

## **ORDINANCE NO. 5**

### **Conduct of Examinations**

**(Refer clause VI of Section 37)**

**(As amended upto December 1994)**

1. All arrangements for the conduct of examinations to be held by the Registrar in accordance with such direction as may be issued by the Executive Council in consultation with the Academic Council.

2. The Registrar shall prepare and duly publish a programme for the conduct of examinations specifying the date of each examination and the last dates by which applications and fees for examinations shall be paid by the intending examinees.

3.(i) The Executive Council shall determine in Consultation with the Academic Council, the Centres of Examination. The Principal of the College shall act as Senior Centre Superintendents of University Examinations and he/she shall be overall in charge for the conduct of University examinations at their respective centres. The Registrar shall in consultation with the Head of the Institution. Where there is an examination centre appoint Superintendent and Assistant Superintendent, if any, for each examination centre and shall issue instructions for their guidance. The number of the Assistant Superintendent/s so appointed shall be determined on the basis of the number of registered candidates in the session concerned (E.C. 2-1-88).

(ii) The Superintendent of the Examination at each centre shall be personally responsible for the safe custody of question papers and the answer-books sent to him and shall render to the University office a complete account of used and unused question papers and answer-books.

(iii) The Superintendent shall supervise the work of invigilators working under him and shall conduct the examinations strictly according to the instructions issued to him by the University.

(iv) The Superintendent of the Examination shall, wherever necessary send a confidential Report to the Registrar about the conduct of examination, mentioning therein the performance of the invigilators and the general behavior of the examinees. He shall send a daily report on the number of examinees attending each of the examinations, absentee roll numbers and such other information relating to the examinations being held at the Centre as may be considered necessary, along with any other matter which he thinks fit to be brought to the notice of the University.

He shall also be responsible for maintenance and submission to the Registrar of the University, of the account of advance money received and expenditure incurred in connection with the conduct of the examinations.

(v) The Centre Superintendent shall have the power to expel an examinee, from examinations on subsequent examination days; on any of the following grounds:--

(a) That the examinee created a nuisance or serious disturbance at the examination centre.

(b) That the examinee showed a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.

(c) If necessary, the Superintendent may get police assistance. Where a candidate is expelled, the Registrar shall be informed immediately.

(vi) Unless otherwise directed, only teachers of Colleges, University Teaching Department and School of Studies shall be appointed as invigilators by the Superintendents.

4. It shall be the duty of the Centre Superintendents to ensure that an examinee is the same person who had filled

in the form for appearing in the examination, by way of checking the photograph, pasted on the form in case of ex-student and non- collegiate, candidates, the signature. It shall be the duty of the centre Superintendent to see that on each day on which a candidate appears in the examination his signature is obtained on the form and to make sure that it tallies with the one already on it. (E.C. 6-3-1982)\*\*

5. The University may change the examination centre of the examinees irrespective of a college to which they belong anytime it deems proper without assigning any reason.

6. The Principal may on the recommendation of the centre Superintendent appoint an amanuensis to write down dictation pertaining to answers to questions at the examination on behalf of the examinee who is unable to write himself/herself on account of Physical disability. The Principal shall allow an amanuensis only on production of medical certificate of the competent medical officer of Govt. Hospital and of the fact that the amanuensis possesses lower educational qualification than that of the examinee.

7. The University may from time to time appoint Inspectors or Board of Inspectors to see that the conduct of the examination is strictly according to the rules and procedure laid down. Each Inspector so appointed shall have the powers of a Centre Superintendent. In the event of the Inspector pointing out serious breach of rules or as Procedure the Kulapati may take such action/may be necessary including post-ponement or cancellation, wholly or in part of the examination at the Centre, and if any action is taken, a report of the action taken shall be made to the Executive Council at its next meeting.

8. The Executive Council may cancel an examination at all centres if it is satisfied that there has been a leakage of question papers or any other irregularity which warrants such a step.

9. The Executive Council may issue such general instruction, for the guidance of the Examiners, Centre Superintendents, Tabulators, Collators, as it considers necessary for the proper discharge of their duties.

10. Subject to the Provisions of this Ordinance the Executive Council may from time to time make, after or modify rules and procedure about the conduct of examinations.

\*\*Amendments approved by the Executive Council on 6-3-1982, 19-8-1982 and 25-9-1982 as per notification dated 2-11-1982 and made effective w.e.f. 22-3-1982.

11. (1) The Results Committee for each of the Faculties will be constituted by the Academic Council\*\*

(2) The Results Committee shall consist of the following:--

- |       |   |                   |
|-------|---|-------------------|
| (i)   | Dean of the Faculty Concerned   | Chairman          |
| (ii)  | One Chairman Board of Studies.  | Member            |
| (iii) | One of the Tabulators coordinators if any for the examination of the results of which are to be considered by the Committee Or one Professor. | Member            |
| (iv)  | Registrar.  | Member Secretary. |

(3) Three members shall form the Quorum.

(4) The term of the Results Committee shall be of one academic year.

(5) The functions of the Results Committee shall be as follows:--

- (i) To scrutinise and pass the results of the Examinations conducted by the University after satisfying itself that the results on the whole and in various subjects are in conformity with the

usual standards and to recommend to the Kulapati the action to be taken in any case where the result is unbalanced.

(ii) To scrutinise complaints against question papers, evaluation of answer books and to take necessary action.

(iii) To decide cases of candidates who answered wrong paper;

(iv) To decide cases of candidates whose answer books were lost in transit;

(v) To exercise such other powers as the Academic Council may delegate to it from time to time.

(vi) To decide cases of mistakes made by the paper-setters, Moderators, Examiners, Invigilators, Superintendents of the examination Centres, Tabulators, Collators, coordinators and any other person concerned with the examinations whose cases are referred to the Committee.

(vii) If the results of any examination disclose understandable divergence in the marks of the candidates in any subject or divergence in the marks in any paper or subject among the candidates of the Colleges or the University Teaching Departments, the Committee may investigate into the case of such divergence. The Committee may itself scrutinise the answer books or may order their scrutiny by other person, and may also call an explanation from the examiner concerned for the divergence of marks.

If after the investigation the Committee is of the opinion that such divergence may be due to leakage of paper, personal favoritism or animosity, it may take such action as it deem fit including a revaluation of the answer books.

**\*\*Amendments approved by the E.C. on 6-3-1982; 19-8-1982 and 25- 9-1982 as per notification dated 2-11-1982 and made effective w.e.f. 11-10-1982.**

If leakage of Paper of favoritism or animosity in valuation of answer books by any examiner is proved, the Committee shall report the matter to the Executive Council which may take such action against the examiner as it thinks fit and may debar him from examiner ship permanently or a specific period.

Note:

(1) If any action is to be taken against any examiner/paper- setter/Moderator in cases of mistakes/omissions/negligence/leakage in paper-setting/moderation/evaluation, the matter shall be referred to the Executive Council with the recommendations of the Results Committee.

(2) If any action is to be taken against Centre Superintendent/Assistant Superintendents/ invigilators, the matter shall be referred to the Executive Council directly by the Kulapati.

12. The Kulapati shall appoint two tabulators of two sets of tabulators for tabulating the results of the examination and collators as necessary and he may issue general Instructions for the guidance of tabulators in preparing the results of the examination.

Provided that with the previous approval of the Executive council the results of examination may be got prepared by computer for which purpose a set of two checkers for each examination shall be appointed.

13. If a candidate has any communication to make on the subject of his/her examination paper; it shall be made in writing to the Registrar direct.

14. Any attempt made by or on behalf of a candidate to secure preferential treatment in the matter of his/her examination shall be reported to the Registrar who shall place the matter before the Executive Council.

15. Except as otherwise decided by the Executive Council the examination answer-books and the documents regarding the marks obtained by the examinees, except the tabulated results, shall be destroyed or otherwise disposed of after 6 months from the date of the declaration of the results.

16. The Executive Council may, by a resolution, authorise the Registrar to publish the results of the University examinations as passed by the Results Committee on the notice board of the Office of the University. The results, when published, shall simultaneously be communicated to the Principals of the Colleges concerned.

\*\*\*If any Clerical error or errors in the process of calculation or computerisation is discovered in the results so declared, the Kulapati shall have the power to rectify the same.

17. The remuneration of the Examiners, Superintendents, Assistant Superintendents, and Invigilators, Tabulators and Collators and the deductions to be made in remuneration for errors noticed shall be as given in the Appendix.

\*\*Amendments approved by E.C. on 6-3-1982 and 19-8-1982 as per notification dated 2-11-1982 and made effective w.e.f. 11-10-1982. \*\*\*Amendments approved by E.C. on 6-3-1982 and 30-10-1982 as per notifications dated 2-11-1982 and 19-11-1982 and made effective w.e.f. 11-10-1982 and 18-11-1982 respectively.

18. No examinee shall leave the examination hall within one hour of the start of the examination for any purpose what so ever and no candidate shall be permitted to appear for the examination after half an hour of its commencement. (E.C. 6-3-1982)\*\*

19. Examinees desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of 5 minutes. The absence shall be recorded and if the examinee fails to return within this limit of 5 minutes, he/she shall not be permitted to enter the examination hall, unless he/she gives convincing explanation.

20. A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues talking inspite of the warning by the invigilators the answerbook of such examinee shall be withdrawn and a second answer book supplied. Only the second answerbook shall be sent for valuation. The first answerbook shall be cancelled and sent to the Registrar, by the Superintendent.

21. The Superintendent of an examination centre shall take action against an examinee who is found using or attempting to use unfair means in the examination hall or with in the premises of the examination centre during the hours of examination, in the following manner :--

(i) The examinee shall be called upon to surrender all the objectionable material found in his or her possession including the answerbook and a memorandum shall be prepared with date and time.

(ii) The statement of the examinee and the invigilator shall be recorded.

(iii) The examinee shall be issued a fresh answerbook marked 'Duplicate-Using Unfair Means' to attempt answers within the remaining time prescribed for the examination.

(iv) All the material so collected and the entire evidence along with the statement of the examinee and the answer books duly initialed shall be forwarded to the Registrar by name, in a separate confidential sealed registered packet marked "Unfair Means" along with the observations of the Superintendent.

(v) The material so collected from the examinee together with both the answer books viz, the answerbook collected while using unfair means and the other supplied afterwards, will be sent to an expert in the subject

appointed by the Kulapati for assessing both the answer books separately and to report if the examinee has actually used unfair means in view of the material collected.

(vi) The cases of the use of unfair means at the examination as reported by the centre supdt. along with the report of the examiner shall be examined by a committee to be appointed by the executive council every year.

The Committee shall consist of :--

(a) One member of the Executive Council, one of the Deans of Faculties and one teacher who is a member of the Academic Council nominated by the executive council.

(b) One student who in the academic session immediately preceding was member of any Board of study, nominated by the Kulapati:

(c) Registrar (Secretary)

The Executive Council shall appoint one of the members included under (a) to be a Chairman of the Committee w.e.f. 1991 (Main).

(vii) The Committee shall after examining the case, decide the action to be taken in each case and report to the Executive Council all cases of the use of unfair means together with the decision of the Committee in each case.

(viii) Teacher and staff posted at examination centres who are found to be abetting in the use of un-fairmeans to the examiners should be proceeded for panel action under the relevant laws. (E.C. 2-1-88)

22. Where a candidate applied for revaluation the answer books in which revaluation is sought will be sent for valuation by the Kulapati, to two examiners (other than the one who initially valued it) both of whom shall be from a place out-side the jurisdiction of the university. Ten answer books valued by the same examiner and a copy of the memorandum of instructions for the guidance of examiners if prepared by the paper-setter will be sent to each of the two examiners to enable them to evaluate the answerbook conceded in the light of the standard set by the examiner and the memorandum of instructions. If less than ten candidates had appeared at the examination in the paper concerned the answer books of all the candidates shall be sent to each of the examiners. Each of the two examiners shall receive remuneration of Rs. 15/- for the revaluation of an answerbook.

(2) If the marks awarded in the paper by any of the two examiner varies from the marks given by the original examiner by more than 10 percent of the maximum marks in the paper, the average of the marks awarded by two of the examiners the original examiner and the two revaluers and nearest to each other will be taken to represent the correct valuation. This average of marks will be awarded to the candidate for the revision of his result.

Provided that subject to the condition that at least one of the variations from the original marks is more than 10 percent of the maximum marks in the paper if two difference in marks allotted by the three examiners are equal, the two marks to the best advantage of the candidate shall be taken into account of arriving at the 'correct valuation.'

Provided further that in cases in which the average of marks so arrived at exceeds the original marks by more than 20 percent the maximum mark in the paper, the answerbook shall be sent for final evaluation to a senior teacher nominated by the Kulapati along with the marks awarded by original and other two revaluers. The marks awarded finally by the senior teacher shall be taken to represent the correct and final valuation. (E.C. 14-12-1990)

## AMENDED APPENDIX (REMUNERATION FOR EXAMINATION WORK) TO ORDINANCE NO. 5

The scale of remuneration to Paper Setters/Examiners shall be as follows, viz :--

### 1. Faculties of Arts, Social Sciences, Sciences, Life Sciences, Commerce, Education, Physical Education, Law, Home Science, Engineering and Technology :

|  | Rs.    |
|--|--------|
| (i) For Ph. D., D.Sc. and D. Lit. examination.   |        |
| (a) Reading a thesis for Ph. D.  | 500.00 |
| (b) Practical and Viva Voce examination for Ph.D.  | 250.00 |
| (c) Reading a thesis for D.Sc. or D.Litt.  | 800.00 |
| (d) Practical and Viva-voce examination for D.Sc. or D. Litt.  | 300.00 |
| (ii) For M.A., M.Lib. Sc., M.P. Ed., M. Pharm., M.Sc., M.Sc. (Engineering Faculty), M.Com., M.H.Sc., M.Ed. and LL.M. Examination :--   |        |
| (a) Setting a question paper (including translation)   | 300.00 |
| (b) Marking of each answer book.   | 10.00  |
| (c) Reading the thesis/dissertation of a candidate for M.A. (Final) or M.P. Ed. or M.Sc. or M.Com. or M.H.Sc. or for reading a Project Report in a subject for M.A. (Final) to each Examination. | 50.00  |
| (iii) For B.A., B.Sc., B.Com, B.H.Sc., LL.B., B.Ed., B.P.Ed., B.Lib. and B. Pharm., B.C.A., B.B.A., B.F.T., B.H.M. examinations :--  |        |
| (a) Setting a question paper (including translation)   | 250.00 |
| (b) Marking of each answer book  | 6.00   |

### 2. Faculty of Medicine:

|  |        |
|--|--------|
| (i) For M.B.B.S. and B.D.S. Examinations: -                |        |
| (a) Setting of each question paper (including translation) | 250.00 |
| (b) Marking of each answer book in a full paper.           | 6.00   |
| (ii) For B.Sc. Nursing Examination: -                      |        |
| (a) Setting of each question paper (including translation) | 250.00 |
| (b) Marking of each answer book in a full paper.           | 6.00   |
| (iii) For M.D. and M.S. Examination: -                     |        |

(a) Setting of each question paper (including translation) 300.00

(b) Marking of each answer book. 10.00

(iv) For diploma Examinations in the Faculty of Medicine (D.C.H., D.A., D.M.R.D., D.O.M.S., D.C.P. etc.): -

(a) Setting of each question paper (including translation) 250.00

(b) Examining of each answer book. 6.00

### **3. Faculty of Engineering:**

(i) For B.E. and B. Arch. Examinations: -

(a) Setting each question paper (including translation) 250.00

(b) Examining each answer book. 6.00

(ii) For M.Tech. and M. E. Examinations :-

(a) Setting each question paper (including translation) 300.00

(b) Marking of each answer book. 10.00

(minimum remuneration payable to an Examiner who is not a setter, shall be Rs. 75/-).

### **4. Faculty of Ayurveda:**

B.A.M.S. examinations:

(a) Setting each question paper (including translation) 250.00

(b) Marking each answer book. 6.00

### **5. (i) M.B.A./M.C.M./M.C.A./M.I.B./M.B.E./M.F.T./M.A.P.R.M./M.P.A.**

(a) Setting each question paper (including translation) 300.00

(b) Marking each answer book. 10.00

### **(ii) Postgraduate/Diploma in Business Administration: -**

(a) Setting each question paper (including translation) 250.00

(b) Marking each answer book. 6.00

### **6. Diploma in Russian, Diploma in Teaching and Diploma in Physical Education: -**

|   |        |
|---|--------|
| (a) Setting each question paper (including translation) | 250.00 |
| (b) Marking each answer book.                           | 6.00   |

## **7. Diploma in Phonetics, Criminology, Yogic Science, Library Science, Pharmacy and Higher Diploma in Oriental learning examinations:**

|   |       |
|---|-------|
| (a) Setting each question paper.                        | 60.00 |
| (b) Marking each answer book.                           | 2.00  |
| (c) Conducting practical examination of each candidate. | 2.00  |

## **8. Miscellaneous:**

(i) Head Examiners be paid remuneration @ Rs. 25/- per Co-examiner. This fee includes remuneration for drafting of instructions, issue of models etc. No separate fee to be paid for drafting of instructions.

(ii) For examining the answerbook valued by a Co-examiner, (subject to a maximum of fifteen answer books from each Co-examiner). The rate payable to co-examiner.

(iii) Drafting detailed memorandum of instructions for Co-examiners (where no model answers are sent by Head Examiner and the answer books examined by Co-examiners are not re-examined by Head examiner). 200.00

(iv) For supplying more than two but not exceeding six copies of question papers in addition to the required number of two. 15.00

(v) For translation of paper from English to Hindi medium or other Indian Language and Vice-Versa. 25.00

Note:

(a) If a paper is set by two examiners the remuneration shall be divided equally between them excepting in B. Ed.

(b) If an examiner is appointed to examine answers to a paper or papers that he has not himself set the fee for setting the paper shall be equally divided between him and the setter of the paper.

(c) If a paper for an examination consists of two sections, both of which are compulsory, the remuneration payable for examining each answer-book in a section shall be half the remuneration prescribed for examining each answer-book in the full paper.

- (d)
1. The answer-books weighing two or more than two Kilograms will be sent by the examiners to the University by railway and the railway freight charges thus incurred by the examiner in sending the packets will be paid by the University.
  2. The actual postal expenses incurred by the examiners in sending the packets of answer-books weighing less than two Kilogram and also the award list to the University shall be paid by the University.
  3. An amount of Rs. 25.00 only shall be paid to the local examiners for bringing or sending the answer-books and award lists to the University.

(e) The minimum remuneration payable to any examiner for valuing answer-books shall be Rs. 50.00.



(f) Each of the examiners appointed to re-examine answer-books of candidates, who have applied for revaluation shall receive remuneration of Rs. 15/- Minimum Rs. 50/- for each answer-book revalued.

The following shall be the rates of remuneration for the work relating to declaration of results and issue of statements of works obtained by examinees, viz. :

|   | (A)                       | (B)           |
|---|---------------------------|---------------|
|   | B.E. Parts I, II, III,    | All remaining |
|   | IV & V exam. examinations |               |
| (i) (a) Tabulation of results per 100 Candidates. | Rs. 70.00                 | 60.00         |
| (b) Collation of results per 100 Candidates.      | Rs. 30.00                 | 25.00         |
| (c) Checking per 100 Candidates                   | Rs. 25.00                 | 20.00         |

|  | (A)                       | (B)           |
|--|---------------------------|---------------|
|  | B.E. Parts I, II, III,    | All remaining |
|  | IV & V exam. examinations |               |
| (d) Minimum remuneration payable to a person for |                           |               |
| (1) Tabulation                                   | Rs. 70.00                 | 60.00         |
| (2) Collation                                    | Rs. 25.00                 | 20.00         |
| (3)Checker                                       | Rs. 25.00                 | 20.00         |

(ii) For writing of statements of marks each mark sheet. Rs. 0.25

(iii) For checking of statements of marks each. Rs. 0.20

(iv) For writing of each Degree/Diploma/Certificate. Rs. 1.00

(v) For checking of each Degree/Diploma/Certificate. Rs. 0.25

3. Maximum remuneration that a single person shall be entitled to draw from the University in respect of one academic session for any or all of the work mentioned under paragraph 1 above shall be Rs. 3000/-\* All excess amount over and above the said limit shall lapse to the University. In case of examiner in the faculty of medicine Rs. 2000/-.

\*Provided that where sufficient numbers of examiners are not available in any subject, the Vice Chancellor may relax the maximum limit upto Rs. 4000/- for reasons to be recorded in writing.

\*\*Provided further that this limit will not be applicable where the system of Central valuation is followed.

4.(i) Unless specially permitted deductions shall be made from the remuneration bills on Account of the following :

(1) Delay in dispatch of foils or counter-foils or marks to the Registrar Rs. 4/- for each day for delay.

(2) Delay in return of answer-books, Rs. 2/- for each day of delay.

(3) Entry of marks against wrong Roll Number Rs. 3/- per mistake.

(4) Wrong entry of marks (e.g. 20 instead of 25), Rs. 3/- per mistake.

(5) If marks in award list differ from those shown on the answer- books, Rs. 5/- per mistake.

(6) Omission to enter marks in award list although answer-book sent, Rs. 5.00 per mistake.

(7) Omission to mark a question or part of a question, Rs. 5/- per mistake.

(8) Mistake in totalling of marks, Rs. 5/- per mistake.

Note:

If any examiner commits more than three mistakes under any of the categories mentioned in the foregoing paragraph or if any examiner commits mistake or mistakes by which the result of a candidate is affected, his work shall be deemed as unsatisfactory and the matter may be placed before the Executive Council for any action deemed proper.

(ii) Deductions at the following rates shall be made from the bills of the tabulators:

(A) For each mistake affecting the result Rs. 5/-.

(B) For each mistake not affecting the result Rs. 3/-.

\*\*Approved by the Co-ordination Committee at its 56th meeting held on 5-8-97.

5. The following shall be the rates of remuneration payable to persons engaged in the work relating to University Examination at a Centre, viz.

(A) Theory : (1) (a) Senior Supt. (Principal) Rs. 35/- per shift and maximum Rs. 75/- per day (presence of the Principal during entire period of examination)

(i) Superintendent                      Rs. 30.00 per session with a maximum of Rs. 50/- per day.

(ii) Assistant Superintendent      Rs. 25.00 per session with a maximum of Rs. 45/- per day.

(iii) Invigilator                         Rs. 20.00 per session.

(iv) Class III and Class IV staff of the Rs. 1.25/- and 1.00 respectively per candidate for the College/Department engaged in total number of the candidates actually admitted to examination work at a center the examination at the centre to be distributed by the Centre Superintendent.

(v) The University will pay lump sum grant Rs. 4.00 per candidate registered at the examination centre subject to a minimum of Rs. 500/- per centre, to cover expenses on all contingent items. The Principal/Head of the concerned Institution shall send a utilization certificate in this respect to the University. Provided that actual expenditure will be paid for the Faculties of Medicine and Engineering on approved contingent items supported by vouchers.

(B) Practical:

(i) Laboratory staff including accompanists for Music engaged in connection with practical examination in the Faculties of Arts, Social Science, Science, Life Science, Home Science, Education and Ayurveda. Re. 1.00 per candidate actually admitted to the examination at the Centre.

(ii) For practical examination in Engineering Faculty:

(a) Mechanical and Laboratory Assistants. Rs. 6.00 per shift but not more than Rs. 10.00 per day.

(b) Helper, e.g. Laboratory attendants, Peons. Rs. 4.00 per shift but not more than Rs. 6.00 per day.

(iii) For practical under the Medicine Faculty:

(i) Each Assistant to Examiners (subject to maximum number of 4 Assistants in a subject).Rs. 10.00 per shift.

(ii) Each patient examined.Rs. 2.00

(iii) Technical Staff Rs. 2.00 per examinee with a minimum of Rs. 20.00 to be divided amongst all.

Provided that the following minimum amount would be payable to the staff engaged in the practical examination under the Faculties of Arts, Social Science, Science, Life Science, Home Science, Education, Engineering, Medicine and Ayurveda :

|                      | Less than<br>4 hours | 4 to 7<br>hours | Two Practical/<br>Two batches |
|----------------------|----------------------|-----------------|-------------------------------|
| Laboratory Assistant | Rs. 5.00             | Rs. 7.00        | Rs. 10.00                     |
| Foreman              | Rs. 4.00             | Rs. 5.00        | Rs. 8.00                      |
| Peon/Lab. Assistant  | Rs. 3.00             | Rs. 3.00        | Rs. 6.00                      |

Note :

(1) Remuneration for preparation/cleaning the Laboratory and Instruments will be paid only for one day.

(2) These rates will be made effective from Annual 1994 Examinations.

(C) 1. Forwarding Office and his staff : Rs. 10.00 per application form forwarded.

2. For supplying all necessary material for practical examination under the Faculties of Arts (in subject

where needed). Science and Home Science namely vegetable, chemicals, dissection of animals, plants, raw materials etc., the Principal of the College concerned will be paid contingent charges for which Principal will have to issue an official receipt, at the rate of (a) Rs. 1.00 per candidate\*\* actually appeared in undergraduate examination (per subject separately) and Rs. 3.00 per candidate actually in post-graduate examinations.

3. For duplicating question papers where necessary:

(a) Superintendent of Examinations Rs. 6.00 per paper

(b) Comparer Rs. 4.00 per paper

(c) Typist for cutting the Stencil Rs. 3.00 per paper

(d) Multigrapher for duplicating of question papers Rs. 2.00 per paper

4. In case of a work for which no remuneration has been prescribed in the foregoing paragraphs, the rate therefore shall be determined by the Kulapati.

| S. No. | Nature of Confidential | Item in ordinance  | Revised      |
|--------|------------------------|--------------------|--------------|
|        | work                   | 5-17 to which this | rates        |
|        |                        | work is considered | of           |
|        |                        | EQUIVALENT         | Remuneration |
| 1.     | 2.                     | 3.                 | 4.           |

1. To prepare the list of carry forward Marks of Candidates appearing for various examinations. Writing of statement marks.

per candidate

2. Corrections in charts (including corrections for declaration of withheld results). Writing of statement marks.

per candidate

3.To put the correct Roll Nos. on awards for practical. Collection of Results.

per candidate

4. To write the foils and counter foils for marks awarded in Central Valuation.

Collation of Results.

per candidate

5. Posting of U F M and Revaluation cases & declaration of their results.

Tabulation.

per candidate

6. Scrutiny of Answer Books.

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per Answer Book

(Approved by the Co-ordination Committee at its meeting held on 05-05-1994 and to be brought into force from the Main Examinations of 1994).

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