

#### COMPLAINTS AGAINST QUESTION PAPER

**6.52.** All complaints against a question paper shall be addressed to the Controller of Examinations by name by the Chairman of the University Teaching Departments or of the affiliated or recognised institutions and shall be sent to him by Registered Post within five days of the examination in that paper.

**6.53.** The Controller of Examinations shall immediately place before the Pro-Vice-Chancellor/Vice-Chancellor all complaints referred to in paragraph 6.52 above. The Pro-Vice-Chancellor/Vice-Chancellor may consult the paper-setter and the convener of the Board of studies in the subject concerned, and shall take such action as he deems necessary.

#### EVALUATION OF SCRIPTS

**6.54.** (a) The paper-setter shall ordinarily be also the Head Examiner/Co-ordinator.

(b) In case of the non-availability of a Paper-Setter to act as Head Examiner/Co-ordinator, or in case there are a large number of scripts to be examined the Pro-Vice-Chancellor/Vice-Chancellor may appoint Head Examiners, Deputy Head Examiners and Examiners out of the panel of names submitted to him under paragraph 6.45 (a).

**6.55** (a) The Head Examiner/Co-ordinator shall issue instructions for the marking of scripts and shall co-ordinate the work of the Deputy Head Examiner (s), Examiner (s) working with or under him to ensure uniformity of standard in the matter of evaluation.

(b) The Deputy Head Examiner shall supervise the work of the Examiners working with or under him and ensure uniformity of standard in evaluation.

**6.56** In case of examinations where the question paper is set jointly by the Internal and the External Examiners and no Evaluation Centre has been set up as provided hereinafter, each script shall be evaluated separately by two examiners one of whom shall be the External Examiner and the average of the marks awarded by the two shall be the final award, unless the difference between the two awards is more than 15 per cent of the total marks. In the latter case the script shall be referred to a third Examiner by the Pro-Vice-Chancellor/Vice-Chancellor and the average of the two closer awards out of the three, and in case there are two equally close awards, the average of the higher two shall be the final award.

#### EVALUATION CENTRES

**6.57** In the case of examinations other than those in which there are both External and Internal Examiners, and in the case of examinations in subjects in which there is provision for Correspondence Courses (even though the

question paper may be jointly set by the External and Internal Examiners), the Pro-Vice-Chancellor/Vice-Chancellor may set up Evaluation Centres.

**6.58.** (a) Each Evaluation Centre shall be under the charge of a Controller appointed by the Pro-Vice-Chancellor/Vice-Chancellor. Where, however, an Evaluation Centre is located in an affiliated College or institution, the Principal of the College or the head of the institution concerned shall ordinarily be the Controller.

(b) It shall be the duty of the Controller to ensure integrity of evaluation and its completion within the prescribed time. The Controller shall be personally responsible for the safe custody of the scripts and shall make them available to the Head/Deputy Head Examiners every day in accordance with the instructions, if any, issued by the Controller of Examinations and shall collect them every evening along with the award lists for onward transmission to the Controller of Examinations.

(c) The functions, duties and remuneration of the Controller, Deputy Controller and other members of the staff appointed to assist them shall be as prescribed by the Executive Council from time to time.

**6.59** The evaluation of scripts at each Evaluation Centre shall be done by the Examiners under the supervision of the Head or Deputy Head Examiner (s), designated as Co-ordinators, who shall ensure co-ordination and uniformity of standard.

#### MODERATION OF RESULTS

**6.60.** For calculating pass marks prescribed in these Ordinances for various examinations, every half mark or more shall be rounded off to the next higher whole number and shall be ignored if it is less than half.

**6.61** (a) A candidate, who appears at an examination, but fails in one or more Course(s)/paper(s), in case of Post-Graduate examinations, and subject(s) in the case of Under-Graduate examinations (written, practical, sessional or viva-voce), and/or in the aggregate (if there is a separate requirement of passing in the aggregate), shall be given grace marks upto a maximum of one percent of the total aggregate marks allotted to the Course(s)/Paper(s)/Subject(s), as the case may be, in which he has appeared to enable him to pass the said examination. While awarding grace marks the fraction working to half or more will be rounded off to the next whole number;

Provided that in the case of MBBS, BDS and BAMS examinations the grace marks shall be given up to one percent of the total marks of each subject and shall be awarded subject-wise;

Provided further that grace marks up to a maximum of five may be awarded to a candidate who has failed only in one subject if it enables him to pass the entire examination.