


BANGALORE UNIVERSITY

No. EX .BR/DR/Exam/Guideline/2018-19

Office of the Registrar (Eva)
Pareekshabhavana,
Jnanabharathi Campus
Bangalore – 560 056.

Date: 11-05-2018

CIRCULAR

Sub:- Guidelines/ procedures to be followed by the Principals - reg.

Bangalore University in its efforts to strive towards accelerating academic excellence and to be more students friendly is undertaking many reforms. In order to strengthen the reforms, the Principals are requested to follow the following guidelines/ procedures:

1. Submit the Practical and Internal Assessment marks of the students of the respective colleges within due date without fail. It may be noted that the IA or Practical marks of the students are not overwritten and the marks of all bonafide students who have attended must be sent to University on time without fail as per the procedure laid down in this regard:
2. **Once IA Marks/Practical Marks are submitted by the College and accepted by the University, no revision/ modification of such marks will be entertained.**
3. **Principals are requested to notify the IA Marks in the Notice Board of the college before submitting to the University, so that any Omission/ Commission can be rectified there itself which also avoids inconvenience to the students.**
4. Use only original OMR sheets issued by the University with the register numbers to enter the practical marks of the students. Further, it is informed not to use the old or Xeroxed OMR sheets for whatever the reasons and not to make additions/ deletions manually. If there are any mistakes in the OMR, the same may be surrendered and obtain a new OMR sheet on payment of prescribed penalty.
5. (a) Permit only bonafide students with authorised hall tickets issued by University to write the examination. In case the Principals allow the students without hall ticket to write the exams, in such cases the University will not be responsible to evaluate those students answer scripts. Further, the University as per the Examination Ordinance 2011 will initiate suitable action against such colleges/Chief Superintendents.
(b) The Principals are requested not to permit the students, who have not appeared for the previous semester examination to the next semester examinations.

6. Principals are hereby requested to arrange to install the CCTV and Wall clocks in the examination Halls/Rooms to avoid/prevent malpractices and to know the time by the students since the wrist watches are prohibited at the Examination Halls.
7. **OPENING OF QUESTION PAPER PACKET:** The sealed packets of question paper shall be opened in the office of the Chief Superintendent by the Chief Superintendent on the date of the Examination not earlier than half an hour fixed for the commencement of the examination in that subject in the presence of the Room Superintendent/Deputy Superintendent/External Chief Superintendent/ Sitting Squad after carefully examining the seals and packet. He/she shall also verify the subject with reference to time-tables and check the number of papers written on the packets and whether they are sufficient before the packets are opened. The question papers 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 (Eva) telephonically, but on that score the examinations shall not be stopped. The certificate of opening shall be preserved for 90 days. Question paper opening process may be videographed by using Mobile Phone and the data may be saved in the system.
8. The Principals are requested to submit grievance details immediately if any for further action and reduce the unnecessary hardships to the students.
9. To send a senior faculty name with their recent photo, designation, years of experience, subject for approval so that they can act as Co-ordinator between University and college. The Co-ordinator should accompany the other designated staff to collect the answer booklets and question papers from the University. The Co-ordinator must also accompany other designated staff while returning the sealed answer booklet bundles to the University.
10. Please send details of two teachers whose services can be utilised for confidential work such as Squad, Verifier etc. The names of two teachers who will be deputed should be sent at the earliest for approval by furnishing their name, designation, No. of year of service, subject and their recent Passport size photograph along with their phone Nos. and E-Mail ID.
11. Inform all the students that they should invariably mark the version code of the question paper of the non- core papers in the allotted column without fail. The invigilator of the room should cross check whether the student has entered the correct version code before the completion of examination. In case if the OMR sheet of any student comes to evaluation without marking the version code the University will not be held responsible for evaluation of such OMR sheets.
12. All Grievances of the Students of the concerned College should be sent through the Co-Ordinator duly forwarded by the Principal. Student's grievances will not be entertained directly.

13. The Principal shall make arrangement to appoint one Co-ordinator preferably a senior teachers with College ID to act between the University and the College in connection with Grievances of the students and collect the Marks Cards from the University.
14. Any Grievances (Such as non-receipt of Marks Cards and results) of the Students of the respective College should report to the University within 30 days from the announcement of Results with all relevant document like 'A' Form, Invigilators Diary etc.,
15. Principal shall submit the project and Viva-voce marks within the prescribed date. After expiry of last date such marks will not be accepted.
16. Some students are writing wrong Register numbers in the answer books. As a result, such students results cannot be announced. Therefore, the Principals shall advise the Room Invigilators to verify the Register Number allotted to the students before accepting the answer book.
17. Principal shall advise all concerned teachers not to allot wrong practical code to the Students.
- 18. Before submitting non-core OMR sheets the Principal/Chief Superintendent of the College should verify the answer books OMR sheets as to whether the student has marked the correct version code.**
19. Principal shall arrange to give correct Question papers to the Students as per the schemes i.e., 70, 80 or 90 Marks. If wrong scheme question papers are given, it will be difficult to evaluate those answer books.
20. Some of the Colleges are not issuing the Marks Cards to the Students even after receipt of the Marks Cards/ Degree Certificates from the University. The Principals shall instruct the concerned in their college to issue the marks cards/ Degree Certificates immediately on receipt. They should also make an entry of all Marks Cards/ Degree Certificates in the Marks Card/ Degree Certificates issue Registers and issue after obtaining the students signature.
- 21. Not to allow students and staff (Invigilators/ Room Supervisors/ Relievers) to carry Mobile Phone, I -Pod, I-Phone electronic gadgets, wrist watches to examinations hall. If any students are found in possession of the said electronic gadgets, such cases will be treated as examination mal practices, besides ceizing the said gadgets.**
22. If any Marks Cards pertaining to other colleges are received, please send such Marks Cards to the University immediately so that it can be given to the correct college.
23. The Principals/ Chief Superintendents are requested to verify the title of the question paper, date and time before opening the Question paper packets. The Chief Superintendents are requested to open the Question paper packet only 30 minutes before commencement of the examination.

24. The revised fee structures for various University services are notified in the University web sites and a copy of which is also enclosed herewith for ready reference.

25. The University has revoked the gracing rules which was abolished. This may be brought to the notice of students concerned so that they can take the benefits of grace marks if found eligible as per gracing rules.

26. The Principals are authorized to permit extra time in examination to differently abled students and appointment of scribe as per Examination Ordinance 2011. The Principals are requested to act as per provision of the regulation. An extract of chapter XXXIII of Bangalore University Examination Ordinance is reproduced hereunder:

During Examination, some students having handicap of serious nature due to which they cannot write in normal speed and blind students do need extra time, as they have to dictate to another person.

The granting of extra time to such candidates is subject to fulfillment of the following conditions:

- a) The nature of the handicap must be such as it seriously affects the candidate's speed of writing.
- b) The candidate must produce a certificate from the concerned District Surgeon/Medical Officer, Health Centre, Bangalore University, clearly spelling out the nature of the handicap or extent of defect which affects the speed of writing.
- c) The candidate must submit an application at least 2 months before the commencement of examination with medical certificate to the Principal/Head of the Department/ Institution for considering the handicap and his assessment of the writing. Performance of the candidate as observed repeatedly at the institution must also be taken into consideration.
- d) Each case shall be examined on merits and decided regarding granting or not granting extra time and where such extra time is granted the ratio or quantum of extra time shall be stipulated in clear terms for compliances at the examination centre. Under any circumstances, the extra time shall not exceed 20 minutes per hour.
- e) Any person, suggested by the differently abled examinee for appointment as scribe/helper to write the examination and who is not writing the same examination as the differently abled examinee is writing and also who is not studying in the higher class of the same course, may be appointed by the Principal/Head of the Department / Institution. In case of any change of such scribe/helper appointed earlier, the examinee shall obtain fresh permission from the Principal/Head of the Department/Institution".

27. The Principals are requested to arrange to send the Non-Core OMRs to OMR Section at the Office of the Registrar (Eva), Natural Science block, (Stone Building) Central College Campus, Bangalore University, Bangalore - 560056.

Co-operation of all the Principals is solicited.



[Handwritten Signature]
REGISTRAR (EVA) 11/5/18

To,

All the Principals concerned.

Copy to:

1. All the Officers, working in the Examination Branch, Bangalore University, Bangalore.
2. PS to Vice-Chancellor, Registrar/Registrar (Eva), Bangalore University, Bangalore.
3. The System Analyst, E-governance Cell, Bangalore University, Bangalore - with a request to host the above Circular in the University website.