

REVISED EXAMINATION RULES, 2013

(Ordinance No. 1 of 1976 as amended upto date)

Draft Revised Examination Rules, 2013

As Ordinance on conduct of Examination under section 23(1) of the G.U. Act, 1947 as amended upto-date (passed by the Executive Council vide Res. No. 225/11/76 dated 16/9/76).

CHAPTER - 1

Instruction to Officer-in-charge for conduct of University Examination

Blank Answer Scripts

1. The 'Blank answer-script' and 'Additional loose sheets' must be kept in the custody of the Officer-in-charge and he will be responsible for any loss or theft of the same.
2. The Blank answer-script must be serially distributed every day.
3. The statement showing the numbers used in the different rooms must be maintained every day.
4. The Officer-in-charge shall ascertain every day (after distribution) if any blank answer-scripts are missing.
5. The 'Additional loose sheets' supplied are to be given to candidates, if necessary, when the original books supplied to them in the first instance are written out.
6. The surplus answer scripts and the loose sheets, if any must be kept separately and returned to the University at the end of the examination with a detailed account thereof. An officer-in-charge must treat answer-scripts and additional loose sheets with equal importance.

Despatch of Answer Scripts

7. (a) The answer-scripts must be serially arranged according to Roll numbers before they are packed.
(b) The answer-scripts for different subjects or halves thereof must be separately arranged and put in separate covers.
(c) The answer-scripts written in different languages should be separately arranged and put in separate covers.

(d) The answer-scripts with different centre code numbers should be separately arranged and put in separate covers.

(e) Each cover must have a separate Top Sheet prescribed for the purpose firmly affixed to it.

(f) A copy of the relevant question paper must be put within each cover.

8. The answer-scripts of each sitting and each half (if any) should be separately packed.
9. The Top-Sheets must correctly show all the particulars required therein.
10. Immediately after the Examination is over, the answer scripts of that sitting must be sorted, serially arranged according to Roll Numbers and centre code numbers, properly packed and sealed in presence of the Officer-in-charge and Asstt. Officer-in-charge. No packet should ordinarily contain more than 250 scripts. Packing should be strong and secure to guard against possible damage in transit.
11. The packets containing answer-scripts must be despatched every day by the earliest available transit preferable by Postal Service. All such packets should be addressed to the Controller of Examinations or Zonal Officer by name and must be prepaid.
12. If for want of time on any day the packet containing answer scripts cannot be despatched as aforesaid the same must be deposited in the Local Treasury/Police Station and despatch the next day. Such packets as are to be deposited in the Treasury/Police Station must be properly packed, sealed and they must on no account be reopened when taken for despatch the next day.
13. The Railway Receipt or other connected papers for despatch of the Answer packets must be forwarded to the Controller of Examination or Zonal Officer by name every day with covering letter by Registered Post. for all despatches Postal channel is more preferable to the Railway in the interest of speedy declaration of results. Delivery may be made personally through authorised agent of the Officer-in-charge.

QUESTION PAPER

14. The Officer-in-charge, on receipt of the Roll Sheets from University Office must prepare a statement to determine the number of candidates against each subject and must ascertain from the statement supplied to him by the University Office if sufficient number of copies of question papers have been received. In case of any shortage in or omission of any subject the fact must be reported to the Controller of Examinations immediately by a telegram and the Officer-in-charge will arrange to collect the same from the Controller of Examinations.

15. The Officer-in-charge must ensure that the confidential papers are kept in the local Govt. Treasury/Sub-Treasury/Police Station for safe custody. The Officer-in-charge must take every day every sitting, the Confidential packet or packets from the Treasury or from the pre-appointed place not more than two hours before the commencement of the examination. In case of genuine difficulty on the part of the Officer-in-charge or in his/her absence an Assistant Officer-in-charge may be authorised to take delivery of the question papers from the appropriate place. The Officer-in-charge must verify the subject, paper, quantity, date and hour of examination given on the cover of each packet before receiving the packets. The Officer-in-charge must open the confidential packets in his office in presence of 2 or 3 invigilators who will have to endorse on the University Envelope - 'Opened in our presence and seals found intact.'
16. On opening the packet, he must verify the contents in regard to subject, paper, half etc. and must count the copies of question paper before distribution and ascertain if the number tallies with give exactly the same number of question papers to a room as there are candidates in that subject.
17. Half an hour after distribution of the question paper to the candidates he must collect from every room the surplus copies, if any and ascertain if the number of copies distributed exactly tallies with the number of candidates present. Discrepancy, if any, must immediately be investigated and reported to the Controller of Examinations.
18. He must take charge of the surplus copies of question papers and keep them in safe custody till the Examination in that particular subject is over.
19. Not a single copy of these surplus question papers shall be allowed to be kept in any Examination room or with any invigilator.

Arrangement of Seats

20. The Officer-in-charge must see that a seat plan is prepared and notified at least one day before that Examination commences each day.
21. He must see that the candidates occupy the allotted seats.
22. A copy of the seat plan must be forwarded to the University after the Examination is over.
23. As far as possible, the candidates appearing in the same subject should not be placed side by side.
24. In such cases where candidates suffering from any contagious or infectious disease or where their presence is otherwise likely to be prejudicial to the general body of examinees, the Officer-in-charge will arrange special accomodation for such candidates in a segregated place. In such cases, he shall also take steps to have the

answer-papers or other materials handled by the candidates properly fumigated, or otherwise rendered innocuous.

Note : *The Officer-in-charge may allow such a candidate to write his answers with lead pencil where necessary for the purpose of fumigation etc. and forward the answer-scripts to the University under separate cover.*

Under no circumstances should a candidate be allowed to appear at an Examination at any private or public place other than the premises approved for holding the examination.

Officer-in-charge

25. (a) The Officer-in-charge of a University centre will be appointed by the Controller of Examinations.
(b) Asstt. Officer(s)-in-charge of a University centre will also be appointed by the University on recommendation of the Officer-in-charge.
26. In Private centres, normally the Principal of the concerned college will act as Officer-in-charge of the examination held in the college. But under special circumstances the University will have its authority/power/discretion to appoint any teacher other than the Principal as Officer-in-charge.
27. The Assistant Officer(s)-in-charge of a private centre will be appointed by the concerned Officer-in-charge. But the Assistant Officer(s)-in-charge of a University centre will be appointed by the Controller of Examinations on the advice of the Officer-in-charge.
28. If any near relative of an Officer-in-charge is going to appear in the examination conducted by him/her, the fact must be reported to the Controller of Examinations. Similarly if any near relative of an Assistant Officer-in-charge is going to appear in the examination in the conduct of which he/she is involved the fact must be reported to the Officer-in-charge.

Supervising Officers

1. The Supervising Officer (S.O.) should report to the Principal/Officer-in-charge (O.c.) of the center to which he/she has been deputed at least half an hour before the commencement of the scheduled examination. .
2. He/She should verify the arrangements made in the examination venue on each day of the examinations.
3. He/She should ensure that the question papers for the scheduled subject are opened in his/her presence by the Principal/Officer-in-charge with two teaching staffs and

- certify that effect on the cover of the envelope with the signatures of SO, OC and minimum two invigilators ...
4. He/She should supervise the distribution of the question papers in respective hall(room) of the examination venue. Concern Subject Teacher should not be allowed in the invigilation duty in examination of that subject.
 5. The S.O. should ensure that no candidate is admitted to the examination hall(room) 10 minutes before & 30 minutes after the commencement of the examination. Moreover, no candidate will be permitted to leave the hall within 60 minutes, from the commencement of examination & if a candidate leaves the examination hall before minimum 30 minutes of completion of examination, he/she shall not be permitted without submitting his/her answer script..
 6. The S.O. should ensure that extra answer sheets are provided to the examinees as per requirement. Use of staples should be strictly prohibited & thread should be supplied by the exam's center/venue.
 7. Not more than one examinee at a time should be allowed to the toilet.
 8. In case of detection of any unfair means in the examination, the matter should be reported to the Principal/Officer-in-charge for immediate action.
 9. Candidates should be advised not to bring any banned items including any communication devices to the venue of the examination, which are prohibited by G.U.
 10. On conclusion of examination of each session/subject, S.O. should ensure that the answer scripts are properly packed, sealed and signed on each packet along with the Principal/Officer-in-charge of the examination center. Roll Numbers of the absentees should reflect in red ink on the top sheet & attendance sheets.
 11. S.O. should not leave the venue of the examination at any point of time till the examination & other post examination procedure are completed
 12. S.O. must submit a report to the Controller of Examinations within a month after completion of examination in the prescribed format
 13. If a S.O. is appointed for more than one center, he/she is requested to give a supervisory visit to each center alternatively to satisfy that the examination has been conducted smoothly.
 14. During the period of supervising duties Supervising Officers are requested to avoid any accommodation provided by the college(s).

Sd/-Controller of Examinations
G.U., Guwahati - 781 014

(A) General Instructions for Practical Examiners

1. External Examiners should follow the instructions, if supplied & verify the solutions of problems/experiments or programs in the practice/exam as well as in the answer scripts and conduct viva-voce.
2. If questions are distributed by lottery, second choice should be allowed only after all other students exhaust their first choice.
3. The ratio of problems/experiments/computers to students should be 1 : 1.
4. Partial credit may be given for partially completed work.
5. The External Examiner should use the answer scripts at the time of viva-voce & after completion of examination, enter all marks on the top sheet of answer scripts and put their signature. In no case the marks awarded shall be disclosed to the candidate.
6. Total marks will have to be transferred to mark foils from the answer scripts only by the External Examiner & mark foils should be sealed with answer scripts by the External Examiner himself/herself.
7. Return of answer scripts along with the mark foils and attendance sheet is compulsory.
8. The External Examiner will follow the syllabus in viva-voce & he/she shall be responsible for conduct of practical examination in a fair & unbiased manner at the venue under his/her charge.
9. Project reports submitted by the candidates will have to be evaluated by the External Examiner in consultation with the Internal Examiner. Signature of External Examiner on the project report is compulsory. Project report need not be sent back to University & the institution concerned may get it back from the practical center after two months of declaration of results.
10. Power Point presentation is must for evaluation of Project.
11. Practical Examiners are authorised to expel a candidate from the examination if, in their opinion, the candidate has adopted unfair means in the examination or has caused disturbance to other candidates in the examination hall.

(B) IN ADDITION TO THE ABOVE, SPECIAL ATTENTION SHOULD BE PAID TO THE FOLLOWING FOR COMPUTER PRACTICAL EXAMINATION:

12. All programs should be in specified language (as mentioned in the syllabus).
13. Necessary software should be preloaded in all the machines of the lab and previous programs must be erased.
 1. Examinees will write algorithms/source code and input & output on their respective answer scripts with question noes). & question(s).
 2. Distribution should be made as follows for every block of 10 marks
 - a. Documentation and coding - 3 marks
 - b. Logic - 2 marks

9. Whether GU norms are followed for allowing candidate(s) to appear in the sick bed
(Yes/No)
10. (a) Whether temporary leave registers for allowing the candidates to leave the examination room during exams were maintained: (Yes/No)
(b) Was there any provision for extra temporary urinals during exams? (Yes/No)
11. (a) Whether provision for drinking water was made: (Yes/No)
(b) Whether stand-by power arrangement was made: (Yes/No)
12. Give in details the total number of
(a) used answer scripts/additional sheets along with Sl Nos. (b) unused answer script additional sheets along with Sl Nos.
13. Did the Officer-in-charge despatch the packets of Answer scripts on that very day of the examination? (Yes/No)
14. In case the packets of answer scripts were not dispatched on the day of the examination, what measures were taken for safe custody?
15. Whether use of communication devices within the venue were noticed by you? yes, give details:
16. Details regarding candidates in different rooms and halls are to be indicated in separate sheet(s): (Sitting arrangement of examinees should be mixed if the date & time same for different examinations)
17. Did you find any invigilator not discharging their duty properly?
If so their names with the venue(s) in which they were engaged may be provided.
(If necessary separate sheet may be attached)
18. Your comment on the security arrangement in and around the centre:
19. Roll & No. of the expelled candidates, if any :
20. Roll & Nos. of the candidates against whom no action was taken by the Officer-in-charge despite adopting or allegation of unfair means. Please give a detail report, any
21. Whether any tendency to adopt unfair means was noticed by you inside the examination room and the step taken to stop the same:
22. Whether any tendency to adopt unfair means was noticed by you outside the examination room and the step taken to counter the same:
24. Your over-all impression on the conduct of the examination with specific suggestions for improvement of the centre for the next examination or otherwise:

- d 27. Name(s) of the institution with name of the Head of Institutions coming under the jurisdiction of the centre but did not extend co-operation to the Officer-in-charge, if any:
-) 28. Name of the teacher(s) with name of the institution(s) who refused to extend co-operation and perform the duty entrusted to him/her, if any:
-) 29. Complaints from students, if any
-) 30. Any suggestion for improvement :

s Date :

Place :

Signature of the Supervising Officer

Invigilator

29. The teachers of the University and affiliated Colleges are expected to extend their full co-operation in the conduct of University Examinations and perform invigilation duties as and when required.
30. The Officer-in-charge must see that as far as practicable, the subject teachers are not appointed as Invigilators on Examination of that particular subject.
31. As far as practicable, teachers from neighbouring colleges or other educational institutions of higher education should also be invited to invigilate in the Examination.
32. Invigilators should move about taking particular care not to disturb the candidates in any way, and while on duty must not engage in any occupation likely to diminish the efficiency of the supervision. They must not smoke in the Examination hall.
33. An invigilator must not take or communicate with any candidate on the subject matter of the examination.
34. Invigilators must not read the question paper specially inside the examination hall during the examination.
35. Invigilators must not explain any thing to a candidate if asked to do so or even if there happens to be any printing or other mistake in the question paper.
36. Invigilators should see that no answer scripts are left by any candidate on his desk but are handed over to them before the candidate finally leaves the hall.
37. On each day of the examination, the invigilators are required to mark on the copy of the examination roll sheet (forwarded by the University for the purpose) against the name of each candidate enrolled for the examination, whether he is actually present

or absent. If a candidate be present in the examination hall fails to submit the answer script, this fact should also be noted in the roll-sheet and a report should be made to the Controller of Examinations at the same time, which should include a statement from the invigilator or invigilators in charge of the candidate, as also a statement from the candidate concerned, whenever possible. Invigilators are also required to obtain another copy of the roll sheet forwarded by the University, the signatures of all candidates who are sitting for the examination. The roll sheet should be carried round for the purpose.

38. It should be the duty of the invigilators to report of violation or attempted violation of any rule to the Officer-in-charge.
39. The Officer-in-charge shall satisfy himself that the invigilators have been fully instructed as to their duties. For this purpose the Officer-in-charge shall call a meeting of the invigilators on the eve of the Examination. He shall supervise their work personally as far as possible on each day of the Examination. All the answer-scripts of a particular room or hall must be initiated during examination by the invigilators authorised to do so by the Officer-in-charge. The invigilators initiating the answer-scripts must see if the Roll No., the Registration No., Code No., and subject/paper and half etc. have been correctly written by the candidate or not by checking the Admit Card and Registration Certificate of the candidate. The Officer-in-charge also must countersign on the cover of the answer-script or as may be instructed by the University in such a manner that the name of the centre does not become apparent thereby.
40. (a) The answer-script in its entirety is to be collected from a candidate before he/she leaves the examination hall. If a candidate leaves the examination hall before the close of the examination he/she will himself/herself have to deposit the script with the invigilator in duty. But as soon as the final bell rings the candidate will remain seated and the invigilator(s) will collect the scripts from their seats.
40. (b) If a written script is found missing after the close of an examination the fact must be immediately notified publicly. The concerned candidate as well as the local police must also be informed of the same.

University Centres

41. University Centre shall be one which is managed and financed by the University.

er 42. As soon as the examination is over, the Officer-in-charge will forward to the
to University a statement containing the names of the invigilators and showing the
nt corresponding amount of remuneration to be paid to them.

nt On receipt of the statement a cheque for the consolidated amount will be sent to
to the Officer-in-charge for disbursement.

of The Officer-in-charge will obtain receipt (stamped where necessary) from the
d invigilators separately and forward them to his office for final settlement.

of 43. Remuneration to invigilators must not be paid in installments.

of 44. Remuneration to invigilators, assistants, peons or bearers etc. must be paid according
to the prescribed schedule.

ly 45. Remuneration to the Officer-in-charge or Asstt. Officer-in-charge of a University
ng centre will be paid directly from the University Officer on submission of bills.

rk 46. The cost of holding the examination at any particular centre should be so adjusted as
not to exceed the Centre Fees collected. Appointed of Officer-in-charge, Asstt.
its Officer-in-charge, Invigilators, Assistants, Peons etc. for the Examination works in a
rs University Centre.

er 47. (i) The Officer-in-charge, and Asstt. Officer-in-charge shall be appointed by the
he University.

(ii) The ratio of the number of Invigilators to that of candidates should be 1:25.

(iii) The invigilators, Assistant, Peons or bearers etc. shall be appointed by the Officer-
in-charge.

(iv) Generally, only one office Assistant and one Typist shall be provided for the
examination.

he Ordinarily one peon or bearer for every 25 candidates over and above 4 for the
he Office shall be provided. If additional hands become necessary, previous sanction
th from the University must be obtained.

in (v) The Officer-in-charge should submit statement of the amount already spent and
ast other connected papers to the Treasurer, Gauhati University immediately after the
ice Examination is over. A model (form) for submission of accounts is given in Appendix

A.

Private Centres

7. 48. A centre which is not a University centre, but approved by the University shall be

known as a Private Centre. Such centre shall be managed by a Local Centre Committee to be formed at least one month before the commencement of the Examination with the following :

- (i) Principal,
- (ii) Vice-Principal, if any.
- (iii) D.C., or S.D.O., or S.D.C., or the seniormost Govt. Officer of the locality and President.
- (iv) Chairman of the Municipal Board or Town Committee, if any.
- (v, vi) The two University representatives in the Governing Body of the College.
- (vii, viii) The two teacher representatives in the Governing Body of the College.

It shall be the responsibility of the Local Centre Committee to see that examinations are conducted strictly according to the Examination Rules. A College where a private centre has been granted must provide necessary accommodation, furniture etc. for the smooth conduct of Examination to the satisfaction of the University and make available the service of teachers of its own and other neighbouring Colleges for invigilation duties. The University shall not bear any expenses except those for despatch of blank answer-scripts. Confidential papers will have to be collected from the University Office. The Centre Committee may realise Centre Fees from the candidates as it think necessary to cover the expenses. No expenses in this regard will be borne by the University. The Officer-in-charge so far as accounts are concerned, shall be responsible to the Centre Committee only. A Private Centre shall be subject to such other terms and conditions as may be prescribed by the University from time to time. The remuneration to Officer-in-charge, Asstt. Officer-in-charge, Invigilators etc. will also have to be borne from the Centre fees collected. The University may depute Officers to inspect and supervise the arrangements for conduct of examinations and to give such other instructions as may be necessary. Remuneration to such Officers will be paid by the University.

49. Except otherwise indicated in all other matters the rules relating to examination shall *mutatis mutandis* apply to private candidates also.

Identification of Candidates

50. Candidates under examination are to be identified to the satisfaction of the Officer-in-charge by a member of the respective institutions.

Candidates Permitted by the University to change Centre shall be identified by

ee person authorised by the Head of the institution. Private candidates shall be identified
th by a responsible person known to the Office-in-charge or as may be appointed by the
University.

Admission into Examination Hall

a51. In the morning of the first day of the examination a warning bell shall be rung a
quarter of an hour before the commencement of the examination as a signal for all
friends and relations of candidates and other persons unconnected with the examination
is being held. The Office-in-charge should see that no such person are found loitering
in or about the premises after the distribution of the question papers to the candidates.

int Precisely five minutes before the commencement of the examination on each
atc day, both in the morning and in the afternoon, a warning bell shall be rung as a signal
oth for the candidates to take their seats.

ce Another bell shall be rung precisely at the hour fixed for the commencement of
ity the examination, when question paper shall be distributed to the candidates.

ia52. In no case shall a candidate be admitted into the examination hall, or given a question
ia) paper more than 15 minutes after the examination has commenced, but in special
No circumstances, the Officer-in-charge may extend this limit upto half an hour. In no
ra case will a candidate be admitted or given question paper more than 30 minutes after
atc the examination has commenced.

th53. The Office-in-charge will set apart a place outside the room where the examination is
in to be held, where candidates before proceeding to their seats, may leave any books,
The notes, papers, writings of other materials which they are forbidden to carry into the
to examination hall.

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CHAPTER - II

Rules to be Observed By Candidates

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54. The examination will comence on the date according to the Programme previously
notified.

-in 55. The doors of the Examination Hall will be opened on the morning of the first day, one
by hour, and in the afternoon and on other days, 15 minutes earlier than the time appointed

for the commencement of the examination. The doors will be closed on each day 5 minutes before the commencement of the examination, after which no candidate will be admitted without the special permission of the Officer-in-charge.

56. (a) Candidates must take their seats at least 5 minutes before the commencement of the examination whereon they will be supplied with question papers and blank answer scripts on which they must write their answer.
- (b) Each candidates shall write on the cover of the answer script only his University Registration number, Roll number, Centre code if any, name of the examination, subject, paper, half (where applicable) and nothing else. A candidate writing anything else will be liable to be warned.
- (c) Candidates are warned that no answer-script will be valid unless the above particulars are clearly and legibly written on the answer-script.
57. (I) (a) No candidate will be allowed to leave the Examination Hall until an hour has elapsed from the commencement of the examination.
- (b) Candidate may with the special permission of the Officer-in-charge, or invigilator on duty leave the Examination Hall temporarily for a short time for satisfying a call of nature under proper safeguards to render recourse to unfair practice impossible.
- (c) A candidate having completed his Examination must hand over his answer-script in its entirety even if blank, to an invigilator before leaving the Examination Hall. The answer-script must on no account be left on desk. Once the final bell rings he should remain seated and the invigilator(s) will collect the script from him.
- (d) Any candidate, who will not hand over his answer-script in its entirety to the invigilator on duty but will finally quit the examination hall leaving his answer-script on the desk, shall be held responsible for the loss of the script, if the same cannot be subsequently traced.
- (e) The blank answer-script provided to a candidate must be submitted; it cannot be replaced.
- (f) No candidate will be allowed to remain in the Examination Hall after the close of the examination, except to allow his answer-script to be collected by the invigilator.
- (II) (a) Candidates are required to provide themselves with their own pens and pencil, and writing and drawing materials. They are permitted to use fountain pens filled with their own ink. They are also required to provide themselves with hard pencils, divider,

encil compasses and a straight ruler showing centimeters and inches or other drawing instruments when necessary for examination in particular subject like Geometry and Graphy. They may also provide themselves with protractors and setsquares for similar purposes. A candidates will not be allowed without special permission to have them from others. A candidate may be allowed to use his/her own calculator of simple Electronic type (non-programmable) in the Examination Hall. The University will supply squared papers, and blank answerscripts. On no account any paper be torn from the answerscript.

Candidates must not carry into the Examination Hall or have in their possession while under examination, any book, note paper, writing, scribbling or other materials except their Admit Cards, University Registration Receipts and any other prescribed writing calculating requisites or drawing instruments. Any article carried into the Examination Hall or found in the possession of a candidate in contravention of this rule shall be liable to be seized by the Officer-in-charge; and the candidate shall be liable to expulsion.

Before entering the examination hall a candidate should leave behind all prohibited articles at a place which may be set a part for the purpose by the Officer-in-charge; but such articles may be left there only at the candidates own risk.

A candidate, while under examination, shall not help or try to help any other candidate, nor obtain or try to obtain any help from any other candidate or other person. Communication of any sort or in any form is strictly forbidden between a candidate and any other person whether inside or outside the Examination Hall.

A candidate requiring an additional answer sheet; or desiring permission to leave the room for a short time for satisfying call of nature or desiring to hand over his answer script may draw the attention of the invigilator by rising in his seat without making any noise or disturbance. On no account is a candidate permitted to speak to an invigilator on any matter with reference to any question or answer. For violation of this rule a candidate will be warned.

Candidates must not write any objectionable or improper remark in their answer-script or attempt in any way to render identification of the answer-scripts difficult by giving false Registration and Roll numbers, or intentionally ommitting to state the correct Registration and Roll numbers. Candidates must not write anything on any question paper or blotting paper or other paper or materials or carry away any writing or scribbling from the Examination Hall.

61. Candidates are required to produce their Admit Cards and Registration Receipts at the time of signing their roll sheets by the invigilators on duty. A candidate failing to produce them without satisfactory explanation or refusing to produce them shall be liable to be warned.

The Officer-in-charge shall have the discretion not to admit such candidate into the examination Hall.

62. Notwithstanding the issue of the Admit Card, the Executive Council shall have the right, for any reason which may appear to them sufficient, to cancel the admission of any candidate to any Examination, whether before, during or after examination.

The Executive Council may also debar a candidate from appearing at any subsequent University Examination or Examinations. The decision of the Executive Council in all such cases shall be final.

63. Candidates are required to sign their names on the Roll sheets and when directed by the Officer-in-charge.
64. Smoking, preparation and chewing of tobacco powder or consumption of any intoxicant will not be allowed inside the Examination Hall.
65. In any case not covered by the foregoing rules, reference may be made to the Officer-in-charge for direction and his decision shall be accepted as final.

CHAPTER -III **Expulsion of Candidates**

66. Any candidate found guilty of violation of any rule for which he is liable to expulsion under the rules shall be expelled and shall not be allowed to continue the examinations. In each such case the Officer-in-charge shall report in the prescribed form to the Controller of Examinations, stating fully the facts and circumstances, and the evidence against the candidate. This report, together with his answer-script and incriminating documents, if any, should be forwarded by registered post in a separate sealed cover addressed to the Controller of Examinations, by name. If a candidate throws away or destroys the incriminating paper or documents when the invigilator goes to seize it, the paper or document is to be collected if possible, and a report made to that effect. If loose sheets, manuscript or printed, are found inside an answer-script at any time

during examination and or evaluation the contents of which partly/exactly tally with the answers, it shall be deemed to be a case of malpractice and shall be treated accordingly and the concerned candidate shall be liable to expulsion.

A candidate under examination possessing any documents or paper (other than the Admit Card or the Registration Receipt) is liable to expulsion. Provided that the Officer-in-charge may not expell the candidate if he is of opinion that the paper or the document has no bearing on the examination in question.

Candidates consulting with one another, copying from others' answer-scripts looking at others papers, trying to receive help from others or somehow suspected to be attempting unfair means will be warned by putting down a 'W' on their answer-scripts and the facts immediately reported to the Officer-in-charge who may expell a candidate if warned more than once. When an answer-script of a candidate is marked 'W', the reason for doing so be stated specifically on signature of the invigilator(s), of 'W' is marked more than once, the reason be stated every time on signature of the invigilator(s). As in the case of expulsion a statement from the concerned candidate be also obtained as provided in clause 71.

The names of candidates using violence against or threatening or intimidating any invigilator or Officers conducting the examination will be reported immediately to the University as well as the local police. The Officer-in-charge shall have powers to expel such candidates forthwith. Cases of intimidation and or assault of invigilator(s), Officer-in-charge or of any person connected with the examination inside or outside the examination Hall, during or after the examination by any candidate or his/her agent shall be treated as a fit case for disciplinary measures and shall constitute sufficient ground for expulsion of the concerned candidate and getting him/her debarred from sitting in any University examination for subsequent year(s).

Power to search : The Officer-in-charge or the invigilator may at any time search the person of any candidate. Provided that in case of female candidates the search shall be conducted by a lady invigilator.

When a student is expelled at an University examination the following formalities shall be observed

(i) A statement from the expelled candidate should always be enclosed with the expulsion report. If the candidate refuses to make any statement or runs away, the fact should be reported to the University.

(ii) The fact should be duly notified and a copy of the notice served to the candidate is to be forwarded with expulsion report.

(iii) The notice should clearly state that the expulsion cases will be finally decided by the University. Pending decision of the University, the expelled candidates are not eligible to appear at University examination.

72. As soon as possible after the examination is over, the Officer-in-charge should return to the University, the following materials connected with the examination :

(i) Roll cards, Logarithmic and Trigonometrical Tables, and unused squared papers and Drawing papers, if any, supplied by the University.

(ii) A seat plan showing the candidates, relative positions and numbers.

(iii) A statement of the number of answer-scripts distributed amongst the candidates each day and the number remaining unused.

(iv) All unused answer-scripts and unused stationery and other articles.

(v) Roll Sheet containing the signature of candidates, together with the Roll Sheet showing candidates present and absent.

(vi) A list of absentees to be forwarded in a separate cover addressed to the Controller by name.

(vii) Names and addresses of the invigilators with their specimen signatures.

Final Report

73. At the close of the examination, the University shall be informed if the examination has been conducted in accordance with the rules.

74. In the event of any contingency not covered by these rules which calls for any immediate action, the Officer-in-charge will act on his own responsibility and report the action taken at once to the University for necessary action.

□□□


Gauhati University
Gopinath Bordoloi Nagar: Guwahati-14

NOTIFICATION
No.GU/M/2015/66

It is notified for information of all concerned that the Executive Council in its meeting held on 17-09-2015 vide Resolution No.R/EC-06/2015/85(1) has approved the revised rates of Remuneration (copy attached) for the examiners of Gauhati University w.e.f. the date of notification.

This has the approval of the Vice-Chancellor, G.U. dated 20-11-2015

Sd/- S.K. Nath
Registrar,
Gauhati University

Memo No. GU/M/2015/ 64(01)-400

Dt. - 23/11/2015

Copy forwarded for information and necessary action to :

1. The Rector, G.U.
2. The Treasurer, G.U.
3. The Secretary, University Classes, G.U.
4. The Controller of Examinations.
5. The Academic Registrar, G.U.
6. The Principal, Gauhati University Law College.
7. The Principal of Affiliated Colleges.
8. The Secretary to the Vice-Chancellor, G.U.
9. The Secretary to the Registrar, G.U.
10. The Supdt., Examination Branch, G.U.
11. The Supdt. Of Accounts Branch, G.U.
12. G.U. Cash Counter, G.U.
13. G.U. Web site.


Registrar,
Gauhati University

GAUHATI UNIVERSITY
GUWAHATI 781014.

Sub: Revised rates of modification of remuneration of the Examiners and persons engaged in the Examination works.(Approved by the E.C. vide Resolution no. 06/2015/85(1) dated 17-09-2015.

A. Rates of remuneration to paper setters.

Sl.no.	Examinations	Rates	Remarks	
01	B.A./B.Sc./B.Com(General)	600.00	Under Graduate (Degree Level)Course	
02	B.A./B.Sc./B.Com(Major)	600.00		
03	B.A. (Sanskrit)	600.00		
04	B.F.A.	600.00		
05	B. Music	600.00		
06	B.Ed.	600.00		
07	B.H.M.S.	600.00		
08	L.L.B.	600.00		600/- for full paper
09	B.E.	600.00		300/- for half paper
10	M.B.B.S.	600.00		
11	B.A.M.S.	600.00		
12	B.D.S.	600.00		
13	B.Sc. Nursing	600.00		
14	B.Sc. Nursing (Condensed Course)	600.00		
15	P.G. Diploma in Medical Science	700.00	P.G. Courses	
16	P.G. Diploma Course(Any Course)	700.00		
17	P.G. Certificate Course(-do-)	700.00		
18	Prag Upadhi, BFA(Preparatory)	700.00		
19	M.A./M.Sc./M.Com.(including Semesters)	700.00		700/- for full paper
20	MBA	700.00		
21	LL.M.	700.00	400/- for half paper	
22	M.ED.	700.00		
23	M.L.L.Sc.	700.00		
24	M.E.	700.00		
25	M.C.A.	700.00		
26	MD/MS	700.00		
27	M.Phil.	700.00		

N:B: The Half rates will be paid for concerned Half Paper

(Signature)
2015/09/17

B. Rates of remuneration to paper examiners

Sl.no.	Examinations	Major & PG Courses
01	B.A./B.Sc./B.Com(General)Part-I & II	20/- for Full Paper (Maj/PG)
02	B.A./B.Sc./B.Com(Major)Part-I & II	
03	B.A. (Sanskrit)(Part-I & II/Prag Upadhi)	10/- for Half Paper (Maj/PG)
04	B.F.A. (Part-I & II/Preparatory)	
05	B. Music (Part-I & II)	Under Graduate Course
06	B.Ed. (Spot evaluation @ 12.00)	General (Full)-15.00
07	M.L.L.Sc.	
08	L.L.B. (Preparatory/Inter/Final),(Spot evaluation Rs. 12.00)	(Half)-08.00
09	B.H.	
10	M.B.B.S.	
11	B.A.M.S.	
12	B.D.S.	
13	B.Sc. Nursing	
14	P.G. Diploma(any Course)	Full Paper Half Paper
15	P.G. Certificate (any Course)	Full Paper Half Paper
16	M.A./M.Sc./M.Com.(Previous/Final)	Full Paper Half Paper
17	M.B.A.(Previous/Final/Semester I & II)	Full Paper Half paper
18	L.L.M. (Previous/Final/Part-I & II)	Full Paper Half Paper
19	BHMS	
20	M.Ed.	
21	M.E.	
22	M.C.A.	
23	MD/MS	
24	M. Phil	
25	M.Sc. Semester Examination	Full paper Half paper
26	Half paper of Marks 50 or less than 50(any Examination)	
27	Half paper for Master Degree Examination(any Examination)	
28	Minimum Rate admissible Rs. 20/- to examiner of theoretical paper	

C. Rates of remuneration to practical examiners

Sl. No.	Examinations	Revised
1	B.A./B.Sc./B.Com(General) Part-I & II For Degree Courses -do-	10.00 (Min. for Ext) 500.00 (Int.) 300.00
2	B.A./B.Sc./B.Com(Major) Part-I & II For Degree Courses -do-	10.00 (Min. for Ext) 600.00 (Int.) 400.00
3	M.A./M.Sc./M.Com.(Previous/Final) For P.G. Courses -do-	10.00 (Min. for Ext) 600.00 (Int.) 400.00
11	Diploma Examination(Per Candidate)	05.00 (Min. for Ext) 350.00 (Int.) 250.00
12	Certificate Examination (Per Candidate)	05.00 (Min. for Ext) 350.00 (Int.) 250.00
13	MCA	10.00 (Min. for Ext) 700.00 (Int.) 500.00

D. Rates of remuneration to Thesis dissertation/Project Report

Sl. No.	Examinations	Revised
01	D.Litt./D.Sc. Thesis(Per Copy)	2000.00
02	Ph. D. Thesis (Per Copy)	1500.00
03	M. Phil Dissertation (per copy)	750.00
04	MD/MS Thesis(per copy)	350.00
05	M.A./ M.Sc./M.Com Dissertation (per copy)	150.00
06	MBA Dissertation/Project Report (per copy)	150.00
07	MCA Dissertation(per copy)	150.00
08	LL.M. Dissertation(per copy)	150.00
09	M.Ed. Dissertation(per copy)	150.00
10	M.L.J.Sc. Dissertation (per copy)	150.00
11	M.E. Dissertation(per copy)	150.00
12	B.E. Factory Training Report (per copy)	150.00
13	B.E. Project Report (per copy)	100.00
14	D.Litt. /D.Sc. Examiners from outside India	₹100.00
15	Ph.D. Examiners from outside India	₹100.00
16	P.G. Diploma Examination (any examination)	
17	All P.G. Dissertation Examination(maximum)	1500.00(for External) 750.00 for (Internal)

(Signature)

E. Rates of Remuneration to Vive-Voce Examination

Sl. No.	Examinations	Revised
01	D.Litt./D.Sc. Thesis(Per Candidate)	1000.00
02	Ph. D. Thesis (Per Candidate)	800.00
03	M. Phil. (per Candidate)	500.00
04	MD/MS (per Candidate)	300.00
05	M.A./ M.Sc./M.Com (per Candidate)	100.00
06	MBA (per Candidate)	100.00
07	LL.M. (per Candidate) For Ext. Min.	600.00
	Max.	1700.00
	Int.	600.00
08	M.Ed. (per Candidate)	100.00
09	M.L.I. Sc.(per Candidate)	100.00
10	M.E.(per Candidate)	100.00
11	MCA (per Candidate)	250.00
12	B.E. (per Candidate)	100.00
13	P.G. Diploma Examination per candidate(any subject)	100.00
14	M.A./M.Sc./M.Com./MBA Others	Ext. 1000.00 Int. 500.00

F. Rates of Remuneration to Zonal Office & Others

Sl. No.	Examinations	Revised
01	Zonal Office (above 1000 candidates)	
	P.G./I.L.B./B.Ed.	8500.00
	B.A./B.Sc./B.Com	8500.00
02	Asstt. Zonal Officer (any 1500 candidates or particular)	
	P.G./I.L.B./B.Ed.	8000.00
	B.A./B.Sc./B.Com	8000.00
03	Office Assistant	2500.00
04	Bearer (for External bearer)	2500.00
05	Night Chowkidar	1500.00
06	Sweeper	700.00
07	All Zonal below 1000 candidate Z/O Remuneration shall be	7000.00

G. Rates of Remuneration for Examination Centre

Sl. No.	Examinations	Revised
01	Office-in-Charge (Less than 100 candidate) (101 to 500) (501 to 1000) (1001 to above)	1000.00 1500.00 2000.00 2250.00
02	Asstt. Office-in-Charge (Less than 100 candidate) (101 to 500) (501 to 1000) (1001 to above)	1000.00 1000.00 1000.00
03	Office Assistant Etc. (for in-service persons)	60.00
04	Peons/Bearers etc. (for in-service persons)	50.00

H. Rates of remuneration for incorporation of Marks earlier Examination

Sl. No.	Examinations	Revised
01	M.A./M.Sc./M.Com(Final)	
02	MBBS	
03	BDS	
04	B.Ed.	
05	B.E.(Final)	
06	LL.B.	
07	B.A./B.Sc./B.Com. (Final)	
08	Consolidation of Marks (from 3 rd to 7 th semester)	Same as earlier
09	MCA Consolidation	
10	Sorting of Mark College wise (for tabular)	
11	MBA	
12	MCA(Final)	
13	LL.M.	
14	B.A.	

I. Rates of Moderation and sorting of confidential papers

Sl. No.	Examinations	Revised
01	Moderation of question papers (Per paper including M.A./M.Sc./M.Com. Examination)	UG 500.00 PG 700.00
02	Sorting of question papers (Per Shift)	250.00

Sl. No.	Examinations	Revised
01	Supervising Officer (For not more than 3 centers)	1500.00
02	Invigilation duty (for less than 3 hours)	200.00
03	Invigilation duty (for 3 hrs more than 3 hours)	250.00

K. Rates of Head Examiners, Scrutinizers, Coders and Recorders

Sl. No.	Examinations	Revised
01	Head Examiner (Remuneration of Examiners rates for 5 % of the total no. of scripts Scrutinized)	1500.00
02	Scrutinizers (per script)	3.00
03	Coder and Decoders (per script)	3.00
04	Re-Examination/Re-evaluation Total of the candidate normal rate of minimum	

L. Rates of Tabular works and preparation of results

Sl. No.	Examinations	Revised
01	Tabulator Rs. 10.00 per candidate for preparation of result, mark sheet, wall sheet, merit list and compartmental list to be divided equally between the two tabular of a set of two tabular subject to a minimum of Rs. 400 per sheet of two tabular	15.00 Min. 600.00
02	Preparation of merit list (Per candidate to be divided amount two tabulators)	4.00
03	Expenses for Tea/Snacks for the 2000 Candidates during spot evaluation is fixed at (per head per day)	75.00

The above recommendations of the Committee be placed before the Executive Council for final decision and approval.


 25/11/15
 Registrar,
 Gauhati University