREES ONLY

Application for admission to the 1st Convocation to be held on 8th February, 2025

To be filled and submitted so as to be received by the Controller of Examinations not later than 8th January, 2025

Master Degree for which application is made..... Subject

Details	To be submitted or enclosed			
1. Name of the candidate in full, as enrolled in the University records (If the name has been subsequently changed and change was recognized by the University both the names should be given): Mention Gender- Male/Female/others				
2. Father's /Mother's/Guardian's name officially shown: (Attested Xerox Copy of Marks memo of Inter/SSC/TC)				
3. Postal Address which the Admit Card and Convocation Certificate should be reached to the Candidate with PIN Code, contact mobile/WhatsApp number and E-mail address:				
4. Qualifying examination passed: (Attested Xerox Copy of PG Course Provisional Certificate should be enclosed).				
5. College in which the candidate has studied				
6. Furnish the Register Number and year of appearance of P.G. Exam in Semester wise: <i>Note: Special subjects or papers if any taken in M.Sc., M.Com., M.A., Exam should be written here:</i>	Semester Wise	Month and Year	Register No.	Grade/Class
	I Semester			
	II Semester			
	III Semester			
	IV Semester			
7. Candidate who passed the M.Sc./M.Com./M.A., Degree Examination under "IMPROVEMENT PROVISION" should furnish Register numbers and year of appearance in which he/she PASSED after improvement:	Semester Wise	Month and Year	Register No.	Grade/Class
	I Semester			
	II Semester			
	III Semester			
	IV Semester			
8. Candidate applying for the Higher Degree should necessarily enclose the Lower Degree Certificate (Original) with this application. Specify what Lower Degree Certificate is enclosed.	Name of the Degree: Name of the University: Register Number: Date of Degree Awarded:			
9. Fee particulars of the Convocation IN PERSON or IN ABSENTIA- Last Date 8th January, 2025	IN PERSON	IN ABSENTIA		
	Rs. 2,000-00	Rs. 2,500-00		
10. Convocation fee must be paid in nationalized bank-ICIC in favour of - REGISTRAR, CLUSTER UNIVERSITY PAYABLE AT KURNOOL, ANDHRA PRADESH	ICIC Bank Transaction ID: Amount in Rs. Date:			

Station.....

Date.....

Signature of the Applicant

Note: A Candidate must have taken lower degree certificate before he/she applies for Higher Degree Certificate. Enquiries from the candidates with respect to receipt of their applications in the office of the CONTROLLER OF EXAMINATIONS will not receive attention. Candidates are, therefore advised to send their applications by Registered Post with acknowledgement due, to the CONTROLLER OF EXAMINATIONS, CLUSTER UNIVERSITY, B-CAMP, KURNOOL-518002, ANDHRA PRADESH so that they may ready means of knowing that their applications have reached this office.

CLUSTER UNIVERSITY ACADEMIC AND ADMINISTRATIVE BUILDINGS
AT JAGANNADHAGATTU, KUNROOL

