

University of Malakand

Examinations Bye-Laws



The University of Malakand Conduct of Examinations Bye-Laws 2015 onward



Introduction;

These Bye-Laws have been framed under section 20, 22, 26 (1) (c) (d) (e) and (f) of the University of Malakand Regulation Number (ii) of 2001. These Bye-Laws shall come into force with immediate effect and shall replace the existing Bye-Laws for the conduct of University examinations.

Definitions;

The following shall be the meaning of some of the terms used in these Bye-Laws.

- 1 **University:** Means University of Malakand.
- 2 **Head:** Means Head of the Teaching department or Administrative section or Principal of a college.
- 3 **Vice-Chancellor:** Means Vice-Chancellor of University of Malakand.
- 4 **Controller:** Means controller of Examinations University of Malakand.
- 5 **Examination Section:** Means the whole wing of Examinations of University of Malakand.
- 6 **UFM:** Means the use of unfair means in an examination.
- 7 **Authority:** Means the authority specified in these Bye-Laws or the Vice-Chancellor or the Controller of Examinations if not provided for by these Bye-Laws.
- 8 **Hall:** Means the centre of examination established for the purpose.
- 9 **Examiner:** Means the examiner as specified in these Bye-Laws and the supervisory staff of an examination centre.
- 10 **Candidate:** Means a person desirous of taking a University examination and those who have appeared in any University examinations.

CHAPTER 1

General Provisions:

- 1.1 A private candidate for any Examination shall be a bonafide resident in the territorial jurisdiction of the University.
- 1.2 Temporary residence at a place outside the territorial limits of the university at the time of applying for an examination shall not be a bar if the application form is accompanied by a declaration duly verified by a magistrate not lower in rank than first class, to the effect that the applicant is a bonafide resident of a place within the territorial limits of the university.
- 1.3 No one who has been on the rolls of an affiliated college or a University Teaching Department at any time during the academic year preceding an examination shall not appear in that examination as a private candidate.
- 1.4 Those Afghan Refugee students who have passed SSC, HSSC examination from the Boards which fall under the territorial jurisdiction of the University of Malakand may appear in the B.A. examination in private capacity. Further those Afghan Refugee students who have completed their graduation from the University of Malakand may also appear in the post-graduate examinations, subject to verification of their documents, provision of NOC and security clearance certificate from Afghan Commissionerate Peshawar.
- 1.5 Examination Admission forms duly completed in all respects shall be addressed to the Controller of Examinations, University of Malakand.
- 1.6 The examination admission forms for an examination must reach the Office on or before the last date fixed for the purpose without late fee, or with late fee/ with double examination fee etc. Date for receipt of examination admission forms will be announced for each examination.
- 1.7 A candidate shall submit three attested colored copies of recent photographs in national dress only and Photo copies of National Identity Card and all academic documents along with his examination admission form. Where a candidate is unable for any valid reason to submit copies of his photograph, the Controller of Examinations may, at his discretion, accept any other method or mark of identification. Candidates on field service may send their examination admission forms certified by the officer commanding of their unit or detachment and will produce either an identity card with a photograph, or their pay book (AB 64) as proof of identity at the examination hall.
- 1.8 The Controller of Examinations may accept an examination admission form after the expiry of the last date of receipt of form, with such penalty as he may determine provided no difficulty is faced by the office in accommodating the candidates.
- 1.9 All fees prescribed for admission to examinations shall be fully paid up.
- 1.10 A late fee charged for any University examination would be refundable, if the last date for submission of forms is extended or late fee is erroneously deposited by the candidate, or the candidate is declared as ineligible for an examination.
- 1.11 Examination fee once paid shall neither be refunded nor transferred to subsequent examination even if the candidate fails to present himself for the examination or fails in the examination. But fee may be refunded in the following cases:

- i) If the name of a regular student was sent provisionally on account of a shortage in the student's lectures or attendances and was subsequently withdrawn one week before the commencement of the examination due to failure to make up the shortage;
 - ii) If the candidate dies before the commencement of the examination in such case the fees will be refunded to the legal heirs or assignees of the candidate;
 - iii) Those that are considered ineligible for an examination;
 - iv) Those who deposit examination fee but do not submit their forms for the examination;
- 1.12 Notwithstanding anything to the contrary in the provisions pertaining to an examination, the Syndicate shall have power to exclude any regular or private candidate from any examination if it is satisfied that he/she is not a fit person to appear in it.
- 1.13 In cases where text-books are prescribed for a University examination, candidates shall be required not only to show a thorough knowledge of the text-books but also to answer questions of a similar standard set with a view to testing their knowledge of the subject.
- 1.14 The syllabi and courses of reading prescribed for University examinations may be changed from time to time. Unless otherwise specified, such changes shall be announced at least two years before the date of the examination from which they are to take effect.
- 1.15 **Division;**
The following shall be the division in all University examinations;
60% and above first division
45% and above second division
- 1.16 Regular students be admitted provisionally to part II. When the result of part I is awaited and after the declaration of the result if he/she qualifies the conditions of promotion to part II his/her admission will be confirmed otherwise the admission will be cancelled automatically.
- 1.17 The result of the final year of a candidate who was allowed to appear in both in lower and higher examinations shall only be declared when the candidate passes the lower examination, otherwise the result of the Final Examination shall remain with-held till he/she passes the lower level examination.
- 1.18 A candidate who fails in the aggregate in any University Examination Wherever such provision exists, shall for the purpose of admission/examination in the next higher class/examination be deemed to have failed in one or more papers/subjects in which he/she opts only up to the number of papers/subjects which entitles him/her to appear in different examinations simultaneously and the option so exercised shall be final until he/she passes the examination. Provided that the candidate failing in aggregate in any examination shall not be allowed to re-appear in Viva-Voce examination, if already passed.
- 1.19 There will be no restriction of chances for any University examination unless specially provided for in the concerned Bye-Laws but those who fail to avail two consecutive chances shall have to appear in the examination as a fresh candidate.

1.20 **Grace/Condonation Marks:**

- (i). The benefit of grace marks/condonation marks of up to one percent of the total number of marks allotted for an examination, subject to a maximum of ten marks, should be given to a candidate who, but for this benefit, would have failed in the examination. These marks may be distributed over the various units of passing. The benefit of fraction of marks should go to the candidate.
- (ii) The benefit of grace marks/condonation marks of up to one percent of the total number of marks allotted for an examination Subject to a maximum of five marks, should be given to a candidate who, but for this benefit, would have been placed in a lower division in the examination.
- (iii) Should a candidate desire not to avail the concession of grace marks, he/she may be allowed to apply for withdrawal of such concession within a period of 30(thirty) days after the declaration of the result. This option once exercised by the candidate shall, however, be final.

1.21 **Award of Gold Medal:**

A candidate who passes all the examinations leading to award of a degree in first attempt shall be awarded a Gold Medal, provided he/she scores the highest marks amongst the candidates and obtains not less than 70% of the aggregate marks.

1.22 **Award of Merit Certificate:**

- (i) A University Merit Certificate will be issued on application and on payment of prescribed fee if a candidate secures 1st, 2nd or 3rd position in the university annual examinations in first attempt in at least 2nd division marks.
- (ii) Merit Certificate will be awarded on the aggregate result of all the Examinations leading to a degree and not for the parts separately.
- (iii) In case of a difference of marks due to change of syllabi (old and new) etc. the Merit Certificate will be considered on the highest percentage of marks obtained by a candidate from amongst both categories of candidates.
- (iv) The Merit Certificate will contain the following information:
 - (a) Name of the examination and year.
 - (b) Name and father's name.
 - (c) Roll No of the Final Examination.
 - (d) University Registration Number.
 - (e) Institution/district from which appeared and passed.
 - (f) Total marks obtained out of the total marks of the course.
 - (h) Students appearing for improvement shall not be eligible for the Merit Certificate.

Note: Merit certificate will be awarded to those candidates who have passed each part of the concerned examination in first attempt without failing or absenting in any paper in any of the parts.

1.23 **Improvement of Division/Marks:**

A candidate who has passed an examination of the University of Malakand may be permitted to improve his/her division/marks by availing two chances as a private or late college candidate. The candidate must appear in Part-II only or 'Part-I and Part-II' together as a private/late college candidate. Such candidates will have two chances

to re-appear for improvement of division/marks in the syllabus in vogue of the relevant examination, within two consecutive examinations. In case of BBA the student will be allowed to appear in part IV only or both in part III and part IV simultaneously. In case of failure in any attempt to pass the examination or improve the marks the result will be declared as marks not improved or MNI.

- 1.24 No subject change shall be allowed in improvement case;
- 1.25
 - i. Private candidates can attest their admission form from any Class One officer;
 - ii. Regular or late college students must attest their admission form from the concerned Head/ Principal;
 - iii. Fees: As prescribed from time to time.
- 1.26 All documents along with original Bank Receipt should be submitted within time, to reach the office specified by the Controller of Examinations office up till given date otherwise late fee will be charged as per given schedule.
- 1.27 The candidates placed in compartment or secured exemption in the University examination will be issued with Detailed Marks Certificate upon the usual payment of fee.
- 1.28 Blind candidates will be exempted from all types of University examinations fees and will be issued all certificates/Degrees free of cost.
- 1.29 A regular student who absents himself without leave continuously for 14 days may be struck off the roll.
- 1.30 Thesis/Report shall be submitted to the Controller of Examinations within four months from the last day of Theory Examinations, failing which the result shall be declared as Re-Thesis.
- 1.31 No candidate shall be allowed to appear at a time in more than one University Examinations leading to separate degrees.
- 1.32 Candidates shall apply on prescribed form for re-checking/Re-totaling of his/her answer book within 21 days of the declaration of result giving full justification of re-checking. The period may be extended by two weeks by the Controller of Examinations in genuine cases.
 - (a) The candidate shall be required to pay the required fee per paper.
 - (b) Only those candidates shall be eligible for re-checking who fail in the subject by not more than 5 marks.
 - (c) The re-checking will be done by an examiner in those cases which are referred to him by the Controller of Examinations.
 - (d) The Controller of Examinations or the examiner concerned shall satisfy himself that:
 - (i) All questions have been marked.
 - (ii) The total of marks allotted to individual questions are correct.
 - (iii) The Answer book belongs to the candidate.
 - (iv) The marks allotted to the candidate are in conformity with the marking of the Examiner in other cases.
 - (v) In case answer to a question has been left unmarked the examiner shall mark it and if the marking of the script in the opinion of the examiner is at variance with the general standard of marking the script will be referred to a neutral examiner along with the comments of the concerned examiner for

consideration whose decision shall be final and the result of the candidate may be revised in light of the new awards. While forwarding the script of the candidate to the examiner the opinion of the concerned examiner would also be forwarded to the examiner for reference.

- vi. Re-checking will not be allowed in case of Practical, Viva-Voce, Project, Field work, Thesis etc.
 - vii. Re-totaling will be made in all cases to which the candidates have applied and only those papers will be sent for re-checking where a portion of the script is found to have not been marked by the examiner. In such case the script will be referred to the examiner who will mark the left over part of the script and will return the same after marking.
- 1.33 Detailed Marks Certificates will be issued to the candidates on application/payment of the usual fee for all examinations of the University, showing the marks obtained by the candidates in each paper/subject, whether a candidate passes or fails in the paper/subject. Where the practical examination is considered to be a separate paper the marks in the Practical should also be given separately.
- 1.34 The candidates who have passed Master examinations, BS (4-years) or Professional Examination, i.e. MBBS, B.Sc. Engineering, B.Sc. Forestry B.Sc. Agriculture, B.Com, BBA, M.Com, Pharm-D, B.Ed and M.Ed are not allowed to appear in Additional subject at B.A/B.Sc level.
- 1.35 Following formula will be used for setting the difference of marks between the Conventional and Semester System;
Marks obtained in Semester System $\times .9 =$ Marks obtained in Conventional System.
or CGPA obtained divided by total CGPA $\times 0.9 \times 100 =$ %Marks obtained in Conventional System.
- 1.36 Examination means both Annual and Supplementary examination falling in One academic year.
- 1.37 In case of unfair means decisions' this Examination' would mean that the candidate is debarred to appear only in Annual or Supplementary examination falling in the academic year (Session). While next examination would mean following annual or supplementary examination.
- 1.38 In all University examinations a candidate will have to pass at least 50% of the subject promotion to the next class, however in case of fraction the benefit shall go to the candidate, for example in case of five subjects a candidate will be promoted on passing two subjects, provided that in case of major and minor subjects a candidate will be required to pass the subjects having about 50% of marks out of the total marks in an examination.
- 1.39 A candidate who obtains forty five percent or more in one or more papers shall be exempted from appearing in these papers and shall be eligible to appear in the remaining paper(s) in the following examinations. Such a candidate shall be deemed to have passed this examination in the Paper(s) in which he/she was required to reappear provided he/she obtains forty five percent aggregate of all the papers. While in the B.A/B.Sc. Examination a candidate must pass 50% of the subjects for exemption in those subjects, he/she will otherwise reappear in all subjects.

Note; In case of B.A/B.Sc. If a candidate fails in more than 50% papers then he/she will have to reappear in all the papers whether fail or pass as a compartment student.

1.40 In case of real hardships the Vice-Chancellor may relax these Bye-Laws on recommendation of the Admission Committee or Controller of Examinations whichever the case may be in exceptional cases with reasons to be recorded in writing.

1.41 In all cases where these Bye-Laws are silent or where there is difference of opinion about interpretation, the same will be referred to the Vice-Chancellor along with recommendations of the Controller of Examinations whose decision shall be final.

1.42 Regular students will not be entertained directly in the university. The concerned official of the college/department will take up the matter with the University Administration in case of any problem.

1.43 **Dispatch of Roll Number slips**

Roll Number slips will be dispatched to the private candidates through ordinary mail on the addresses provided in their examination admission forms. However the Roll Number slips uploaded on the University website can be searched on the name/father name or registration Number allotted by the University Malakand, and can be used for entry into the examination centre subject to the production of original CNIC therein. The date of commencement of examination will be published in at least one daily newspaper as a news item for information of the candidates. The candidate shall however keep themselves updated about the schedule of examinations.

1.44 **Correction in Name and Father's Name;**

Correction in Name/father's Name will be made subject to the fulfillment of the following formalities.

1. Any spelling mistake, addition/deletion which does not change the pronunciation of the name will be allowed on production of the following document.

- a) Attested copy of withdrawal register from the institution last attended.
- b) Attested copy of CNIC and domicile certificate.
- c) Attested copies of original SSC and HSSC certificates in case of correction at Bachelor level and attested copy of Bachelor degree, SSC and HSSC certificates if the Correction is at Master level.
- d) If such correction is requested before the declaration of result, it will be made free of cost, subject to the condition that the fault/mistake was on the part of examination section University of Malakand.
- e) After declaration of result the applicant will have to pay Rs.1000/ as correction fee in addition to the prescribed fee to be charged for issuance of new certificates/degrees.

2. In case of change in name and father's name, addition/deletion there in or change in date of birth of the applicant, he will have to provide a news paper cutting and court decision in addition to the documents mentioned in section 1 above.

Name correction will be carried out usually in 15 days, however if a candidate wants the correction on urgent basis, he/she will have to pay an additional fee of Rs.1000, whereby the same will be processed within 24 hours subject to the availability of all the dealing hands which will have to be ensured by the applicant before applying for the same.

CHAPTER 2

Bye-Laws Relating to the Registration of Students in University of Malakand.

2.1. Eligibility Criteria for Registration of Regular Students.

- i Maximum age limit must be 22 years for admission to the B.A/B.Sc. and BS (4-year) course and 25 years for M.A/M.Sc. programmes of the University of Malakand and affiliated colleges.
 - ii The candidate shall be a regular student of an affiliated college or constituent department.
 - iii The Candidate Should have National Identity Card of Pakistan.
 - iv The candidate has passed the F.A/F.Sc or equivalent examination in at least 2nd division for admission to Bachelor programme and B.A/B.Sc or equivalent in 2nd division for Master programmes.
 - v The candidate who has passed the F.A/F.Sc in, supplementary examination will not be eligible for admission in B.A/B.Sc, M.A/M.Sc and BS(4-year) programme of the university of Malakand in the same year.
 - vi The candidates with a gap of more than four calendar years from passing of F.A/F.Sc. or equivalent examination will not be allowed admission in any discipline in affiliated colleges or in the university teaching departments.
 - vii Equivalency certificate issued by IBCC in case of SSC and HSSC and Equivalence certificate issued by Higher Education Commission of Pakistan in case of B.A/B.Sc. and above shall be acceptable only.
 - viii Re-admission in B.A/B.Sc/M.A/M.Sc. and BS (4-year) programme shall not be allowed in the same college or Constituent department in the same discipline or subjects.
 - ix Priority should be given to fresh candidates and old candidates be allowed only when it is ensured that fresh candidates are not available.
- 2.2 The form must be attested by the concerned head of the affiliated college or Incharge/Chairman of constituent institution.
 - 2.3 Regular students will be exempted from migration for a period of one year subject to the condition that the concerned principal of the affiliated college or Incharge/Chairman of the department will provide a certificate to the effect that the migration is delayed just for the purpose of improvement of marks/division from the concerned board/university by the student and that the migration certificate will be provided by the student within 15 days after the declaration of his/her result.
 - 2.4 Registration will be allotted only once in the academic career and double registration or registration in two different discipline will not be allowed in any case.
 - 2.5 A student will not be allowed to appear in two different examinations leading to two separate degrees at a time.
 - 2.6 Enrollment of foreign students in the regular discipline will be subject to NOC from the Higher Education Commission of Pakistan and security clearance from Interior Ministry.
 - 2.7 Registration returns of the candidates shall be forwarded to the office concerned of the examination section as notified. If a candidate failed to be registered in first quarter or when the notification for registration is issued by the Controller of Examinations, then

he/she will have to deposit a fine of Rs. 2000 per semester or Rs.4000 per year in addition to the double fee of registration subject to the approval of the competent authorities.

2.8. A list of admitted students duly approved by the competent authority through Directorate of Admissions must be attached. (Regular students of the University and B.Ed/M.Ed in the affiliated colleges) with registration forms on the enclosed proforma.

2.9 The following documents must be attached with the Registration Form.

(a) Non-academic documents;

i Three attested colored passport size recent photographs in national dress only must be attached with the form.

ii Attested copy of CNIC must be attached.

(b) Academic documents required.

i Bachelor Programme.

Attested copies of Original certificates of SSC and F.A/F.Sc or equivalent must be attached.

ii Master Programmes;

Attested copies of SSC, HSSC certificates or DMC's and degree of B.A/B.Sc or equivalent must be attached.

iii M.Phil Programme;

Attested copies of SSC, HSSC certificates and degree of B.A/B.Sc and M.A/M.Sc or equivalent degree must be attached.

iv Ph.D Programme.

Attested copies of SSC, HSSC certificates, and degree of B.A/B.Sc., M.A/M.Sc and M.Phil or equivalent degree must be attached.

v Bachelor and Master of Education;

Attested copies of SSC, HSSC certificates and B.A/B.Sc. Degree at least in 2nd division must be attached if a candidate is 3rd divisioner at B.A/B.Sc level he/she will be eligible subject to the condition that he/she has passed the M.A/M.Sc or equivalent in 2nd division.

2.10. Eligibility criteria for Registration of private students

Private candidates will be registered at the time of first application for a University examination. One form will be used for registration as well as examination. The following documents must be attached when applying for an examination as private candidate on prescribed form dully filled in and accompanied by the deposit receipt of full fee as notified by the Controller of Examinations.

2.11 The candidate must have his residence in territorial jurisdiction of the University of Malakand. Those who are not residents of the territorial jurisdiction of the University of Malakand and still apply for an examination in private capacity he/she will be required to provide residence certificate of residing in the territorial limits of the University from first class Magistrate or Service Certificate or NOC from the University under which jurisdiction he/she falls.

- 2.12 (a) Attach copies of SSC and F.A/F.Sc or equivalent pass certificates of a Board of Intermediate and Secondary Education of Pakistan or foreign country equated by IBBC Islamabad.
- (b) Attested copies of B.A/B.Sc or equivalent pass certificates of a recognized University of Pakistan or foreign country equated by Higher Education Commission of Pakistan.
- (c) Three recent passport size attested colored photographs in national dress.
- (d) Attested copies of CNIC and domicile.
- (e) Original Migration certificate from Board/University last attended.
- (f) Any other documents mentioned in the notification.

CHAPTER 3

Bye-Laws Relating to B.A/BSc. Examinations.

3.1 Procedure for submission of Examination Admission form of Regular Students.

- The Head of the department/Principal of the affiliated colleges shall ensure that the student must have observed 75% attendance.
- That the examination admission form is complete in all respects, thoroughly scrutinized and certified by the concerned head/Incharge/Principal.
- The principal/Head of department must ensure that the documents, pictures and fee receipt are authentic and that the subjects in which the candidate is to be examined are correct.

3.2 Passing Percentage and Division

Percentage of passing B.A/B.Sc. Part-I and Part-II examinations.

- (a). For passing Part-I examination, a candidate must obtain 33% marks in each of the subjects (Theory and Practical separately) and 45% in the aggregate.
- (b). For passing Part-II examination a candidate must obtain 33% marks in each of the subjects (Theory and Practical separately) and 45% in the aggregate.

3.3 Candidates who pass their B.A/B.Sc part-1 examination in private capacity shall not be allowed admission in B.A./B.Sc part-2 in regular capacity.

3.4 Admission on migration basis from other Universities may be allowed in B.A/B.Sc Part-II on the condition that the candidate will have to appear in Part-I and Part-II examinations simultaneously. Migration shall only be allowed to the affiliated colleges of the University of Malakand. In case of ambiguity in courses the case will be referred to the Equivalence Committee.

3.5 Re-admission in 3rd year (Part-I) may be allowed in changed subject/subjects, once whether passed or failed in B.A/B.Sc. Part-I (3rd year), whereas in such cases the old Registration will also be changed on payment of Rs. 1000/- (One Thousand).

3.6 Additional Subject Examination

- i) After passing full B.A/B.Sc Part-I and Part-II examinations, one can appear in any one or two additional arts subjects in which the applicant wants to appear as private candidate within two years of passing the B.A/B.Sc. Examination.
- ii) Separate fees should be deposited for Part-I and Part-II.
- iii) Separate examination forms should be submitted along with DMC's of Part- I and Part-II, CNIC or Domicile photocopies, original Bank Receipt and three photographs for each examination form should be attested from any Class One officer to reach the concerned examinations section on time;
- iv) Additional examination has no relationship with improvement of marks or improvement of division;
- v) Fees: As per prescribed rates.

3.7 Subject combination for B.A/B.Sc

All arts candidates shall take 4 subjects, two from compulsory and two from optional/elective subjects.

Compulsory Subjects:

Part I:	(1)	English-A	(2)	Islamiat
Part II:	(1)	English-B	(2)	Pakistan Study

Optional/Elective Subjects

A. One out of the following languages:

- 1) English Elective 2) Urdu 3) Pashto 4) Arabic 5) Persian

B. One or Two out of the following subjects:

- 1) Archaeology 2) Economics 3) Education
4) History 5) International Relations 6) Islamic Studies
7) Law 8) Philosophy 9) Political Science
10) Social Work 11) Sociology

Provided that Math-A and Math-B subjects can be taken by those students who have studied Math in FA/ F.Sc. Provided that;

Private students cannot opt journalism and those subjects which include practical or field work.

3.8 The Inter-Arts candidates (Humanities Group) may take the combination of Mathematics A, Statistics and Computer Science in B.Sc. Part-I, provided that the candidates have passed the same subject at the Intermediate level.

3.9 The candidates with the following combinations would be eligible for admission to B.Sc. degree beside those who have opted for three science subjects.

- i. Mathematics-A, Mathematics-B and English (Regular & Private candidates).
- ii. Mathematics-A, Statistics and English (Regular candidates only).
- iii. Candidates who have offered at least two science subjects at Intermediate level, shall be eligible for admission in B.Sc. Part-I in the respective subjects.
- iv. For admission to B.Sc. Physical Science Group, Computer Science and Electronics Group, a candidate must have passed Mathematics at the Intermediate level.
- v. All regular students shall take those subjects at B.A/B.Sc. which have been passed by them in their intermediate examination provided that those subjects which are not taught at intermediate level will be exempted from this condition.

3.10 Documents to Be Submitted With Examination Forms

A. Part-I Requirements

Three attested recent passport size colored photographs (compulsory for male and female); in national dress only.

- ii) Original Migration Certificate;
- iii) Attested copies of DMC's/certificates of SSC, F.A/F.Sc or equivalent (Clear visible photocopy).
- iv) Original Bank Receipt;
- v) Attested copies of CNIC and Domicile (Clear visible);

B. Part-II Requirements

- i) Attach 3 passport size recent colored photographs (compulsory for male and female); in national dress only.
- ii) Attach the following documents also:
 - a) Attested copies of DMC of Part-I/ last attended examination.
 - b) Attested copies of CNIC and Domicile (clear visible)
 - c) Original Bank Receipt
- iii) All documents and admission form should be attested as per given instructions;

iv. Fees: As prescribed from time to time.

C. For Compart Candidates

i) In case of compartment in Part-I/, last DMC of Part-I/; and

ii) In case of compartment in Part-II/, last DMC's of Part-II must be attached;

iii) Attested documents (Form, Domicile, CNIC, 3 Photographs and original Bank Receipt) must be attached;

iv) Private candidates can attest their admission form and other documents from any Class One officer;

v) Regular or late college students must attest their admission form from the concerned Principal;

vi) Fees: As prescribed from time to time.

3.11 Those candidates who have compartment in Part-I examination but they are appearing in the Part-II also such candidates shall submit two separate admission forms i.e. one for Part I and other for Part-II.

3.12 After fulfillment of all formalities the documents along with original Bank Receipt should be submitted within time, to reach the office specified by the Controller of Examinations through designated Bank Branches or through registered post up till given date otherwise late fee will be charged as per given schedule.

CHAPTER 4

Eligibility Conditions for M.A/M.Sc Examinations, Beside other General Examination Bye-Laws.

The following shall be fulfilled by each candidate.

- 4.1 Admission to the M.A/M.Sc previous regular class shall be open to the candidates securing at least 45% marks in the aggregate.
- 4.2 Candidates passing B.A./B.Sc in the supplementary examination shall not be eligible for admission to M.A./M.Sc previous class in the same year.
- 4.3 Foreign students shall be eligible for admission subject to the fulfillment of formalities like NOC from the Higher Education Commission of Pakistan, security clearance from the Ministry of Interior of Pakistan, deposition of the prescribed fee for foreigner students and such other conditions prescribed by the University from time to time as policy matter for admission of foreigner students.
- 4.4 Admission to the M.A/M.Sc Final class shall be open to those who have taken the M.A/M.Sc Previous examination. They must take provisional admission in the M.A/M.Sc final class within a period to be specified by each department/college. Admission of only those students shall be confirmed who pass the M.A./M.Sc previous examination or qualify for promotion to the final class.
- 4.5 If a student provisionally admitted in the M.A./M.Sc. final class fails in more than 50% papers, his admission in the final class shall be deemed to have cancelled automatically.
- 4.6 Students who have completed the prescribed number of lectures and practical in the M.A./M.Sc Previous or final class shall not be allowed readmission to the same class whether they have taken their annual examination for that class or not.
- 4.7 Candidates who pass their M.A/M.Sc Previous examination in private capacity shall not be allowed admission in M.A./M.Sc (Final) class respectively in regular capacity.
- 4.8 If a student on rolls of a college or department remains absent from his class continuously for 14 days or more without a reasonable cause, he/she will be liable to be struck off the rolls of the college or department. Such students may be readmitted only in case the Admission Committee is satisfied that absence was not willful or was due to circumstances beyond human control, provided that application for the purpose is submitted within 15 days after the order of removal of student from rolls.
- 4.9 Candidate seeking admission in M.A/M.Sc as regular student must have studied the same subject at B.A/B.Sc level and have obtained at least 45% marks in aggregate as well as in the individual subject in which he/she wants admission, unless otherwise provided specifically in the concerned Bye-Laws of the discipline.
- 4.10 passing percentage for M.A/M.Sc will be 40% in individual papers and 45% in aggregate.

4.11 Documents to Be Submitted With Examination Forms

A. Examination Admission form for Previous.

- i. Three attested passport size recent colored photographs (compulsory for male and female); in national dress only.
- ii. Original Migration Certificate;

- iii) Attested copies of DMC/degree of B.A/B.Sc or equivalent (Clear visible photocopy).
- iv) Original Bank Receipt;
- v) Attested copies of CNIC and Domicile (Clear visible);

B. Examination Admission form for Final

- i) Attach 3 attested passport size recent colored photographs (compulsory for male and female); in national dress only.
- ii) Attach the following documents also:
 - a) Attested copies of DMC of previous/last attended examination.
 - b) Attested copies of CNIC and Domicile (compulsory)
 - c) Original Bank Receipt (compulsory)
- iii) All documents and admission form should be attested as per given instructions;
- iv) Those candidates who have compartment in previous examination but they are appearing in the final also such candidates shall submit two separate admission forms i.e. one for previous and other for final.
- v) Fees: As prescribed from time to time.

C. Examination Admission form in case of compart candidates

- i) In case of compartment in previous, last DMC of previous; and
- ii) In case of compartment in Final, last DMC of previous and final must be attached;
- iii) Attested documents (Form, Domicile and CNIC, 3 Photographs and original Bank Receipt) must be attached;
- iv) Private candidates can attest their admission form and other documents from any Class One officer;
- v) Regular or late college students must attest their admission form from the concerned Head/Incharge/ Principal;
- vi) Fees: As prescribed from time to time.

All documents along with original Bank Receipt should reach the office specified by the Controller of Examinations up till the given date otherwise late fee will be charged as per given schedule.

Procedure for submission of Examination Admission form

The Head of the department/principal of the affiliated college shall ensure that;

- a. The student has observed 75% attendance.
- b. The examination admission form is complete in all respects, thoroughly scrutinized and certified by the concerned head/Incharge/Principal.
- c. The documents, pictures and fee receipt are authentic and that the subjects in which the candidate is to be examined are correct

4.12 After attestation the admission form along with other documents may be sent to the concerned section notified by the Controller of Examinations through designated Bank branches or through Registered Post, or through the concerned official (in case of regular students).

CHAPTER 5

Bye-Laws for Bachelor of Education

5.1. The Examination shall be open to:

- i Student on the rolls of the Department of Education, University of Malakand or affiliated institutions.
- ii Late Students of Department of Education or affiliated colleges and Private candidates who are eligible to appear in the Examination in private capacity.

5.2 Qualifications for appearing in the examination.

The following conditions shall be satisfied by all candidates:

- i That the candidate has passed the Bachelor's Degree Examination, University of Malakand, or of any recognized University.
- ii That the period intervening between the date of passing qualifying Examination mentioned in (I) above and the date of the Examination for the Degree of Bachelor of Education is not less than one academic year.

5.3 The following conditions shall apply to the regular students:

- i That the student has been on the rolls of the Department of Education or affiliated institution, University of Malakand during the academic year preceding the examination.
- ii That he has attended at least three-fourth of the full course of lectures delivered to his class during that academic year.

A. Private Male Candidates:

The candidates must;

- i. Have passed the C.T or its equivalent examination.
- ii. Have passed B.A/B.Sc or Equivalent from a recognized University with full subjects and not less than 2nd class marks. Third Divisioners in Bachelor degree with M.A/M.Sc in 2nd Division will also be eligible.
- iii. Have attained two years continuous teaching experience in a recognized school after successful qualification of C.T. (General) course. The period of eligibility of the candidates, appointed in a recognized school and appearing privately, shall be counted from the date of declaration of the C.T. (General) course result up to the last date (without late fee) of the submission of admission form for B.Ed. Examination.
- iv Attested copy of the recognition of the school in which the experience was shown.

B. Private Female Candidates:

Private female candidates must;

- i. Have passed the B.A/B.Sc or equivalent examination in at least Second Division.
- ii. Have attained two years continuous teaching experience in a government or private recognized school by the last date (without late fee) for the submission of Admission form for the B.Ed. Examination of the year in which the candidate intends to appear.
- iii. Have passed M.A/M.Sc. in Second Division in case of 3rd division in B.A/B.Sc

5.4. General Regulations for Private Candidates:

- i. That the candidate has his permanent residence within the territorial jurisdiction of the University of Malakand.

- ii Male/Female candidates must have completed two years continuous teaching experience in a government or private recognized school by the date (without late fee) of the submission of admission form for B.Ed. Examination.
 - iii In-service teacher seeking permission to appear in B.Ed. Examination in private capacity shall produce the Service Book entries which should be countersigned by District Education officer/Dy. District Education officer or Assistant District Education officer male and female respectively in case a candidate is a Government employee. In case a candidate is teaching in private school then he/she will have to countersign his/her service book from the Secretary/Assistant Secretary Board of Intermediate and Secondary Education concerned.
- 5.5 Candidates who have cleared at least four/half papers and the practice of teaching in annual examination will be eligible to appear in any or all papers in which they have failed.
- 5.6 There will be no restriction on the number of chances for passing B.Ed Examination, but if a candidate fails to avail two consecutive chances will have to appear as a fresh both in the theory examination as well as teaching practice.
- 5.7 Practice of Teaching will be considered as one of the papers so far as the above Bye-Laws are concerned.
- 5.8 In B.Ed there will be no supplementary examination.
- 5.9 The Degree awarded to a candidate will indicate the division he/she obtained in each part. If a candidate passes in his/her optional paper, that fact together with the marks obtained by him/her will be indicated separately in his/her certificate. The marks obtained by a candidate in the optional paper in the University Examination (Theory) will be counted towards his/her aggregate if he/she passes in that subject.
- 5.10 The minimum number of marks required to pass the examination in theory shall be 40% in each paper and 45% in the aggregate. The minimum number of marks required to pass in the Practice of Teaching Examination shall be 45%.
- 5.11 Candidates passing in all individual papers but failing in the aggregate may be allowed to appear in one paper or more of their choice in order to enable them to pass in the aggregate.

CHAPTER 6

Bye-Laws Relating To Bachelor of Commerce

6.1 Examination Admission Forms & Fee:

- i The University, each year, will notify the date by which the Examination Admission Forms and fees should reach the Controller of Examination office.
- ii The University each year will notify the Examination Admission Fee for the candidates who: Take the examination as whole, or appear in one or more subject/paper/viva-voce.

6.2 Qualification for appearing in B.Com Examination:

B.Com-I

The candidate shall satisfy the conditions that:

She/he has passed one of the examinations listed below:

- i The diploma in Commerce or Diploma in Business Administration of the Board of Technical Education or Intermediate Examination of the Board of Secondary and Intermediate Education / Board of Intermediate Education in any of the following disciplines:
Commerce or Science or Arts/General Science with any two of the following subjects: Computer, Science, Economics, Mathematics, Physics, Statistics Or Any other Examination approved by the Syndicate.
- ii. She/he must have secured at least second division in any of the above mentioned examinations.
- iii. The period intervening between the date of passing any of the qualifying examinations mentioned in the Para 5(a), above, and the date of taking the Part-I Examination of the Bachelor of Commerce (Pass) Course is not less than one academic year.

6.3 B.Com Part-II

The candidates shall satisfy the conditions that:

- i She/he has passed B.Com. Part-I examination of the University of Malakand or any other examination approved by the Syndicate; however, a candidate failing in not more than 50% of subjects of B.Com part-I examination, of the University of Malakand, shall be allowed to join B.Com part-II and appear in the B.Com. Part-II examination along with the examination of B.Com part-I compart subjects.
- ii The period intervening between the dates of passing any of the qualifying examination mentioned in the preceding Para and the date of taking B.Com. Part-II Examination is not less than one academic year.

6.4 Passing Criteria:

Following rules shall apply for passing Part-I and Part-II Examination:

- i For passing Part-I examination, a candidate shall have to obtain forty percent (40%) marks in each of the subject (Theory and Practical Separately).
- ii For Passing Part-I and Part _II examination, a candidate shall obtain forty percent (40%) marks in each subject (Theory and Practical Separately and forty five percent (45%) marks in aggregate. The aggregate shall be calculated on the basis of combined marks of Part-I and part-II examination.

- iii A candidate, who fails in either theory or Practical of any subject, in Part-I or Part-II will be considered fail in the subject; and will have to reappear in the subject as a whole (theory and Practical).
- iv A candidate who obtains forty five percent or more marks in one or more papers shall be exempted from appearing in these papers and shall be eligible to appear in the remaining paper(s) in the following examinations. Such a candidate shall be deemed to have passed this examination in the Paper(s) in which he/she was required to reappear provided he/she obtains forty five percent aggregate of all the papers.
- v A candidate failing in not more than 50% of papers of B.Com Part –I shall be allowed to join the B.Com Part-II and may appear in the Part-II Examination of the B.Com. (Pass) course, along-with the examination of B.Com. Part-I (compart subjects)

6.5 Award of B.Com (Pass) degree:

The results and marks on the basis of the examinations of B.Com Part-I and Part-II (Pass) course shall be taken together to determine the division secured by the candidate.

CHAPTER 7

Bye-Laws Relating to Conduct of Examinations

Conduct of Examinations

- 7.1. All examinations shall be held at such Centers as may be established by the Controller of Examinations.
- 7.2. No one who has passed an examination of this University shall be permitted to reappear in the same Examination except as specially provided for in the Provisions for the examination concerned.
- 7.3. The Superintendent of each Examination Centre shall be appointed by the Controller of Examinations or power delegated to Dy. Controller of Examinations. Where necessary, the Controller of Examination shall arrange for the appointment of one or more Assistant Superintendents and Dy. Superintendents.
- 7.4. The rules relating to the duties of Superintendent, Dy. Superintendents and Assistant superintendence of Examination Centers including Directions to candidates may be altered by the Syndicate from time to time.
- 7.5. If a candidate's Answer-paper is lost after having been received by the Superintendent of the Examination Centre or by one of his Assistants, and if the candidate passes in all other papers, he may be permitted to reappear in that one paper on a date to be fixed by the Controller of Examinations and if he obtains passing marks in that paper, he shall be deemed to have passed the Examination. In the case of a dispute as to whether the candidate's Answer- paper was duly received or not the Controller of Examination's findings/decision shall be final.
- 7.6. Everyday before the Examination begins; the Superintendent / the Dy. Superintendent shall ask all the candidates to search their pockets, seats and deliver to him all books, papers or notes which they may have in their possession or anything which can be used for cheating. This demand shall be made of all late-comers also who are admitted into the Examination room.
- 7.7. Any candidate who fails to part with or is found to have in his possession or accessible to him, books papers or notes relating to the subject of the Examination paper or is detected in giving assistance or using or attempting to use any other unfair means in connection with the Examination, shall be reported to the Controller of Examinations in writing for necessary action.
- 7.8. If a candidate is found guilty of having in his/her possession or accessible to him, books, papers or notes or any other thing or material which might possibly be of assistance to him, she/he shall be provided for under the relevant Bye-Laws of Examination.
- 7.9. Centre will be allotted on the basis of domicile. No change of Centre will ordinarily be permitted, but to obviate genuine hardship, candidates may be permitted to change Examination Centers under the following rules:
 - i The application for a change of Centre (to be made on a prescribed form) should come through the signatory who has signed or countersigned the candidate's Admission Form.
 - ii If a change of centre is being asked for on the ground that the father or guardian or the candidate himself/herself has been transferred from his previous station,

that fact should be certified by the Head of the Office in which the father or guardian or the candidate was employed. If the father or guardian is not working in an office, the fact that he is moving out of his former station should be certified by a Gazetted Officer of the Government of the Pakistan or by the Principal who signed the Candidate's Admission Form or by the Principal of an Affiliated College.

- iii Where a candidate seeks to change his Centre for reasons of ill-health, the application must be accompanied by a certificate signed by a Registered Medical Practitioner.
 - iv The prescribed fee payable for affecting a change of Centre, whether from one station to another or within the same station, shall not be refunded if the permission to change the centre is not availed by the candidate.
 - v No fee shall be charged if a candidate is allotted by the Examination section for want of accommodation or for some other reason a Centre other than the one asked for by him in Admission Form.
 - vi The Controller of Examinations may in genuine case and to avoid hardship, authorize a change of centre in exceptional cases not covered under these rules.
- 7.10
- i An Amanuensis shall be allowed only if a candidate suffers from a disability which renders him unable to write normally provided that the fact is duly certified by a Registered Medical Practitioner. For this purpose permission in advance is required from the Controller of Examinations.
 - ii The amanuensis employed must be of a lower grade of education than the candidate and must not be attached to the institution to which the candidate belongs.
 - iii In emergency case the Superintendent of the Examination Centre shall chose a suitable Amanuensis and forward to the Controller of Examination immediately a report giving full particulars of the candidate and of the Amanuensis employed.
 - iv The Superintendent shall arrange for a suitable room for the candidate and also appoint a special Assistant Superintendent for invigilation.
 - v The prescribed fee to be charged from candidates, no fee will be charged from blind candidates.
- 7.11 Blind candidates will be given a concession of an additional 45 minutes for solving the question paper.
- 7.12 Inspectors may be appointed by the Controller of Examinations for various examination Centers during the course of examinations and a payment of T.A./D.A. and Inspection Fee will be allowed to them.

CHAPTER 8

Bye-Laws Relating to the Examination Disciplinary Committees and Use of Unfair means in the Examinations.

8.1 Examination Disciplinary Committee

Use of Unfair means by candidates or supervisory staff in or outside the examination and during examination will be referred to Examination disciplinary Committee to be constituted by the Vice-Chancellor on the recommendations of the Controller of Examinations. The constitution and TORs of the committee shall be as under.

- i. Maximums number of members will be 07 including convener and secretary.
- ii. Quorum for a meeting of the Examination disciplinary Committee will be 03.
- iii. The committee will make recommendations in the light of facts available before them.
- iv. Recommendations of Examination disciplinary Committee will be subject to the approval of Controller of Examinations.
- v. Term of committee will be one calendar year w.e.f. the date of approval.
- vi. Dy. Controller of Examinations will be the secretary of the committee.
- vii. The agenda for the meeting will be prepared by the secretary of the committee in consultation with the Controller of Examinations.
- viii. Rate of Honorarium shall be as under;

Members /Convener/Secretary	Rs. 1000/- Per working day each
Clerical staff maximum 5 per day	Rs. 500/- Per working day each
Naib Qasid maximum 3 per day	Rs. 350/- Per working day each

8.2 Examination Appellate Committee

There shall be an Appellate Committee to be appointed by the Vice-Chancellor on recommendations of the Controller of Examinations and shall have the following constitution and TORs.

- i. Maximums number of members will be 05 including convener and secretary.
- ii. Quorum for a meeting of the Examination disciplinary Committee will be 03.
- iii. Time for appeal against the decision of Examination Disciplinary Committee will be one month after declaration of the result.
- iv. One senior member or Controller of Examinations will be the convener of the committee.
- v. The committee will make recommendations in the light of facts available before them.
- vi. Recommendations of Examination Appellate Committee will be subject to the approval of Controller of Examinations.
- vii. Term of committee will be one calendar year w.e.f. the date of approval.
- viii. Dy. Controller of Examinations who is not secretary of the EDC will be the secretary of the committee.
- ix. The agenda for the meeting will be prepared by the secretary of the committee in consultation with the Controller of Examinations.
- x. **Rate of remuneration will be as under.**

• Members /convener/Secretary	Rs. 1000/- Per working day each
• Clerical staff maximum 2 per day	Rs. 500/- Per working day each
• Naib Qasid maximum 1 per day	Rs. 350/- Per working day each

8.3 Acts of Unfair Means and Penalties For Such Acts

A candidate appearing in an Examination who makes himself responsible for any of the categories of reprehensible Conduct enumerated below shall be liable to such punishment as prescribed. Such punishments shall be made effective by the approval of the Controller of Examinations on recommendation of the Examination Discipline Committee or Examination Appellate Committee.

Some of the acts of unfair means are as follows.

- i. Giving or receiving assistance or copying from any book, paper or memorandum or another candidate's answer book or allowing any other candidate to copy from his Answer-Paper or using or attempting to use these or any other unfair means;
- ii. Deliberate previous arrangements to cheat in the Examination such as smuggling in another Answer-Book, or impersonation or similar misconduct of a serious nature;
- iii. Obtaining admission to an Examination on a false representation made in his Application or Admission Form;
- iv. Using abusive or obscene language in his Answer-paper;
- v. Forging another person's signature on his Application or Admission Form;
- vi. Refusing to obey the lawful order of the Superintendent of the Examination Centre in the Examination-room or changing his seat or Roll Number Card with another candidate or creating disturbance of any kind during the Examination or otherwise misbehaving in or around any Examination Centre;
- vii. Being found in or around an Examination Centre in possession of fire arms or anything ordinarily used as a weapon of offence;
- viii. Any one helping the candidates.
- ix. Possession or using of Mobile Phones or any other electronic device which is prohibited in the Examination hall.
- x. The supervisory staff or the inspectors will be authorized for body search of a candidate if he /she whichever the case may be believe that the candidate has cheating material in his/her possession.
- xi. If an examiner was found to be involved in unfair means in an examination shall be removed from the examination duty. He may also be disqualified for future examination duty with forfeiture of T.A/D.A and remuneration bill.
- xii. Any such act which is termed as a hindrance in the fair conduct of examination.

8.4 Penalties for Acts of unfair Means in Examinations

S.No	Act	Current Penalty	Proposed penalty
1	Attempt of Copy	Rs. 1000/- Per Paper	Rs. 1500/- Per Paper
2	Copied	A fine of Rs. 1500/- Per Paper with cancellation of the particular paper(s)	A fine of Rs. 2000/- Per Paper with cancellation of the particular paper(s)
3	Request for the ---in the answer sheet Making of appeals of serious nature to the examiner	A fine of Rs. 1500/-	A fine of Rs. 2000/-
4	Removal of sheet of scripts or continuation sheet	A fine of Rs. 2000/- cancellation of the paper (s)	A fine of Rs. 2500/- cancellation of the paper (s)
5	Using abusive /obscene	A fine of Rs. 1500/-	A fine of Rs. 2000/- Per

	language in answer sheet	Per Paper with cancellation of the particular paper(s)	Paper with cancellation of the particular paper(s)
6	Staging a walkout or persuading others to do so and showing resistance	Rs. 5000/- and cancellation of exam	Rs. 5000/- and cancellation of current examination
	a. Writing wrong Roll No. to deceive inspector/supervisory staff b. writing wrong roll number through carelessness, mistakenly or omits to write roll number on the answer sheet.	a. do b.-----	a. do b. Fine or Rs.2000/-
	Smuggling of question paper outside the hall	Rs. 5000/- and cancellation of exam	Current exam cancelled fine Rs. 10000/-
	Refusing to hand over cheating material	A fine of Rs. 3000/- and cancellation of current Examination	A fine of Rs. 3500/-and cancellation of current Examination
	Disobeying supervisory staff/ creating disturbance and misbehaving with supervisory staff /inspector	Do	Do
	Cheating by force	Do	Do
	Taking away answer sheet from office of the Controller of Examinations.	Fine or Rs. 10,000/-	Current examination cancel Fine of Rs. 12,000/-
	Smuggling answer Book or sheet in/out the examination hall A. The paper is run away by the candidate in presence of the supervisory staff. B. The paper is missed but no proper evidence of being smuggled is available	This examination cancelled, disqualified for the next examination and fine of Rs. 10,000/-	(A) Current exam cancelled disqualified for next three exams fine Rs. 10000/- (B) Paper cancelled fine of Rs. 2000/- the concerned superintendent Dy. Superintendent, Assistant Superintendent be investigated by the committee and may be punished with disqualification from 3year to 8years or forfeiture of the remuneration and TA/DA bill or both depending upon the nature of the case and as

			recommended by the committee.
	Threatening /assault of supervisory staff/ inspector	This examination cancelled, disqualified for the next three Examination and a fine of Rs. 5000/-	This examination cancelled, disqualified for the next three Examination and a fine of Rs. 7000/-
7	Possession or display of fire arms /weapon of offence	This exam cancelled disqualified for the next two examination and a fine of Rs. 10,000/-	This exam cancelled disqualified for the next two examination and a fine of Rs. 12,000/-
8	Impersonator, if student of the university	Do	Current examination cancel, disqualified for the next three examinations and fine of Rs.13000/ on the candidate.
9	Impersonator, outsider (not a student)	Rs. 10,000/-fine to the candidate (s) and disqualification from the current examination and the next three examinations, in case of impersonator (whether the University student or outsider) The case may be referred to police for treating under the law	Current examination cancel disqualified for the next three examinations and fine of Rs. 15,000/- on the candidate
10	Possession of Mobile Phone		Fine of Rs. 3000/-
11	Copied from Mobile Phone/other electronic device		Paper cancelled Fine of Rs. 4000/-
12	Torn Paper in the Hall in presence of supervisory staff.		Current exam cancelled Disqualified for the Next Three exams fine of Rs. 8000/-
13	If any one of the supervisory staff found guilty of using unfair means.		Removal from the duty, disqualification for future examinations duty or forfeiture of the remuneration /TA.DA bill or all of the above depending upon nature of the case.

CHAPTER 9

Bye-Laws Relating To Appointment & Duties of the Examiners/Tabulators & Scrutinizers

9.1 The term examiner comprehends:

- i Those who set question papers and examine scripts;
- ii Those who set question papers but do not examine scripts; and
- iii Those who only examine scripts.

Examiners again are either (a) external (b) neutral or (c) internal.

- a An external examiner is one who is not teaching or has not taught candidates during the two years preceding the Examination.
 - b A neutral examiner is one who is not teaching (and has not taught during the two years preceding the Examination) candidates for the particulars Examination for which he is appointed. He may or may not be on the staff of an Affiliated/Constituent College or Post-Graduate Teaching Department.
 - c An internal examiner is one who is teaching (or has taught during the two years preceding the Examination) candidates for the particular Examination for which he is appointed.
- 9.2 lists of Examiners duly approved by the Vice-Chancellor may be revised from time to time as and when needed by the examination section on recommendations of the Board of Studies concerned. In case of B.A/B.Sc, B.Com, BBA, B.Ed, M.Ed, M.Com, ADE, BS (4-Year) and M.A private examinations, the examiners list may be approved by the Controller of Examinations.
- 9.3 In case of emergency, the Vice-Chancellor may appoint Examiners on recommendations of the Controller of Examinations.

9.4 Duties of Examiners

- i. Examiners shall distribute their questions as far as Possible over the whole range of the subject in which they are setting question-papers.
- ii. Where alternative text-books are prescribed for an Examination, Examiners shall not base their Questions exclusively on any one of such text books
- iii. Paper-Setters shall assign marks for each Question in the paper separately and such marks must be indicated in the question paper for the information of the candidates.
- iv. Any paper that does not conform strictly to the rules herein laid down may be returned to the Examiner concerned for correction.
- v. Every Examiner shall send his Paper to the Controller of Examinations (by name) by registered, insured post in accordance with the instructions issued by the Controller of Examinations in the matter. Any paper not sent in the prescribed manner may be rejected by the Controller of Examinations.
- vi. Award list sent to the Controller of Examinations shall not show any fractional marks for any paper.
- vii. In no case shall a Head-examiner himself increase or reduce the marks marked in any paper by a Subordinate Examiner. In case of difference of opinion arising in this connection between a Head-Examiner and a Subordinate Examiner, the matter shall be referred to the Controller of Examinations for decision. who can also send it to a neutral examiner

- viii. It shall be the responsibility of the Head Examiner to see that the results in his paper are submitted to the Controller of Examinations in time.
- ix. The Head Examiner shall, when the rules require, re-examine the required percentage of the papers examined by Subordinate Examiners and enclose with the result sent in to the Controller of Examinations a certificate to that effect.
- 9.5 An Examiner who is a paper-setter as well shall ordinarily hold office for one year only but he may be re-appointed for another year for the same paper. But no paper-setter shall ordinarily be appointed for setting the same paper for more than two consecutive years.
- 9.6 Subordinate Examiners shall be eligible for appointment for examining the same paper for one year only but he may be appointed for another year for the same paper.
- 9.7 Paper-setters for all written Examinations shall be either External or Neutral Examiners.
- 9.8 No student who is on the rolls of an Affiliated/Constituent College or Post-Graduate Teaching Department shall ordinarily be appointed as an Examiner.
- 9.9 No one shall be appointed during the same academic year to set more than four Question-papers excluding Question-papers for Supplementary Examinations. This will not, however, include papers for Practical Examinations and will not affect the appointment of a person as an Examiner for a Thesis.
- 9.10 Before the results of an Examination are published, they shall be submitted to the Vice-Chancellor for approval, together with a statement of the percentage of passes in the whole Examination and in each subject for current year and for the three preceding years. The Vice-Chancellor will authorize publication of the results if he approves of them. If, however, the Vice-Chancellor considers, after examining the statistics submitted, that there has been a marked change of standard in the whole Examination or in a Particular subject, he may refer the matter to the Examiner(s) concerned for a report on the apparent change of standard, suggesting at the same time any specific modification of the results he considers desirable. If the Vice Chancellor and the Examiner(s) agree on the modification (if any) to be made, the Vice-Chancellor shall authorize the publication of the results accordingly.
If, however, the Vice-Chancellor and the Examiner(s) do not agree or no report can be obtained from the Examiner(s) the Vice-Chancellor may, if he is of the opinion that there has been a marked change of standard, order a re-examination of any paper or set of papers by a new examiner to be appointed by the Vice-Chancellor.

9.11 Remuneration to Be Paid To Examiners

- i. If a paper setter does not examine the Answer-papers of candidates in the paper set by him for any reasons such as the following, he will be paid the paper setting fee only:-
 - a He expresses his unwillingness to examine the papers.
 - b He is unable to examine the papers on account of illness.
 - c He becomes unavailable by going out of Pakistan after setting the Question paper.
- ii. If an Examiner is appointed to examine the Answer-papers pertaining to a paper not set by him, he will be paid the remuneration due to him for examining the Answer-papers only.

- iii. The rates at which remuneration will be paid to the Examiners will be paid as per updated rules.

9.12 Tabulators and Scrutinizers

Tabulators and Scrutinizers for the results of the University Examinations shall be appointed by the Controller of Examinations for every examination.

9.13 Duties of Scrutinizers/Tabulators and Instructions for their Guidance

The detailed scrutiny of results shall include:

- i. Comparison of marks entered in the result sheet by the Tabulator with the award list submitted by the Examiner.
 - ii. Checking of (a) Subject totals; (b) Grand totals; (c) Underlining the marks indicating failure and (d) Passing and failing according to the regulations/Bye-Laws in force.
 - iii. Verification of absentees from the absentee memos supplied by the Superintendent of the Examination Centers (in the case of written papers) or by the Examiners (in the case of Oral and Practical Examinations) concerned.
 - iv. Checking of transferred marks from the old result sheets in the case of candidates appearing under compartment rules (Back entries).
 - v. Comparison of real and factious Roll Numbers with the key supplied by the Secrecy Officer (This applies to Examinations where factious Roll Numbers are used).
 - vi. Verify that marks written in words in the award lists against each Roll Number tally with marks given in figures, and that marks have not been awarded in excess of the maximum;
 - vii. Verify that each page of the award list and corrections in award lists have been duly signed by the Examiner or the Head-Examiner or both as the case may be;
 - viii. Verify that marks have been correctly posted in the Result-sheet according to the subjects shown against each Roll Number.
- 9.14 After the results have been thoroughly scrutinized the Scrutinizers shall sign each page of the tabulation sheet.
They shall not sign against any failed candidate unless he/she is a compartment case. They shall also sign a certificate on the last page of the result sheet to the effect that the results of the Roll Numbers allotted to them have been scrutinized and found correct or corrected, as the case may be, with any other remarks that may be considered necessary.
- 9.15 All entries in the result must be made by the tabulators concerned. In no case must any Scrutinizer make any entry in his own hand.
- 9.16 A Scrutinizer must get, every mistake detected by him in the result-sheet, corrected by the Tabulators concerned and he must initial the correction.
- 9.17 When the result or marks of a candidate cannot be declared on account of any discrepancy in marks or for want of marks in any paper or some Subjects the Scrutinizers shall write "M.L" or "R.L" (as the case may be) against the particular Roll Number mentioning also the paper on subject in which marks are missing or unconfirmed.

They shall also mention the Roll Numbers of such candidates at the bottom of result-sheet.

- 9.18 In the case of there being some objection to pass a result, the scrutinizers must put up a note in writing for the decision of the Controller of Examinations.
- 9.19 The scrutinizers and tabulators are expected to maintain strictest secrecy in the matter of the results. Any attempt to divulge the result by any one must be reported to the Controller of Examinations in writing.
- 9.20 Any suspected case of tampering with the results must be reported to the Controller of Examinations in writing.
- 9.21 All scrutinizers and tabulators are expected to scrutinize 'LATER CASES' whenever they are required to do so.
- 9.22 If a Scrutinizer or tabulator fails to present himself for his work or fails to complete the work by given date, the work will be given to another scrutinizer. In the later case, the scrutinizer shall forfeit his claim for remuneration even though he may have done a part of the work.
- 9.23 When on account of non-receipt of award lists from Examiners or discrepancies in awards results or marks of any candidate are withheld, the scrutinizers and tabulators concerned are expected to keep themselves in touch with the office to find out when such results are complete and ready for scrutiny. This will help the office to clear as many 'LATER CASES' as possible before the publication of the results.

9.24 Duties/Responsibilities of the Tabulators:

- i. To check the back entries with the old result sheet in the first print provided to them before posting of new award lists in computer and also to check the Part-I (Previous) result in case of Part-II (Final).
- ii. To enter fresh awards in computer
- iii. To enter absentees from the center files (in the case of theory papers) or by the examiners attendance sheet (in case of oral and practical examinations).
- iv. To enter UFM cases and its decision in computer
- v. When the 2nd print is provided, the tabulators have to verify the correction they made in the back entries and check/verify that the new posting of awards are correct in the print.
- vi. Giving of divisions and aggregate marks, where it is needed be with proper signature, and also sign each page of the sheet.
- vii. To undertake the gazette proof reading and to sign on each page of the gazette, to verify correction.
- viii. To clear RL cases on daily basis

CHAPTER 10

Duties of Superintendents/ Supervisory Staff, Members of The Examination Centre

10.1 Safe Custody of Question Papers:

The Superintendent shall be responsible for safe custody of question papers from the time of taking delivery of sealed packets. He shall keep them in his PERSONAL custody and make sure that no one else possesses a duplicate key of the place where they are kept.

10.2 Superintendent's Residence:

The Superintendent shall, in no case, reside in a student's hostel or in the house of the examinee. Suitable arrangements for residence, consistent with the safe custody of question papers, should be made before hand.

10.3 Opening of the Packet:

The Superintendent shall open the packet containing sealed Question Paper Envelopes only a day before the commencement of an examination in the presence of two witnesses. One of the witnesses must invariably be the Deputy Superintendent, if one has been appointed; the other should preferably be one of the Assistant superintendents. If no one from the Supervisory staff is available then two persons of known respectability may witness the opening of the packet.

The Superintendent and the witnesses shall carefully examine the seals on the outer cover containing sealed Question Paper Envelopes and if found in proper condition with seals un-injured, the following certificate signed by the Superintendent and the two witnesses shall be sent to the Controller of Examinations on the same day.

“We, the undersigned, hereby certify that the sealed parcel containing Question papers for the Examination of the Centre has been examined by us and found to be in proper condition and has been opened in our presence”.

If the cover containing question paper envelopes appears to have been tampered with, the contents should be removed without breaking the seals and the empty cover sent immediately to the Controller of Examinations along with a detailed report.

10.4 Scrutiny of Envelopes containing Question Papers:

The Superintendent shall scrutinize the sealed envelopes indicating the subject, paper, number of copies, etc. and shall:

- I. Check the total number of envelopes.
- II. Compare the subjects indicated on the envelopes with the Date Sheet and the Centre statement in order to make sure that question papers for a particular subject are not missing.
- III. Ascertain that the number of copies of Question Papers for various subjects are sufficient for the centre.
- IV. See that the seals had not been damaged in transit.
- V. The Superintendent shall report any discrepancy materially affecting the conduct of examinations at the centre to Controller of Examinations **IMMEDIATELY** by Telephone, Express Telegram or by some other means.
- VI. The Superintendent shall submit the following certificate countersigned by two witnesses in regard to scrutiny at of envelopes containing Question Papers:

- VII. “The packet containing envelopes of question papers was opened in presence of the undersigned today. The contents were correct according to the Date Sheet and Centre Statement. The envelopes did not appear to be tampered with. The envelopes **NOTED BELOW** were damaged in transit and have been securely enclosed immediately in another cover which has been sealed by a seal in the possession of the Deputy Superintendent”.

10.5 Opening of Question Paper Envelopes:

- I. The superintendent shall open each envelope containing question papers in the Examination Hall on the date and hour fixed for examination in the presence of two witnesses after verifying the subject by a reference to the date sheet and carefully examining the condition of the envelope and the seals. If the envelope is found in proper condition, the Superintendent shall open with a pen knife the flap side of the envelope leaving the seals Intact for Inspection.

The opening certificate printed on the flap side of the question paper envelopes shall be signed by the Superintendent and countersigned by two witnesses.

The empty envelopes should be carefully preserved and after the termination of the examination, sent to the Controller of Examinations along with balance of question papers.

- II. Before opening an envelope containing question papers, the Superintendent should ascertain if candidates are present for that particular paper. If no candidate is present, the envelope should not be opened but sent to the Controller of Examinations (by name) with a forwarding letter.
- III. The Superintendent shall, before distributing the papers to candidates, check the envelope opened by him that it contains the paper indicated on the envelope and mentioned in the Date Sheet. In case of discrepancy, instructions should be promptly obtained from the Controller of Examinations.

10.6 Penalty for Opening a Wrong Envelope:

No honorarium will be paid to a Superintendent who, through an oversight, opens a packet containing question papers meant for some other day. The Deputy Superintendent and the Assistant Superintendent, who have acted as witnesses for opening the envelopes, shall not be paid any remuneration. The matter shall be reported to the Vice-Chancellor/Controller of Examinations for such other action as may be considered necessary.

10.7 Dispatch of Question Papers to the University:

The Superintendent shall forward a copy of the question paper to the University along with the answer books of candidates.

10.8 Misprints in Question Papers:

The Superintendent shall immediately bring to the notice of the Controller of Examinations any misprint or ambiguity in a question paper.

10.9 Prevention of Leakage of Question Papers in a Centre:

To prevent the possibility of questions on any subject being known at another centre before time:

- I. No person, including menials, should be allowed to leave the examination hall till the expiry of half an hour after the commencement of the examination.

- II. No copy of the question paper should be allowed to go out of the hall before the expiry of half the time.
- III. No candidate should be permitted to leave the examination hall until the expiry of an hour after the distribution of the paper.
- IV. Candidates leaving the examination hall before the expiry of half the time should not be allowed to take their question papers with them.
- V. The Superintendent should not allow any member of the Supervisory staff to read a question paper or keep it in his possession.
- VI. The Superintendent should keep Spare copies of question papers after distribution IN SAFE CUSTODY AND NOT LYING OPEN ON THE TABLE.
- VII. The Superintendent should not give the question papers to anyone but return the balance to the University Office. Inspectors of Examination Centers shall invariably check the balance of question papers.

10.10 Admission of Candidates:

- I. The Superintendent shall compare particulars of candidates appearing at the Centre with the list (Centre Statement) showing names of candidates, optional subjects offered and total number of candidates appearing for various subjects in the examination. The Superintendent shall not admit any candidate whose name does not exist in the confidential list of candidates for that Centre or about whom he has no directions from the Controller of Examinations.
- II. If, at a place, where there are more than one centers of Examination and a candidate presents himself for examination at a centre not allotted to him originally, the Superintendent shall if there is sufficient time, direct the candidate to go to the centre originally allotted to him. If, however there is not sufficient time, the Superintendent may allow the candidate to take the examination at his centre for that day only and should report the case to the Controller of Examinations. He should also inform the Superintendent of the Centre to which the candidate originally belonged.
- III. The Superintendent shall collect the roll Number slips issued to Candidate and should check the candidates with photo given on Roll Number Slip as authority for admission to the examination centre.
- IV. If a candidate is unable to produce the Roll Number slip on demand, he should be allowed to take the examination provisionally, provided his name exists in the attendance list and should be asked to obtain a duplicate roll number slip from the University on the prescribed payment. This measure is necessary to avoid impersonation. The confirmation in case of candidate admitted provisionally should be obtained from the Controller of Examinations by Telephone/Mobile phone or by any other convenient method. The following certificate, signed by the candidate and countersigned by the Superintendent, should be obtained from him:

I.....son/daughter of a candidate listed under Roll No.....for the Examination.....do hereby declare that in the absence of any authority issued on behalf of the University of Malakand by its Controller of Examinations. I have solicited the favor of appearing at the Centre named below at my own risk and responsibility and that the University or any member of its supervising staff incurs no liability what so ever by permitting me to take my

examination at this centre. I will further abide by the orders of the University whose decision shall be final.

V. Stray Answer Books:

Answer books of candidates admitted under rule 12 are to be treated as stray answer books and should be sent separately under registered parcel post to the Controller of Examinations (by name) under double cover, the inner cover to be labeled as under:

STRAY ANSWER-BOOKS

Subject.....paper.....Examination Roll Nos.....

Centre.....Reasons in brief.....

10.11 Discrepancy in the Subject Offered:

The Superintendent shall not ordinarily allow any candidate to appear in the subject other than that shown against his name in the confidential list of candidates. If, however, a candidate insists that he had offered a subject not shown in the confidential list, the Superintendent shall allow him to appear provisionally in that subject and send intimation to this effect to the Deputy Controller of Examinations by registered post.

10.12 All Examinations shall start as per given time on the Date Sheet:

- I. The Superintendent shall open doors of examination Hall each day half an hour before time specified for distribution of question papers.
- II. No candidate shall be admitted to the Examination Hall for any reason whatsoever, after commencement of Examination.
- III. The Superintendent shall send to the Controller of Examinations list of candidates not admitted to the Examination Hall with reasons for refusal to do so.

10.13 Seating Arrangement:

The Superintendent shall make satisfactory seating arrangements a day before the commencement of the examination. Candidates shall be seated in such a manner as to render any inter-communication impossible. Candidates belonging to same institution must be seated well apart and candidates from the institution where the examination is being held must be seated in main hall under direct supervision of the Superintendent.

10.14 Roll Numbers and photographs:

The Superintendent shall write the Roll Number of each candidate with white chalk on each table so that the candidate may easily find his seat. He shall also fix photograph of a candidate on the table, if supplied by the University.

10.15 Plan of the Examination Hall:

The Superintendent shall arrange for getting a plan of the Examination Hall typed showing the seating arrangement as well as the direction in which the candidates are required to face. A copy of the plan should be pasted at a conspicuous place outside the Examination hall a day before the commencement of Examination. After the termination of the examination, a copy of the seating plan shall be sent to the Deputy Controller of Examinations.

10.16 Purdah arrangement for Women Candidates:

In a combined Centre for men and women candidates, the women should preferably be seated in a separate room. A separate bath room should also be arranged for the women candidates. Subject to safeguards against use of unfair means, the

Superintendent of the combined centre should, so far as possible, refrain from visiting the room where women candidates are taking their examination.

10.17 Bath Room Arrangements:

The Superintendent should be particularly careful about making arrangements for urinals and latrines for the use of candidates. A commode and a pot might be placed in a suitable place, near the examination hall, if there is no place for latrine or urinal nearby. The Superintendent should see that one of the Assistant Superintendents always accompanies the candidate wishing to make use of the urinal or latrine while the examination is going on. To prevent any possibility of use of unfair means, the urinals or the latrine must be inspected each time before and after a candidate uses it.

10.18 Identification Sheet:

Candidates on their first appearance should be required to write their names and roll Numbers (in their own handwriting) in the Identification sheet. The roll Numbers and the names written by the candidates in the identification sheet should then be compared with the attendance list of candidates. The signatures in the identification sheet should be compared with the signatures of candidates on their Roll Number Slips. If there is any discrepancy, the matter should be reported to the Controller of Examination along with candidate's explanation. His answer books should be sent as stray Answer-Book to the Controller of Examination name). The Identification sheet should be sent to the Deputy Controller of Examinations after the termination of the examination.

10.19 Ink:

No ink will be supplied to candidates by the University. The Superintendent shall not allow any candidate to use any ink other than blue / black ink especially the red.

10.20 Blank Answer Books:

- I. The Superintendent shall not give more than one answer book to a candidate in one paper in any circumstances. Continuation sheets should invariably be provided in case the Answer-Book supplied is finished. Candidates should be asked to write on the title page of the Answer-Book, the number of sheets attached and the Assistant Superintendent concerned should, in the presence of the candidate, verify this statement when receiving the Answer-Books otherwise the responsibility of loss, if any, would be that of the assistant Superintendent.
- II. The Stapler to staple the sheets should be supplied by the Superintendent. To avoid detachment, candidates should be asked to check that the continuation sheets are properly stapled. Assistant Superintendent should be instructed to see that the blank continuation sheets supplied to candidates are stitched immediately.
- III. The Superintendent should keep a regular record of the blank Answer-Books and utilized Answer-Books every day in every paper and should strike balances per session. The prescribed form should be submitted to the Deputy Controller of Examinations duly filled in, along with Superintendent's bill after the termination of the Examination.
- IV. The Superintendent shall be responsible for safe Custody of blank Answer-Books. He should make sure that he has received all the bundles sent by the University and that they are intact.

10.21 Filling up of Memos:

- I. Memos must be filled in correctly giving all details in full for each paper. Roll Nos. of candidates whose Answer-Books are dispatched must tally with those given on the Answer-Books as well as in the attendance list of candidates supplied by the University. Roll Numbers of Candidates present as well as absent must be correctly mentioned in the Memo.
- II. Roll No's of the absenting Candidates may be forwarded to the Secrecy Section on the Cell Number, forwarded for the purpose.

10.22 Wrong Roll Number on an Answer-Book:

- I. Candidates sometimes either through carelessness or inadvertence, omit or wrongly write their Roll-Numbers on the Answer-Books. Such an omission or mistake when passed by the Superintendent un-noticed involves serious complications in the University. To avoid this, the Superintendent must take special care to compare the Roll Numbers written on the Answer-Books with those given in the Attendance List of candidates. When an Answer-Book with a wrong roll Number is discovered in course of this comparison or otherwise, the Superintendent should send the Answer-Book to the Controller of examination (by name) with an explanatory note. He should not make the correction himself.
- II. In case of two Answer-Books bearing the same Roll Number, the Superintendent should obtain explanation from the candidates and send the case to the Controller of Examinations as Unfair Means case (by Name).
- III. The Superintendent should also ask the candidates to be particularly careful in writing their roll Numbers correctly and legibly on the Answer-Books. Attention of Assistant Superintendent should also be drawn to the relevant instructions in this book under the heading, "Duties of Assistant Superintendents".
- IV. The Superintendent should warn the candidates that in all examinations Roll Numbers should only be written on the perforated portion of the cover of the Answer-Book and nowhere else as other-wise they are liable to the unfair mean case.
- V. All Answer Books should be dispatched to the Controller of Examinations (by name).

10.23 Every Answer-Book supplied to a candidate must be signed as under:-

- I. The signature shall be affixed by the Superintendent or the Deputy Superintendent on the perforated portion of the cover of the answer- book only.
- II. Answer-Book should, IN NO CASE BE SIGNED OR STAMPED BEFORE ISSUE. They must be signed during the course of the examination. Serious notice shall be taken in case of omission of this instruction.

10.24 Use of Drawing Instruments, Stencils etc.:

The Candidates may bring their own drawing instruments with them for their examination in Mathematics. No ruler or instruments of any kind are to be used either in the sketch or the finished drawing. Candidates in Physics and Chemistry may use stencils.

10.25 Illness of a candidate in the examination hall:

In case a candidate falls ill in the Examination Hall, the Superintendent may send him for a qualified doctor for treatment, if the candidate so desires. The Doctor's fee in all such cases shall be paid by the candidate concerned and not by University.

10.26 Amanuensis:

Superintendents are not allowed to sanction amanuensis under any circumstances. In case of emergency, he will have to inform the Controller of Examinations or the Dy. Controller of Examinations whose decision shall be final.

10.27 Collection of Answer-Books:

Immediately after the expiry of time allotted for a paper, the Answer-Books should be carefully collected and the examination hall cleared of all candidates. Under no circumstances should the candidates be asked by the Superintendent to leave their Answer-Books on the tables.

The Superintendent should instruct the candidates that they are not to leave the examination hall without handing over the Answer-Books to the Assistant Superintendent of their section. The candidates should remain seated and not leave their places until the answer books have been collected by the Assistant Superintendent concerned. The Assistant Superintendent should then arrange the answer books of his section serially and hand them over to Superintendent or the Deputy Superintendent. Care should be taken to insert absentee slips in lieu of the Answer-Books of absentees.

Assistant Superintendent should see that a candidate who does not attempt even any-part of the question paper nevertheless submits the Answer-Book bearing his roll Number and other particulars required on the title page. Such answer books should be super scribed “**Not attempted**” in the hand writing of the Superintendent without initials.

10.28 Dispatch of Answer-Books:

All the Answer-Books received each day shall be arranged serially, securely tied, packed in cloth, sealed , be addressed to the Controller of Examinations (by name). and be submitted to Bank Branch specified by the Controller of Examinations for the purpose. In case of an afternoon paper when it is not possible to dispatch the packet on the same day the seal of the Deputy Superintendent should be used. In case the Deputy Superintendent has no seal of his own, the packet may be sealed with the seal of the Superintendent but the seal must remain in the custody of the Deputy Superintendent.

10.29 Special Instructions:

In all examinations, the Memo for the Controller of Examinations must be packed inside the packet along-with the Answer-Books.

10.30 Attendance Charts:

The Attendance Charts duly filled in should be dispatched to the Deputy Controller of Examinations after the termination of the examination.

10.31 Packing of Answer-Books:

When Answer-Books are sent by registered post, the Superintendent should see that they are packed either in cloth-lined envelopes or in cloth cover. Paper envelopes should, in no case be used for this purpose.

10.32 Mode of Dispatch of Answer-Books:

The Superintendent should note the following instructions in regard to Dispatch of Answer-Books:

I. If the affixed on the packet of Answer-Books is in the possession of the Deputy Superintendent, the packet should be dispatched by the Superintendent, otherwise by the deputy Superintendent.

II. Extra care should be given to the small packets to avoid any misplacement.

10.33 Instructions to be read out by the superintendent every day before the commencement of the Examination:

On each and every day of the examination each and every time before the examination begins and also to the candidates who arrive late, the Superintendent shall read out the following rules for the warning of the candidates.

I. Candidate should search their Pockets and deliver to the Superintendent all papers, books or notes or mobile phones which they may have in their possession or anything which can help them in cheating.

II. Candidate should not disclose their identity or make any kind of peculiar marks in the Answer-Books.

III. Candidates should not write their names, the name of their centre, College or District. The private candidates should not write that they are appearing as such.

IV. Candidates should use fictitious names like A,B,C, or X,Y,Z, if they have been asked to write a letter.

V. Any infringement of these rules will be dealt with under Unfair Means Regulations/Bye-Laws.

VI. The Superintendent shall forward to the Deputy Controller of Examinations on the termination of an examination a declaration signed by him and witnessed by Deputy Superintendent to the effect that he did read out the instructions to the Candidates and called upon them to surrender all papers, books or notes mobile phone in their possession.

10.34 Possession of weapons inside the Hall:

Candidates found in possession of fire arms or anything capable of being used as weapon of offence in or around any examination hall, shall be liable to expulsion from the hall and disqualification ranging between one and two years or a longer periods in accordance with Law/Rules.

10.35 Explanation of the candidates using Unfair Means:

I. When the Superintendent takes action against candidates using or attempting to use Unfair Means he should invariably demand written explanation or statement of the candidate concerned. If any candidate refused to give his statement, the fact should be noted in the report.

II. The Superintendent has the right of asking the candidates to leave the examination hall when he suspects the candidate of using unfair means. He, however, cannot prevent the candidate from taking the Examination in subsequent papers.

When a candidate is detected using unfair means, the Superintendent should take care that his report is always full and complete in every respect and includes all the known facts and relevant circumstances of the case and other evidence. Each unfair means case must be submitted with a separate report. While submitting a copy of the seating plan along-with the unfair means case of any candidate, the Superintendent, should show by an arrow which way the candidate was facing. The Superintendent should

submit his report on the prescribed form and send it to the Controller of Examinations (by name) along with the Answer-Book of the candidate.

- III. Supervisory staff at a centre in addition to the Superintendent will be as follows:
 - (a) Deputy Superintendents
 - (b) Assistant Superintendents

10.36 Deputy Superintendent:

- I. One Deputy Superintendent shall be appointed at each centre of examination in addition to the required number of Asstt: Superintendents.
- II. If the number of candidates appearing at a centre is ten or less, the Superintendent and the Deputy Superintendent will supervise without the assistance of another Assistant Superintendent.

10.37 Assistant Superintendents:

- I. If the number of Candidates is ten or less, no Assistant Superintendent will be appointed.
- II. One Assistant Superintendent for candidates exceeding 10 but not exceeding 40 will be allowed. If the number is above 40 but not above 80, two while numbers above 80 but not above 120, three Asstt: Superintendents will be allowed and so on.
- III. The no of Assistant Superintendents may be increased as per actual space where no proper Hall is available.

10.38 The rule (one Assistant Superintendent for every forty candidates)

- I. Applies to each hall or room used as a centre and not to the centre as a whole. The number of rooms used and the number of candidates Seated in each room must invariably be stated in the Assistant Superintendents bill against each date. No extra Assistant Superintendent will be sanctioned except extremely exceptional cases when the previous sanction of the Controller of Examination should be obtained. This sanction should be attached to the bill to avoid unnecessary correspondence and delay in payment.
- II. In a Combined centre where girl candidates are seated in a Separate room, a lady Deputy Superintendent or Assistant Superintendent should invariably be appointed. If the number of girl candidates at a combined centre is ten or more, a lady Deputy Superintendent will be appointed to supervise in the separate room for girls. But if the number of girl candidates at a centre is less than ten, a lady Asstt: Superintendent will be appointed at that centre.

10.39 Duties of Assistant Superintendents to be read out:

- I. The Superintendent should read out and explain to the Assistant Superintendents their duties on the first day of examination.
- II. The Superintendent shall keep and preserve for six months accurate in every detail, a list of duties allotted by him to each Assistant Superintendent. He shall have a signed statement from every Assistant Superintendent showing the Roll Numbers which the latter was supervising on each day of his duty. Similar record shall be kept in respect of the Deputy Superintendent also.
- III. The Superintendent should also secure a certificate from the Deputy Superintendent and each Assistant Superintendent that there was no relative or a candidate privately coached by him at that centre. The Superintendent shall not allow an Assistant

Superintendent to work at the centre where the latter's relative or a candidate coached by him is appearing.

- IV. Teachers should always be preferred for appointment as Assistant Superintendents.
- V. As far as possible, no person should be appointed as Assistant Superintendent at centre where candidates belonging to his own institution are taking their examination.

10.40 The Superintendent of examination centre should in no circumstances:

- I. Set question papers.
- II. Make financial commitments on behalf of the University.
- III. Take any other action on matters not specifically mentioned in this book without previous reference to the university.

10.41 Miscellaneous About Examination Hall

I. Superintendent not to leave station centre without permission:

From the time the Superintendents reach their stations of examination up to the time of conclusion of the examination; they should consider themselves agents of the University and must not leave the station during the examination days without the previous permission of the Controller of Examinations.

II. Superintendent not to leave Examination Hall:

The Superintendent shall remain in the examination hall during the time allotted for each paper. He shall, on no account, speak or permit, any one to speak to a candidate on any subject pertaining to the question during the hours of examination except for the purposes of correcting misprints or other errors.

III. Admittance of Visitors to the Hall:

No visitor should be allowed to enter the hall during the examination without the production of an identity card of the University bearing the signature of the Controller of Examinations.

IV. Report on the conduct of Examination:

On the conclusion of the examination, the Superintendent shall submit to the Deputy Controller of Examinations, a report about the conduct of the examination at his centre pointing out there in, infringement of rules, if any, either by himself or his deputy Superintendent or by any of the Assistant Superintendents or candidate etc., in a prescribed form. He should also submit, with his bills, the questionnaire duly signed as otherwise the payments are likely to be held up.

V. Return of Furniture by the Superintendent:

The Superintendent should be particularly careful in returning the furniture taken from the various institutions for the examination immediately after termination of the written examination.

Vi. Return of Blank Answer Books:

A separate report in duplicate on a printed form shall be submitted by the Superintendent about blank Answer-Books. The Superintendent shall deposit all surplus blank Answer-Books with the person specified by the Controller of Examinations for the purpose.

VII. Logarithmic Tables:

The Superintendent should get the Logarithmic Tables from the Principal of the college in which the examinations is held after giving him a receipt and return the same to the Principal after the examination is over. The Superintendent should see

that the Logarithmic Tables lent to the candidates in the examination hall are returned intact and receipt obtained.

VIII. Smoking not permitted in Examination Hall:

The Superintendent shall not allow the candidates to smoke inside the examination hall, nor permit them to go out of the Hall for smoking.

IX. Superintendent's Expenses:

The Superintendent is expected to make arrangements for the examination under his charge as economically as possible, consistent with efficiency. A Superintendent's stationery Box will be available from the Head of the Institution for use at the Centre. A list of the articles deposited in this box will be supplied by the University.

X. Articles Purchased to be returned:

Articles purchased for the examination, as sanctioned by the Controller of Examinations from time to time should be deposited in the bag after the termination of the examination. At least three lists of articles deposited should be prepared. One should be sent to the Deputy Controller of Examinations for record, the second to be attached with the contingent bill and the third to be kept in the Bag.

XI. Safe, Trunks and Locks:

The purchase or hire of safes, trunks and locks for question papers is not permissible. If there is no Wall clock in an Examination hall, the Superintendent shall make necessary arrangements but should not purchase a new Wall clock.

XII. Bill of Expenses:

All necessary expenses of postage, arrangements of Examination etc. will be paid by the University on submission of a detailed bill as per updated rates.

XIII. Previous sanction for the postage of ordinary, registered letters and parcels, railway freight and octroi expenses or other is not required but actual payee's receipts where available in support of this expenditure should always be attached with bill in order to avoid audit objections and delay in payments.

10.42 Conveyance for Superintendents:

- As per updated rules for Dispatch of Answer-Books;
- Actual charges as per updated rules, per working day for conveyance to the Examination Centre (For Ladies only).

10.43 Advance Money to Superintendent:

An amount prescribed by the Controller of Examinations would be advanced to the Superintendent by cash to meet contingent expenses at the examination centers.

10.44 Purchase of Articles:

Allowed as per rules

10.45 Stationery for Superintendent:

Allowed as per rules

10.46 Previous Sanctions:

- I. Previous sanction of the Controller of Examinations is required for all those items which are not covered by these rules. Such sanctions may be obtained on the prescribed form meant for the purpose (in duplicate);
- II. Extra Assistant Superintendent - For Sanction of an extra Assistant Superintendent, the number of candidates seated in the Hall and the side rooms, when used, be specified in detail as required in the form for the purpose. The appointment of Extra

Assistant Superintendent is only for the days when the necessity of such extra work is realized;

- III. No application regarding any sanction will be entertained unless it is made within a week of the termination of the written examination;
- IV. The names and the particulars of the substitutes of those Assistant Superintendents and Deputy Superintendents who for one reason or the other cannot undertake the work should be forwarded in duplicate for sanction/approval on the forms, supplied along with the list of Assistant Superintendent etc., appointment at the centre by the University.

10.47 How to draw contingent expenses bill:

Bills of contingent expenses submitted by Superintendents are often delayed for want of correctly made vouchers etc. The following instructions should therefore, be observed:

- I. A mere cash memo is not a valid quittance for payment unless the fact of payment is expressly acknowledged. The receipt of the payee should invariably be obtained on the face of the memo in these words "Received full payment";
- II. The details of the unused and spare articles deposited in the Stationery Bag or auctioned or sold should be supplied;
- III. The details of the expenditure incurred on account of postage on ordinary letters and telegrams etc. should be attached with the bill in support of the claims;
- IV. The actual payees' receipts in support of payment should clearly bear the Signatures or the thumb impression of the payee which should be attached by the Superintendent giving the dates on which such payments were made;
- V. The imperishable articles purchased by the Superintendents in connection with the Conduct of the examinations should either be deposited in/with the stationery box and a Second copy of same should be kept along with the article in/with the stationary box for record. A third copy of the same be forwarded to the Deputy Controller of Examinations immediately after the examination terminates.

The number of the box should be mentioned on this copy. The box along with deposited articles should be returned to the University.

APPENDIX - I

10.48 Duties of Deputy Superintendents:

I. General Duties:

The General Duties of Deputy Superintendents are:

- To assist the Superintendent in the Control of the Centre;
 - To assist the Superintendent in carrying correspondence etc.;
 - To take charge of the Examination Centre in case of an accident to the Superintendent.
- II. Each Deputy Superintendent must get in touch with the Superintendent as early as possible so that he can be present when the Superintendent opens the parcel/s containing envelopes of question papers one day before the Examination. He must see that the parcel is intact and bears no marks of being tampered with.
 - III. The Deputy Superintendent must help the Superintendent in checking up the Envelopes. The Superintendent and the Deputy Superintendent have to satisfy themselves that they have all the question papers for the subjects of examinations at

their centre. Figures on the envelope have to be compared with the Centre Statement to ascertain that each envelope contains sufficient number of copies of question papers for the candidates appearing in each subject. If there is any discrepancy, the Superintendent should at once inform the Controller of Examinations Telegraphically or through any other expeditious means of communication. In case of no response from Controller of Examinations' Office the Superintendent should take such measures so that the examination may not be effected.

- IV. The Deputy Superintendent has to examine the envelopes and see that seals are intact.
- V. If a seal is broken he will place his own seal alongside the broken one, if he had no seal at the moment any blank impression may be made across which he should sign;
- VI. If the envelope is torn or otherwise damaged, the Deputy Superintendent and the Superintendent will initial the place and then enclose the envelope in another large envelope or pack it up in a large sheet of strong packing paper. The new packet should have the impression of the Deputy Superintendent's seal. If the damage is slight, the cut or opening should be repaired by pasting a piece of paper which should be sealed by the Deputy Superintendent;
- VII. If the envelope containing question papers is found tampered with or the seals injured on any particular day, he will not sign the certificate and shall inform the Controller of Examinations, telephonically, if it is found necessary to repack the envelope as suggested in Para (b) above, care should be taken to indicate the paper correctly on the outer cover. The Deputy Superintendent and the Superintendent will be held equally responsible for the correctness of this entry.
- VIII. When the candidates are distributed in a number of room, he will help the Superintendent in general supervision. If there is any distribution of duties, he will not supervise the section containing candidates from his own institution, if any.
- IX. The Deputy Superintendent will, invariably, be one of the witnesses of the opening of the question papers. He will examine the seals and condition of the envelopes carefully every time and satisfy himself that is in the same state as seen by him on the opening of the packet before the examination. He must make certain that the paper to be opened is in accordance with the date sheet. The Supreme responsibility rests with the Superintendent and the appointment of Deputy Superintendent does not relieve him of it, but if it is found that the Deputy Superintendent has not been careful in the Scrutiny of the envelope or if a wrong paper is distributed he will be deemed to have been guilty of gross neglect and will be reported to the Vice Chancellor/power delegated to Controller of Examinations for disqualification or for any other action which may be necessary.
- X. The Deputy Superintendent will assist the Superintendent generally. He will not leave the station without the Controller of Examination's permission and will take over the duties of Superintendent in case of any accident to the Superintendent and report the matter to the Controller of Examinations immediately.
- XI. The Deputy Superintendent must equip himself with a seal for the purpose mentioned above at 4(a) and (b). No charges on that account will be paid by the University. In all examination the Answer-Books shall be signed or stamped on the perforated portion of the title page provided for writing Roll Number.

- XII. No conveyance allowance is permissible to the Deputy Superintendent except Lady Deputy Superintendent at the prescribed rate per working day (Actual payee receipt will have to be produced) provided the distance between the residence and examination centre is not less than half a mile.

10.49 Instructions to Assistant Superintendent:

- I. Assistant Superintendents shall have to report themselves to the Superintendent a day before the commencement of the examination at 10.00 A.M. at centre of examination otherwise their appointment would be liable to be cancelled by the Superintendent. They shall have to be at centre an hour before the time fixed for examination on the first day and half an hour before subsequent days.
- II. Assistant Superintendent shall be responsible to the Superintendent of the centre and would work under his orders.
- III. Assistant Superintendents must see that every candidate takes his correct seat and writes his correct Roll Numbers in FIGURES AS WELL AS IN WORDS and other particulars required of him on the title page of the Answer-Book.
- IV. The Assistant Superintendents should note that no candidate be admitted to the Examination Hall after question paper has been distributed without the permission of the Superintendent.
- V. No Assistant Superintendent should speak to any candidate in his room or hall, after the question paper is distributed, not even if there is any misprint or ambiguity. No Assistant Superintendent should disturb candidates by unnecessary halting them and trying to read their answers except in case of suspicion of use of unfair means by a candidate. He is expected to see that the candidates are supplied with all their needs viz. blank Answer-Books, continuation sheets, blotting papers (if required), Water, etc.
- VI. Assistant Superintendents should note that only blue black ink is used by candidates but no red ink in any case.
- VII. Assistant Superintendent should not allow any candidate to bring in cardboard, *dabba* or cover of any ink-pot. If it is needed, then they should be properly checked.
- VIII. The Assistant Superintendents should keep moving among the candidates and should not be engaged in any work which may impair their efficiency as Assistant Superintendent. Lady Assistant Superintendent shall on no account be permitted to knit in the Examination Hall.
- IX. No Assistant Superintendent can invigilate at a centre where a relative of his/her is taking examination. If an Assistant Superintendent happens to be appointed in such centre, he/she must inform the Superintendent about the fact before the examination starts for necessary replacement.
- X. No conveyance allowance is permissible to the Assistant Superintendents except ladies at the prescribed rate per working day. Provided the distance between the residence and the centre of Examination is not less than 1/2 mile (actual payee receipts will have to be produced).
- XI. An Assistant Superintendent shall invariably accompany candidates wishing to make use of bath room while the examination is going on. The Assistant Superintendent will see before a candidate enters the Latrine that no paper or book, etc, is already lying inside the latrine which a candidate can make use of. He/She will also see the Latrine

- after the candidate has come out in order to verify that the candidate has not left any paper or book inside the Latrine.
- XII. The Assistant Superintendent should see that no Candidate make use of notes, attempts to Copy from another candidate or has in his/her possession that book or papers not issued in examination Hall. If he/she happens to find a candidate using unfair means he/she should take possession of any book or articles or other material so used and report the matter to the Superintendent and sign the answer book and any other article as Superintendent may report.
 - XIII. Before distributing the question paper to the candidates the Assistant Superintendent should see that the correct paper, according to the programme is given out. If he/she finds a wrong paper it should be given to the Superintendent immediately, without reading it.
 - XIV. No question paper is to be taken from any candidate for reading it. As Soon as the Assistant Superintendent has finished distributing the question paper, he/she should return the remaining if any, to the Superintendent without reading them.
 - XV. the Assistant Superintendents should distribute blank Answer-Book to candidates after they have taken their seats. No candidate should be allowed to leave his/her seat after he/she has received the Answer-Books, until an hour after the distribution of the question paper.
 - XVI. The Assistant Superintendents are responsible for the safe delivery of Answer-Books of the candidates supervised by her/him to the Superintendent. They Should see that the Answer-Books of each candidates are Properly stitched together, that the Answer-Books delivered to the Superintendent are serially arranged that none of the candidates leaves the room without delivering his/her Answer-Book even if no question is attempted and that a blank paper (not blotting paper) with Roll Number without any initials is inserted in place of the Answer-Book of an absentee.
 - XVII. All the exits should remain closed during the examination hours and only the main entrance should be opened five minutes before the expiry of the time owed. One of the Assistant Superintendents who-so ever deputed by the Superintendent should stand at the door in order to see that no candidate takes away an Answer-Book, or any other paper from the Examination Hall.
 - XVIII. After the time allotted is over, the Assistant superintendent should collect and count all Answer-Books and if everything is in order, the candidates may be allowed to leave the hall.

10.50 List of Documents sent by the University to the Superintendent:

1	Parcel of question-papers;
2	Blank Answer-Books;
3	Attendance list of candidates;
4	List of Supervisory staff;
5	Book of Instructions for Superintendents;
6	Superintendents File;
7	Directions for candidates;
8	Contingent Bill Form for Superintendent;
9	Bill Form for Supervisory Staff (written);
10	Date-sheet;

11	Photos of private candidates;
12	Centre Statement;
13	Confidential List.

10.51 List of Documents and papers to be sent by Superintendents to the Deputy Controller of Examinations

- I. Confidential list of candidates;
- II. Supervisory staff Bills;
- III. Contingent Bill;
- IV. Certificate re-opening of parcels of question papers;
- V. Certificate re-scrutiny of envelopes containing question-papers;
- VI. Seating plan of Examination Hall;
- VII. Identification book;
- VIII. Certificate of reading out rules for direction of candidates for the use of unfair means, etc.;
- IX. Report about blank Answer-Books received, utilized and returned;
- X. Report of Superintendent re-deposit of stationery box in the Store Section of the University office containing perishable and imperishable article
- XI. Book of Instructions for Superintendent.

10.52 List of documents to be sent to the Controller of Examinations:

Empty Cloth lined envelopes with seals intact along with the balance of question papers;

Note:

All documents mentioned above are to be submitted to the University within a fortnight of the termination of the Examination (Written) Items Nos. 4 & 5 for Deputy Controller of Examinations should, however be sent on the day when the parcels containing question papers are opened.