

No: KSLU/Adm/Ordinance/2014-15/1995

Date: 05-11-2014

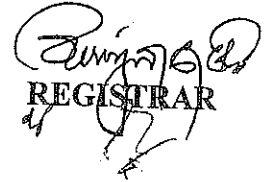
NOTIFICATION

- Sub :** Karnataka State Law University Examination Ordinance 2014.  
**Ref :** 1. Letter No. Law. 174/KLM/2014, dated 29-10-2014.  
2. Approval of the Hon'ble Vice-Chancellor dated : 5.11.2014

Adverting to the above subject matter, it is hereby notified that, the "Karnataka State Law University Examination Ordinance-2014" has been assented by His Excellency the Governor and Chancellor of Universities of Karnataka.

The above Ordinances have been communicated to this office by the Principal Secretary, Law Department, Bangalore on 29-10-2014.

The above Regulation has come into effect from the date of communication by the Government.

  
REGISTRAR

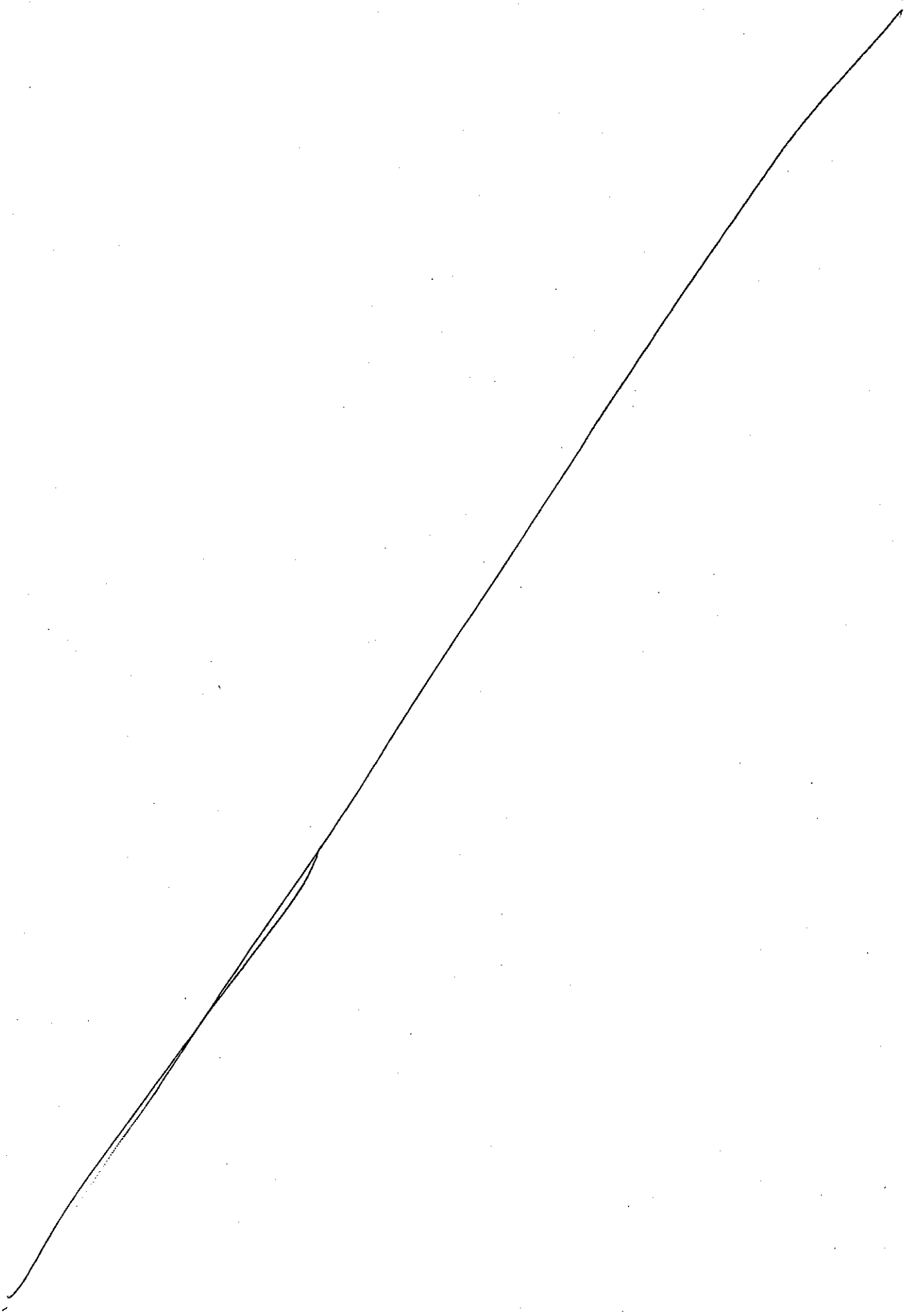
**To,**

1. The Chairman and all members of Syndicate of Karnataka State Law University, Hubli.

**Copy to:**

1. The Principal Secretary to Govt. Dept. of Law, Justice and Human Rights, Bangalore.
2. The Principal Secretary to His Excellency Governor and Chancellor of Universities in Karnataka, Bangalore.
3. The Ps to Hon'ble Vice-Chancellor, Karnataka State Law University, Hubli.
4. The Ps Registrar, Karnataka State Law University, Hubli.
5. The Ps Registrar (Eva.), Karnataka State Law University, Hubli.
6. Finance Officer, KSLU, Hubli.
7. The Deputy Registrar, Academic, Karnataka State Law University, Hubli.
8. Director, KSLU's Law School, KSLU, Hubli.
9. The Director Physical Education and Officer incharge of ICT Cell for information and for necessary action.

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ಕರ್ನಾಟಕ ಸರ್ಕಾರ

ಸಂಖ್ಯೆ: ಲಾ 174 ಕೆಎಲ್‌ಎಂ 2014

ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಸಚಿವಾಲಯ,  
ವಿಧಾನ ಸೌಧ,  
ಬೆಂಗಳೂರು, ದಿನಾಂಕ: 29-10-2014.

ಇಂದ,

ಸರ್ಕಾರದ ಪ್ರಧಾನ ಕಾರ್ಯದರ್ಶಿ,  
ಕಾನೂನು ಇಲಾಖೆ,  
ವಿಧಾನ ಸೌಧ,  
ಬೆಂಗಳೂರು-560 001.

ಇವರಿಗೆ,

ಕುಲಸಚಿವರು,  
ಕರ್ನಾಟಕ ರಾಜ್ಯ ಕಾನೂನು ವಿಶ್ವವಿದ್ಯಾಲಯ,  
ನವನಗರ ಅಂಚೆ,  
ಆರ್.ಟಿ.ಓ. ಕಛೇರಿ ಹಿಂಭಾಗ,  
ಹುಬ್ಬಳ್ಳಿ-580 025.

ಮಾನ್ಯರೇ,

ವಿಷಯ: Karnataka State Law University Examination Ordinance-  
2014 ಅಧ್ಯಾದೇಶಕ್ಕೆ ಅನುಮೋದನೆ ನೀಡುವ ಬಗ್ಗೆ.

ಉಲ್ಲೇಖ: 1) ತಮ್ಮ ಪತ್ರ ಸಂ: ಕರಾಕಾವಿ/ಆಡಳಿತ/2014-15/0820,  
ದಿನಾಂಕ: 22-07-2014.

2) ತಮ್ಮ ಪತ್ರ ಸಂ: ಕರಾಕಾವಿ/ಆಡಳಿತ/2014-15/1278, ದಿನಾಂಕ:  
26-08-2014.

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ಮೇಲ್ಕಂಡ ವಿಷಯಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ, ಉಲ್ಲೇಖಿತ ಪತ್ರದಲ್ಲಿನ ತಮ್ಮ ಪ್ರಸ್ತಾವನೆಯನ್ನು ಪರಿಶೀಲಿಸಲಾಯಿತು. Karnataka State Law University Examination Ordinance-2014 ಪರ್ಯಾದೇಶಕ್ಕೆ ಘನತೆವೆತ್ತ ರಾಜ್ಯಪಾಲರು ಅನುಮೋದನೆ ನೀಡಿದ್ದು, ಸದರಿ ಪರ್ಯಾದೇಶದ ಮೂಲ ಪ್ರತಿಯನ್ನು ಇದರೊಂದಿಗೆ ಲಗತ್ತಿಸಿ ಕಳುಹಿಸಲು ನಾನು ನಿರ್ದೇಶಿಸಲಾಗಿದ್ದೇನೆ.

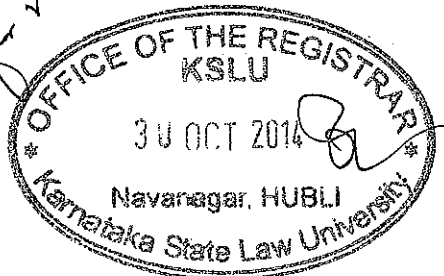
ತಮ್ಮ ವಿಶ್ವಾಸಿ,

*K. S. Murthy*

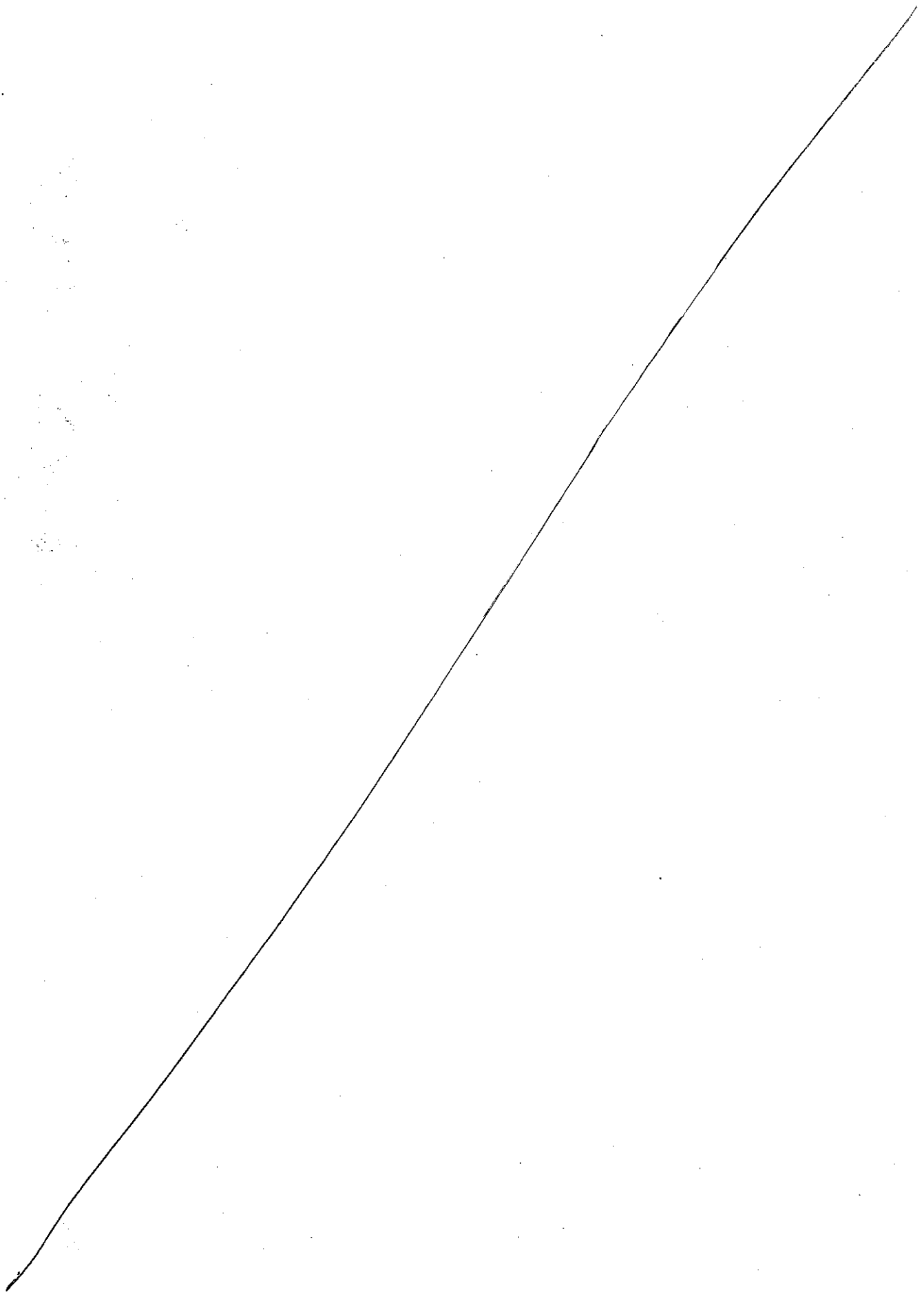
(ಕೆ.ಜಿ.ವಿ. ಮೂರ್ತಿ)

ಸರ್ಕಾರದ ವಿಶೇಷ ಕಾರ್ಯದರ್ಶಿ

(ಅಂತರ-ರಾಜ್ಯ ಜಲ ವಿವಾದ ಮತ್ತು ಮಾನವ ಹಕ್ಕುಗಳು)  
ಕಾನೂನು ಇಲಾಖೆ



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ಕರ್ನಾಟಕ ರಾಜ್ಯ ಕಾನೂನು ವಿಶ್ವವಿದ್ಯಾಲಯ, ಹುಬ್ಬಳ್ಳಿ

Karnataka State Law University, Hubli

**Examination Ordinances 2014**

ಪರೀಕ್ಷಾ ಅಧಿಶಾಸನಗಳು ೨೦೧೪

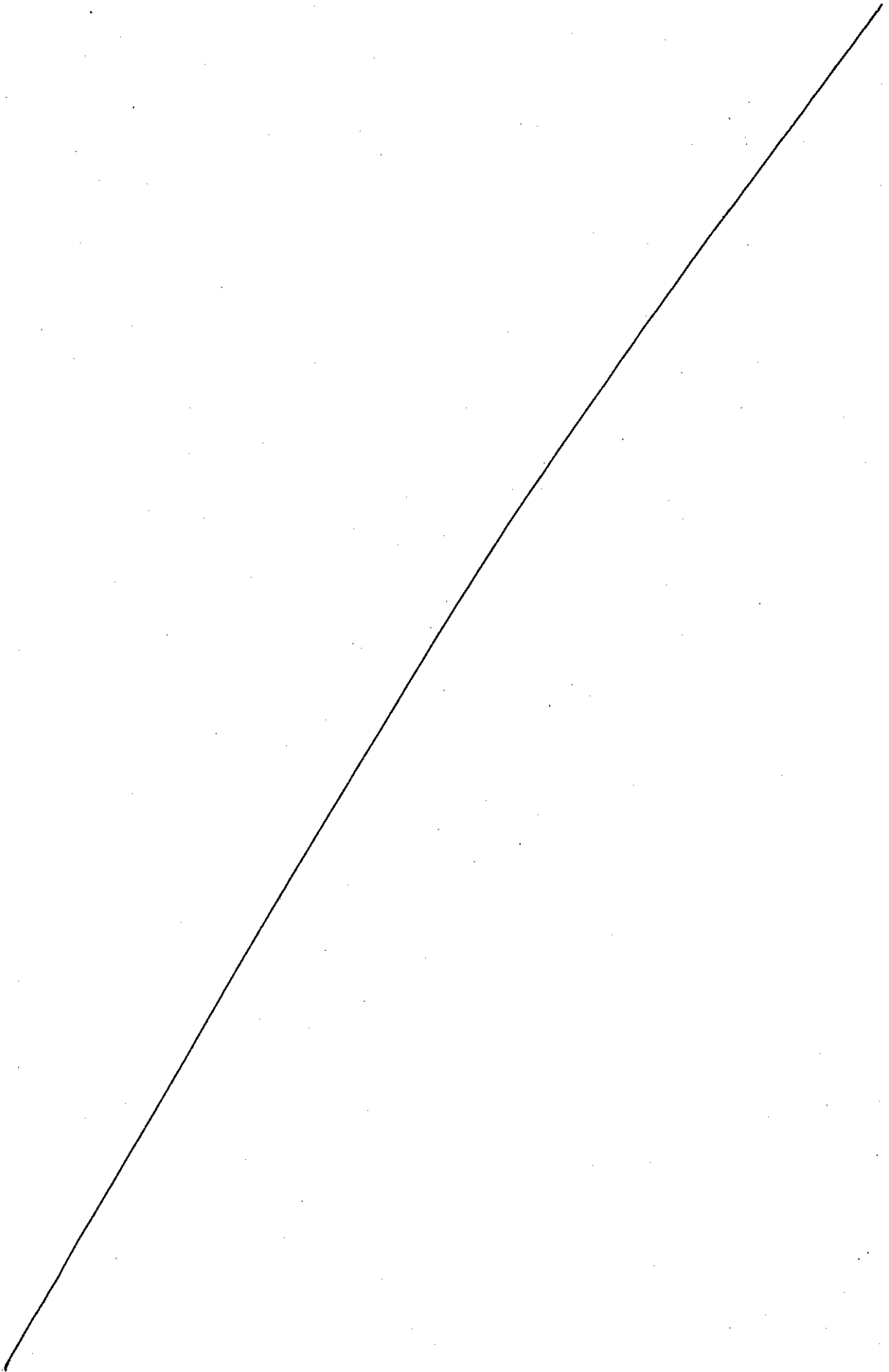
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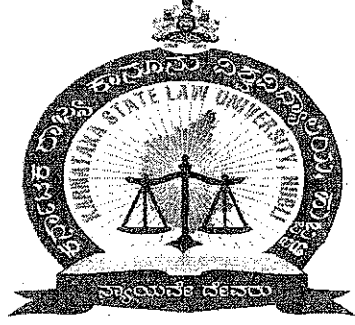
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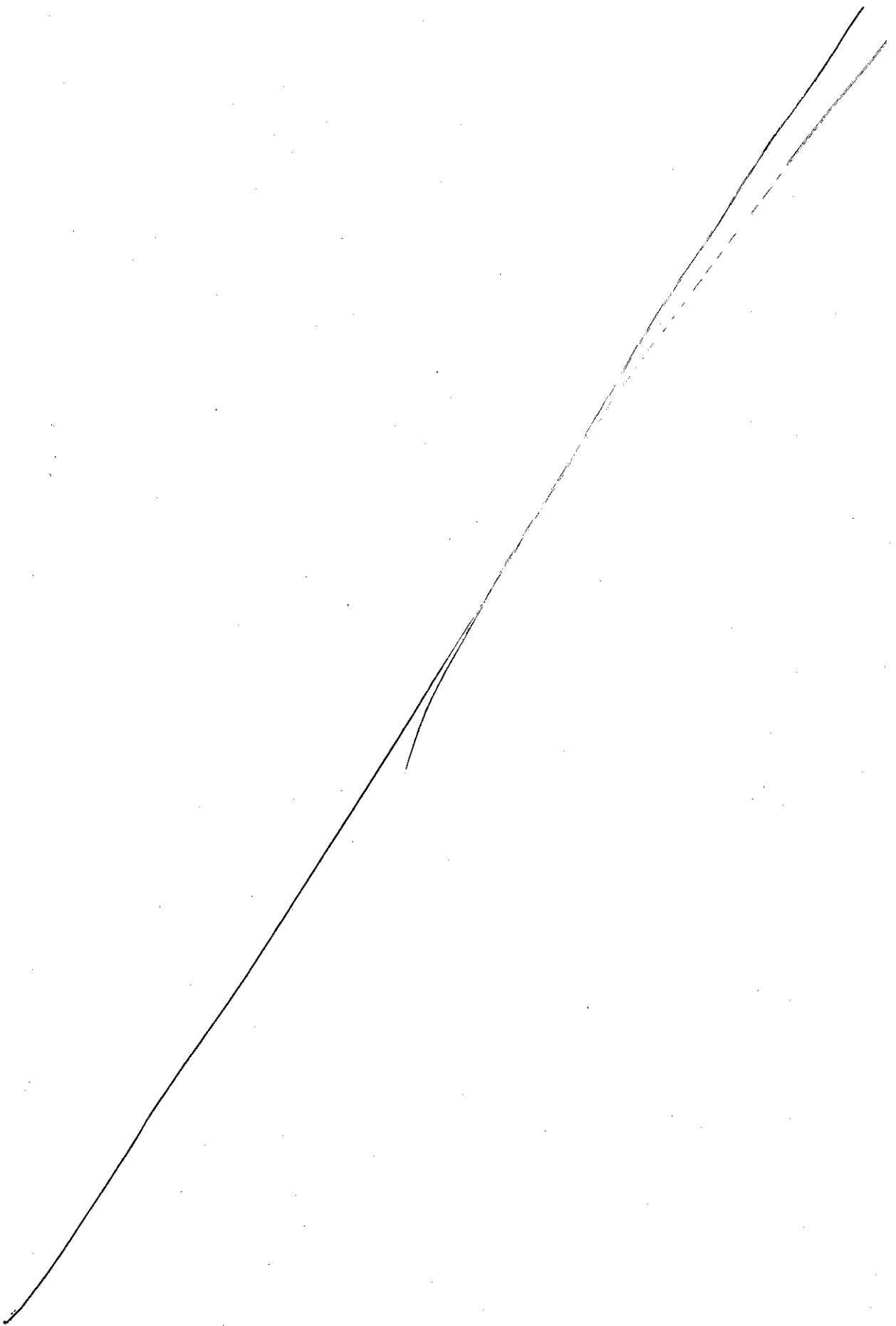
E-mail: regevakslu@gmail.com





# **Karnataka State Law University Examination Ordinances- 2014**

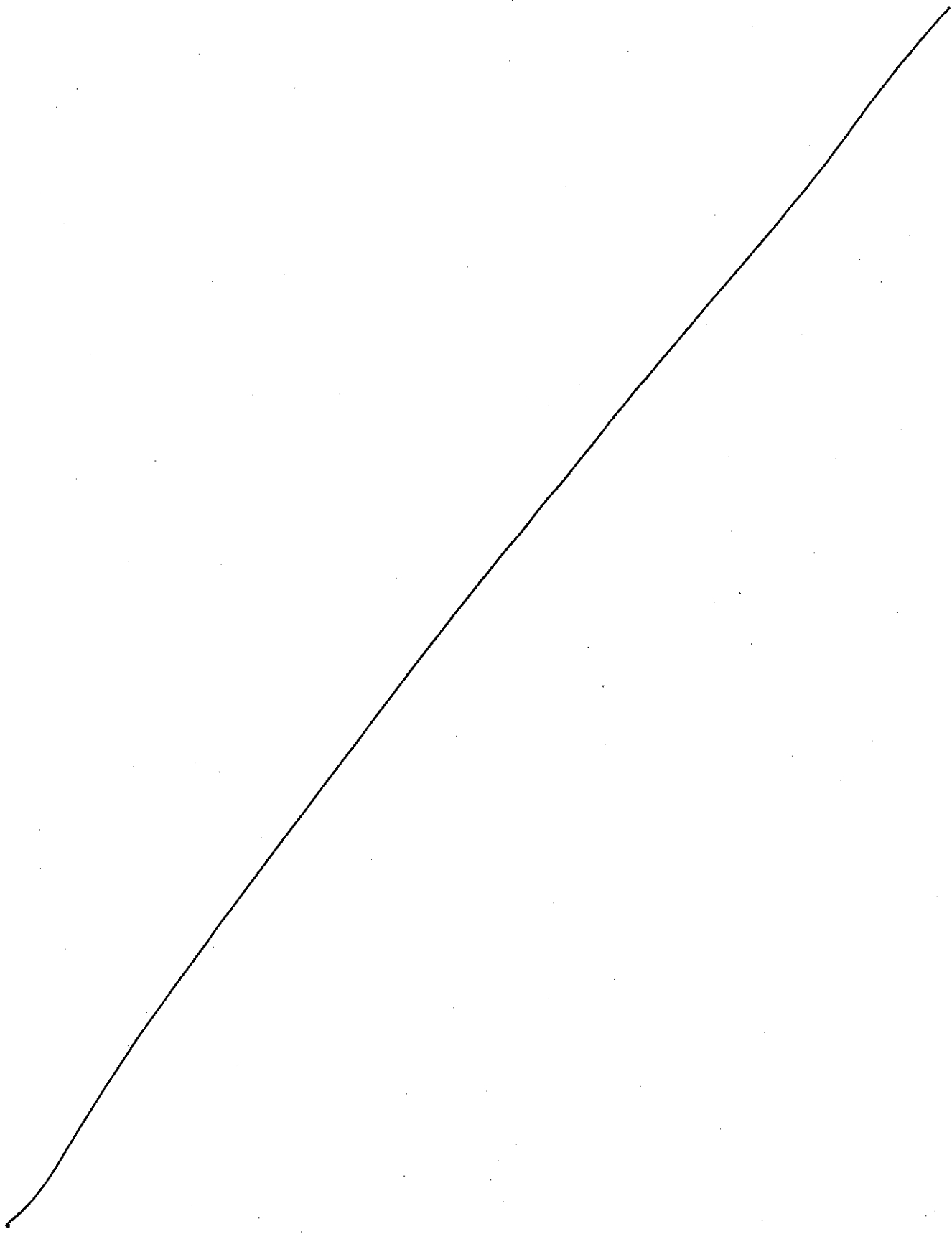
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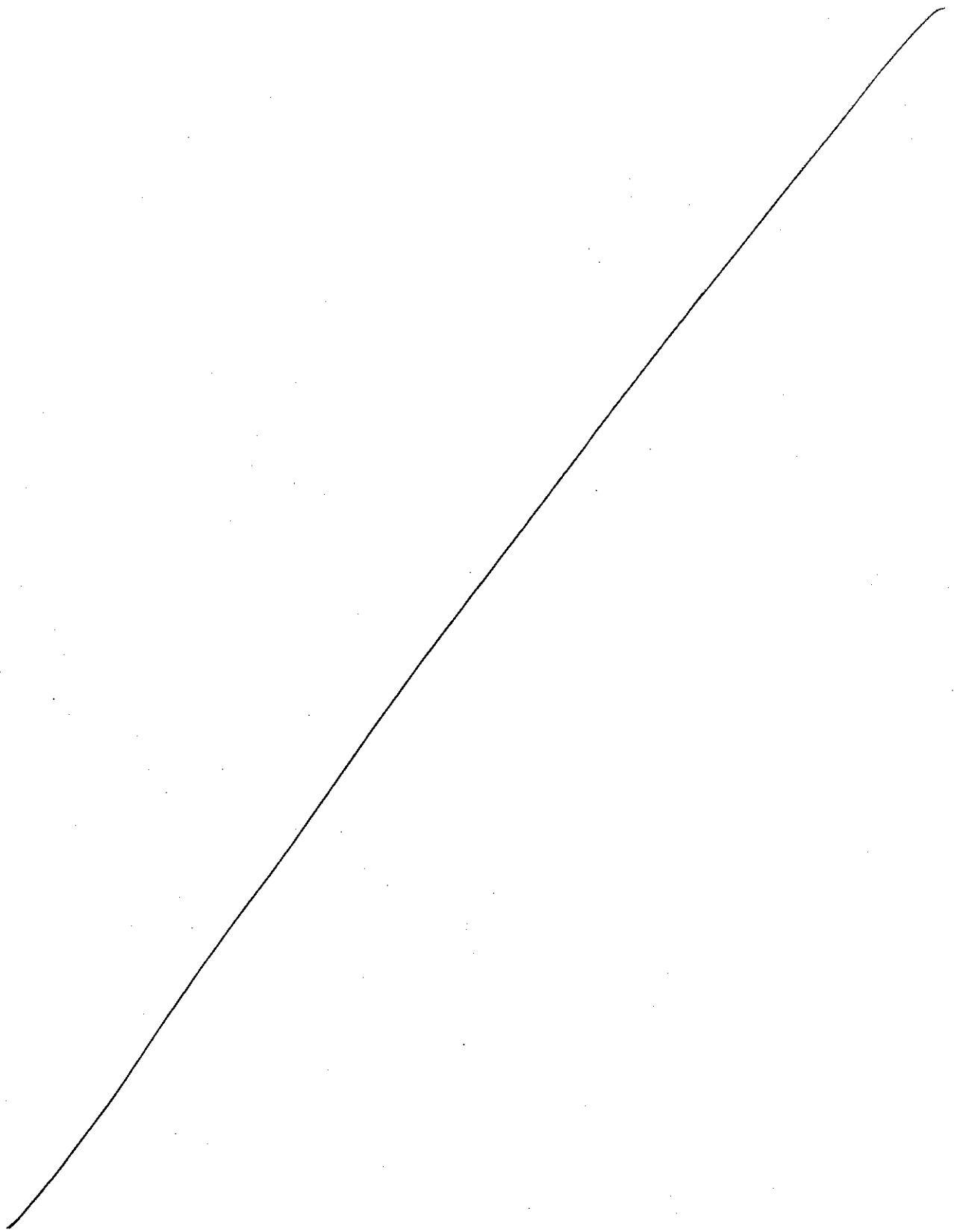


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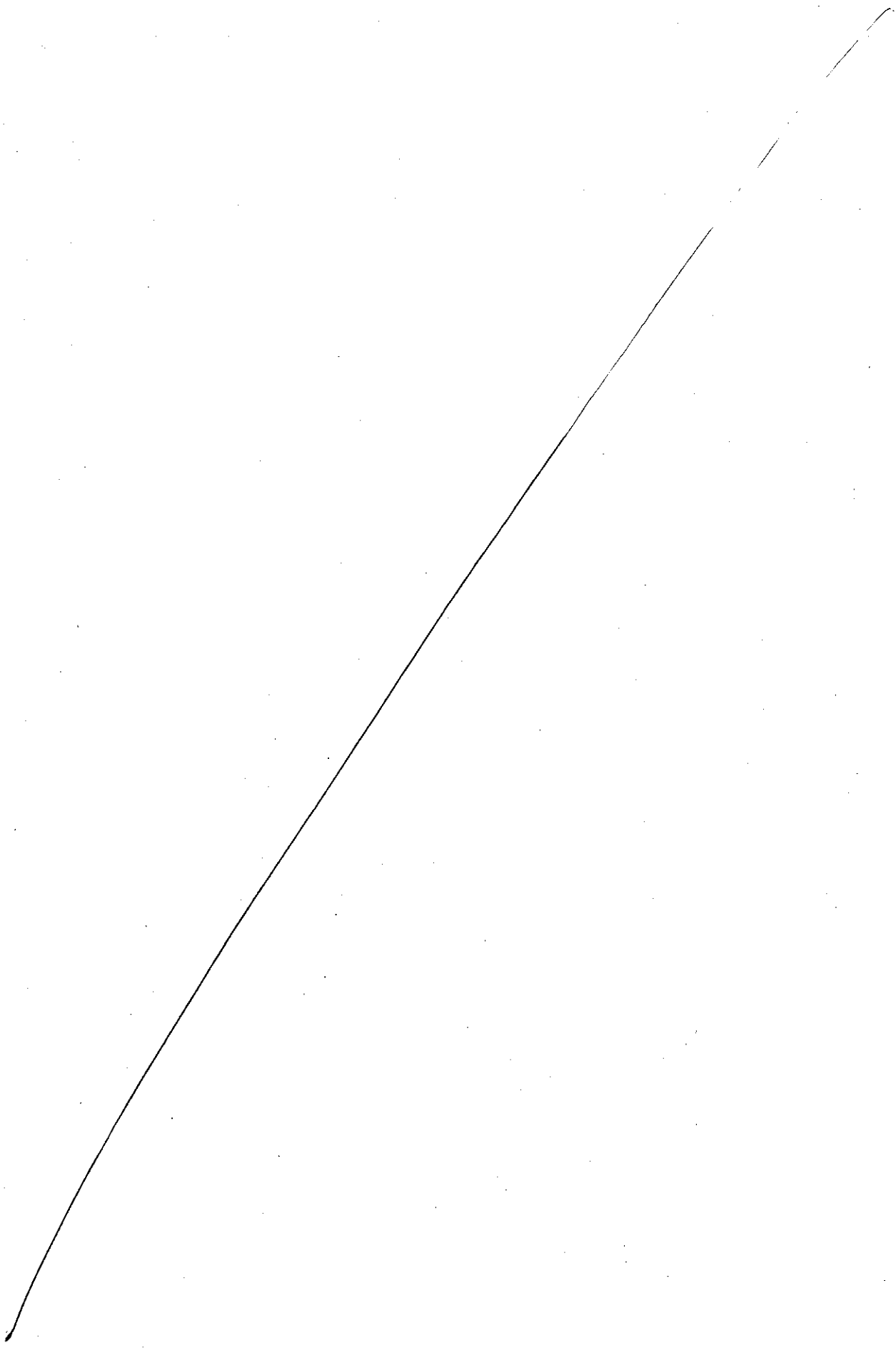


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## Statement of Objects and Reasons

Whereas the Karnataka State Law University, Hubli  
has been conducting examinations under the  
examination manual which was introduced

w.e.f. 2009-10.

Whereas the Karnataka State Law University has noticed  
certain deficiency in the said manual in  
conducting examinations  
which resulted in delay in the announcement of the  
results and to deal with other related matters

The Karnataka State Law University in exercise of the  
power conferred under Sec. 48 (1)(d)(e)(f)(g)(h)(i) of the Karnataka  
State Law University Act, 2009 (Karnataka Act No.11 of 2009),

Whereas it is expedient to replace the existing  
Examination Manual by comprehensive Ordinances  
(including Statute Governing Convocations for Conferring Degrees and  
Diplomas and Award of Honorary Degree, Under Section 5 (vii) &  
46(1) (2) of the Karnataka State Law University Act, 2009) to  
consolidate the law relating to examination of Karnataka State Law  
University, Hubli.



**Karnataka State Law University Examination Ordinance 2014  
under section 48 (1)**

**I. Short Title and commencement:**

- (I) This Ordinance may be called as Karnataka State Law University Examination Ordinance 2014.
- (II) It shall come in to force at once.

**II. Definitions:** In this Ordinance, unless the context otherwise requires:

- (I) The "Act" means the Karnataka State Law University Act,2009
- (II) "Ordinance means the Ordinance made under Sec.48
- (III) "Examination Centre" means any premises consisting of examination halls.
- (IV) "Examination Hall" includes any rooms,laboratory, workshop or any other premises used for conducting examinations.
- (V) "Computer Centre" means the Computer Centre established by the University to attend examination related work
- (VI) "Internal Senior Supervisor" means any person appointed by the Registrar (Evaluation) to be in overall control and Supervision of the examination Centre.
- (VII) "External Senior Supervisor" means any person appointed by the Registrar (Evaluation) to an examination Centre for conduct of examinations.
- (VIII) "Junior Supervisor" means any teaching staff of the College/department/other institutions appointed by the Chief Superintendent under intimation to the Registrar (Evaluation) for invigilation work.
- (IX) "Board of Examiners" means Board constituted by the Syndicate consisting of examiners from among the panel of examiners prepared and submitted by the concerned Board of studies.
- (X) "Chairman of the Board of Examiners" means any examiner appointed by the Syndicate from among the panel of Examiners to act as Chairman of the Board of Examiners.
- (XI) "Paper Setter" means any person appointed by the Syndicate from among the panel of Examiners furnished by the concerned board of studies for setting Question papers.





- (XII) "Vigilance Squad" mean any persons appointed by the Registrar (Evaluation) to supervise the examination centre and to check any malpractices in the examinations if any.
- (XIII) "Valuation Centre" means the Premises where the valuation of the theory papers/dissertation/project of the examination is conducted by the University.
- (XIV) "Custodian" means teacher appointed by the University to be in charge of the valuation centre and to conduct valuation of theory papers/dissertation allotted to the valuation centre.
- (XV) "Deputy Custodian" means teachers appointed by the Registrar (Evaluation) to assist the Custodian.
- (XVI) "Assistant Custodian" means teacher appointed by the Registrar (Evaluation) to assist the Custodian.
- (XVII) "Reviewers" means the examiners who have been appointed by the Registrar (Evaluation) to review the papers valued by the examiners.
- (XVIII) "Examiners" means any teachers appointed by the Registrar (Evaluation) from among the list of eligible examiners approved by the Syndicate for valuation of Theory/Practical Papers/Dissertation.
- (XIX) "Malpractices" means any one or more of the act prescribed as Malpractice under the ordinance.
- (XX) "Malpractices Enquiry Committee" means the Committee appointed by the Vice-Chancellor.
- (XXI) "Photocopy of answer paper" means the Photographic reproduction of the original answer booklet used by the student in the examination.
- (XXII) "Revaluation/Challenge Valuation" means the request of the candidates for fresh valuation of his/her answer paper/papers after announcement of the results.



## WORKS TO BE ATTENDED BY THE OFFICE OF THE REGISTRAR (EVALUATION)

1. Issue of calendar of events and schedule of examinations, inviting applications from the eligible candidates for University examinations.
2. Preparation of detailed time – tables and their notification in time, based on schedule of examinations.
3. Fixing up of centre of examinations for theory and practical examinations.
4. Scrutiny of examination application forms of candidates at least 30 days before the commencement of date of examinations with respect to the following items:
  - a. Name of the candidates, including correct spelling and initials;
  - b. Scheme, subjects, and papers offered at the examination by the candidate;
  - c. Previous attempts with regard to repeater's Register No., Month and Year;
  - d. Exemptions obtained in the subject, Year and Register No., Subjects in which exemptions were secured as per Regulations.
  - e. Improvement of previous results, if any, with Register No., Month and Year as per Regulations;
  - f. Checking cross reference in respect of candidates appearing simultaneously in a particular examination along with other subjects of previous year examination under the carry over system;
  - g. Allotment of Register Number to the applicants and prepare statement of the amount of fees paid, date of payment, whether paid in full to cover the subject/subjects offered including the carry-over subjects.
  - h. Preparing the statements of the students showing fees, name wise, College wise along with financial statement to be sent to the finance section along with D.D. and challans within 30 days of receipt of examination application. Schemes under which improvement is taken and candidates eligibility.
  - i. Preparation of statement of fees for reimbursement from Government for students who have claimed fee concession under SC/ST category and others.
5. Releasing the list of Candidates College wise/centre wise and issue of the same to the College and also to the centre of examination.



6. Preparation of the subject wise, paper wise and date wise statement to print question papers and arrange to send them to the centres of examination.

**Note:** Question papers to be printed shall be 20% in excess of what is actually required in each subject. 15% of these excess shall be retained by the Registrar (Evaluation) and the balance of 5% shall be dispatched to concerned centres of examination to be kept in the library for reference.

7. Indicating on question paper packets, the subjects, date of examination, time of examination, No. of question papers in each packet etc.

8. Maintenance of records:

- i. Two sets of candidates list, pertaining to each examination duly bound and labeled;
- ii. Two sets of result sheets pertaining to each examination duly bound and labeled;
- iii. Registers relating to statistics of passes and failures, examination wise and subject wise;
- iv. Stock Registers of the above records;
- v. Computerization of data of each examination, College wise, year wise including percentage of passing, Male, Female, SC/ST, etc;

9. Printing of various kinds of Forms, OMR Forms, Registers, Marks Cards, Provisional Passing Certificates, Candidate lists, Degree Certificates etc.

10. Passing of bills of remuneration, authorizing the payment of the TA & DA, and maintenance of correspondence thereon or to delegate powers to other officers.

11. Registration, Distribution and dispatching of day to day correspondence and posts.

12. Appointment of Internal and External Senior Supervisors and other staff required to conduct examinations.

13. Arrangements for coding of answer scripts, dispatching of answer scripts, collection of marks lists, tabulation and announcement of results.

14. Preservation of valued answer script for six months after the announcement of results and their disposal.

15. Arrangement for writing/computer printing and distribution of marks cards, correction of mistakes in marks cards, and other certificates to be issued to the candidates.



16. Collection and maintenance of statistical data regarding the number of examinations, number of candidates registered for each examination, the number of Male, Female, SC/ST, regular candidates and repeaters, percentage of passes, receipts and expenditure on each category of examination etc.
17. Preparation of merit lists and sending it to appropriate authorities/bodies.
18. To assist the Syndicate in constitution and appointment of the Board of Examiners.
19. Announcement of selection and issue of appointment orders to the Chairperson and members of the squad team, Internal and External examiners, Paper-Setters etc.
20. Forwarding the lists of examination work done by chairman, paper setters and examiners to the Finance Section for payment of remuneration as per rules duly certified by custodian/chairman.
21. Preparation of the list of lapses and irregularities committed by the valuers and all other staff involved in examination and forwarding it for taking suitable action in accordance with the rules.
22. Appointment of Custodians, Chief Squad, Coding Officers, Dispatching Officers, Tabulators etc.
23. Arranging for revaluation on requests by the candidates as per Ordinance.
24. Printing, supplying of answer books and various other forms to the centre of examination at the appropriate time.
25. Scrutinizing and passing of bills of printing and purchase of stationery etc.
26. Purchase, maintenance and issue of stationary articles for coding, dispatching, tabulation, for office use and to the centres of examination.
27. Maintenance of accounts of advance and receipt of D.D./Challan.
28. Sanctioning of contingent expenditure to Colleges or post graduate departments/valuation centre to conduct theory and practical examinations.
29. Dealing with mal-practice cases detected before, during and after examinations as per Rule/Ordinance.
30. Dealing with matters of examination fees and refunds if any, as per rules.
31. Passing of conveyance bills, postal reimbursement bills and such other remuneration matters.



32. Preparing tabulation registers and assistance to tabulation work like supplying information and materials required by tabulators.
33. Announcement of examination results, relating to the withheld cases and announcement of follow up work in cases of discrepancies.
34. Issue of Passing Certificates, Marks Cards, Consolidated Marks Cards, Provisional Degree Certificate, Rank Certificate, Corrected Certificates etc. and Duplicate Marks Card, Certificates, if any, as per Rules.
35. Issue of permission letters to blind and all type of disabled students.
36. Arrangements for the work for dispatching of all examination material to examination centres, valuation centres etc.
37. Facilitate the Syndicate in constituting and appointment of the Board of Examiners.
38. Arrangement for conducting examination, collection of answer papers, collection of OMR Marks lists, scanning, processing and declaration of results.
39. Maintenance of cash account and stamp account.
40. Work related to Convocation as under-
  - a) Inviting of applications for award of Degrees.
  - b) Preparation of Eligibility list for convocation, year wise.
  - c) Receipt and scrutiny of applications for conferring degrees in person and in absentia at the convocation and all eligible candidates for admission to degrees, but not applied for.
  - d) Preparation and presentation of lists year wise in person and in absentia separately.
  - e) Preparation of list of prize winners, and medal winners.
  - f) Printing the list of students attending the convocation and preserving the bound volume of such list.
  - g) Writing/printing of Degree Certificates/Rank Certificate/Prize or Medal certificate, Ph.D. certificate.
  - h) Intimating to the candidates through Notifications, date and venue of convocation and other literatures relating to swearing etc.
  - i) Distribution of admission cards and parent passes to candidates for the Convocation through Registrar's Office.



- j) Distribution of Degree Certificates.
- k) Seating arrangements in the convocation hall.
- l) Arrangement for obtaining Degrees online by candidates.
- m) To attend legal matters relating to examination.



## POWERS AND FUNCTIONS OF THE REGISTRAR (EVALUATION)

- a) The Registrar (Evaluation) shall prepare periodically, list of those persons who have failed in discharging the examination related responsibilities entrusted to them and refer them to the Enquiry Committee of the University with the approval of the Vice-Chancellor and thereafter place it before the Syndicate for taking appropriate action against them.
- b) The Registrar (Evaluation) shall be responsible for maintenance of records, maintenance of marks lists and valued answer scripts. The valued answer scripts shall be preserved for six months, after the announcement of results and thereafter dispose them off through tenders, except the scripts regarding which court cases are pending.
- c) The Registrar (Evaluation) shall maintain the cash accounts for his section.
- d) The Registrar (Evaluation) shall prepare the budget estimates for his section and draw the sanctioned amount for his office expenses and also account for the amount drawn.
- e) He shall sanction the contingent expenditure to the centre of examination in accordance with the rate sanctioned by the Syndicate with the approval of Vice-Chancellor.
- f) He shall arrange to fix the rate of remuneration payable to the persons other than the staff, deputed for various works connected with the examinations, and shall have to issue sanction order after the approval of Syndicate.
- g) He shall prepare and notify Calendar of events for various examinations in the beginning of each Academic Year. It is incumbent on the part of the Registrar (Evaluation) to ensure adherence to the Calendar of events.
- h) He shall arrange the tabulation and announcement of results expeditiously and arrange for the distribution of marks cards to the Colleges/Post-Graduate department simultaneously.
- i) He shall arrange to prepare the eligibility list of candidates for each Convocation and arrange to write/print the distribution of the Degree Certificates to be conferred at the convocation.
- j) He shall arrange to prepare the merit list and rank list and list of prize winners and medal winners.
- k) He shall be responsible for the proper custody and maintenance of marks registers, permanent records and other valuables of the section.



- l) He shall pass the TA and DA bills and other remuneration bills of the staff drafted for the examination work subject to University Rules.
- m) He shall arrange for redressal of grievances of students relating to valuation, revaluation, challenge valuation, etc.
- n) Make enquiries about all types of malpractices committed during examination, valuation, revaluation/challenge valuation in the process of results etc.
- o) He shall arrange for printing of question papers and supply them to the centre of examination in accordance with the scheme laid down by the Syndicate.
- p) He shall arrange for the preparation of statements, College wise, subject wise, paper wise and date wise for printing the question papers.
- q) He shall arrange for issue of Marks Cards, Duplicate Marks Card, Consolidated Marks Card and Rank Certificates and Duplicate Degree Certificate.
- r) He shall exercise all these powers subject to the general control and supervision of the Vice-Chancellor.
- s) He may make any structural changes in the examination administration as and when required.
- t) The Registrar (Evaluation) shall prepare the schedule for the conduct of Annual Convocation in consultation with the Vice-Chancellor.
- u) The Registrar (Evaluation) shall make all the required arrangements for the smooth and proper conduct of the Annual Convocation.
- v) Registrar (Evaluation) shall be the Ex-Officio Member of the Department of Councils and Faculty.
- w) In case if not possible for him to attend the meetings, the Registrar (Evaluation) shall depute a person not below the rank of Deputy Registrar to attend the meeting on his behalf.





## APPOINTMENT, POWERS AND FUNCTIONS OF THE SPECIAL OFFICERS (EVALUATION)

The Special officer for UG/PG and Ph.D. Courses may be appointed from among the teaching Staff of the University or any person having rich experience in examination related works on such terms and conditions determined by the University to oversee the examination works and assist the Registrar (Evaluation) in discharging his functions.

1. The Special Officer (Evaluation) shall oversee the conduct of examination and evaluation work.
2. Shall attend to all the confidential files regarding appointment of examiners, custodians, squad chief etc.
3. The Special Officer of Ph.D. course shall attend matters pertaining to Ph.D. programme in consultation with the Registrar (Evaluation).
4. The Special Officer shall obtain I.A./Grading marks from the Colleges either in hard and soft copy before commencement of theory examinations.
5. The Special Officer shall assist the Registrar (Evaluation) in implementation of examination related reforms.
6. The Special Officer shall discharge such duties as entrusted to him by the Vice-Chancellor/Registrar (Evaluation).



## DUTIES AND RESPONSIBILITIES OF THE DEPUTY REGISTRAR (EVALUATION)

Subject to the general control and supervision of the Registrar (Evaluation), the Deputy Registrar (Evaluation) shall have the following powers, functions, duties and responsibilities:

1. With the approval of the Syndicate/Vice-Chancellor, the Deputy Registrar (Evaluation) shall issue notifications inviting applications, fixing the dates of commencement of examination. He/She shall arrange to issue these notifications, preferably 60 days in advance.
2. He/She shall prepare the detailed time tables of all examinations in consultation with the Registrar (Evaluation), Chairmen of PG Departments and the Principals of Constituent/Affiliated Colleges, and arrange to notify them for the information of candidate registered for examinations, preferably 30 days in advance to the commencement of examinations as per calendar of events.
3. He/She shall declare and notify the centres of examinations for both theory and practical examination, preferably 30 days in advance before the commencement of examinations.

**Note:** Institutions may be declared as centre of examination, if the number of Candidates appearing for the examination is not less than 75 in case of UG, and 10 in case of PG Courses respectively.

4. He/She shall arrange to scrutinize the examination application forms and the statements sent by respective PG Departments/Colleges with reference to the records maintained at the office of the Registrar (Evaluation).
5. He/She shall arrange to prepare the subject wise, date wise and examination wise statements of candidates who are taking the University examinations and furnish them to the Registrar (Evaluation), preferably 30 days in advance.
6. He/She shall arrange to print and supply the candidates list to the centres of examinations, preferably 10 days earlier to the commencement of examinations.
7. He/She shall be responsible for the proper maintenance of the following records in the section.
  - a. Two sets of candidates list, examination wise.
  - b. Two sets of result sheet, examination wise.
  - c. Other registers like stock registers of furniture, stationery, etc., required for the work as per office manual issued.



8. He/She shall print and supply or arrange for various forms, registers, marks cards, etc., required for the office work and for the centres of examination.
9. He/She shall print and supply or arrange for the answer books, and other stationery required to the centres of examination.
10. He/She shall purchase / procure or arrange for the required stationery articles for the use of office and centres of examination as per rules, maintain the stock account and supply them to various boards and centres of coding, dispatching, tabulation, etc.
11. He shall assist the Registrar (Evaluation) to arrange to fix the examination fees for various examinations with the approval of the Syndicate.
12. He/She shall counter sign and pass the bills of stationery and printing charges for payment.
13. He/She shall arrange for the proper distribution and disposal of day-to-day tappals in the section.
14. He/She shall arrange for the issue of correction of Marks Cards, Duplicate Marks Cards, Provisional certificate, Rank certificate, etc.
15. He/She shall arrange to prepare through the tabulators, the statistics relating to the number of candidates registered for the examinations, passed in various examinations, subjects wise, College wise etc., which is required by the UGC, BCI, Government of India, Government of Karnataka, Director of Collegiate Education and other authorities. (which shall include the details relating to, Male, Female, SC/ST candidates etc.)
16. He/She shall arrange for the preparation of registers for tabulation, coding and arrange for their supply to the concerned officers.
17. He shall facilitate for convening the meetings of mal-practice enquiry committee constituted for the purpose. He shall be the custodian of all the records connected with the mal-practice committed by the students during examinations and shall place the relevant records before the enquiry committee.
18. He/She shall attend to tabulation and other post – examination work under instructions of the Registrar (Evaluation) and take necessary action for the announcement of result on or before due date.
19. He/She shall attend to the, revaluation of scripts and redressal of grievances, etc., under instructions of the Registrar (Evaluation).



20. He/She shall attend to all types of works connected with the convocation under instructions by the Registrar (Evaluation).
21. He/She shall assist the Registrar (Evaluation) to place before the syndicate the Panel of Examiners suggested by the Board of Studies for its final approval.
22. He/She shall prepare and supply relevant extracts from this Ordinance for the guidance and benefit of several Officers/Officials entrusted with any kind of examination work/assignment. These should be sent along with the letters of respective appointments.
23. He/She shall in addition to the above duties, attend to any duty entrusted to him by the Registrar (Evaluation)/ the Vice-Chancellor, and carry out the above duties seeking orders directly from the authorities or officers concerned.



## DUTIES AND RESPONSIBILITIES OF THE ASSISTANT REGISTRAR (EVALUATION)

Subject to the general control and supervision of the Registrar (Evaluation), the Assistant Registrar (Evaluation) shall have the following powers functions, duties and responsibilities.

1. He shall be the custodian of all marks lists and related documents.
2. He/She shall arrange to scrutinize the examination forms and the statements sent by the respective Colleges and P.G. Departments with reference to the records maintained at the office of the Registrar (Evaluation).
3. He/She shall arrange to print and supply the candidate lists to the centres of examinations, preferably 10 days earlier to the commencement of examination.
4. He/She shall arrange to prepare the subject wise, date wise and examination wise statements of candidates appearing for the University examinations and furnish them to the Registrar (Evaluation), preferably 30 days in advance.
5. He/She shall be responsible for the proper maintenance of the following records in the section:
  - a. Two sets of candidate list examination wise;
  - b. Two sets of result sheets examination wise;
  - c. Other registers like stock registers, furniture, stationery, etc., required for the work as per office manual issued.
6. He/She shall arrange to print and supply various forms, registers, marks cards etc., required for the office work and for the centres of examinations.
7. He/She shall arrange to print and supply the answer booklets, and other stationery required for the conduct of examinations to the centre's of examinations.
8. He/She shall arrange for purchase / procure the required stationery articles for the use of office for coding, dispatching, tabulation etc., and to the centres of examinations as per Rules. He/She shall also maintain the stock – account.
9. He/She shall process the bills of printing and stationery for payment, forwarding them to higher authorities.
10. He/She shall arrange to prepare through the Tabulators, the statistics relating to the number of candidates registered for the examination, passed in various examinations, gender-wise, College wise, SC/ST etc., which is required by UGC, BCI, Government of



India, Government of Karnataka, Director of Collegiate education and such other authorities.

11. He/She shall arrange for the preparation of registers for tabulation, coding and arrange for their supply to the concerned officers.
12. He/She shall in addition to the above duties, attend to any duty entrusted to him by the Registrar (Evaluation) / the Vice-Chancellor / the Syndicate and carryout the above duties seeking orders directly from the authorities / officers concerned.
13. He/ She shall arrange for lists of marks received from the custodian for feeding them to the Computer after tabulation manually, as the case may be, for announcing the results. He/She shall arrange for maintenance of the duplicate marks lists.
14. He/She shall assist the Registrar (Evaluation) in announcing the results under his supervision.



## DUTIES AND RESPONSIBILITIES OF OFFICE SUPERINTENDENT / ASSISTANT OFFICE SUPERINTENDENT

1. Office Superintendent shall exercise general control over the examination section including supervision and co-ordination of work, discipline of staff, punctuality in attendance.
2. He/She shall ensure that all communications received in the examination section which require actions are to be brought before the appropriate officer promptly. No correspondence shall be kept pending without appropriate action for more than 3 days in the Section.
3. He/She shall scrutinize the cases put up by the assistants, with particular attention to the facts mentioned. The submission of files should include proper reference to page and paragraphs of the correspondence. There should be an independent office note in each case of submission. He/She should see that all cases are submitted for orders within 3 days of the receipt of the cases. He/ She shall clearly record his decisions / opinions in writing based on Statutes / Ordinances / Rules / Regulations.
4. In case of any delay in disposing of the cases within the time as stated above will be treated as lapse on the part of employee and such lapse shall be treated as misconduct, dereliction, negligence or incompetence if repeated for five times, and he/she shall be liable for enquiry as per service rules.
5. He/She shall personally attend to confidential and important cases and be in charge of the custody of the files concerned.
6. He/She shall scrutinize and supervise in particular the following registers maintained by each case worker:
  - a. Personal Dairy;
  - b. Receipt and Dispatch Registers (Inwards / Outwards);
  - c. Weekly and Monthly arrears list;
  - d. College / P.G. Department list, Examination Centre List;
  - e. Candidates lists;
  - f. Result Sheets;
  - g. Progress Charts;
  - h. Work charts; and
  - i. Such other files and Registers.



7. He/She shall work particularly on pending cases, issue timely reminders and obtain orders for further disposal.
8. He/She shall arrange to submit all the Cheques / D.Ds, to the Finance Section within 7 days of the receipt, mentioning the name of College / students and other details.
9. Printing and issuing of Hall Tickets to the Colleges and hosting in University website.
10. Receiving of original Marks lists of all Courses of theory (OMR)/ practical/ I.A./ Grading/Viva-Voce from the Colleges of U.G.Courses and P.G.Courses either in soft and hard form.
11. Making arrangements for data entry or processing of scanned data provided by the scanning section/agency authorized by the University for the said purpose.
12. After collection of practical/theory marks, the office superintendent in association with the Computer Section/the authorized Agency should process and tabulate the result and declare the same and host in the University website.
13. Printing of Marks Registers, Marks cards and Passing Certificates of all courses.
14. Preparing of Merit lists and Rank lists/Eligibility list course wise in U.G.Courses and subject wise in case of P.G.Courses.
15. Printing and issue of Results, Statistical Data for all courses.
16. Maintain all pertinent records in the computer centre both in hard and soft form and one set of same documents shall be handed over to the record section.
17. Periodic upgradation of software and hardware shall be ensured.
18. Any other work entrusted by the Registrar (Evaluation) from time to time.





## DUTIES AND RESPONSIBILITIES OF STENOGRAPHERS / COMPUTER ASSISTANTS

1. Stenographers shall attend to the work relating to dictations given by officers and the typing work.
2. He/She shall ensure that no urgent cases are kept pending beyond 3 working days.
3. He/She shall attend the meetings of committee or conferences, prepare and report the proceedings of Committees or conferences.
4. He/She shall maintain the personal diary of work done; day-to-day noting of the number of pages typed and submit personal dairies to superintendents for weekly checkup.
5. He/She shall be personally responsible for maintenance of cases/records attended by them..
6. He/She shall preserve and maintain confidential records and other papers which are given to his personal custody by his officer and maintain dairy of files received and sent. He/She shall also maintain the records of interviews and other correspondence.
7. The stenographers are also responsible to maintain the Computer/typewriters and other machinery under their custody.
8. In case of any delay in disposing of the cases within the time as stated above will be treated as a lapse on the part of employee and such lapse shall be treated as misconduct, dereliction, negligence or incompetence if repeated for five times, and he/she shall be liable for enquiry as per service rules.



## DUTIES AND RESPONSIBILITIES OF OTHER OFFICE STAFF ASSISTANTS /JUNIOR ASSISTANTS

1. The Assistants/Junior Assistants shall submit the proper file with relevant papers and references within 3 days of receipt of cases. Urgent cases shall be attended to on top priority basis.
2. The assistants shall carefully examine cases with reference to rules and procedure and shall be personally responsible for the facts mentioned in the office note.
3. The assistants shall maintain personal register and up to date entries regarding submission of files, disposal of papers, progress and work charts, candidate's lists and result sheets etc. They shall maintain the records neatly compiled in proper files.
4. The Assistants/Junior Assistants shall compare typed fair copies with approved drafts and attend to the prompt dispatch of orders.
5. The case workers shall ensure proper scrutiny of application forms received from candidates and prepare a correct statement of candidates appearing for the examination with register number, scheme, etc.
6. The case worker shall arrange to print the candidates lists under the orders of superior officers and deliver them to the centres of examinations as per the dates fixed in accordance with the Ordinances. Proof reading of printed lists shall be the responsibility of case workers.
7. The case workers, soon after the results of various examinations are declared, shall prepare a statement containing the number of failed candidates, register numbers of withheld cases of non completion of previous examination etc. and take appropriate action as expeditiously as possible to clear all such cases.
8. The case workers in charge of particular examinations shall prepare and arrange to publish the eligibility list of candidates passing the examination within 60 days from the date of announcement of results.
9. He/She shall procure the material from stores as per the requirement with the prior approval of the Deputy Registrar / Assistant Registrar.
10. In case of any delay in disposing of the cases within the time as stated above will be treated as a lapse on the part of employee and such lapse shall be treated as misconduct,



dereliction, negligence or incompetence if repeated for five times, and he/she shall be liable for enquiry as per service rules.

**Keeping in view the above said nature of work, the roles and responsibilities of computer staff working at different cadres is specified as follows:**

**A. SYSTEM ANALYST:**

He/She shall be Head of the section and take care of all computerized examination activities from enrollment to convocation and following other activities:

1. The head of the computer centre shall be responsible for establishing, coordinating and maintaining a set of operational activities pertaining to the examinations and its related activities and services.
2. He/She shall be responsible for performance of recurring operational tasks related to the support of an enterprise infrastructure including servers, workstations etc.
3. He/She shall review and improve Programme planning/management, Operational requirements, systems requirements etc.
4. He/She shall assist in System development, /purchase /customize /integrate /training.
5. System analysts should prescribe software requirements and specification and guide programme design and development.
6. Responsible for evaluation and design of technical architecture, software and hardware.
7. Analyzing problems in execution and development of software and guiding, defining program parameters and specifications.
8. Undertaking analysis of current software products and determining approaches, which will improve the user interface, performance and integrity.
9. Creating logical and innovative solutions to complex problems working closely with programmers and different end users to ensure smooth functioning.
10. Ensuring that calendar of events is adhered to and dead lines met. Providing training to users of new system etc.



## **B. COMPUTER PROGRAMMERS:**

The principle function is to apply knowledge of programming techniques and computer systems to write and execute a specification under the guidance of system analysts.

1. Establishing detailed program specifications through discussions and documents.
2. Creating sample data, sets to check that output and to verify whether the program works as intended.
3. Seeking out problems and correcting the programs as necessary installing the programs and conducting final testing.
4. Studying the computer printout like checklists, results sheets, ledgers, marks cards, degree certificates before dispatching to the users for accuracy.
5. Taking steps for constant updating of backups/data and programs.
6. Guiding the operators to run the programs and allocating the roles time to time to the operators to get the work done as per the calendar of events and adhere to the time schedule laid down by the authorities.

## **C. COMPUTER OPERATORS:**

Computer operators shall carry out the following works under the guidance and supervision of System Analyst/Programmers:

1. Schedule and co-ordinate daily computer operations.
2. Ensure that all updations are done as per the corrections indicated by the verifiers or users before taking printouts.
3. Issue problem reports and help programmers debug associated software applications.
4. Maintain routine records and report to Programmers.
5. Shall discharge all works assigned to them by the System Analyst/Programmers.



#### **DATA ENTRY OPERATORS:**

The data entry operator shall carry out the following works:

1. Schedule and co-ordinate daily operations like data entry or uploading or scanning of data/processing of scanned data.
2. All the updations should be done by the data entry operator including the data entry and make sure that the corrections are transferred perfectly in to the computer database.
3. Keeping track of all data entry operations and reporting to the computer operator for further action.
4. Receiving and maintaining all the documents for data entry or scanning from the concerned authorities.
5. Reporting any data entry related problems to the operator for rectification before closing of that work.

#### **D. ATTENDERS**

1. Attenders shall carry files and papers within the University office and outside as directed by the Section AR/DR/officers.
2. They shall attend to the pasting and sealing of covers and bags etc. to assist in the dispatch of outgoing mails.
3. They shall attend to the preparation of covers and envelopes / stenciling work, photocopying etc.
4. They shall ensure safe custody of stationery forms etc.
5. They shall attend to the stitching of files and assist the case workers in the arrangement of records.
6. They shall ensure the proper dusting and cleaning of floor and furniture in the section before starting of daily work and assist the arrangement of books, papers etc.
7. They shall attend to all miscellaneous items of work required to be done for the proper and efficient functioning of the office.
8. They shall carryout any other instructions / directions given by the officials of the Section.



**F. PEONS**

1. They shall attend to the distribution of tappals and files within and outside the office, including mailing of letters in the post office and attend to local delivery work.
2. They shall clean the office and furniture and attend to the work of keeping the office premises clean and tidy.
3. They shall paste and prepare the covers and envelopes for office use, attend to stenciling work, Photocopying etc.
4. They shall attend to any other work entrusted to them by the officials of the section.

**G. WATCHMEN/SECURITY:**

1. Watchmen/Security shall ensure the safety of all University properties in premises and prevent unauthorized persons from entering into various sections of the Examination Department.
2. They shall prevent theft, damages, loss etc., of any property in the premises.
3. In case of trespass, loss etc, they shall report the matter immediately to the concerned officers.
4. They shall work in any shift allotted to them.
5. They shall carry out any instructions given to them by the officials.



## **PHASES OF EXAMINATION:**

The pre and post examination work may be processed in the following manner:

### **FIRST PHASE :**

1. On receipt of the list of eligible/approved candidates from the Academic Section and OMR Examination Application Forms from the concerned Colleges/departments with due verification of both the lists, all the candidates who are eligible to take the University examination and who have kept the minimum statutory requirement of attendance as certified by the principal/Chairperson, should be kept ready for scanning/feeding to the computer. While feeding data by the feeder and reader, all care should be taken to type the name of the candidate correctly and the subjects offered by him and all other relevant data in this regard. After completion of the data feeding/scanning, as the case may be, a list of students who are eligible to take examination with their subjects shall be printed by the Computer Centre. In case of supplementary examination will be required to be activated.
2. The List of eligible candidates along with Hall Tickets shall be hosted in official website of the University so as to enable the Colleges/Departments to download and issue the hall tickets to the respective students.
3. In case of any correction in name, subjects, etc. the appropriate correction should be made under the authorization of the Registrar (Evaluation)/authorized officer only.

### **SECOND PHASE:**

1. Scanning/Feeding of Marks: On receipt of OMR Marks lists from the custodian/scanned marks data, as the case may be, the Computer Section shall arrange to feed the data with the help of Readers and Feeders/process the scanned data provided by the authorized agency. It shall be the joint responsibility of the feeder/reader for correct feeding of the data into the computer/authorized scanning agency. It shall also be the responsibility of the concerned reader and feeder to feed absentee data, gap list, and any other data for computing the result of the concerned courses for which they were entrusted with.
2. On completion of the feeding of marks list by the concerned feeder/reader, the computer centre shall arrange to give a gap list to which the data is yet to be fed. It shall be the



responsibility of the concerned case worker/computer programmer/operator to give required information for completing the gap list.

3. On completion of feeding of data by the reader/feeder and filling up of gap list/scanning; the Computer Centre shall arrange to give a draft ledger of marks for verification of the data by the scrutinizers/custodian with the marks list.
4. The draft ledger prepared by the Computer Centre shall be verified with the original OMR marks list by the scrutinizers appointed for this purpose. It shall be the responsibility of the scrutinizers/Custodian to correct the mistakes, if any, and to tally the marks with reference to the Registration Numbers. After verification of the draft ledger, it shall be the responsibility of the scrutinizers to carry out corrections to be made, if any, to the draft with the help of the Computer Centre. Thereafter, a final print of the ledger to be taken for declaration of results.

#### **THIRD PHASE:**

1. On verification and certification from the scrutinizers/custodian, the Computer Centre shall arrange to take a print out of the result sheet for declaration and publication of result and to be sent to the concerned Colleges.
2. The result should be hosted in the website of the University on the same day of announcement of the result without fail.
3. After declaration of the result, the Computer Centre/authorized agency shall arrange to print marks cards and the same should be accounted properly. The Computer Centre shall maintain a Register for this purpose.
4. In case of final year, the Computer Centre shall also arrange to print Provisional Passing/Degree Certificate after following the procedure prescribed in this regard.
5. After printing Marks cards etc., the concerned section/officer of the University shall be informed to collect the same for distribution to the Colleges through the section.
6. Apart from this, the Computer Centre shall also assist in preparation of statistical data required for various agencies, viz., preparation of convocation list, strength list, Number of candidates appeared/passed/failed in the examination including gender wise, category wise etc.





## DECLARATION OF EXAMINATION CENTRES

The University at its discretion shall declare the institutions having a required strength and facilities stipulated by authorities from time to time as centres for examinations. It shall be the responsibility of affiliated Colleges to conduct examination in their Colleges. However, this rule shall not be applicable to constituent Colleges and P.G. Departments run by the University.



### BOARD OF EXAMINERS:

1. The Board of Examiner constituted by the syndicate shall continue to function for two semesters in the scheme and for the main and the supplementary examination. No person shall be eligible to be a member of the board beyond two semesters in semester scheme and for more than one academic year in the main and the supplementary examination. However, in the event of non availability of eligible required number of examiners to be appointed as board of examiners, they may be considered for reappointment after a gap of one year. Further, in the event of non availability of sufficient eligible examiners in a particular subject, the external board may be constituted.
2. The Board of Examiners shall be constituted from among the panel of Examiners prepared and submitted by the Board of Studies.
3. The Examination Section shall prepare a detailed panel of examiners subject-wise and the list shall be updated every year. To Prepare the panel, information may be obtained from the constituent and affiliated Colleges, Post-Graduate Departments and other Universities in and outside Karnataka State. It shall be the duty of the Registrar (Evaluation)/such officers/B.O.E. Chairman as entrusted, to prepare seniority wise detailed panels of examiners and place the same before the respective Boards of Studies for approval. The Chairperson shall extend all co-operation in preparing the list of examiners. Only names of such teachers who have a minimum of 3 years of full time teaching experience or 5 years of part-time teaching experience shall be included in the panel. However, in case of non-availability, the Registrar (Evaluation) with the approval of the Vice-Chancellor may relax this condition.
4. It shall be the duty of the Board of Examiners to scrutinize, review and approve sets of question papers, with Kannada translation wherever necessary, and submit the same to the confidential section forthwith on the completion of the Board meeting.
5. The Board of Examiners shall ensure that all the question papers in 3 sets as the case may be are set within syllabi approved by the University. It shall also ensure that the correct title of the paper with code, the examination course, duration of the Paper, division of questions into sections, maximum marks allotted for the paper and the number of Question to be answered by the students, usage of permissible gadgets and other required instructions to the examiners are correctly mentioned in the question paper.



### **Method of appointment, duties and responsibilities of the Chairman of the Board of Examiners:**

1. The Chairman of the Board of Examiners shall be appointed by the Syndicate for even and odd semester examinations from among the panel of Examiners prepared by the Board of Studies, and furnished by the Registrar (Evaluation) provided such persons satisfy the following conditions:
  - a. He/She shall be teacher not below the rank of Associate Professor in University and P.G. Departments run in affiliated Colleges or Head/any senior teacher of the affiliated/autonomous College who have taught the subjects in U.G./P.G. Courses; or
  - b. He/She should have put in at least 10 years of fulltime teaching experience or as decided by the University from time to time.
  - c. He/She shall preserve strict secrecy regarding the work allotted to him.
2. The Chairman of Board of Examiners shall arrange for the distribution of work of setting question papers. He/She shall also co-ordinate for valuation and review of answer scripts along with Custodian subject to control of Registrar (Evaluation). The said works have to be assigned only to the examiners listed in the panel approved by the Syndicate.
3. The Chairman shall assign the paper setting among the various persons approved by the Syndicate depending upon the field of specialization and experience of each person and ensure that persons who do not have basic qualifications are not assigned the setting of question paper in any subject.
4. The Chairman shall ensure that no question paper setter shall set more than 2 papers and shall also ensure equal distribution of work of valuation among the examiners.
5. The Chairman of the Board of Examiners has to prepare the list of question papers, with title and code, to be set course wise, semester wise, subject wise (Scheme wise)
6. After the preparation of the list of question papers to be set, the same has to be entrusted to the eligible paper setters with the following instructions and materials:



- a. The order of appointment in writing containing information about the question paper to be set for the course, semester, subject with code, maximum marks and number of questions to be answered, instruction regarding use of permissible gadgets in the examination (prohibition for use of mobile, calculators, mathematical tables etc. to be clearly stated on the top of the question paper.)
  - b. He/She shall supply syllabus, previous Question Papers, blank question paper booklet, covers etc.
  - c. He/She shall extend all the required assistance and advice to the question paper setters in determining the standard of the same.
  - d. After the examinations, at the time of valuation, the Chairman has to collect the model answers/scheme of valuation from the respective paper setters and the same has to be handed over to the custodian of the valuation centre with letter for supplying the same to each one of the examiners on the day of valuation.
7. The Chairman of the Board shall ensure that the meetings of the Board of Examiners shall be conducted only in the University premises.
  8. The Chairman of each Board of Examiners shall ensure that the question papers after they are approved by the board of Examiners are legibly written in Ink or Typed by himself or by any other member(s) of the Board before they are sent to Registrar (Evaluation)
  9. He/She shall also maintain the minutes of the meetings of Board of examiners and sent copies of them to the Registrar (Evaluation)
  10. The Chairman shall request the paper-setters who are not the members of the Board of Examiners to attend the meetings of the board when their papers are taken up for discussion, if need be, under intimation to the Registrar (Evaluation).
  11. The Chairman shall arrange with the approval of the Registrar (Evaluation), for the conduct of practical/clinical/projects exams earlier to the commencement of theory examinations in consultation with the principals/HODs of Constituent/affiliated/autonomous Colleges, and shall assign practical/clinical/paper setting and valuation among the eligible examiners only, and ensure as far as possible equal distribution of work.



12. He/She shall verify and confirm the required number of valuers and ensure that the completion valuation work is completed within 10-15 days in coordination and cooperation of the custodian.
13. No person shall be a Chairman of a Board for more than one term of one year.



### **Appointment, Functions and Duties of Paper Setters:**

1. The syndicate shall appoint the paper setters for semester examinations of such year from among the panel of examiners prepared and furnished by the Board of Studies through the Registrar (Evaluation).
2. The Paper-Setter shall set the papers only on the texts and courses of study prescribed, and ensure that no question on topics not included in the prescribed syllabus is set.
3. The paper setter shall set as many sets of question papers as required, as per the prescribed pattern containing questions covering a wide range of contents of the courses for which they are set and send them all in sealed packets to the chairman of the Board of Examiners.
4. The Paper-setter shall ensure the papers set carry correct name of the subject, Title and code of the paper, schemes (Old, New etc.,)title and the division of the paper. He shall also ensure the proper incorporation of the duration of the paper, the maximum marks allotted to each question of the paper. If the question paper is common to one or more schemes/courses, it shall be clearly indicated. The question paper setter shall indicate on the top of the question paper, permissible use of mathematical, physical tables, Charts, data or hand books, gazettes, etc., which can be used with the prior permission of the examiner. He/She shall affix his/her signature on each page of the question paper manuscript without fail.
5. The paper setter shall arrange to deliver these question papers to the Chairman,Board of Examiners in person or through Registered Post by name to the Chairman, Board of Examiners, by wrapping them in cloth covers marked "CONFIDENTIAL".
6. The paper setters shall indicate clearly the instructions if any to the candidates regarding the answer books or regarding the number of questions from different sections to be answered.
7. The Paper setter shall write the questions legibly in Ink or type personally, they shall avoid additions, alterations and erasures. Abbreviations are to be avoided. The paper setters shall write the questions in the blank booklets specifically supplied for the purpose by the University. The questions should be written clearly and legibly.



8. The Paper setter shall preserve strict secrecy regarding the work allotted to them. Drafts or copies of the paper set should be destroyed as soon as the papers set have been sent to the Chairman.
9. The Paper setters shall submit the Scheme of valuation to the Custodian before commencement of the valuation and the custodian shall distribute copies of the same to all the valuers of respective subjects for information.



### **Appointment, Duties and Responsibilities of Internal Senior Supervisor:**

1. The Registrar (Evaluation) shall appoint the Internal Senior Supervisors for each institution, which is declared as Centre of examination. The Internal Senior Supervisor shall ordinarily be the Head of the Institution. If, it cannot be done, the senior member of the institution suggested by the Head of the Institution may be appointed as the Internal Senior Supervisor.
2. The Internal Senior Supervisor shall be responsible for the proper conduct of examinations at his Centre. He/she shall take all the necessary actions before, during and after the examinations for the smooth conduct of examinations and dispatch of answer scripts promptly.
3. He/she shall take stock of things like, the number of answer scripts, additional books and other stationery required for the Centre.
4. He/she shall ensure that the college has to prepare a statement of candidates taking the examinations at the Centre; examination wise, paper wise, subject wise and forward the same to the Registrar (Evaluation)/ Deputy Registrar (Evaluation) as per the notification of the University.
5. He/she shall arrange for satisfactory seating arrangements of candidates at least a day earlier to the examination and shall notify at a prominent place the register numbers and seating arrangements room or block-wise. He/she shall allot not more than 36 register numbers in a block. He/she shall arrange to appoint one Junior Supervisor for every block.
6. He/she shall appoint the required number of Junior Supervisors, Relieving Junior Supervisors (one for every six regular Junior Supervisors) Factotum-cum-assistant, typist and Class-IV staff.
7. He shall appoint from teaching staff a custodian for keeping daily account of answer papers and other examination stationery. The unused answer book and stationery immediately after the completion of the exam.
  - i. Custodian shall take charge of his office a day before the start of exam.
  - ii. Custodian shall issue the answer books to Jr. Supervisors daily before the start of the exam and take stock of answer books every day.





- iii. Custodian shall return to the University the account along with the unused answer book and stationery immediately after the completion of the exam.
8. The Senior Supervisor shall prepare well in advance the statement of allotment of work, seating for candidates and the number of Junior Supervisors required and depute all the teachers of his institution for supervision work depending upon the need. If the staff of his institution is not adequate, He/she shall take the staff of neighboring colleges or PG. Departments with the prior permission of the Registrar (Evaluation). He shall also arrange to give identity cards to Junior Supervisors which they should wear while performing their duty.
9. The Senior Supervisor shall convene a meeting of all the supervisory staff at least one day before the commencement of examination and explain to them their duties and responsibilities. He/she shall particularly impress upon them the need to prevent malpractice by scrupulous observation of rules. He/she shall also explain to the supervisory staff the procedure of reporting when a case of malpractice is detected. The senior supervisor shall send the proceedings of such a meeting to the Registrar (Evaluation).
10. He/she shall not post regularly as far as possible any Junior Supervisor in the same Block/Room consisting of same students. No Junior Supervisor shall have advance information of the Block/Room to which he/she shall be posted.
11. He/she shall not leave the Centre of Examination during the period of examination without the prior permission of the Registrar (Evaluation). In case of emergency, he/she shall make arrangements for the proper conduct of examinations by entrusting the responsibility to the next senior member of the staff of his institution, and report the arrangements made to the Registrar (Evaluation) and obtain approval.
12. He/she shall either by himself or through the authorized person collect the question paper packets of the examination from the authorized person of the Office of the Registrar (Evaluation) on the date and time notified to the college. He/she shall take special care to see that the right question paper packets with required number of question papers are received as per candidates list, strength and timetable and indent. He/she shall ensure that the question paper packets are always kept in his personal custody (under lock and properly sealed) and that no one else is permitted to have access to the packets.



13. The sealed packets of question paper shall be opened in the office of the Senior Supervisor by the Senior Supervisor on the date of the examination not earlier than half an hour fixed for the commencement of the examination in the subject in the presence of the External Senior Supervisor. If he/she has not reported then Internal Senior supervisor shall record the same and initiate the process on his own and report the same to the Registrar (Evaluation) after carefully examining the seals and packets. He/she shall also verify the subject with reference to time tables and check the number of papers written on packets and whether they are sufficient before the packets are opened. The question paper packets shall be opened leaving the seals intact after signing the certificates duly witnessed. If the seals of the question paper packets are found tampered with, the matter shall be reported immediately to the Registrar (Evaluation) telephonically, but on that count the examination shall not be withheld. The certificate of opening shall be preserved for 90 days.
14. It should be the duty of the Head of the Institute to inform Registrar (Evaluation) the exact strength of students (paper wise in each course) appearing for examination. In case of shortage of question papers the Head of the Institute shall take appropriate action and immediately inform the same to the Registrar (Evaluation).
15. He/she shall see to that the right question paper is given to the candidates.
16. He/she shall arrange to keep the question papers required for each room in separate covers.
17. He/she shall arrange to collect back the undistributed question papers from examination room after half an hour.
18. He/she shall report immediately to the Registrar (Evaluation) either by phone/fax/E-mail followed by letter any serious misprint, wrong time, mistake in translation, etc, noticed in the question papers. He/she shall not, on his own or at the instance of other person, give any clarification, unless it is clear case of clerical error/mistake the same shall be reported to the Registrar (Evaluation) by name immediately.
19. He/she shall see that only candidates with admission tickets are allowed to appear for examination. If in case candidate has lost the admission ticket, the senior supervisor shall arrange to issue a duplicate admission ticket on payment of Rs.100/- which should be



- credited to University fund. Before issuing duplicate admission ticket he shall ensure authenticity of the candidate.
20. He/she shall admit a candidate provisionally entirely at the candidate's own risk and responsibility under following circumstances, based on relevant and valid documents of the college:
- a) When a candidate has not been issued admission ticket by the University, but satisfies the Senior Supervisor by production of original documentary proof that he/she had duly sent communication separately to the Registrar (Evaluation) with a covering letter explaining in detail all the particulars.
  - b) When the subject/paper is wrongly indicated in the admission ticket issued, the Senior Supervisor give the correct subject/paper provisionally subject to the approval of the University. The student shall be made aware that in case the contention of the candidates found to be not valid, his answer script shall not be valued.
  - c) On specific orders of the court allowing the candidate to take examination.
21. He/she shall arrange to keep open the examination room/hall half an hour before the scheduled time of commencement of examination on each day session of the examination. He/she shall ensure that no candidate is admitted to the examination hall / room 30 minutes after the commencement of the examinations and no candidate is allowed to leave the examination hall/room within 30 minutes of commencement of examination. The Senior Supervisor shall arrange for the ringing of bells to mark the examination timings. At the entry of building, notice board indicating block/room, the notices of Do's and Don'ts of Examinations be displayed.
22. He/she shall take any help required to maintain orderliness during the examinations at the centre under intimation to the Registrar (Evaluation).
23. The Senior Supervisor shall ensure that the "Intructions" to candidates appearing for the examination be read out 5 minutes earlier to the commencement of examinations.



**Note to be read by Junior Supervisor:**

“You should follow the instruction printed on the admission ticket and on the cover pages of the answer book. You should search your pockets, desks and tables and hand over to the junior supervisor any paper/book/notes/ manuscripts which you may find there and round about, before commencing to answer the examination paper”.

24. The Senior Supervisor on getting a report from the Junior Supervisor of a malpractice committed shall send the concerned candidates out of the examination hall/room after seizing the admission ticket, the answer script and the question paper. The Senior Supervisor shall thereafter obtain a statement from the candidate and report details of each case to the Registrar (Evaluation) by name. While obtaining the statement of the candidate and the junior supervisor and in making a report, he/she shall adopt the proforma given for this purpose. If any candidate refuses to give a written statement, the same may be recorded and sent to the Registrar (Evaluation). He/she shall not permit such candidates to appear for subsequent papers, subjects, practical/viva voce examinations.
25. He/she shall not forward more than one case of malpractice in the same report. Each case shall be forwarded with a separate report unless it is inter-related with another case. Every report shall be accompanied with a plan of the seating arrangement made in the hall/room where the malpractice case is said to be committed, indicating the direction the candidate was facing and the place where the Junior Supervisor was stationed. All the documents and answer script recovered from the candidate along with the report, plan etc., shall be signed by both the Senior Supervisor and the Junior Supervisor and forwarded to the Registrar (Evaluation) by name. He/she should also enclose chits, books, copying material resorted to with hall ticket, answer books, etc.
26. The Senior Supervisor shall give the instruction to the room invigilator about the procedure for reporting of malpractice.
27. Immediately after the end of each session of the examination, the Senior Supervisor has to receive and check the answer scripts brought by the Room Invigilator.
28. After receiving the answer scripts from the concerned invigilators, count and tally the actual number of answer scripts with the total number of candidates present for the examination (First tally the number of answer scripts room wise as per the entries in the



invigilators diary). Verify the correctness of the entries on the Answer Sheet with the data available on the invigilators diary and after ensuring the accuracy, arrange the Answer Scripts in the serial order of the registration number and keep entire block in one packet.

Subsequently, insert all the covers containing answer scripts in the cloth bag and seal along with one question paper and duly filled consolidated attendance report, if any candidate is absent in a block, write the details in red ink in Junior Supervisor Invigilator's diary in front of the registration number mentioned in diary and on cloth bag and mention the following information:

1. Name of the centre with college code
  2. Semester
  3. Subject
  4. Subject Code
  5. Course
  6. Date and time of Examination
  7. Total number of scripts
  8. Signature and Seal of Senior Supervisor.
29. He/She shall send daily accounts of answer scripts dispatched in the prescribed form to the Registrar (Evaluation). This statement shall contain the actual number of candidates present and of absentees for each subject/paper under different schemes of examination and the number of candidates absent for each subject/paper.
30. He/She shall be responsible for maintenance and proper accounting of all the stationary, answer books, cloth bags etc, required for conduct of examinations.
31. He/She shall maintain all relevant records such as invigilators diaries etc., concerning the examination.
32. He/She shall ensure that the signature and Left Hand Thumb Impression of the candidates are taken on the Answer Script at the beginning of the Examination before candidate leaves the Examination Hall. He shall made available a ink pad and a cloth for cleaning the thumb.
33. He/She shall inform the Junior Supervisor and candidates personally that **no additional answer book will be provided** and the candidates have to write their answer in only one answer booklet containing of 40 pages supplied to them in the Examination.



34. The Senior Supervisors (Internal and External), Junior Supervisors and other staff engaged for examination work shall be entitled to remuneration and other allowance, if any, as per the rates of remuneration fixed by the University. The Internal Senior Supervisor shall submit the consolidated work done statement in the prescribed format along with receipts of examination expenses soon after completion of the examinations to the Registrar (Evaluation) so as to enable the University to arrange for payment of the same.
35. Candidates without Admission Ticket should not be allowed to write examination.
36. Invigilators are to be made responsible for verification of Admission Tickets.

**Penalties :** As given in the concerned annexure



## Instructions to Internal Senior Supervisors :

### (A). Forms

1. The Following forms are required to be used by the Senior and Junior Supervisors for the purpose mentioned below
  - a. **Form 'A'**. After filling in (block-wise "Supervisors Reports") and signing this form in triplicate, Senior Supervisors are required to enclose one copy with the respective bundles of answer books of the subject concerned, the second copy to be sent to this office and the third copy to be retained at the Centre of examination for reference.
  - b. **Paper-wise "Consolidated Report of attendance of candidates"**: The report in this form is required to be sent to this office duly filled and signed by the senior supervisors of the Centre of examination.
  - c. **"Daily Attendance Reports"**. With the necessary particulars such as the Registered Numbers of candidates, subject offered and their Signature etc. are required to be prepared in duplicate, a copy of which should be sent to this office and the original to be retained at the Centre of examination for reference, (i.e., Jr. Supervisors Diary).

Reports Mentioned at 'a' 'b' and 'c' above are required to be sent daily to the University, by Registered Post.

### (B). Seating Arrangements

1. To have effective control in supervision work, the following seating arrangement is required to be made.
  - a. 36 candidates be seated in each block, however, only in the last block of the Centre, there may be less than 36 candidates
  - b. The seats of the candidates are to be arranged in the examination halls in such a way as to make the candidates seated with their backs against entrance.
  - c. However, all the doors and windows on the entrance side are to be kept open.



### **(C). Dispatch of Answer Books**

1. Senior Supervisors are required to make arrangements for safe custody of the answer book bundles till the answer bundles are dispatched to the University. If Senior Supervisors are of the opinion that the security is inadequate at the Examination Centre of the college, the Senior Supervisor will take the assistance of the Police Authorities for the safe custody of answer bundles and question papers as well. The Senior Supervisor shall keep informed to the watchman as to his availability after office hours/ on holidays. He should also leave his contact telephone number with the watchman.
2. While packing of answer-books, for dispatching to the Registrar (Evaluation) each bundles or packet shall contain block-wise Supervisor's daily attendance report. In addition it should also contain the marks sheet duly marking ABSENT, in red ink for the candidates who have remained absent for that particular paper and a copy of the question paper.
3. Senior Supervisors are requested to use their seal while packing the answer books
4. Arrangements shall be made by the colleges to send the answer scripts to the University either by registered parcel or personally.

### **(D). General Instructions**

1. Candidates should be asked not to write the name or the code numbers of the centre on the Answer-books. Junior Supervisors shall be asked to instruct to the candidates accordingly.
2. In case where the candidate is permitted for the change of Centre he/she may be asked to produce the Admission-ticket wherein his photograph is attached and attested by the Principal concerned.
3. The Senior Supervisors are required to open the sealed packets of question papers for issuing them to the students as per the time-table. Before distributing the question papers for a particular session, they are specially requested to satisfy themselves duly checking up the contents of that packet, that no other paper which is to be set later is mixed up in that packet at any stage through oversight. This would ensure perfection in the conduct of examinations and further avoid the complications and confusion both at the Centre and





the University. However, on verification if it is noticed that there is mixing up of any papers by mistake, they should themselves set it right then and there only and keep them intact, before handing them to the Junior Supervisors and report the matter to the Registrar (Evaluation) of the action taken by them in such an eventuality. This should be done with at most secrecy and without giving any publicity to such confidential matters.

4. The Senior Supervisors are required to check up, carefully the number of candidates due to appear in each subject at each examinations with the number of copies of question papers supplied to them at the said examinations for their respective centers soon after taking delivery of the sealed covers of the question papers. In case the requisite number of copies of the question papers are not received by them, they are required to inform the Registrar (Evaluation) immediately and get the required number of copies of the question papers concerned. If the time at their disposal is very short, they can take Xerox copies maintaining all secrecy and inform the same to the Registrar(Evaluation) immediately .
5. When the Examinations are in progress some Junior Supervisors keep number of answer books signed with them prior to the commencement of each session on that day for distribution to the candidates in order to save their time. As a result of this, some such signed unused answer-books are likely to remain with the Junior Supervisors and there is every possibility of these answer books getting into wrong hands. Hence, Senior Supervisors are requested to issue strict instructions to Junior Supervisors that they should sign the answer books only at the time of their actual distribution to the candidates and not earlier.
6. If some answer books are found useless or spoiled, the Senior Supervisors are requested to return such answer-books to the Registrar (Evaluation), Karnataka State Law University, Navanagar, Hubli, along with the detailed report in this behalf in order to prevent their misuse. Hence, at most care should be exercised and it should be seen that such answer books do not fall into the wrong hands.
7. The Senior Supervisors cannot leave the examination duty without the prior permission of the Registrar (Evaluation). Persons who decline the appointments after first accepting the same on medical grounds or for some other bonafide reasons deemed sufficient by the Syndicate are exempted from the examination work, provided they produce documentary proof in support thereof.



8. The Senior Supervisors are required to distribute the invigilation work among the teaching staff. In case, they are not available in adequate numbers they can appoint High School Teachers, Graduates and others who are reliable and trustworthy.
  - a) Further, they are authorized to take suitable action against those persons who are appointed to work as Junior Supervisors/ Factotum etc., and who absent themselves from the examination work without giving valid reasons and that too well in advance. The names of such teachers may be reported to the Registrar (Evaluation).
  - b) The Senior Supervisors are requested to strictly ensure that the persons who are involved in the malpractice cases on account of which they are black listed, as already intimated to the principals concerned, are not appointed as Factotum/ Junior Supervisors.
9. The Internal Senior Supervisors are authorized to appoint one additional Factotum at their respective Centres of Examinations of such session for which the number of candidates (morning or evening) is more than 300.
10. Senior Supervisors are required to note that the clerical staff or Class-IV servants of the College are not appointed as Junior Supervisors under any circumstances.
11. In accordance with the direction of the Syndicate, Vigilance Squad is to be constituted, which normally consists of 4 members. The squad is authorized to visit any examination Centre. The Senior Supervisors are required to extend all possible assistance to the members of the Vigilance Squad in the discharge of their duties.
12. The Junior Supervisors, Members of the Vigilance Squad/ Registrar (Evaluation) or any other authorized officials of the University, are empowered to physically checkup the candidates.
13. The Senior Supervisors at the Centers of Examination are expected to maintain perfect integrity, alertness and care in the conduct of the University Examinations. Cases of Malpractice will be viewed seriously and severe action will be taken against such institutions.
14. To ensure smooth conduct of examinations and prevention of malpractice the senior supervisors may take all necessary precautionary measures.



15. Senior Supervisors are authorized to give, after satisfying themselves, the assistance of a writer to a Candidate at the examination if he/she is, unable to write the paper on medical grounds/ physically handicapped.
16. Senior Supervisors are requested to exercise great care in selecting the writer. The qualification of writer should be below the standard of the examination for which he/she is appointed and he/she should not have studied the subjects for which he/she is required to act as writer.
17. The Candidate should pay Rs.100/- per paper for the writer engaged for him. The amount should be collected from the candidate and paid to the writer.
18. The Senior Supervisors in case of shortage of any stationery material required for conducting examinations or for dispatch of answer scripts etc., may purchase the same from the local market out of the amount provided to meet the contingent expenditure.
19. Senior Supervisors are authorized to requisition the service of a local Doctor as and when the occasion arises at a Centre and to pay him the visiting fees plus the actual prescription charges. Further, they are required to send the bills along with the vouchers for medicine visiting fee etc., if any, to the University for necessary payment.
20. Senior Supervisors are requested to submit the accounts and the bills to the University within a fortnight after the conclusion of the examinations. Further, persons appointed as Internal Senior Supervisors in place of Principals of Colleges are required to deposit the advance amount drawn by the name of the Principal till the date of the submission of the accounts.

**(E) Acts of Malpractice in the Examination by Candidates:**

Malpractice constitutes any one or more of the following acts by a candidate appearing for the University Examinations.

1. Bringing into the Examination Hall or being found while in the Examination Hall, in possession of any book, portion of a book, manuscript, scribbling paper, materials or any other matter not permissible to be brought into the Examination Hall.
2. Exchange of materials and possession of any audio-visual instrument.



3. Speaking to or communicating in any way with any other candidate while the Examination is going on.
4. Taking with him/her any answer Book or Supplement written or blank while leaving the Examination Hall.
5. Giving or attempting to give or receiving assistance, or copying or attempting to copy from any paper, book or notes, or allowing any other candidate to copy from his/her answer book.
6. Writing on any paper or article etc, clues or points which might possibly be of help to any other candidate during the Examination.
7. Using or attempting to use any unfair means like smuggling in any Answer Book written outside or inserting or substituting in the answer script sheets or answer scripts not supplied in the Examination Hall.
8. Disclosing his/her identity or make peculiar marks in his/her Answer Book (s).
9. Using abusive or obscene language or is guilty of any other misconduct.
10. Disobeying any instruction (s) issued by the Senior or Junior Supervisor or Squad Members or is guilty of rude behavior or even found staring at the Supervisors in a threatening manner in or near the precincts of the Examination Hall.
11. Impersonating or allowing any other person to impersonate for him/her in the Examination Hall.
12. Making any request or representation or offers any threat or inducement to Supervisors, Factotums/Class IV Servants or any other Officers or Official of the University/College or to the Examiner.
13. Approaching directly or indirectly the Teachers, Officers, Officials or Examiners or bringing undue pressure or undue influence upon them for favors in the Examination.
14. Committing any other act or omission intending to gain an advantage or favor in the Examination by misleading, deceiving or inducing the Examiner or Officers or Authorities of the University/College.
15. Use of modern gadgets, instruments, such as electronic diary, cellular phones, etc. in the examination hall.



**(F) The Procedure to be adopted for reporting malpractice cases**

1. The Statement of the candidate involved in the malpractice should be obtained. If the candidate refuses to give statement, the same may be recorded by the Senior-Supervisors
2. Detailed Statement of Junior Supervisors of the concerned block should be obtained and enclosed with the answer-book of the candidate concerned.
3. Both the Internal and External Senior Supervisors should give the detailed report about the nature of malpractice.
4. The copying material seized from the candidate should be signed by the Senior Supervisors. The same should be enclosed with the answer book.
5. The admission card should be seized and enclosed to the answer-book of the candidate concerned.
6. The Senior Supervisors should mark against the Register Number of the candidate in the attendance report as M.P.C in red ink.
7. The candidate whose case has been reported to the University for alleged malpractice should be debarred from taking the subsequent papers of that examination.
8. All the statements along with the answer books and admission card should be sent to the Registrar (Evaluation) by name superscribing as M.P.C on the cover in red Ink as and when such cases are booked instead of sending all such in one lot.
9. After the conclusion of the examination, Senior Supervisors should send the list of the cases of malpractices.



### **Appointment of External Senior Supervisor:**

1. Normally the staff with three years of experience or more should be appointed as external Senior Supervisors.
2. He shall assist the Internal Senior Supervisor in all his work and shall perform all the duties and responsibilities of the Internal Senior Supervisor i.e. both internal and external Senior Supervisors will be jointly responsible for the smooth conduct of examinations.
3. The External Senior Supervisor shall report to his duty on all the days of examination, half-an-hour before the commencement of the Examination to the concerned Principal.
4. The External Senior Supervisor shall affix his signature on all the days of Examination at the time of opening of the Question Paper Packet by observing carefully whether the packet is sealed or not/ if not found in proper order, report immediately to the Registrar (Evaluation).
5. External Senior Supervisor shall verify the Roll Numbers of candidates, candidates photographs, their signatures and examination room dairy/block dairy along with statement of absentees carefully.
6. The External Senior Supervisor shall observe sealing of bundles of Answer booklets and also affix his signature on the sealed bundles at the end of Examination.
7. The External Senior Supervisor shall not leave the examination centre under any circumstances and if he does so, he will be liable for penalty/punishment as per the Karnataka State Law University Examinations Rules.
8. The External Senior Supervisor shall have power to communicate any matter pertaining to the conduct of examination to the Registrar (Evaluation) directly. He/She shall also submit a detailed confidential report to the Registrar (Evaluation) at the end of examinations.



### **Appointment, Duties and Responsibilities of Junior Supervisor/ Invigilator:**

1. The Senior Supervisor shall appoint the Junior Supervisors from among the teaching staff of the college. In exceptional cases where the teaching staff of an Institution is inadequate, the Senior Supervisor may with the permission of the Registrar (Evaluation), appoint Junior Supervisor from the Teaching Staff of other institutions.
2. The Junior Supervisor who finds it impossible to attend the examination work shall intimate in writing to the Senior Supervisor at least 24 hours earlier.
3. The Junior Supervisors shall be in charge of a room containing not more than 36 students.
4. The Junior Supervisor shall ensure that the candidates who enter the examination hall/room occupy their respective seats at least 5 minutes before the time specified for the distribution of question papers. He/she shall immediately read out the following instructions to the candidates:  
**“You should follow the instructions printed on the admission card and on the facing sheet of the answer book or note which you may find therein before starting to answer the examination paper”.**
5. The Junior Supervisor shall not admit any candidate to the examination hall / room 30 minutes after the commencement of the examination and shall not allow any students to leave the examination hall/room before 30 minutes after the commencement of the examination.
6. He/she shall ensure that every candidate has taken his/her proper seat and enters his correct register number and other particulars required on the facing sheet of the answer script. The Junior Supervisor himself shall not under any circumstances enter the register number of candidates on the answer book. He/She shall ensure that the candidates has written his register number correctly shading the corresponding circles in the O.M.R. and obtain signature and Left Hand Thumb Impression of the candidate in the specified space on the Answer Book at the beginning of the examination. Answer books with incorrect register numbers shall be submitted to the Senior Supervisor separately for onward transmission to the Registrar(Evaluation) with a report.
7. He/she shall not allow candidates to converse among themselves when once they enter the examination hall/ room.



8. He/she shall make necessary entries in the Junior Supervisor's diary. He/she shall also enter against candidates roll number in the diary, the printed number of the answer book supplied to the candidate.
9. He/She shall immediately after the first 30 minutes bell, return all the remaining question papers and the blank answer books of absentees to the Senior Supervisor.
10. He/she shall be responsible for the proper accounting of Answer books of the candidates supervised by him. He/she shall ensure that the answer books of each candidate are arranged in serial order subject wise, etc., and hand them over to Senior Supervisor.
11. The Junior Supervisor shall not be permitted to leave the examination hall during the first and last half an hour of the examination. During intervening period he/she may leave the examination hall with the permission of Senior Supervisor. Relieving Supervisor may take charge of the supervision of the room/hall for not more than 15 minutes. He/she shall sign in the relieving Supervisor's diary for the relief taken.
12. He/she shall report to the Senior Supervisor on the days of his work half an hour earlier to the time scheduled for the commencement of the examination, and shall not leave the premises until he/she personally hand over the answer books to the Senior Supervisor on duty and return the diary and other stationery articles given to his charge.
13. He/she shall not allow any candidate to copy from either books/ paper/ from other candidates or have in his possession or in his desk any book or papers not issued by the Junior Supervisor in the Examination hall / room.
14. He/she shall at once report to the Senior Supervisor of any case of malpractice and prevent the candidates from writing any further answer or removing, displacing or destroying the materials from which the candidate was copying. Unless it is inevitable, he/she shall not take possession of such materials till the Senior Supervisor takes charge of the case.
15. No Mobile/ Cell phones are allowed inside the Examination Hall.
16. After the final bell, the Junior Supervisor shall collect the answer papers, arrange in order and handover to the Senior Supervisor.
17. The Room Invigilator shall be personally held responsible for loss, misplacement of any answer books.





18. The Senior Supervisor shall take necessary action as per the guidelines of the University and report the same to the Registrar (Evaluation) immediately if there is any dereliction of duty of the Junior Supervisor.
19. Whenever a Squad of the University makes a surprise visit, the Junior Supervisor shall ensure their identity and allow to enter the examination hall.
20. The Junior Supervisor shall not leave the College premises until he/she personally hands over the answer books, Invigilator's diary and the other stationery to the Senior Supervisor.
21. He/she shall be agile, watchful and active throughout in the examination hall/room.



### **Relieving – Junior Supervisor:**

1. The Senior Supervisor shall appoint relieving Supervisor/s as the case may be from among the teaching staff of his college one week in advance of the commencement of the examination under intimation to the Registrar (Evaluation).
2. The Relieving Junior Supervisor who finds it not convenient to attend to the work assigned shall intimate in writing to the Senior Supervisor regarding his inability to attend the work at least 24 hours earlier to the time schedule for the commencement of examination.
3. There shall be one relieving Junior Supervisor for every Six Junior Supervisors. If there are 3 Junior Supervisors and less, the Senior Supervisors shall manage. They shall be agile and active during the examination, he/she should not read from any extraneous material nor sit continuously. Preferably, they should move from place to place.
4. He/she shall not allow any candidate to copy from either books/ paper or other candidates or allow in his possession, in his desk any book or papers not issued in the examination hall/room. He/she shall further ensure that no candidate detaches or tears off any sheet or part of sheet from the answer book or additional books (s) and that every candidate hands over his answer book before he/she is permitted to leave the examination hall/room.
5. He/she shall at once report to the Senior Supervisor of any case of malpractice and prevent the candidate from writing any further answer or removing or displacing or destroying the materials from which the candidate was copying.
6. The Relieving Supervisor shall give relief to the Junior Supervisor for about 15 minutes and be in charge of the duties of Junior Supervisor during that period and discharge all the duties and responsibilities of the Junior Supervisor. He/she shall return the Relieving Supervisors diary duly filled to the Senior Supervisor at the end of the day's examination.
7. The Relieving Supervisor shall report for duty half an hour earlier to the time scheduled for the commencement of examination.
8. Penalties: In cases of dereliction or lapses of duty on the part of Junior Supervisor/Relieving Supervisor, the Senior Supervisor shall immediately report the



matter to the Registrar (Evaluation) and take his advice in the matter of imposing any penalty. Until then, at his own discretion the Senior Supervisor may stop further assignment of invigilation work to the concerned Room/Reliving Supervisor.



### **Appointment, Duties and Responsibilities of the Vigilance Squad Members:**

The Members of the vigilance squad appointed by the University, shall give their photographs to the Registrar (Evaluation) immediately on receipt of the appointment order and obtain their identity cards with the photographs of the squad (duly pasted thereon) from the Registrar (Evaluation). They shall invariably carry the appointment order and identity cards with them and show the same to the Junior/ Senior Supervisors in the Examination Halls, before they enter the examination hall, with a view to avoid unnecessary resistance and inconvenience.

1. The Squad consisting of maximum of 4 members shall visit the Examination Centre.
2. The squad members have the powers to get the reports from the Senior Supervisors and Junior Supervisors and they shall take on – the – spot decision regarding any malpractice committed by any student. The squad members shall also send a copy of the malpractice report to the Registrar (Evaluation) on the day of the occurrence, for being considered by the appropriate bodies and taking decision thereon.
3. They shall go round the Examination Hall during the period of three hours of the examination.
4. They shall see that no unfair means are adopted at the Examination Centres, by the students.
5. They shall see that no person is loitering (other than official on duty) within a distance of one hundred meters of Examination Centres.
6. Subject to maintenance of dignity of the students, the members of the squad are empowered to make a search of candidate, in case they are suspicious of him/her possessing papers, books or any other aid which might possibly be of assistance in answering the questions, provided only ladies shall search lady candidates at examination.
7. The Squad/ Senior Supervisor/ Junior Supervisor should book only when the copying material is physically found in possession of the student. (They shall not book a student by just picking a copying material from a nearby surrounding or from elsewhere.)
8. The members of the squad may also check the question paper packets, to ensure whether the seals are intact or tampered with.



9. The members of the squad shall check the dairy maintained by the Junior Supervisors.
10. They should get an endorsement from the Senior Supervisor in the required format which should be sent back to the Registrar (Evaluation), Karnataka State Law University, Hubli along with the report.
11. The Chairman of the squad will also give a consolidated report after the examinations are over.
12. The Squad members shall appear before the Malpractice Enquiry Committee, if desired by the Committee for tendering evidence.
13. Only permanent teachers with minimum of three years of teaching experience should be appointed as Squad members and senior teacher among them be the Chairman of the Squad.
14. Not more than two teachers of the same college be in the same squad.
15. Super Squad consisting of members of the Syndicate and Academic Council may be constituted to oversee smooth conduct of Examinations.

#### **Coordinator for Valuation**

The Vice-Chancellor may appoint Coordinators for smooth and effective completion of valuation process, wherever necessary and situation so warrants. The Coordinator shall assist the Registrar (Evaluation) and appraise him about the progress of valuation work from time to time.

#### **Appointment of Custodian, their Duties and Responsibilities**

The University may appoint any teacher of the University or the Principal of the constituent/affiliated College, who have put in minimum of 10 years of unblemished fulltime service, as Custodian for the valuation of theory papers allotted to that Centre.

1. The Custodians for valuation will be appointed by the Registrar (Evaluation) in accordance with the guidelines given by the University, for appointment to the Valuation Centres.
2. The Custodian shall ensure that the Valuation Center is kept open from 10.00 a.m. to 1.30 p.m. and 2.30 p.m. to 5.30 p.m. and the valuation goes on throughout the day in these sessions with short breaks keeping the work-load of the Valuation Center in view.



3. If any discrepancy/mistake is noticed in coding work shall be brought to the notice of the Custodian who in turn brings it to the attention of the Registrar (Evaluation).
4. Only those teachers whose names are included in the approved panel and the list of Valuers as given by the Chairman, Board of Valuers approved by the Registrar (Evaluation) should be assigned valuation work and none else.
5. He/she shall ensure that the Valuers are punctual in attending the valuation work, and the scripts shall not be reserved for members who abstain from valuation in between. The custodians and the Chairman, Board of Valuers are requested to intimate the names of Valuers, who are not punctual and those who do not attend the valuation work throughout the period of valuation or who are indifferent to their work.
6. After exhausting the approved list if there is a need for additional Valuers, a special permission for such additional Valuers be obtained from the Registrar (Evaluation) under the approval of Vice-Chancellor. It should be ensured that such valuers have taught the concerned subject by obtaining a declaration to that effect mentioning the year during which the subject is taught.
7. The packets of answer books should be given for valuation, one after another i.e. after completing the valuation of answer books (maximum of 20 per session) should be got valued in a day, by each valuator.
8. He/she shall ensure that the papers are valued strictly in accordance with the scheme of valuation. He/she should also ensure that the papers are not valued in hurry and that the valuers spend sufficient time and devote proper attention on each paper.
9. He/she shall arrange for review of answer scripts from the day of valuation.
10. The staff allotted to a Custodian shall work under his direct supervision and control and shall be responsible to him.
11. He/she shall ensure that the Valuers sit on the seat allotted to them in an order and value the answer scripts.



### Deputy/Assistant Custodians

The Deputy/Assistant Custodian shall be appointed by the Registrar(Evaluation) from among panel of teachers who have put in a minimum of 3 years of unblemished full time teaching and are capable of doing confidential work and maintaining of confidentiality.

1. They shall work during the specified hours on all the days (including extra hours and holidays) and shall complete the work as per the calendar of events given by the Registrar (Evaluation).
2. They shall be present on all the days of examination in the Valuation Centre to receive the answer bundles from all the Examination Centres, and make entry of all the bundles received from the Centres in the Registers maintained for the said purpose.
3. They shall sign in the attendance register maintained at Valuation Centre.
4. They shall not abstain from work without prior permission of the Registrar (Evaluation).
5. They shall not leave the Head Quarters until the work of valuation is completed and all the Documents are handed over to the Registrar (Evaluation) on the completion of the work.
6. They shall maintain strict secrecy regarding their appointment, the nature of work assigned to them and the code series etc., Deputy/Assistant Custodians shall take all precautions to ensure that no one else should have any knowledge of the code numbers assigned by them. They shall be held responsible for any leakage of information in this respect.
7. They shall report for duty two days in advance of the work scheduled to commence, and shall be on duty till the valuation is completed.
8. They shall issue the coded answer books for valuation to the reviewer under acknowledgement.
9. They shall ensure that all answer paper packets issued under acknowledgement, and they shall maintain the confidentiality of the same.
10. They shall ensure that all answer paper packets of all courses, semesters are valued and no answer script shall remain unvalued.



11. They shall handover the OMR sheets of the evaluated scripts to the Registrar (Evaluation) subject wise in separate packets.
12. Soon after the completion of valuation, they shall immediately report in writing, about the completion of valuation of all answer scripts to the Registrar (Evaluation) through the custodian.
13. All instructions given in this respect from time to time by the Registrar (Evaluation) shall be followed by the Deputy/Assistant Custodian.

#### **Instructions to Custodians for Central Valuation of the University Examinations**

1. As far as possible the Central Valuation is to be conducted in spacious and well ventilated hall.
2. The Custodian shall receive the scripts in the allotted subjects from the office of the Registrar (Evaluation) and keep them in safe custody.
3. The working hours for the Central Valuation shall be fixed between 10-00 am. to 5.30 pm with a break of an hour for lunch.
4. Outsiders are strictly prohibited from entry into the Central Valuation Hall and any suspicious movements around the Central Valuation Hall shall be prevented.
5. All precautionary measures shall be taken to conduct the Central Valuation as smoothly as possible .

#### **Fixing of Quota:**

After noting the number of valuers who have reported for valuation in the concerned paper, the custodian shall fix the quota for valuation for each valuator in that paper by dividing the total number of scripts available for valuation by the number of valuers who have reported for valuation. This is to ensure equal number of scripts to all the valuers. However, no valuator shall be forced to continue valuation beyond 10 days. That is having completed 40 scripts per day.

6. Normally the quota of the valuator for assessment shall be two packets per day each packet containing 20 scripts.





7. In case some of the valuers do not turn up as per the Schedule the assessment work shall be shared by the remaining valuers in the subject.
8. No substitute arrangements shall be made except with the permission of the Registrar (Evaluation). In case the valuator/reviewer does not turn up as per the schedule the next senior person on the Board of Valuers shall be asked to carry on the work as Valuator/Reviewer as the case may be, and a report be made to this effect to the Registrar (Evaluation).
9. The following registers shall be maintained by the Custodian.
  - a. Attendance Register for the Valuers/ Reviewers.
  - b. Issuing of Scripts to the Valuers/ Reviewers.
  - c. Receiving of assessed and reviewed scripts from the Valuator/ Reviewer.
10. The advance towards contingent expenditure has been sanctioned separately and the accounts thereof to be submitted immediately on completion of the Central Valuation.
11. The Finance Officer will make arrangements for the payment of TA/DA Conveyance allowance and remuneration at the Central Valuation.
12. The Custodians shall collect the following and forward the same to the Registrar (Evaluation), Karnataka State Law University, Navangar, Hubli-580 025:
  - a. The Report from the Valuers/ Reviewers on the performance of Candidates in the various subjects;
  - b. Reports from the Reviewers on the work of the individual valuator;
  - c. Reports from the valuator through the Reviewer regarding suspected Malpractice on the part of the Students;
  - d. Confidential reports of valuator of unreliable nature and of having resorted to malpractice at Central Valuation;
  - e. Attendance Registers of Valuers/Reviewers;
  - f. A consolidated report subject wise of the Reviewer/ Valuator of the Central Evaluation work.



13. The Custodian shall see that all the Valuators punctually attend the Valuation work and no Valuator remain absent except with the permission of the Registrar (Evaluation) or Custodian.
14. On no account custodian should allow the Valuators to take the scripts for valuation outside the hall provided for the purpose.
15. The cases of malpractice detected by the Valuators during the course of valuation should be reported to the Registrar (Evaluation) in separate sealed cover along with the reports of the Reviewers and the Valuators concerned.
16. The unnecessary movement of the Valuators from one room to the other when the valuation is in progress should be checked.
17. The Valuator should be provided with number and table and they should occupy the allotted seat by the custodian.
18. No valuator should change his sitting place frequently.
19. The daily attendance of Reviewers/ Valuators should be recorded in a Register.
20. The Custodian shall hand-over the assessed scripts duly packed in wrappers and sealed soon after the completion of the Valuation.
21. The Custodian may apprise the Registrar (Evaluation) by submission of day-to-day report about the valuation.

#### **Appointment, Duties and Responsibilities of Valuators /Reviewer:**

##### **A) Appointment of Valuators**

The Registrar (Evaluation) shall appoint Valuators as required for each examination from among the list of eligible Valuators approved by the syndicate depending upon the need in each paper in consultation with the Chairman of the Board of Valuators, and subject to other ordinances that concern these appointments. Persons whose names are not in the approved list shall not be appointed. However, under special circumstances after obtaining the permission of the Vice-Chancellor, appointments may be made and such cases shall be reported to the Syndicate at its next meeting. Under no circumstances can the Chairman of the BOE/or



Custodian issue appointment orders on his own. All Valuators will be required to submit their acceptance of the offer in the format given under Acceptance of Valuatorship.

**B) Appointment of Reviewers**

The paper setters shall generally be the reviewers. If there is need for more reviewers, the Registrar (Evaluation) shall appoint as many reviewers as necessary on the recommendation of the Chairman of Board of Valuers.

**C) Duties and Responsibilities of Valuators /Reviewers**

1. Each Valuator/Reviewer, after the receipt of appointment letter from the Registrar (Evaluation) shall report to the custodian of concerned Valuation Centre, allotted to him/her and affix their signatures two times daily, i.e. in the morning and afternoon in the attendance register maintained by the Custodian of respective Valuation Centre.
2. All the Valuators have to work between 10.00 am and 5.30 pm or time fixed by the Custodians.
3. Erratic valuation and wrong assignment of marks should be strictly avoided; otherwise this will lead to penalty for both valuator and reviewer.
4. The Valuators have to tally with the number of answer scripts and number of registration numbers written on the OMR sheet.
5. The Valuators shall not evaluate the answer papers not related to his/her subjects.
6. The Valuators should value 40 answer scripts per day, i.e., 20 answer scripts in the morning and 20 answer scripts in the afternoon.
7. On the day of commencement of valuation, half a day shall be utilized for discussion with regard to scheme of evaluation and other related valuation work.
8. Points to be observed by the valuers soon after receiving answer script packets:
  - a) The Valuator should read the answer script in detail and evaluate the scripts;
  - b) The Valuator should not award any marks inside the Answer paper. The marks shall be directly entered on the facing sheet against the respective question number printed therein.
  - c) While evaluating the answer scripts, if the valuers noticed any suspected malpractice, the same answers found in two or more answer scripts, such answer



- scripts may be valued and submitted to the Custodian separately, along with a report.
- d) The total marks allotted to each question should be recorded legibly in the prescribed box (on the front page of the answer script).
9. Points to be observed when filling and shading of OMR marks sheets:
- Black Ball point/Blue Ball point pen can be used for shading of OMR marks sheet and if any mistakes made in the OMR marks sheet at the time of shading it cannot be rectified further. Therefore, care should be taken while shading.
  - Only after review of answer scripts by the reviewer and after his signature on the answer scripts, the Valuators shall start shading of OMR marks sheet corresponding to register numbers.
  - The columns provided in the OMR marks sheet which is prescribed for Valuators should be verified with due care and caution and shade the columns with respect to marks awarded. The Valuators have to enter their code number clearly.
  - In case of any confusion with regard to filling and shading of OMR marks sheet, the same may be rectified by Reviewer.
10. In some circumstances, for example, when 67 marks are recorded in the answer script, but while shading OMR marks sheet, instead of 67 marks there is a possibility of entering wrong number as 07/76. This will be a grave and serious mistake. Therefore, care should be taken to avoid such mistakes. If any such mistakes found, disciplinary action will be initiated against such valuers as per University Rules and Regulations.
11. After valuation of answer scripts, the valuator must keep the valued scripts in the concerned cover without fail, while inserting answer scripts in the cover, care should be taken to arrange the dummy numbers in order.
12. Provision has been made for the signature of valuers on the answer script for having done the valuation work; likewise the reviewer shall sign the answer scripts, for having reviewed the answer scripts and for recording the marks in OMR sheet. The required information must be recorded properly and without fail, with the signature of valuator and reviewer.
13. The valuers without showing any dereliction or irresponsibility during the time of valuation, shall do the valuation work honestly, diligently and properly. If any valuers



violate the above rules at the time of valuation, disciplinary action will be initiated against such valuers as per Rules and Regulations of the University.

14. The following mistakes should be avoided:

- a. Non-awarding of marks to each of the questions answered on the facing sheet ;
- b. Non-transfer of marks, from answer scripts to OMR sheet;
- c. Wrong calculation, not attesting the overwriting and not entering the marks in the OMR sheet clearly and legibly;
- d. Without entering the code numbers and not attesting the signature in the OMR sheet by the valuers;
- e. Not inserting OMR sheets with valued answer scripts;
- f. Wrong totaling.

15. Procedure to be followed:

1. On the day of valuation, after reporting of all valuers, five member team will be formed, among them senior member will be made as Reviewer.
2. The Valuers shall collect the answer script packets from the Custodian/his nominee for Valuation.
3. The Valuers have to count the number of answer scripts available in the packet.
4. The Valuers after Valuation have to submit the answer scripts to the Reviewer.
5. The Reviewer should verify each answer script and marks allotted to each question and marks transferred to the facing sheet. The Reviewer has to verify with signature and date of all the answer scripts valued by his team of Valuers.
6. After the confirmation and signature of the valuator, they must transfer the marks to the corresponding register number of OMR sheet (utmost care should be taken in entering and shading the marks).
7. After entering marks in OMR sheet both the Reviewer and valuator have to cross verify the marks entered in the OMR sheet and facing sheet of answer script.
8. The valuator thereafter has to insert all the valued answer scripts in the same packet along with OMR sheet and hand over to the custodian or his nominee.
9. The Registrar (Evaluation) with the assistance of Finance Department will issue the remuneration amount in the form of Cheque on the last day of Valuation.



### General Instructions to Reviewers in the Central Valuation

1. The Valuators shall maintain strict secrecy about their appointment and work in connection with the examination.
2. The valuator should report to their Reviewer and the Custodian on the appointed day without fail to seek instructions and to start the valuation in right earnest as per the schedule.
3. They should strictly adhere to the scheme of valuation and assess the answer books in an objective and impartial manner.
4. Under no circumstances the Valuator should undertake to value the answer books of the candidates belonging to their own college. Even if by mistake they have received such answer books they should be returned to the Custodian immediately.
5. The Reviewer(s) who are not required to assess the answer books should review at least 20% of the assessed scripts of each answer book packet.
6. Before commencement of the Valuation, the concerned Reviewer should conduct a meeting of the concerned valuator in that paper and discuss the scheme of valuation.
7. The Reviewer shall review the answer scripts valued by the valuator to maintain uniformity and objectivity in the standard of valuation. However no marks shall be awarded by the reviewer. In case of doubts the valuator can seek the advise from the Reviewer.
8. The Reviewer shall submit a report on the satisfactory / unsatisfactory work of each valuator who valued under his supervision.
9. The Reviewer shall keep a diary of answer scripts reviewed along with Register Numbers.
10. Valuator have to follow strictly the instructions given by the Reviewer/Custodian.
11. The Valuator are required to assess 40 answer books per day i.e., 20 in the morning and 20 in the evening session
12. The Valuator shall value the answer books which are coded. Answer books received without coding should be returned to the Custodian. All such cases should further be reported to the Registrar [Evaluation] in a separate covers.
13. The Valuator shall value the answer books strictly in accordance with the scheme of valuation.



14. If any of the answer deserves no marks they should clearly write "ZERO".
15. The Valuators should not leave any answer or part of the answer un-assessed and unmarked. Proper marks to be allotted to all the answers and parts thereof.
16. Even if the candidate has answered more than required number of questions, all questions attempted by the candidate shall be valued, and the answer which carries the least number of marks shall be omitted as extra. This shall be indicated both in the answer books as well as in the OMR Sheet to avoid confusion in marks.
17. The Reviewers/Valuators shall exercise due care in checking up the marks to avoid mistakes such as in totaling up the marks in the marks lists, transfer of entry from front page of answer book and from there to the OMR Sheet.
18. Fractional marks shall not be assigned to the individual answers.
19. when no question is attempted by a candidate, the valuator should make an entry of "DASH" in the marks lists and when question is attempted but does not deserve any marks the entry should be ZERO.
20. The Valuators shall send their T.A. Bills to the Custodian one day in advance, so as to send it to the Accounts Section duly certified for payment and be distributed to the valuator, at the Valuation Center by the Accounts Section.
21. The Valuators are required to report cases of suspected malpractice at the examination on which the University should take due cognizance. While reporting such cases the valuator is requested specifically to make a mention of the particulars regarding the answer(s) to particular question(s) which they suspect as having copied and grounds on which their suspicions are based.
22. If the valuator is found indulging in or abet malpractice at the Valuation Center, it will be construed as professional misbehavior and they are liable for severe disciplinary action as per the Rules.
23. For gross mistake or negligence like losing the answer book, the Valuator concerned is liable to be black listed and permanently debarred. Provided further that in a fit case, the Vice-Chancellor may condone any of the above lapses fully or partly.
24. The Valuator who is utterly careless in their assessment shall be referred to MPC (teachers) or Registrar (Evaluation) shall initiate action as per the provisions of Karnataka State Law University Act.



25. The Reviewers/Valuators are required to bring their own pens, pencils, ball pens, etc. required in connection with their valuation work.
26. The Valuators/Reviewers/Custodians are requested to be in the Valuation Centre during the period of Valuation.
27. if the valuators are found guilty of the following, their names are cancelled from the list of valuators :
  - a. Leaving the examination hall frequently;
  - b. Involved in discussion with public during the working hours.
28. The Custodians are directed not to allow any other persons in the Valuation Centre except the Vice-Chancellor, the Registrar (Evaluation), concerned Valuators and Reviewers.
29. If the Reviewer finds the Valuation done by any valuator under his control is unsatisfactory, he/she shall arrange for fresh Valuation of the answer scripts by the valuator and report the same to the Registrar (Evaluation), if the valuator refuses to comply with the instructions, another valuator may be entrusted with the work and the one who had erratically valued or not valued correctly may be denied remuneration for the unsatisfactory evaluation work done and the case may be referred to MPC(Teachers) and he/she be relieved forthwith.

#### **Valuation of Scripts in Post Graduate Courses**

1. Each paper shall be valued by two Valuators, one ordinarily by an internal and the other by an external valuator whose names appear in the panel of valuator approved by the B.O.S. and Syndicate. The results shall be the average of the two valuation marks.
2. In case there is a difference of more than 20 marks in the two valuations, the scripts must be valued by a third valuator who has not valued the answer scripts in the first or second instance. The average of the nearest two valuation (amongst the three valuation) shall be taken.
3. **Internal Assessment:** The Internal Assessment Marks obtained from respective course teachers shall be sent to the Registrar(Evaluation) in sealed covers by the Principal/Chairman of the P.G.Departments before commencement of theory examination.





### **Examination Work as Duty**

It shall be the general duty of all the Teaching and Non-teaching staff in the University, affiliated colleges and the P.G. Departments to comply with the duties cast on them vis-à-vis examination work, as allotted to them by their immediate superiors and any of the University authorities. However, in exceptional circumstances, such duties may be exempted if justified through proper reasons given in writing, acceptable to the authorities.

### **Duties and Responsibilities of Chief Tabulator/Tabulators**

1. Tabulation work will be done by a team of two tabulators who shall be responsible for making the entries in the marks ledgers from the marks lists furnished by the Valuers and verification of entries shall be done by them and such other work incidental to tabulation be completed. The team shall work on the principle of joint responsibility.
2. The team is responsible for any mistake that occurs. They shall have to check and scrutinize the entries of each other with due care and ensure accuracy. Verification and cross verification shall be made between themselves.
3. The team of tabulators shall maintain complete secrecy regarding their appointment and nature of work entrusted to them.
4. The team of tabulators shall maintain the register and other records with due care and shall ensure their safe custody. They will hand over all these records to the Deputy Registrar/Asst. Registrar of Examinations after the completion of work entrusted to them. They shall not bring any book/papers to the tabulation hall or take out any records from there.
5. The team of tabulators shall work on all the days (including public holidays) as per the calendar of work furnished and shall scrupulously observe the time schedules and sign in the register maintained for the purpose regularly.
6. The Tabulators shall not leave the headquarters without obtaining the prior permission of the Registrar (Evaluation)/ Deputy Registrar of Examinations.



7. The Tabulators shall take special care of registers, marks lists, marks cards etc., fill in properly and hand them over to the concerned Deputy Registrar / Asst. Registrar of Examination:
  1. Marks register assigned to them;
  2. Marks lists;
  3. Statistics forms;
  4. Rules pertaining to gracing and tabulation work and if any other particulars ;
  5. Scheme of examination;
  6. Discrepancy memo book;
  7. Almirahs.
8. The Chief Tabulators/Tabulators on receipt of documents and registers shall checkup carefully and report any discrepancy in the discrepancy memo book.
9. The Tabulators shall first write in the marks cards, the name, register number, Year and month of examination, subjects offered etc., of the candidate and thereafter they shall enter the practical marks in the register. Finally the tabulators shall enter the theory marks from the marks lists.
10. The tabulators shall enter the marks from the lists sent by the Valuers. The entries, of all the marks shall be in "BLACK INK".
11. The totals of subjects parts/groups shall be made in "RED INK" in the column provided for.
12. The tabulators shall underscore in ordinary pencil the entries, when the candidates have not secured the prescribed minimum for a pass in a paper/ subject, part/ group or aggregate as the case may be. The entries of marks of candidates aggregate as the case may be. The entries of marks of candidates who fail in any paper, subject/ part/ group or aggregate after the application of moderation and / or gracing shall be underscored in "RED INK".
13. The tabulators shall take particular care to avoid wrong entries and wherever the mistakes are rectified, the corrections shall be initialed by both the tabulators. Over writing and eraser of entry is strictly prohibited. Ink remover shall not be used.



14. The tabulators shall verify the printed entries in the marks registers regarding the maximum/minimum prescribed for each paper/subject/part/group or aggregate with reference to the scheme of various examinations..
15. The tabulators are expected not to commit the following mistakes:
  - a) Wrong carrying of marks of subjects from the previous registers.
  - b) Wrong declaration of results by wrong totaling the marks register.
  - c) Wrong entry of marks from the marks list to the marks register.
  - d) Wrong gracing of marks.
  - e) Wrong entry of marks cards:
    - i. Interchange of marks for the subject against correct declaration of results;
    - ii. Difference of marks in words and figure;
    - iii. Wrong writing of register numbers of candidates;
    - iv. Spelling mistakes while writing names;
    - v. Wrong totaling of practical and theory marks;
    - vi. Overwriting of marks cards.
16. The chief tabulator/ tabulators shall prepare the statistics required in the proforma supplied for the purpose in time.
17. The Chief tabulator/ tabulators shall prepare the result sheets in the prescribed forms according to the regulations and check them before they are set. They shall read all the proofs with reference to the manuscripts and the marks register and finally they certify as "FIT FOR PUBLICATION".
18. The Chief tabulator/ tabulators shall furnish along with the result sheets the following:
  - a. Distinction list.
  - b. Rank lists of first five for P.G. and Ten for UG candidates in each Examination
  - c. Exemption List
  - d. Final statistics of percentage of passes
  - e. Marks cards
19. The Chief tabulator/tabulators shall prepare a statement of candidates benefited by gracing, indicating the marks obtained before and after gracing and enter it in the concerned register.



20. The tabulators making entries in the marks cards shall sign it at the appropriate places. The person who verifies shall sign at the place provided for.
21. The tabulators shall prepare other necessary statistics required by the office immediately after the announcement of results. Unless these statistics are prepared and supplied in full, they shall not be relieved of their work.
22. The chief tabulator shall get the marks cards signed by the Registrar (Evaluation). The tabulators should arrange the marks Cards College wise. Put them in covers addressed to the Principals of the concerned colleges and hand over to the Chief tabulator for onward transmission to the Registrar (Evaluation).
23. The Chief tabulators before relieved shall return under acknowledgement, to the Registrar (Evaluation)/Deputy Registrar (Evaluation) all the documents, marks cards, marks registers, statistics and stationery. Bill of remuneration for tabulation work shall not be passed, unless accompanied by the acknowledgement slips.

#### **Procedure for redressal of the Students grievances**

1. Any grievance pertaining to mistakes in declaration of results, in marks cards or degree certificates or revaluation shall be referred by the Principal of the concerned college/Chairman of the P.G. Department to the Registrar (Evaluation).
2. All grievances pertaining to the examination work must be attended by a Coordinator of Examination, designated in each college by the principal of the College.
3. It shall be the duty of the Coordinator of Examination to attend to the work allotted.
4. An honorarium of Rs. 250/- may be paid to the Coordinator by the college. The Registrar (Evaluation) shall organize meeting of Co-ordinators of Examination at least twice in a year to ensure that no matters are pending within the Examination Section.



## Remuneration/Honorarium / Allowances

Remuneration/ Honorarium/ Allowances/ Fees etc, are to be paid to the Chairman and Members of the BOE, Paper-Setters and valuers, Custodians, Chief Tabulators, Tabulators, Senior Supervisor and Junior Supervisors, Invigilators, Vigilance squad, Additional squad, Flying-Squad, Sitting squad members and Chairman and others, as per the rates fixed by the University authorities from time to time. An undertaking should be given before payment by the concerned to reimburse if any fines/penalties that are to be imposed by the Registrar (Evaluation).

### Items of Remuneration and Expenditure

Sl.No.	Item	Rate(Rs)	Unit	Min.	Remarks
<b>2. Question Paper Setting (UG &amp; PG) – Remuneration to Examiners</b>					
1	Drawing Question Paper without Kannada Version, 2 hrs or more	300/-(UG) 350/-(PG)	Per set		No remuneration shall be paid to the teachers who are drawing UGC pay scale except for the teachers from other Universities
2	Drawing Question Paper with Kannada Version, 2 hrs or more	400/-	Per set		
3	Chairman/ Convener ( In addition to Remuneration as paper setter)	600/-	Per day		
4	Scheme of valuation for 3 hrs paper	600/-	Per set		
5	P.G. Diploma	200/-			
6	M.Phil Pre Ph.D.	700/-			
<b>II. Theory examination (UG &amp; PG) Local allowance/Remuneration to officials / staff (For both the UGC and Non-UGC Scales)</b>					
1	Senior Supervisor Internal	200/-	Per Session		Up to 500 Candidates
2	Senior Supervisor External	200/-	Per Session		
3	Addl External Senior Supervisor	200/-	Per Session		
4	Block Invigilator/ Junior Supervisor	100/-	Per Session		
5	Office Superintendent	150/-	Per Session		
6	Factotum	100/-	Per Session		Candidates should be more than 50
7	Addl Factotum	100/-	Per Session		Candidates should be more than 200
8	Clerk/Typist	75/-	Per Session		
9	Attender /Peon	50/-	Per Session		
10	Water Boy	50/-	For 3 Block		



11	Vigilance squad member	1000/- LS	Per day		Including D.A.
12	Remuneration to squad Chairman	1100/- LS	Per day		

III. Theory examination (UG & PG) Remuneration of Expenditure					
1	Contingency Expenditure (other than KSLU's Law School)	1 to 50 Rs.6/- 51 to 100 Rs.7/- 101 to 200 Rs.8/- 201 to 300 Rs.9/- above 300 Rs.10/-	Per Candidate Per exam		
2	Contingency expenditure KSLU's Law School	-			
3	Transport of examn. material from University to Exam. Centre	Actuals			
4	Transport of examn. material from Exam Cente to University.	Actuals			
5	Photocopy of short supplied question papers	Actuals			

IV. Theory valuation (UG & PG) Allowance to Teaching & Non-Teaching Staff (Not Entitled for Local Conveyance Allowance)					
1	Custodian	1500/-	Per day		1. Should not value papers 2. Local Conveyance will not be paid. All Amounts are Lumpsum inclusive of conveyance & D.A.
2	Deputy custodian	1400/-	Per day		
3	Asst. Custodian	1300/-	Per day		
4	Office suptdt.	400/-	Per day		
5	Factotum	300/-	Per day		
6	Clerk/typist	250/-	Per day		
7	Peon /Attender	150/-	Per day		
8	Sweeper/waterboy	150/-	Per day		

**Note :** Additional two days local allowance for Custodian/Dy. Custodian and Non-Teaching Staff involved in Exam work.



V. Theory valuation (UG) Remuneration to Examiners					
				Min	
1	Reviewer	12/-			The rates are per Script and applicable to Non-UGC valuers and valuers from other Universities.
2	Valuation of Answer book of 3 hrs and more	12/-	One Reviewer for Examiners Shall review 20% of the Total Papers	100/-	
3	Valuation of Answer book less than 3 hrs	8/-		75/-	
4	Revaluation	17/-		100/-	
VI. Theory valuation ( PG) Remuneration to Examiners.					
1	Valuation of Answer book of 3 hrs and more	16/-	Per script	100/-	
2	Dissertation ( ALL PG) Valuation	150/-	Per candidate per examiner		
3	Dissertation viva voce	15/-	per candidate/per examiner.	150/-	
4	Ph.D. thesis valuation	1500/-	Per candidate per examiner		
5	Ph.D.viva voce	1000/-	Per candidate per examiner		
6	Re valuation	17/-	Per paper	100/-	
7	Challenge valuation	20/-	Per paper	100/-	
8	Pre Ph.D	17/-	Per paper		
VII. Daily Allowance (UG & PG) Examination External Supervisors deputed to Colleges etc.,					
1	All Examination related works: (a) Other than valuation for teachers;	800/- (UGC) 600/-(Non-UGC)			(A) Lumpsum amount to be paid on per day basis for UGC
	(b)For Non-teaching Staff of KSLU.	600/-			
2	All works of: (a) Valuation (for teachers);	900/- (UGC) 800/-(Non UGC)			(B) No valuation remuneration shall be paid to UGC valuers of the University
3	All works of: (b) For attending meeting of BOA, BOAE, MPC or any meeting related to examination..	800/- (UGC & Non UGC)			Travelling tickets shall be produced for claiming the amount
4	Travelling allowance for all UGC & Non-UGC, Teaching & Non-Teaching staff attending University work	3 Tier AC Train/ Volvo Bus Fare			
5	Rates of Sitting fees for members of Sub-committees of Academic Council and the Syndicate.	As per existing statute of the University			
6	Local conveyance for Valuers of Bangalore.	600/-		Per Day	
7	Teachers KSLU Law School &Hubli-Dharwad Corporation Limits.	400/-		Per Day	



## Requirements of documents for issue of marks cards, certificates, transcripts, etc.

### 1. For issue of degree certificate

- a. An application in the prescribed form.
- b. Xerox copies of all attempt wise Marks Cards from first to final.
- c. Prescribed fee in the form of Challan or D.D.

### 2. For issue of passing certificate

- a. An application in the prescribed form.
- b. Xerox copies of all attempt-wise Marks Cards from first to final.
- c. Prescribed fee, if not paid earlier in the form of Challan or DD.

### 3. For issue of completion certificate

- a. An application in the prescribed form.
- b. Xerox copies of all attempt-wise Marks Cards from first to final.
- c. Prescribed fee in the form of Challan or DD.

### 4. For issue of transcript

- a. An application in the prescribed form.
- b. Xerox copies of the certificates on which attestation is to be made.
- c. Prescribed fee in the form of Challan or DD.

### 5. For issue of certificate in lieu of degree certificate

- a. An application in the prescribed form.
- b. Xerox copies of all attempt-wise Marks Cards from first to final.
- c. Prescribed fee, if not paid earlier in the form of Challan or DD.

### 6. For issue of equivalence certificate

- a. An application in the prescribed form.
- b. Xerox copies of all attempt-wise Marks Cards from first to final.
- c. Prescribed fee, if not paid earlier in the form of Challan or DD.

### 7. For marks/degree certificate correction

- a. An application in the prescribed form.
- b. Original Marks Card.
- c. Proof of correct name in case name correction such as Eligibility Certificate, Lower Exam Marks Cards, or any other document acceptable to University.





- d. For any other mistake in the Marks Card, the nature of mistake to be distinctly indicated in the application.
- e. Prescribed fee in the form of Challan/DD, if applicable.

**8. For issue of duplicate marks card/degree certificate card**

- a. An application in the prescribed form.
- b. Sworn affidavit in the prescribed form.
- c. Proof of police complaint in this regard.
- d. Prescribed fee in the form of Challan/DD.
- e. A news paper clipping in case of Degree Certificate in this regard.

**Repeal Clause:**

- i. The earlier Examination Manual is hereby repealed.
- ii. Notwithstanding such repeal, anything done or any action taken under the provisions of the said Manual shall be deemed to have been done or taken under the corresponding provisions of this Ordinance.



**ORDINANCE GOVERNING MALPRACTICE BY CANDIDATES  
APPEARING IN EXAMINATION AND OFFICIALS/ SUPERVISORY  
STAFF, PUNISHMENT AND PROCEDURE UNDER SECTION 48 (1) (g)  
OF K.S.L.U. ACT, 2009**

**a) Malpractice by Candidates**

Malpractice means and includes any one or more of the following acts by a candidate appearing for the University Examinations:

- I. Being in possession of, including an attempt at destroying on detection, any book, notes or paper with scribbling relating to the subject in the examination hall which might possibly be of assistance.
- II. Exchange of writing materials, stencils, mathematical tables, etc., while in the examination hall.
- III. Speaking to or communication in any way with, any other candidate while the examination is in progress.
- IV. Taking with him/her answer book written or blank answer book while leaving the examination hall.
- V. Giving or attempting to give, or receiving or attempting to get assistance, or copying or attempting to copy from any paper, book or notes; or allowing any other candidates to copy from his/her answer book.
- VI. Use of Modern gadgets, instruments, such as electronic dairy, cellular phones, pagers etc in the examination.
- VI. Writing on any paper or articles, etc. clues or points which might possibly be of help to any other candidate during the examination.
- VII. Using or attempting to use any unfair means like smuggling in any answer book written outside or substituting the answer scripts, or inserting in answer scripts/sheets not supplied in examination hall.
- VIII. Carrying the answer scripts supplied in the examination hall written, unwritten, out of the examination hall.



- IX. Disclosing in his/her answer books(s) his/her identity or making any relative marks such as letter, symbols, drops of ink lines, etc. and whatever else that in the opinion of the Committee might constitute an attempt at helping identification of authorship.
- X. Using abusive or obscene language or being guilty of any other misconduct.
- XI. Assaulting in any form or manner any official involved in the conduct of the examination.
- XII. Disobeying instruction issued by the Senior or the Junior Supervisor or Squad members are being guilty of rude behaviour or even found staring at the Supervisors in a threatening manner inside or within the precincts of the Examination hall, with or without any articles that could be used as a weapon or means.
- XIII. Impersonating another, or allowing any other person to impersonate his/her in the Examination hall.
- XIV. Making any request or representation or offering any threat or inducement to supervisors/ Factotums/Class-IV servants or any other officials or officers of the College/University or the Examiner.
- XV. Approaching directly or indirectly to teachers, officers, officials or examiners, or bringing pressure or influence upon them for favors in the examination.
- XVI. Committing other act of commission or commission intending to gain an advantage or a favor in the examination by misleading, deceiving or inducing the examiners or offers or authorities of the College/University.
- XVII. Any other act on the part of the candidates which amount to malpractices in the opinion of the staff (Supervision) in charge of conduct of examination, as reported to the Registrar(Evaluation) by the concerned with such evidence as are necessary for action.

**b) Procedure for conducting enquiry and Reporting**

- a. The Chairman of the Malpractice Consideration Committee (MPCC) shall fix a date for the conduct of inquiry in respect of each case.
- b. The Registrar (Evaluation) shall also send a notice, by post Under Certificate of Post, to all the candidates booked for Malpractice Case asking them to appear before Malpractice Consideration Committee (MPCC) for enquiry on the date and time and the venue of the enquiry mentioned in the notice and charge in brief, against the accused.



- c. The Registrar (Evaluation) shall also send a copy of the notice to the Principal of the College to serve the notice to the accused under due acknowledgement.
- (i.) A person served with the notice of enquiry shall send a copy of the notice to the Principal of the College to serve the notice to the accused under due acknowledgement.
  - (ii) If a person served with the notice of enquiry fails to appear before the committee on the prescribed date but sends a written submission (so as to reach the MPCC before the date of the enquiry) accepting the charges and admitting that he/she is guilty of committing the act/s of indiscipline or malpractice, he/she is charged with, the committee may, without insisting on the presence of the person for the enquiry, submit its report and recommendation in respect of the case to Vice-Chancellor on the basis of the submission received from the candidate.
  - (iii) In all other cases, a person served with the notice of enquiry shall personally appear for the enquiry. If a person fails to appear before the MPCC the committee shall proceed to decide the case *ex parte* and on due consideration of the merits of the case, may make its report and recommendation in respect of the case to the Vice-Chancellor.
- d. When the accused person appears before the Committee for the enquiry, the MPC Committee shall read out the charges made against him/her and examine the person in the matter of the indiscipline or malpractice charge reported against him/her. If the committee finds it necessary to examine or enquire any other person with regard to the matter enquired into, the committee may do so. The committee shall record all the statements of the accused and other persons examined or enquired in the case.
- e. The Committee shall read out the recorded statements to the accused and obtain his/her signature on the recorded sheets, along with his/her statement.
- f. In all cases of indiscipline or malpractice the accused shall defend his/her case personally and no other person shall be allowed to represent the accused.
- g. After the completion of the enquiry the Committee shall submit its report to the Registrar (Evaluation) for further needful action.
- h. The Registrar (Evaluation) shall submit all the MPCC reports to the Vice-Chancellor at the earliest.



### **Action After the submission of the Report**

- a. The Vice-Chancellor shall place the report of MPCC before the Syndicate at the earliest opportunity. The Syndicate, after due consideration of the report, either,
  - i) may accept the recommendation of MPCC and decide to implement the recommended action, or
  - ii) if it is of the considered opinion that the report or recommendation suffers from inconsistency, non-application of mind in arriving at proper conclusion, noncompliance or wrong application of relevant and appropriate rules/regulation etc., may refer the report back, recording its opinion to the MPCC to review its report.
- b. If the Syndicate's decision is a(i) and the action recommended by the committee and accepted by the Syndicate is exoneration of the accused, the Registrar (Evaluation) shall inform the decision of the Syndicate to the accused by registered post immediately.
- c. If the Syndicate's decision is a(i) and MPCC has reported that the accused is guilty of indiscipline or malpractice reported against him/her and recommended punishment to the accused informing the Syndicate's decision and asking him/her to explain in writing (not later than seven days from the date of receipt of the communication) as to why the decision of the Syndicate should not be confirmed and implemented.
- d. If no reply is received from the person concerned within the stipulated time, the Syndicate shall confirm and decide to implement the decision. The Registrar (Evaluation) shall intimate the same to the accused and take necessary steps to implement the decision.
- e. If the person concerned sends a reply to the Registrar (Evaluation)'s Communication referred to in a (C) and the syndicate, after due consideration of the reply, is of the opinion that there is no point for reviewing the decision already taken, then the Registrar (Evaluation) shall communicate the same to the person concerned and take necessary steps to implement the decision.
- f. If the syndicate, after due consideration of the reply from the accused to the communication referred to in a (C) is of the opinion that there is a case for reconsideration, then it shall send the reply of the accused with a note on the opinion of the syndicate to MPCC for reviewing its earlier report and recommendation in the light of the reply of the accused.



- g. If MPCC, after due consideration of the reply from the accused is of the view that there is a prima facie case to re-enquire the matter then it may do so and make a fresh report with recommendation for appropriate action to the Vice-Chancellor.

If the Committee is of the opinion that the earlier report/recommendation needs no review, the committee shall send the original report to the Vice-Chancellor.

- h. In the matter of a report sent back to the committee for reviewing, the Syndicate shall accept the report and the recommendation of the committee and decide to implement the action recommended. The Registrar (Evaluation) shall inform the decision to the person concerned and take necessary action to implement the decision of the Syndicate.

- i. Candidate, personnel, etc involved in malpractice and summoned to appear before the committee shall not be eligible for TA & DA as per rules.

For the purpose, the Committee shall have the power to summon, invite candidates, personnel and others.



c) **Schedule of Punishment:**

The following schedule of punishment is prescribed for offences committed by the candidates/supervisory staff/officials involved in the conduct of the examination:

Sl. No.	Names of the Malpractice	Nature of Punishment
1.	Communicating with other candidate in examination hall by gestures and conversation with the purpose of malpractices.	A warning letter from the University is to be given and the paper/papers be valued by imposing a penalty of Rs.100/-
2.	If the Communication is from outside the examination hall by the students who belong to any College affiliated to Karnataka State Law University.	A warning letter from the University to be issued by imposing a penalty of Rs.200/-
3.	If the Communicator is outsider/not belonging to any College affiliated to Karnataka State Law University.	The Principal of that College is authorized to hand over him to the police.
4.	Possession of manuscripts/printed material/Xerox copies written on question paper/hand-kerchief/ on scale and on any other materials, etc.	The candidate shall not be allowed to take next one available examination besides forfeiting his/her performance in the examination in which he/she commits malpractice.
5.	Copying from manuscript/ written/ printed/ Xerox papers/scale/hand-kerchief/questions/ Written paper and any other materials.	The candidate shall be debarred from taking next two available examination in all the Papers. besides forfeiting his/her performance in the examination in which he/she commits malpractice by imposing a penalty of Rs.500/-
6.	Copying from neighboring candidates	The candidate shall be debarred from taking examinations in all the papers for next two available examination besides forfeiting his/her performance in the examination in which he/she commits malpractice by imposing fine of Rs.500/-



7.	Exchanging of writing materials/main answer book/additional sheets but not copied.	A strict warning letter to the candidate to be given imposing a Penalty of Rs.500/- besides debarring the candidate for next two available examinations.
8.	Exchanging writing materials/main answer book/additional sheets and copied by each other.	Both candidates shall be debarred from taking next available two examinations in all the papers besides forfeiting their performance in the examination in which they commit malpractice by imposing a penalty of Rs.500/-
9.	Threats and incriminating materials	The Candidate shall be debarred from taking next available three examinations in all the papers besides forfeiting his or her performance in which he/she commits malpractice by imposing a penalty of Rs.1,000/-
10.	Misbehavior of the candidate, refusing from taking next available three examinations the examination staff.	The Candidate shall be debarred to give hall ticket, answer book and copying material to in all the Papers besides forfeiting his or her performance in which he/she commits malpractice by imposing a penalty of Rs. 1,000/-
11.	Serious Mis-behaviour tearing of hall ticket/question paper/answer script or additional sheets and swallowing copy besides forfeiting materials (slips), etc.	The Candidate shall be debarred from taking next available four examinations, in all papers his or her performance in which he/she commits malpractice by imposing a penalty of Rs.1,000/-
12.	Miss-conduct and rude behavior using Un- parliamentary words and disobeying.	The candidate shall be debarred from taking examination in all the papers for next two available examinations besides forfeiting his/her performance in the examination in which he/she commits malpractice by imposing a penalty of Rs.1,000/-
13.	Assaulting the officials who involved in work.	The candidate shall be debarred from taking examination in all the papers for next (06) Six years by imposing a penalty of Rs.2,000/-, besides forfeiting his/her performance in the examination in which he/she commits malpractice.
14.	Tampering of Reg. No. and Name in the admission card.	The candidate shall be debarred from taking in all papers for next(02) two available examinations by imposing a penalty of Rs.500/- besides forfeiting





		his/her performance in the examinations which he/she commits malpractice.
15.	Tampering of original marks card, marks, Reg.No. and Name.	The Candidate shall be debarred from taking examinations in all the papers for next (05) Five available examinations by imposing a penalty of Rs.1,000/- besides forfeiting his/her performance in the examination in which he/she commits malpractice.
16.	Attempt of smuggling out the sheets from Main answer book or additional sheets written outside the examination hall or bringing such material inside the Examination hall from outside.	The Candidate shall be debarred from taking examinations in all the papers for Three years next (06) available examinations by imposing a penalty of Rs. 1000/- besides forfeiting his/her performance in the examination in which he/she commits Malpractice.
17.	Attempt of smuggling of Blank Main Answer books from outside to the hall and taking the blank answer book outside the examination hall	The Candidate shall be debarred from taking examination in all the examination papers for next (02) two available main examinations besides forfeiting his/her performance in the examination in which he/she commits malpractice by imposing penalty of Rs.500/-
18.	Stealing/tearing off blank written sheets from main answer book additional sheets etc.	The Candidate shall be debarred from next available (08) Eight Examinations (04) years besides forfeiting his/her performance in the examination in which he/she commits malpractice by imposing a penalty of Rs.1,000/-
19.	Impersonation at Examination.	<p>The Candidate shall be debarred from taking examination in all the papers for next (08) Eight available examinations (04) years by imposing a penalty of Rs.500/- besides forfeiting his/her performance in the examination in which he/she commits malpractice</p> <p>1. If the impersonator is a student of the affiliated College of the University, he/she shall also be debarred from taking examinations in all papers for next (06) Six available examinations with a penalty of Rs.500/- besides forfeiting his/her performance in examination he/she commits malpractice.</p>



		<p>2. If the impersonator is the student of the other University College, a report shall be sent to the concerned authorities for taking disciplinary action against him/her.</p> <p>3. If the impersonator is not student of any University or examining body, the person should be handed over to the police.</p> <p>4. If the impersonator is an employee in any other department he/she shall be handed over to the police and report to the concerned Management/ Department for taking the disciplinary action.</p>
20.	Revealing identity by marking any relevant marks such as Symbols, drops ink, lines etc., writing Registration No. in the place other than the one provided	A strict warning letter to the candidate to be given by imposing of a penalty of Rs.1,000/- besides forfeiting his/her performance in the paper in which he/she commits malpractice and other papers bevalued.
21.	Negligence of the supervising staff in discharging their duties leading to copying/ mass copying unruly behavior etc. on the part of the candidates causing smooth conduct of examination	<p>1. The Junior Supervisor and Senior Supervisor and factotum of the centre shall be imposed a penalty of Rs.1,000/- per event.</p> <p>2. A report to the management against them is to be sent to take disciplinary action and the action taken in the matter is to be communicated to the University and to the Directorate of Collegiate Education by the Management.</p> <p>3. If the class III and IV employees are involved in such activities, their entire remuneration shall be forfeited and further disciplinary action shall be taken by the Management and University against them.</p>

Note:

1. Notwithstanding anything contained in the schedule or rule(s) the committee is empowered to prescribe suitable punishment for any malpractice which is not covered under any of the items defined either in the schedule or in the Ordinance.
2. Candidates involved in malpractice shall not be permitted to keep terms for the next higher course or pursue other alternative courses till their term of punishment is over. They shall also forfeit their scholarship/fellowship/financial assistance during that period.
3. The University shall also rusticate the candidates from pursuing their courses or alternative course in any College/institution.



4. If any person engaged by the University in the conduct of examination is involved in any kind of malpractice, he/she shall not be appointed for any responsible office work or examinership/ or senior supervisorships for a period of five years, apart from being subject to disciplinary action. In case, he happens to be an employee of an affiliated College he/she shall be subjected to immediate suspension pending enquiry by the University, and if found guilty of malpractice, he/she shall be subjected to dismissal. If such an action is not taken by the authorities, proceedings for the withdrawal of affiliation of the College shall be instituted.

**Repeal Clause:**

- i. The earlier Examination Manual is hereby repealed.
- ii. Notwithstanding such repeal, anything done or any action taken under the provisions of the said Manual shall be deemed to have been done or taken under the corresponding provisions of this Ordinance.



**ORDINANCE GOVERNING THE ACTS OF INDISCIPLINE AND MALPRACTICE IN THE UNIVERSITY EXAMINATION BY THE TEACHING & NON -TEACHING STAFF UNDER SECTION 48 (1) (i) OF KARNATAKA STATE LAW UNIVERSITY ACT-2009 R/W SECTIONS 78 & 79.**

**Extract of the Karnataka State Law University Act 2009:**

**Section 78: Obligations to perform the examination work**

- (1) Any person who is entrusted with the examination work relating to paper setting, invigilation, supervision, evaluation, conduct of practical examinations, printing of question papers and answer books, tabulation and preparation of marks cards and all such activities incidental thereto and connected therewith shall discharge such duties prudently and with utmost integrity for attainment of the academic standards.
- (2) If any person who has been allotted the examination work under sub-section (1) is found guilty of breach of duties or involves in any misbehavior, shall on conviction be punished with imprisonment for a period which may extend to three years or with a fine up to two thousand rupees or with both;
- (3) No court shall take cognizance of offence punishable under this section or the abetment of any such offence save on the complaint made by the Registrar (Evaluation).

**Section 79- Punishment for Abetment of Offences:**

Whoever instigates or abets the commission of offence punishable under section 78 shall, on conviction be punished with the same punishment provided for in that section.

The punishable wrongs by the teaching and non-teaching staff may occur at three stages viz., Pre-Examination, During Examination and Post-Examination.

**0.3: Procedure and Forms:**

- i. Candidates, the personnel involved in the conduct of examinations and other persons shall be summoned before the Malpractice Cases Consideration Committee for interrogation, etc. by issuing notice.
- ii. After due enquiry, the Committee shall record its recommendations on each case paper for being submitted to the Vice-Chancellor.
- iii. On acceptance of the recommendations by the Vice-Chancellor, action contemplated in the recommendations shall be taken by the Registrar (Evaluation)/Registrar.



- iv. Candidate, personnel, etc. involved in malpractice and summoned to appear before the committee shall not be eligible for TA & DA, etc. provided, however, Supervisory staff and others who are invited to tender witness or after clarifications, etc, shall be eligible for TA and DA as per rules.

For the purpose, the Committee shall have the power to summon, invite candidates, personnel and others.

**Punishment for various malpractices committed in the Examinations are indicated here below:**

**A. Scrutiny of Examination Application Forms At College Level**

1.	Not submitting subject wise and syllabus-wise statistics to the Registrar (Evaluation).	Impose a penalty of Rs. 1,000/-
2.	Wrong scrutiny of Hall tickets and examination forms.	Impose a penalty of Rs. 50/- for each mistake.
3.	Submitting application forms and Hall Tickets without signature of the Principal including facsimile.	Impose a penalty of Rs. 100/- for each mistake.
4.	Wrong certificate of attendance.	Impose a penalty of Rs. 100/- for each mistake.
5.	Forwarding of Examination application forms after the last date fixed by the University. (That is within one week of commencement of Examination and during Examination).	Impose a penalty of Rs. 500/- for each application.
6.	Attestation of documents by the Principal without verifying the originals.	Impose a penalty of Rs. 500/- for each mistake.



### B. Scrutiny of Examination Forms At University:

1.	Giving Wrong exemptions.	Impose a penalty of Rs. 500/- for each mistake.
2.	Change of subjects	Impose a penalty of Rs. 100/- for each mistake.
3.	Inclusion of wrong name in the candidates list.	Impose a penalty of Rs.100/- for each mistake.
4.	Wrong check of attendance	Impose a penalty of Rs.200/-
5.	Accepting the application after the last date, each Application.	Impose a penalty of Rs.500/-
6.	Late dispatch of Hall tickets.	Impose a Penalty of R.250/-
7.	Dispatching the Hall Tickets without signature.	Impose a penalty of Rs.200/-for each mistake
8.	Not sending on time to the Examination Centre the required stationary	Impose a penalty of Rs.200/-
8.	Any other kind of mistake in the scrutiny of application which is not covered above.	Impose a penalty of Rs. 100/- for each mistake.

### C. Paper Setting

1.	Accepting the confidential work when the relatives are appearing for the examinations.	Impose a penalty of Rs.5,000/-
2.	Setting of question paper out of syllabus.	Impose a penalty of Rs. 5,000/- to each mistake
3.	Setting of question paper not in accordance with the Model questionpaper/as per the instructions of BOEChairman.	Impose a penalty of Rs. 5,000/-
4.	Manuscript written by other than paper setters and BOE Chairman.	
5.	Not signing the manuscripts.	Impose a penalty of Rs.100/- for each mistake.
6.	Not writing the proper title of the question paper.	Impose a penalty of Rs. 250/- each mistake.
7.	Submitting the question paper without scrutiny.	Impose a penalty of Rs. 100/- each mistake
8.	Not submitting the question paper within the Prescribed time by BOE Chairman.	Impose a penalty of Rs. 100/- each.
9.	Accepting the paper setting without competence.	Impose a penalty of Rs. 100/- each.



10.	Not submitting required sets of question papers by the BOE Chairman.	Impose a penalty of Rs. 500/-
11.	Leakage of question paper	Impose a penalty of Rs.1,000/-
12.	Any other kind of mistake which is not covered above.	Decision is left to the Committee (MPC)

**D. During Examination: At the Examination Centre:**

1.	Opening of wrong question papers by Internal Senior Supervisor.	Impose penalty of Rs. 5,000/-
2.	Not keeping question paper under safe custody by the Senior Supervisor.	Impose a penalty of Rs.5,000/- and black listed for 2 year
3.	Distribution of wrong question paper at the examination centre.	Impose a penalty of Rs. 5,000/- for each mistake.
4.	Allowing candidates after half an hour of the commencement of Exam by the Junior Supervisor/Senor Supervisor.	Impose a penalty of Rs.1,000/- for each mistake.
5.	Not signing of answer scripts by Junior Supervisor.	Impose a penalty of Rs.5,000/-
6.	Allowing candidate without Hall Ticket for Examination.	Impose a penalty of Rs.5,000/- for each mistake.
7.	Not writing Sl.No. of script in the Junior Supervisor report.	Impose a penalty of Rs. 5,000/-
8.	Wrong entry of Sl.No. script in the Junior Supervisor report.	Impose a penalty of Rs. 500/-
9.	Writing wrong Reg. No. in the Junior Supervisor report.	Impose a penalty of Rs.100/- for each mistake.
10.	Absence of Senior Supervisor at the Examination Centre.	Impose a penalty of Rs. 250/- for each mistake.
11.	Not reporting the absence of external Senior Supervisor by the Principal.	Impose a penalty of Rs. 100/- for each mistake.
12.	Any other problems arising at the Examination Centre	Impose a penalty of Rs. 100/- for each mistake.
13.	Not dispatching the answer scripts in time to the University.	Impose a penalty of Rs. 100/- for each mistake.
14.	Not sending the sessional / term work / project work	Impose a penalty of Rs. 500/-



	/Internal Assessment marks before the commencement of theory examination.	
15.	Not conducting the practical examination by the Examiners after acceptance of the said work	Impose a penalty of Rs.1,000/-
16.	Allowing a candidate to write examination without the permission of the Registrar(Evaluation) by the Principal.	Decision is left to the Committee (MPC)
17.	Any other kind of mistake which is not covered above.	Impose a penalty of Rs.1,000/- for each mistake.

**E. During coding and decoding:**

<b>Phase-I</b>		
1.	Not keeping proper accounts of answer scripts.	Impose a penalty of Rs. 50/- for each mistake
<b>Phase-II (If Coding System is Adopted)</b>		
1.	Wrong coding of answer script.	Impose a penalty of Rs. 1,000/- each mistake
2.	Disclosure of code numbers.	Impose a penalty of Rs. 10,000/- and permanent black list.
3.	Not completing the work within stipulated time.	Impose a penalty of Rs. 500/- per day
<b>Phase-III (If Coding System is Adopted)</b>		
1.	Wrong decoding	Impose a penalty of 1,000/-
2.	Wrong writing of Reg. No.	Impose a penalty of Rs. 1,000/-
3.	Tampering of Marks of Examiners	Impose a penalty of Rs. 5,000/- for each case
4.	Disclosure of result before declaration by the University	Impose a penalty of Rs. 5,000/-





### F. During Valuation

1.	Erratic valuation by the valuator	Impose a penalty of 1,000/- for each mistake.
2.	Valuing the paper without competence by the valuator	Impose a penalty of Rs. 500/-
3.	Wrong writing of Reg. No. by the valuator.	Impose a penalty of Rs 100/- for each mistake.
4.	Wrong totaling by the valuator.	Impose penalty of Rs.100/- for each mistake.
5.	Non-entry of marks into OMR sheet by the valuator	Impose a penalty of Rs. 250/- for each mistake
6.	Displacing the answer script from one packet to another packet.	Impose a penalty of Rs. 500/- for each mistake.
7.	Not valuing the answers of the questions and part of the answer by the valuator.	Impose a penalty of Rs. 1,000/- per answer not valued.
8.	Awarding more marks than allotted marks by the valuator.	Impose a penalty of Rs. 5,000/- per answer
9.	Failure to round off the extra No. of answers by the valuator	Impose a penalty of Rs. 100/- for each mistake.

### G. During Tabulation: (If Applicable)

1.	Wrong entry of marks by the Reader /Feeder / Scrutinizer	Impose a penalty of Rs. 100/- for each mistake.
2.	Wrong totaling of marks by the tabulator / scrutinizer.	Impose a penalty of Rs. 100/- for each mistake.
3.	Wrong declaration of results by the tabulation	Impose a penalty of Rs. 750/- for each mistake.
4.	Wrong gracing of marks.	Impose a penalty of Rs. 1,000/- for each mistake.
5.	Tampering with Examiners marks list.	Impose a penalty of Rs. 5,000/-
6.	Writing as Absent, though the candidate has	Impose a penalty of Rs 5,000/- per



	appeared for the examination.	candidate.
7.	Awarding of wrong exemptions	Impose a penalty of Rs. 1,000/- per such exemption.
8.	Not putting initials for the correctness/over writings.	Impose a penalty of Rs. 50/- for each mistake.
9.	Not submitting results within the prescribed form.	Impose a penalty of Rs. 50/- for each mistake.
10.	Not keeping the account of blank marks cards by the Chief tabulator/tabulator/ used / unused / cancelled marks cards.	Impose a penalty of Rs. 5,000/-
11.	Wrong carrying forward of previous years marks in ledger	Impose a penalty of Rs. 750/-

#### VII. Dispatch of Result Sheets And Marks Cards:

1.	Dispatching the marks card without facsimile	Impose a penalty of Rs. 1,000/- for each mistake.
2.	Dispatching the blank marks card with facsimile.	Impose a penalty of Rs. 1,000/- for each mistake.
3.	Late dispatch of marks cards and Result sheet	Impose a penalty of Rs. 750/-
4.	Dispatching degree certificate without signature of the Vice-Chancellor.	Impose a penalty of Rs. 1,000/-

#### VII. General

1.	Any breach of confidentiality relating to the examination work entrusted by the University.	Registrar (Evaluation) shall impose such penalty as may be appropriate.
2.	Failure to undertake the examination work assigned by the Registrar (Evaluation) without valid reasons.	Impose a penalty of Rs. 1000/-
3.	Leaving the examination work before the completion.	The remuneration/ TA/ DA due to the concerned person shall be forfeited

#### Repeal Clause:

- i. The earlier Examination Manual is hereby repealed.
- ii. Notwithstanding such repeal, anything done or any action taken under the provisions of the said Manual shall be deemed to have been done or taken under the corresponding provisions of this Ordinance.



**ORDINANCE GOVERNING THE PROCESS OF RE-TOTALING, REVALUATION AND ISSUING PHOTOCOPY OF ANSWER SCRIPTS AND CHALLENGE VALUATION AS PER SECTION 48(1) (d) & (e) OF K.S.L.U. ACT, 2009**

The facility of re-totalling, revaluation is extended to theory examinations where answer scripts are valued by only one examiner and issue of photocopy for all examinations and challenge valuation also for all examinations.

- i) "Candidate" for the purpose of these ordinances governing re-totalling, revaluation and photocopy and challenge valuation means any regular or external student who has appeared as a candidate in any of the examination/s conducted by the University at any time of the calendar year.
- ii) "Regular Student" means any person who has been admitted to any undergraduate/ Post-Graduate course in any College or institution affiliated to Karnataka State Law University, Hubli or any constituent College of Karnataka State Law University, Hubli or ay Post-Graduated Department of Studies as a full time student and who is required to put in during every academic year not less than 75% of attendance or such percentage of minimum attendance as prescribed by the University for the course(s) concerned.

Provided that students enrolled in all such courses requiring regular minimum prescribed attendance like vacation/part time course administered by the constituent College/s of Karnataka State Law University, Hubli.

- iii) "External Student" means any person who obtains registration under the external degree diploma/certificate examination scheme of the University directly and who has been permitted to appear for the examination by means of private study as per prescribed syllabus i.e., without keeping terms of attendance in an affiliated/constituent College of the University.
- iv) In these ordinances, the expressions, "University" "College" and "Principal" bear the same meaning/s as assigned to them (Under Section 2, Chapter I of the Karnataka State University Act, 2009).



- v) A candidate shall submit application for re-totaling in the prescribed form only, enclosing the Xerox copy of the marks card, in the College with the prescribed fee to the Principal of the College within 2 weeks from the date of announcement of the examination results. Each application shall be countersigned by the Principal and he shall maintain a record of the applications for future reference.
- vi) The Principal of the College shall send the applications of the students of the College in one lot to the Officer of the Registrar (Evaluation) along with the D.D. drawn in favour of Finance Officer, Karnataka State Law University, Hubli for the prescribed fee of the candidates. The candidates who have applied for re-totaling will be called in batches to the Office of the Registrar (Evaluation) on the dates fixed for re-totaling of marks. They will be given their answer scripts to verify the marks and re-totaling of the marks from the facing sheet only where marks are entered and to find out whether answers of the questions attempted are awarded marks or not.
- vii) If a candidate finds any discrepancy in re-totaling of marks the same be corrected or any part of the answer paper is not valued, the same will be got valued. Immediate measures will be taken in these regards.
- viii) A candidate is awarded corrected marks of the re-totaling and he/she is eligible for gracing benefits etc.
- ix) If the candidate has applied for revaluation he/she is permitted to withdraw the application if he so desires after the re-totaling and only half of the revaluation fee will be refunded.
- x) Any candidate can apply for the photocopy of the answer script of the examination by paying prescribed fee within 10 days from the date of announcement of the result, to the Registrar (Evaluation) through the Principal of the College. Photocopy of the script will be supplied within 4 weeks after the receipt of the application. The candidate, if he/she wants, can apply for re-totaling and/or revaluation within three days from the date of obtaining the photocopy of the answer scripts.
- xi) The re-totaling and re-valuation of the answer scripts of the theory papers shall be deemed to be an additional facility provided to the students with a view to help them



to improve their examination results. It is to be understood that any delay in the declaration of re-valuation results for any reason whatsoever shall not confer any right upon them for admission to the next class or for any kind of claim. Such matters shall be dealt as per the rules and regulations framed by the University in this regard.

### **Revaluation of answer scripts**

- 1.1.A: A candidate may, by making an application in the prescribed form to the authority specified and after payment of the prescribed fees, seek revaluation of the answer scripts relating to his theory examinations.
- 1.1.B: No application for revaluation shall be entertained by the University or any authorized official of the University in this behalf unless the same is submitted within 15 days from the date of declaration of the examination results.
- 1.2.A: A candidate who has appeared for any examination as a regular student in any College/Institution/ Affiliated to Karnataka State Law University or in any Constituent College of Karnataka State Law University shall submit his /her application for Revaluation to the Registrar (Evaluation), Karnataka State Law University, Hubli along with the D.D for the prescribed fees and original statement of marks, and also the passing certificate (if already obtained) through the Principal of his/her Institution/ College.
- 1.2.B: The external candidate shall, however, apply directly to the Registrar (Evaluation) enclosing the challan/receipt and original statement of marks and the passing certificate (if already obtained).
- 1.3. Revaluation will not be applicable to papers, dissertations, practicals, project work etc., which are valued by more than one examiner.
- 1.3.1 : All the answer books taken up for revaluation shall be referred to suitable examiners only after adequately masking suitably all awards made in the original valuation of the paper and after ensuring secrecy about the candidate and the examiners. This is to be done only by the Registrar (Evaluation) or Deputy Registrar/s or by a person specially authorized by the Registrar (Evaluation).
- 1.3.3: Answer books for revaluation may be referred to examiners different from the Chairman/Moderator/Examiners who were associated with the valuation of the scripts



concerned and such examiners will be chosen by the Vice-Chancellor for each paper from a panel of suitable examiners to be prepared and submitted to by the Registrar (Evaluation).

- 1.3.4: Revaluation will be arranged either at the University office under the supervision of the Registrar (Evaluation) or got done at the places of examiners by deputing officials of the University. This arrangement will be made by the Registrar (Evaluation) depending upon the exigencies, in consultation with the Vice-Chancellor.
- 1.3.5: Revaluation will be done on the basis of the detailed scheme of valuation followed originally, for the paper concerned.
- 1.3.6: (a) If the marks awarded in revaluation differ from the original award, either side by not more than 5% of the maximum marks or paper/subject, the better of the two awards shall be accepted as the marks awarded after revaluation.
- (b) If the marks awarded in revaluation exceed the original award by more than 5% and not more than 15% of the maximum marks of the paper/subject the candidate will be given the benefit to an extent of 5% of marks for paper/subject in full plus half of the remaining difference.
- (c) If the marks awarded in revaluation are less than the original award, the original award will be retained.
- (d) If the marks awarded in revaluation differ from the original award by more than 15% of the maximum marks of the paper/subject, the said paper/papers shall be got valued by third valuer appointed by the Vice-Chancellor and the average of the third award and one of the earlier two awards nearer to the third or the average of all the three valuation marks shall be taken as final marks awarded to the best advantage of the candidate.
- 1.3.7: In case the revaluation/review marks differ from the original award by more than 15% of the maximum marks for the paper/subject concerned for large number of papers valued by an examiner a panel of not less than two experts be appointed to determine whether there has been an erratic or unfair evaluation and by whom (Original Examiner/Chairman/ Moderator/ Revaluer) such an error or unfairness has been committed. The panel of experts shall report to the Vice-Chancellor for further action.



### Challenge Valuations

- 2.1 In case, there is any complaint to the Vice-Chancellor, made within 3 weeks from the date of declaration of results by any responsible person/ candidate to the effect that a student has been favored or disfavored by giving very high marks or low marks, the Vice-Chancellor may get it reviewed. The candidate has to pay an amount of Rs.2,000/- as processing fee per paper. In addition to this, the candidate has to deposit an amount of Rs.100/-. In case the charge is proved, only an amount of Rs. 1,000/- will be returned and if the charge is not proved, the deposit amount will be forfeited to the University. For determining the marks obtained by the candidate at the Challenge Valuation, if the marks awarded in the Challenge Valuation are less than the original award, then the original marks be retained and if marks awarded in the Challenge Valuation are more than the original award, but less than 20% of the maximum marks for the paper/subject when compared to earlier awarded marks, the marks obtained at the challenge Valuation be awarded. In case, the difference between the original award and challenge Valuation are more than 20% of the maximum marks of the paper/ subject, the paper be sent to another examiner for valuation after fresh code number is put on such papers, the candidate be awarded average of the best two marks awarded.
- 2.2 The candidate may apply for revaluation and challenge within the stipulated time. However he/she is permitted to withdraw the application for challenge valuation if he gets the benefit in the revaluation.
- 2.3 The ranks are to be announced only after the Completion of Revaluation & Challenge Valuation.
- 2.4 **Repeal Clause:**
- i. The earlier Examination Manual is hereby repealed.
  - ii. Notwithstanding such repeal, anything done or any action taken under the provisions of the said Manual shall be deemed to have been done or taken under the corresponding provisions of this Ordinance.



**ORDINANCE GOVERNING THE AWARD OF GRACE MARKS TO THE CANDIDATES TO PASS A SUBJECT OR WHOLE EXAMINATION OR TO OBTAIN HIGHER CLASS IN THE UNIVERSITY EXAMINATIONS UNDER SECTION 48 (1) (d) & (e) OF K.S.L.U. ACT, 2009**

- 0.1. Where a candidate at a University examination fails in a subject by not more than 2 marks, where the total of that subject is less than 100, or by not more than 3 marks where the total of the subject is 100 or by not more than 4 marks where the total is more than 100, such failure shall be condoned, by adding 2 or 3 or 4 marks to the marks secured by the candidate as the case may be.  
A candidate whose failure is condoned under this regulation shall be eligible for Class in the same way as other successful candidates.
- 0.2. Not more than two percent of the maximum securable marks at an examination shall be added as grace marks to a candidate at the examination only if he passes the whole examination.  
Provided the benefit of this Ordinance shall not be available to candidate who fails by more than ten marks of the required minimum for pass in any subject at any examination.
- 0.3. A candidate at a University examination whose total falls short of the requisite total for first class with distinction or first class or the second class by not more than one percent of the total marks required for the class or distinction shall be given the necessary marks up to a maximum of 5 marks or one percentage of total marks whichever is less, by which his total falls short and declared to have passed with first class with distinction or first class or second class as the case may be.
- 0.4. Grace marks according to clause 1 and clause 2 of this Ordinance shall not be awarded together to the same subject.
- 0.5. Grace marks awarded according to clause 1 of this ordinance to pass a subject or according to clause 2 of this ordinance to pass the whole examination are shown only in the ledger not in the statement of marks. However, the grace marks awarded as per Ordinance 3 for the award of class shall be indicated along with aggregate marks (Aggregate Total+Grace marks.)
- 0.6. Any fraction of the grace marks awarded shall be rounded off to the next higher digit.
- 0.7 **Repeal Clause:**
  - i. The earlier Examination Manual is hereby repealed.
  - ii. Notwithstanding such repeal, anything done or any action taken under the provisions of the said Manual shall be deemed to have been done or taken under the corresponding provisions of this Ordinance.





**STATUTE GOVERNING CONVOCATIONS FOR CONFERRING DEGREES AND DIPLOMAS AND AWARD OF HONORARY DEGREE [UNDER SECTION 5 (VII), 46(1) & (2) OF THE KARNATAKA STATE LAW UNIVERSITY ACT, 2009]**

**1. Annual Convocation**

- (a) A Convocation for the purpose of conferring Degrees shall be held once a year preferably before December or at other times as the Chancellor may direct the University.
- (b) The Registrar (Evaluation), in consultation with the Vice-Chancellor shall at least 30 days before the Annual Convocation cause a Notification to be published in the leading News Papers and in the University Office, indicating the date, time and place of Convocation.
- (c) After the publication of results of Degree Examinations, the Registrar (Evaluation) shall prepare a list of eligible candidates for conferment of Degrees and Diplomas at the ensuing Convocation. The list of candidates shall be presented at the time of convocation for conferring Degrees and Diplomas.
- (d) Candidates included in the list above are eligible to receive their Degrees, either in person or in absentia.
- (e) Admission to the Convocation/Ceremony shall be limited only to the candidates eligible for Postgraduate Degrees, M.Phil., Ph.D., LL.D., Honorary Doctorates and Winners of Prizes and Medals at various Degree examinations.

**2. Distribution of Degree Certificates**

- (a) Distribution of Degree Certificates to the enlisted persons shall be made either at the Convocation or at any time after the Convocation.

Provided that no such candidate will be admitted to the Convocation who does not submit his application in the prescribed form to the Registrar (Evaluation) with the prescribed fee so as to reach him not later than 20 days before the date fixed for the Convocation.

Provided further that such candidates shall not be allowed to apply for and receive the same Degree in person at any subsequent Convocation.



- (b) Distribution of Degree Certificates to all other graduates included in the list and not present in the Convocation shall ordinarily be made by the Registrar (Evaluation), a month after such Convocation is held, but it shall be pre-condition that such a candidate had applied to the Registrar (Evaluation) in the prescribed form within the time specified in the University Notification after paying the prescribed fees.
- (c) Others who have not taken the Degree Certificates at the Colleges in the manner noted above may at any time after the Annual Convocation, apply to the Registrar (Evaluation) in the prescribed form along with the payment of the prescribed fees and they shall be issued the Degree Certificates.
- (d) In cases of urgency the University may issue Degree certificates before the convocation and all such candidates shall be formally admitted to the next Annual Convocation. However candidates desirous of having Degree certificate prior to Convocation shall apply with prescribed fees.
- (e) Every candidate applying for the degree shall sign a declaration in the following form printed in the application form:

*"I hereby solemnly declare and promise that, if admitted to the degree recommended, I shall, in my daily life and conversation, conduct myself, as befits a member of this University, that I shall to the utmost of my capacity and opportunity, support the cause of morality and sound learning; and that, as far as in me lies, I shall uphold and advance the social order and the well-being of my fellowmen".*

In the case of Professional Degrees, the following shall be added to the above declaration:

*"I shall faithfully and carefully fulfill the duties of the profession to which I may be admitted by virtue of my degree; that I shall on all occasions maintain its purity and reputation and I shall never deviate from the straight path of their honorable exercise by making my knowledge subservient to unworthy ends".*

### **3. Attendance at Convocation**

Candidates attending the Convocation shall, come in white dress and shall occupy their respective seats before the proceedings begin.



#### 4. Preliminary Meeting of the Academic Council

- (a) There shall be a preliminary meeting of the Academic Council prior to the Convocation at which the lists of candidates placed before the Syndicate relating to faculty recommended for award of several degrees shall be approved.
- (b) The Dean, or in his absence, the senior member of Faculty present, shall then move that the persons so recommended for the Degrees be admitted to the Degrees for which they have been recommended.

#### 5. Convocation Procession

The Chancellor, the Pro-Chancellor, the Vice-Chancellor and the Members of the Academic Council and Syndicate shall pass in procession to the place where the convocation is to be held. The order of the procession being as under:

- i. Mace-bearer shall be the Registrar (Evaluation) of the University.
- ii. Members of the Syndicate and Academic Council (in pairs)
- iii. Dean
- iv. Recipient of Honorary Degrees
- v. Chief Guest
- vi. The Vice-Chancellor
- vii. The Pro-Chancellor
- viii. The Chancellor (followed by Aide-de-Camp).

Candidates and other invitees in the hall will remain standing till the Members forming the procession take their seats.

#### 7. Conferment of Degrees

- (a) After the members have taken their places, the Vice-Chancellor will request the Chancellor or the Pro-Chancellor in the absence of the Chancellor to declare the Convocation open in the following words: *Mr/Madam Chancellor/Pro-Chancellor, I have the Honor to request you, Sir/Madam, to declare the convocation open*".
- (b) The Chancellor or the Pro-Chancellor in the absence of Chancellor will declare the convocation open and say:

*"This Convocation of the University has been called to confer degrees upon the*



*candidates who in the examinations held for the purpose, have been successful and certified to be worthy of receiving the degrees. Let the candidates be presented”.*

- (c) The Dean or Heads of Colleges or other members of the Academic Council who may be nominated for the purpose by the Vice-Chancellor shall present the candidates to the Chancellor/Pro-Chancellor for the award of degrees: *"Sir/Madam, I present the candidates whose names are set out in the list for the degrees of .....under the Faculty of.....They have been examined and found qualified for the respective degrees to which I pray they may be admitted."*

All the candidates who belong to the several degrees under the Faculty will rise from their seats and bow to the Chancellor/Pro-Chancellor and then resume their seats.

- (d) At the conclusion of presentation of candidates, the Chancellor/pro-Chancellor shall say to the candidate: *"By virtue of the authority vested in me as Chancellor/Pro-Chancellor of the University, I admit all the candidates presented to the degrees of ..... this University; and is taken thereof they have been presented with these degrees”.*

#### **8. Convocation Address**

The Registrar shall introduce the Chief Guest. The Chief Guest invited to deliver the Convocation address will then deliver his/her address.

#### **9. Presentation of Ph.D. Degrees and Medals**

The Registrar (Evaluation) shall read out the names of PhD degree holders, Medals & Prizes of various faculties. The Chancellor will present the degrees, medals and prizes.

#### **10. Convocation Conclusion**

The Chancellor/Pro-Chancellor shall then dissolve the convocation. The Chancellor, the Pro-Chancellor, the Vice-Chancellor and the members of the Academic Council and Syndicate shall retire in procession. And the order shall be the reverse order in which they entered (i.e., in the reverse order of clause 6).



**11. Schedule of Robes for the Chancellor, the Pro-Chancellor, the Vice-Chancellor, Members of the Academic Council and the Syndicate**

<b>Chancellor</b>	:	Gown: Rich dark Red or Crimson/Vermilion with Gold facings.
<b>Pro-chancellor</b>	:	Gown: Rich dark Red or Crimson with Golden Yellow facings.
<b>Vice chancellor</b>	:	Gown: Black with Blue and Gold facings.
<b>Registrar and Registrar (Evaluation)</b>	:	Gown: Black faced gown of Silk or Stuff.
<b>Dean</b>	:	Black gown of silk or stuff with silver facings
<b>Members of the Academic Council and the Syndicate</b>	:	Gown: Black, Silk or Alpaca gown with Three inch Gold Colored Border or Braid or Silk from each shoulder to the bottom in front; or the gown and Hood prescribed for the University Degree taken.
<b>Degree holder</b>	:	Black gown

**12. Honorary Degrees or Other Distinctions**

The conferment of Honorary Degrees of LL.D. shall be regulated as is detailed below:

- i) If not less than two thirds of the members of the Syndicate recommend that an Honorary degree or other academic distinction be conferred on any person on the ground that he is in their opinion, by reason of eminent attainment and position, fit and proper to receive such degree or academic distinction, the Syndicate may recommend the same for the approval of the Chancellor for the conferment on the person concerned.
- ii) After obtaining, approval of the Chancellor for such recommendation of the Syndicate, Honorary Degree(s) shall be conferred only at the Annual Convocation and may be taken by the recipient in person or in absentia.
- iii) The Honorary degree or distinction may be conferred only in exceptional cases. It shall not be conferred as a matter of course. Only such of the persons who have



contributed substantially to the advancement of legal education, legal profession or justice system shall be identified for the purpose of granting Honorary degrees.

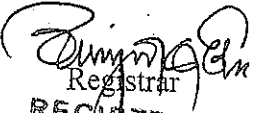
- (iv) A degree of Doctor of Laws (LLD) Honoris Causa may be conferred upon such persons who are distinguished Lawyers, Judges, Jurists and Statesmen who have made noteworthy contribution to the cause of the public.
- (v) Honorary degrees shall be conferred only at the Annual Convocation and may be taken in person or in absentia.
- (vi) The presentation of person(s) at the convocation on whom honorary degree(s) are to be conferred shall be made by the Vice-Chancellor.
- vii) The procedure outlined in the Statutes governing the Annual Convocation shall apply *mutatis mutandis* in the case of conferment of Honorary Degrees also, except that in the later case the recipient of the Honorary Degree may be allowed to make a brief address after receiving the degree and be a member of the Convocation.
- (viii) No sitting MP/MLA/MLC/or Minister in the State/Union is eligible to receive Honorary Doctorate Degrees.

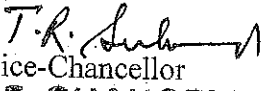
### 13. Changes in the Procedure


The Vice-Chancellor may make suitable changes with the prior approval of the Chancellor in regard to the procedure to be followed at convocation when circumstances necessitate.

### 14. Repeal Clause

- i. The earlier Examination Manual is hereby repealed.
- ii. Notwithstanding such repeal, anything done or any action taken under the provisions of the said Manual shall be deemed to have been done or taken under the corresponding provisions of this Ordinance.

  
Registrar  
**REGISTRAR**  
Karnataka State Law University  
Navanagar, Hubli - 560025

  
Vice-Chancellor  
**VICE CHANCELLOR**  
Karnataka State Law University  
Navanagar, HUBLI - 560 025

  
Chancellor  
17 OCT 2014  
**VAJUBHAIVALA**  
Chancellor

37<sup>th</sup> SYNDICATE MEETING HELD ON 07-06-2014.

Item No: 36

Sub: Approval of Examination Ordinance.

The Karnataka State Law University had prepared its Examination Manual way back in 2009 before the commencement of its first Examination held during first week of January 2010.

Since then, several modifications have been made in the ordinance on the experience gained in conducting 9 (nine) examinations and studying the system of other Universities.

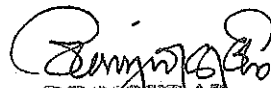
Hence, the revised Examination Ordinance is placed before Academic Council for Approval.

Decision: Approved with certain modifications.

Same matter is placed before Syndicate for its consideration and approval.

Decision: Approved.

  
Registrar.

  
REGISTRAR  
Karnataka State Law University  
Nayenagar, Hubli - 580025





Item No: 18

Subject : Approval of Examination Ordinance.

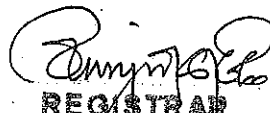
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Since then several modifications have been made in the ordinance on the experience gained in conducting 9 (nine) examinations and studying the systems of other Universities.

Hence, the revised Examination Ordinance is placed before Academic Council for its kind approval.

Decision: The Examination Ordinance prepared by the exam section is approved with certain modifications.

  
Registrar

  
REGISTRAR  
Karnataka State Law University  
Navanagar, Hubli - 580025

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