

Examination Conduct Policy for MBA/MA Program

1. The Controller of Examinations

The Controller of Examinations will be responsible for conducting examinations and publication of results. He will work under the direct supervision of the Vice Chancellor.

1.1 Responsibilities of the Controller of Examinations

- i. To take necessary measures to perform all activities related to examinations and result publication.
- ii. To publish the results of the examinations on the recommendations of the respective examination committee after the approval of the Vice Chancellor subject to the approval of Academic Council.
- iii. To sign all Certificates/ Transcripts/ Grade Sheets issued on the basis of the results of the examination along with the Vice Chancellor where necessary.
- iv. To distribute the Certificates and Testimonials among the passed-out students.
- v. To take appropriate measures on examination related corruption, breach of confidentiality, discipline, etc.
- vi. To archive all the documents related to the examination and ensure the distribution of the documents.
- vii. To perform such other duties, as may be assigned to him time to time by the Vice Chancellor and or by Academic Council.
- viii. *The Controller of Examinations can use his/her discretion to solve any unusual problems either within the purview of the policy or beyond, with the consent of the Vice Chancellor.*

2. Committees and Sub-Committees

The Term Final and Retake/ Improvement Examinations of all post graduate programs will be conducted at BAUST premises at the end of each Term as per the schedule given in the Academic Calendar of BAUST. Various committees and sub committees will be formed prior to each Term Final Retake/

Improvement examinations. These committees and sub committees will be responsible for holding all the examinations of that Term. All examination related activities will be executed through the Office of the Controller of Examinations.

3. Central Examination Conduct Committee (CECC)

There shall be a Central Examination Conduct Committee (CECC) when the examinations of all departments are conducted together at a time centrally. The constitution of the committee will be as follows:

i.	Vice Chancellor	Chief Advisor
ii.	Controller of Examinations	Chairman
iii.	One Dean nominated by VC	Chief Invigilator
iv.	All Deans of the Faculties (Concerned)	Member
v.	All Heads of the Departments (Concerned)	Member
vi.	Proctor	Member
vii.	IT expert/ Programmer/IT Officer	Member
viii.	Assistant Controller of Examinations	Member Secretary

3.1 Functions of Central Examination Conduct Committee (CECC)

This committee shall perform the following activities:

- i. Take necessary steps to prepare the examination schedule, get them approved by the VC and notify it to the students and others concerned.
- ii. Take all necessary preparations for conducting the examination smoothly as per the schedule.
- iii. The Chairman, CECC and the Chief Invigilator will brief the Moderation Sub-Committees (MSC), Question Printing Sub-Committees (QPSC), Result Preparation Sub-Committees (RPSC), Question Paper Setters, Answer Script examiners, Invigilators, Scrutinizers, Tabulators, etc. before the commencement of the examination.

4. Departmental Examination Committee(s) (DEC)

There shall be one Departmental Examination Committee (DEC) for each department to conduct the Final and Retake/Improvement/ Examinations. The activities of the committee would be non-remunerative. The committee shall be formed by the respective Department and with the consent of the respective Dean and Controller of Examinations.

4.1 Formation of Departmental Examination Committee (DEC)

Each committee shall consist of the following members:

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| i. Any Head of the Departments | Chairman |
| ii. All faculties of the department | Member |
| iii. Program Coordinator | Member Secretary |

4.2 Functions and Responsibilities of Departmental Examination Committee (DEC)

Examination committee shall perform the following duties and responsibilities:

- i. Forward the names of the question paper-setters, members of the question moderation sub committees, answer script examiners, scrutinizers and tabulators (1st & 2nd) through the Dean of the Faculty to the Office of the Controller of Examinations.
- ii. Receive the manuscript question papers from the question paper setters and forward them to the Controller of Examinations by the end of the 13th week of the semester.
- iii. Submit the results of continuous assessment marks of theory courses and grades of sessional courses to the Controller of Examinations before commencement of the term final examination.
- iv. Assist the CECC to hold the examinations smoothly.

5. Moderation Sub-Committee (MSC)

There shall be a Moderation Sub-Committee (MSC) comprising **03 (three)** members for each subject (course) with the following members:

- I. Chairman : Heads of the respective Departments
- II. Members : (a) One teacher of BAUST (preferably from the respective department)
(b) One External member as Expert.

The external member may be invited from any reputed Institution/University. Heads of the Departments will propose the name of the external member after necessary confirmation from the organization he/she belongs to. Each department will form moderation committees comprising head of the department and one internal member for midterm examination question moderation.

The MSC will work under the supervision of DEC.

5.1 Functions of MSC

- i. The Chairman of MSC will collect the manuscript question papers from the Controller of Examinations for moderation in the 14th week of the semester.
- ii. The committee will do the moderation work of each question paper of the respective department and endorse their signature at the specified space on the manuscript question papers.
- iii. After completion of moderation, the Chairman of MSC will ensure handing in all moderated question papers to the Controller of Examinations within 14th week of the semester.

6. Question Printing Sub-Committee (QPSC)

There shall be a QPSC in each department for typing, proof reading, printing and packaging the question papers of Term Final and Retake/ Improvement/ Examinations. The committee comprises three or four (considering the number of examinees) faculties.

The QPSC will work under the supervision of DEC.

6.1 Functions of QPSC

This committee will perform the following activities:

- i. Collect the moderated papers from the Controller of Examinations two weeks before the commencement of the examination.
- ii. Type, proof-read, print and pack the papers according to examination schedule and room wise distribution.
- iii. Submit the packaged papers to the Controller of Examinations one week before the commencement of examination.

7. Result Preparation Sub-Committee (RPSC)

There shall be a RPSC in each degree awarding department for preparing the results of Term Final and Retake/ Improvement Examinations of each Level and Term. The RPSC comprising **03 (three)** members for each Level and Term shall be formed with the following members:

- I. Chairman : Heads of the respective Departments
- II. Members : Two Teachers of respective Department as Tabulators

The RPSC will work under the supervision of DEC.

7.1 Functions of RPSC

This committee will perform the following activities:

- i. Collect all the scrutinized marks of each subject/course from the Controller of Examinations within three working days after completion of the last exam and prepare the tabulation (result) sheets within the next four working days.
- ii. Two tabulators will separately prepare two tabulation sheets. Upon comparing the tabulation (result) sheets prepared by the two tabulators, the final (error free) tabulation (result) sheet will be prepared.
- iii. Ensure the correctness of the tabulated results and other information provided in the tabulation sheets by the tabulators.
- iv. Submit the signed tabulated results to the Office of the Controller of Examinations for subsequent approval and publication.

8. Examination Related Other Committees

i. Viva –Voce Committee

A 'Viva-Voce Committee' consisting of 2 Members will be formed in the Departments with 1x External and 1x Internal (Where applicable).

ii. Internship Committee

An 'Internship/Viva-voice Committee' consisting of 2x Members (1x External and 1x Internal) will be formed.

9. Question Paper Setters

- i. The DEC will appoint the question paper-setters for the various theory courses. If any close relative of the paper setter is an examinee, then he/she cannot set the question paper.
- ii. Question paper setters shall set the questions as per the guidelines of Outcome Based Education (OBE) system or any instruction where applicable.
- iii. The paper setters shall submit the filled in prescribed moderation form with the question paper.
- iv. As per existing rules of BAUST, each theory course is divided into two parts, Part-A and Part-B taught by two separate teachers. In unavoidable circumstances a single teacher may take a course; then he will prepare both parts (A & B) of the question paper separately and submit them to the concerned Chairman of examination committee. Each teacher will examine the respective part of the answer scripts.

- v. The question paper shall be written without ambiguity. The questions should be set in such a way that originality and individuality of the students may be evaluated.
- vi. All manuscripts of question papers shall be sent to the Chairman of the Examination Committee (DEC) personally and/or under sealed cover within the scheduled time. The Chairman, DEC shall then hand over the Level and Term wise question papers to the Controller of Examinations.
- vii. The question paper setter shall take security measures in respect of all documents in connection with examination and treat all information in regard to the examination as strictly confidential.
- viii. The question paper setting should be such that the examinees can reasonably be able to answer within the allotted time.
- ix. No question shall be set for any examination which may require an expression of religious belief on the part of the candidates.

10. Answer Script Examiners

- i. The DEC will appoint answer script examiners of various theory courses. Normally the concerned course teacher/teachers will examine the scripts. But if any close relative of the concerned teacher is an examinee, then he/she cannot examine the answer script.
- ii. If any examiner is unable to accept the appointment or has to relinquish their appointment before/during the examination then the Chairman, DEC shall appoint another examiner in his/her place and intimate it to the Controller of Examinations.
- iii. Immediately on receipt of a packet containing answer scripts, the answer script examiner should count the number of scripts and verify it with the given statement. If any discrepancy arises, it should at once be brought to the notice of the Controller of Examinations/Chairman of the concerned examination committee.
- iv. On receiving the answer scripts, the examiner shall examine them and insert the marks on the top page of the answer scripts and prepare the consolidated marks sheet. The examiners are to take special care to see that marks are assigned to all questions of each answer script; the marks are correctly entered, added up and shown on the cover of each script.
- v. Signed answer scripts should be handed over to the scrutinizers.
- vi. After proper scrutiny, the scrutinizers will give the scripts back to the examiners.

- vii. The examiner will then prepare four copies of marksheets. S/he will then submit one copy of the marksheets along with the answer scripts to the Controller of Examinations, two copies of marksheets to two tabulators and one copy of the same to the Chairman, DEC.
- viii. The examiners will also input all the marks (continuous assessment and final) in the university automation system and also in excel based result preparation software.
- ix. The examiner must submit the answer scripts and marks within the stipulated time (both the hard copy and soft copy).

11. Appointment of Invigilators and their Functions

- i. The Chief Invigilator in consultation with the heads of the departments will appoint Invigilators from among the teachers of the concerned department.
- ii. If there is more than one invigilator appointed in an examination hall, the senior most will act as the senior invigilator (Hall in charge). Sometimes mobile invigilators may also be engaged as situations and circumstances demand.
- iii. The Office of the Controller of Examinations will be ready with all exam related materials in the Examination Conduct Room. The invigilators will collect all the necessary materials like question papers, blank and additional answer scripts, graph papers etc. from the Examination Conduct Room at least 30 (thirty) minutes before the commencement of the examination.
- iv. The invigilators must be present in their respective examination halls at least 15 (fifteen) minutes before the commencement of the examination.
- v. The Invigilators shall also ensure that the examinees have taken their seats according to the seat plan made by the Office of the Controller of Examinations.
- vi. No examinee shall be admitted into the examination hall without Admit Card issued by the Controller of Examinations.
- vii. The Invigilators will distribute the blank answer scripts to the examinees and distribute the question papers 5 minutes before the time of the commencement of examination and ensure that no examinee will start writing before the scheduled time.
- viii. In no case will an examinee be admitted into the examination hall and

given a question paper, after 30 minutes of the commencement of the examination, but in special circumstances, Chairman CECC may extend this time by an additional half an hour.

- ix. The examinee will write the answers according to the printed questions unless correction slips are supplied along with the questions. If, however any correction slip is provided, the Invigilators will ensure the announcement of it immediately.
- x. If any examinee is found involved in any activity repugnant to the examination hall like adopting unfair means, copying, talking, misbehaving with invigilators and other person(s) entrusted with examination duty the matter will be dealt with following the regulation made for the purpose.
- xi. When the invigilator puts his/her signature on the main and additional answer scripts, he/she will ensure that the examinee has inserted ID No., Level, Term, Semester, Course Code, Course Title etc. on the answer scripts and additional answer scripts.
- xii. The invigilator(s) will announce the time 15 minutes before the time to hand in the answer scripts to the invigilator(s).
- xiii. The invigilator(s) shall get the attendance sheet signed by the examinees while verifying the answer scripts within one hour of commencement of examination.
- xiv. At the end of examination, the invigilator(s) will collect all the answer scripts and arrange them serially according to the ID number.
- xv. Lastly, the invigilators will fill up the statement form supplied by the office of the Controller of Examinations.
- xvi. Invigilators will directly submit answer scripts to the Controller of Examinations or any other nominated person (s).

12. Conduct of Examinations

i. Declaration of Date

The Controller of Examinations will publish the date of examinations at least two weeks before the commencement of the examination according to the academic calendar. Dates of examinations shall generally not be changed except by a specific order of the Vice-Chancellor.

ii. Admit Card

The examinees are to procure/collect their admit cards from the respective Department/Office of the Controller of the Examinations (as notified) and they are to show the admit card in the examination hall.

Admit Cards will be issued only to those students who have cleared all of their dues and fees in prescribed time and have fulfilled the attendance requirements.

iii. **Printing of Question Papers**

The Office of the Controller of Examinations will make necessary arrangement for printing the moderated question papers. When printing is over, the Controller of Examinations will preserve those maintaining necessary formalities and confidentiality.

iv. **Seat Plan**

The Office of the Controller of Examinations with the help of the Registrar Office and Academic Staff will;

- Prepare a proper seat plan for each examination which will be posted on the notice board as well as in front of the door of each Hall or Room of the examination.
- Ensure necessary seating arrangements for the examinees at least 02 (two) days before the commencement of the examination.
- Seats should be arranged in such a way that examinees are seated sufficiently apart from each other so that copying, prompting or similar unfair practice becomes impossible.
- Ensure that examinees from the same dept. of any particular term/level are not seated next to each other row wise or column wise.

v. **Statement Forms**

The Office of the Controller of Examinations will supply the statement forms where details of the examination materials taken by the invigilators are clearly mentioned.

13. Scrutinizing the Answer Scripts

Scrutinizers will collect the examined answer scripts from the examiners and scrutinize for any error such as omissions, unmarked answers, answer of another part etc., and will correct and report to the Chairman of the Departmental Examination Committee (DEC). After necessary scrutinization, scrutinizers will submit the answer scripts along with the scrutinized marks to the Office of the Controller of Examinations.

The scrutinizer will act upon the following guidelines:

- i. Complete scrutiny within prescribed time after receiving the scripts.
- ii. The answer scripts shall not be shown to the students nor re-examined for the purpose of re-assessing the answers but may be scrutinized for errors and omissions only.

- iii. Marks cannot be altered. Only arithmetical errors may be corrected by the scrutinizer and the Chairman, DEC. For any confusion the respective examiner may be called for clarification.

14. Tabulation and Result Preparation

- i. There shall be two Tabulators for each Level and Term.
- ii. The two Tabulators will prepare the tabulation sheets separately and they will finally tally them with each other to ensure correctness.
- iii. The RPSC will finalize the result and tabulation sheet through a meeting with the two tabulators and forward them to the Controller of Examinations for publication of results.

15. Re-Scrutinizing the Answer Scripts

The answer scripts of the examinations shall not be shown to the students nor be re-examined for the purpose of re-assessing the answer, but may be re-scrutinized for errors and omissions only. Such re-scrutiny may be made on receipt of a formal application from an examinee together with the prescribed fee (the amount as may be decided by the proper authority). No application shall be entertained unless it reaches the Controller of Examinations within 15 (fifteen) days of the publication of such results. The scrutinizing shall be arranged in a manner as may be considered appropriate by the Controller of Examinations and the concerned Chairman of the Examination Committee.

16. Rules for the Examinees

An examinee may not be allowed to appear at any Final/ Referred/ Improvement/ Backlog examination unless he/she has:

- i. Registered for the Term in the stipulated time.
- ii. Paid the prescribed fees and all outstanding university and hall dues in the stipulated time.
- iii. Fulfilled the conditions for attendance in classes.
- iv. Not been barred by any disciplinary rule.

17. Examination Guidelines for the Examinees

The following examination rules should be strictly observed by the examinees during the examination:

- i. The examinees must carry their ID cards in the exam hall.
- ii. No examinee will be admitted into the examination hall without an admit card issued by Controller of Examinations. Examinees, on every

examination day, shall bring their admit cards and produce them before the Invigilator on duty, whenever required. Examinees are liable to be expelled from the Examination Hall for failure to produce the admit card on demand by an invigilator.

- iii. Examinees are warned that no answer script will be valid unless the necessary particulars are clearly and legibly written on the space provided for the purpose on the cover page.
- iv. Each examinee is to ensure that the invigilator signs the answer scripts during the examination.
- v. The examinees should put all materials (bags, books, notes, and so on) except examination documents in the front part of the examination hall.
- vi. An examinee who comes late may be allowed to sit for the examination provided that he/she does not ask for any extra time. But no examinee will be allowed 30 minutes after the examination starts.
- vii. Leaving the examination room during the 1st hour of examination is not allowed. Examinees are allowed to leave examination hall only once for a maximum of five minutes in the second hour of the examination.
- viii. Carrying a mobile phone or any other electronic device in the examination hall is strictly prohibited. Scientific calculators are allowed in the examination hall, but programmable calculators are not.
- ix. No examinee will be allowed to re-enter the examination hall during the hours of examination once left the hall after submitting the examination scripts, nor to leave the hall without finally submitting his/her answer script.
- x. Each examinee is to ensure his/her signature in the attendance sheet for each examination.
- xi. The examinees should ensure that additional script(s) are duly signed by the invigilator and attached to the main script properly.
- xii. Examinees are warned that any attempt to adopt any unfair means in the examination hall will render them liable to expulsion from the concerned examination and further punitive actions as per the BAUST Disciplinary Rules.

18. Handling Administrative Problems Related to Examinations

From the list of the total invigilators a group of invigilators comprising normally one from each degree awarding department will be placed on "Mobile Invigilation Duty" on each day (or shift) of examination. This Mobile Invigilation Team will be responsible to Chairman Central Examination Conduct Committee/Chief Invigilator to address any exam related problems of any department as mentioned below:

- i. To coordinate with question paper setter in case of error/query in any question paper.
- ii. Look after sick patients (if any) in consultation with the BAUST doctor, if required.
- iii. Find out the reasons of absence of any examinee and intimate the matter to concerned Chairman, DEC and Chairman, Central Examination Conduct Committee.
- iv. Any other administrative/discipline/examination related problem.

19. Sick Bed Facilities

Examinee(s) suffering from any infectious diseases or any illness/disease which, in the opinion of the authorized doctor (from CMH or Medical Officer, BAUST), is likely to deteriorate or their presence is prejudicial to the general body of examinees or teachers/invigilators in charge of the Examination Hall, will not be allowed to remain in the examination hall. In such a case **upon the application of the examinee(s)** CECC/DEC may arrange special accommodation for such Examinee(s) in a befitting place within BAUST premises with prior written consent from the Chairman, CECC. One teacher will be deputed to conduct examination on each day of examination and the deputed teacher must not be the subject teacher of the examination subject. Under no circumstances an examinee shall be allowed to appear at an examination at his/her own house or at any other place.

20. Sequence of Activities for Holding Examinations

Chairman, CECC will fix the examination dates as per the academic calendar and obtain approval from Vice-Chancellor in this regard. Thereafter, the Office of the Controller of Examinations will take necessary preparation and conduct the examinations following the steps as under:

- i. Office of the Controller of Examinations will notify the Head of the Departments to form DEC, MSC, RPSC and send the names through the Dean of the Faculty to the Office of the Controller of Examinations.
- ii. Chairman DEC will nominate question paper setters, answer script

- examiners, scrutinizers and tabulators and forward it through the Dean of the Faculty to the Office of the Controller of Examinations.
- iii. Copies of the notification regarding examination dates should be pasted up in conspicuous places like Departmental Notice Boards, Admin Notice Board, Hall Notice Boards prior to commencement of the examination, and shall remain so pasted till the conclusion of the examination. It should also be published in the university website.
 - iv. Question paper setters will prepare and submit the manuscript question paper to the Chairman, DEC. The Chairman, DEC in turn will submit the Level and Term wise question papers to the Controller of Examinations within the prescribed time.
 - v. The Controller of Examinations will provide the question papers to the Moderation Sub-Committee for moderation. Moderation will be completed under the supervision of the Chairman, MSC. The moderated question papers will be sent back to the Controller of Examinations.
 - vi. Question papers are to be printed and reproduced in required numbers under the supervision of DEC. Printing and packing of the question papers are to be carried out in a safe, secure and convenient place, preferably in the Office of the Controller of Examinations. The room must be inaccessible for all except the concerned personnel.
 - vii. After reproduction, the date and room wise question papers will be placed in a sealed envelope in the presence of the assigned teachers. The envelope will have a sticker pasted on it containing information on whatever is placed inside and to be signed by the assigned teachers.
 - viii. The envelope containing question papers will be handed over to the Controller of Examinations. Controller of Examinations will be the safe custodian of the question papers and responsible for subsequent distribution of the same to the Examination Halls.
 - ix. Sufficient precautions shall be taken against any kind of leakage out of questions at all levels involved in the preparation/typing /reproduction of question papers.
 - x. Assistant Controller of Examinations will distribute question papers in sealed envelope to the senior most invigilators of the Examination Halls for onward distribution among the invigilators in the concerned hall for subsequent distribution to the examinees.
 - xi. After the completion of examination, the answer scripts are to be collected and arranged course wise according to the roll number of examinees part wise and are to be returned to the Controller of

Examinations who will seal the packets of answer scripts along with one set of question paper. The senior most invigilators will also return the blank answer scripts, attendance sheets etc. to the examination section.

- xii. The answer script examiner will collect, examine, mark and submit the marks along with answer scripts to the scrutinizer through the Chairman of concerned DEC within the specified days of receiving the answer scripts. The scrutinizer will complete the scrutiny job within the specified time. In case of necessity, the examiner may be called for necessary correction (mistake in marking the questions/adding the marks etc.).
- xiii. After scrutiny, the answer scripts examiner will submit the marks along with the scrutinized answer scripts to the Controller of Examinations. The Controller of Examinations in turn will provide the marks to the Chairman of RPSC for preparation of results. Both the tabulators will prepare the results separately and compare it to make an error free tabulation sheet.
- xiv. RPSC will verify the results prepared by the tabulators and submit the results through the Chairman, DEC to the Chairman, CECC for approval and forward it to the Office of the Controller of Examinations for publication of results.
- xv. Office of the Controller of Examinations will publish the results after proper approval from the Vice Chancellor.

21. Miscellaneous

Rules not covered in these regulations and in any situation where clear-cut rule is not available, the decision of the competent authority (Chairman, Central Examinations Conduct Committee/Controller of Examinations/Chairman, Departmental Examination Committee) will be the final.