

# **GONDWANA UNIVERSITY, GADCHIROLI**

## **DIRECTION NO. 219 OF 2016**

### **EXAMINATIONS AND CENTRAL ASSESSMENT SCHEME, DIRECTION, 2016.**

(Issued under Section 14(8) of the Maharashtra Universities Act, 1994.)

Whereas, the Maharashtra Universities Act 1994, has come into force with effect from 21<sup>st</sup> July 1994 i.e. Maharashtra Act No. xxxv of 1994, (hereinafter referred to as the Act);

AND

Whereas, the above mentioned Act has been made applicable to the Gondwana University, Gadchiroli from its establishment;

AND

Whereas, clause (f) of sub-section (5) of section 32 of the Act provides that assessment of answer books of all degree examinations shall be done centrally through central assessment system. All the answer books of an examination shall be collected at a convenient central place.

The answer books then will be given code numbers and will be masked. All the examiners will attend the central assessment centres and they will assess the answer books at the centre only. The answer books will then be demasked and the result sheets will be prepared by the tabulators and/or moderators.

Provided that, the university may, adopt same system for post graduate courses as well whenever it considers it expedient and practicable.

Provided further that, the university may adopt an alternative system to the masking and de-masking system for ensuring objective of secrecy as provided above;

AND

Whereas, sub-section (vi) of section 53 of the Act provides that the conduct of examinations and other tests, and the manner in which the candidates may be assessed or examined by the examiners is a subject matter of an Ordinance;

AND

Whereas, the Board of Examinations in its meeting held on 5/01/2016 has appointed a committee vide item No. 6 on the agenda for preparing a scheme of central assessment at the center and sub-centres;

AND

Whereas, the Academic Council in its meeting held on 22/04/2016 has accepted the Draft scheme prepared by the committee appointed by the Board of Examinations;

AND

Whereas, the Board of Examinations in its meeting held on 17/05/2016 Vide item No. 4 on the Agenda has accepted the said draft scheme to make it applicable from winter 2016 examinations;

AND

Whereas, no Ordinance is in existence in the university for central assessment system;

AND

Whereas, matter is required to be regulated by an Ordinance;

AND

Whereas, making of an Ordinance to regulate the central assessment scheme is a time consuming process;

AND

Whereas, the central assessment scheme is to be regulated immediately, for the ensuing examinations.

Now, therefore, I, Dr. N.V. Kalyankar, Vice-Chancellor, Gondwana University, Gadchiroli in exercise of the powers vested in me under provision of section 14(8) of the Maharashtra Universities Act, 1994, do hereby issue following direction:-

1. This Direction shall be called "Examinations and central assessment scheme, Direction, 2016.

2. This Direction shall come into force with effect from the date of its issuance.
3. In this Direction, unless the context otherwise requires, Abbreviations for full form mentioned in column No. 3 of the following table shall be as mentioned in Column No. 2 of the said table.

<b>Sr. No.</b>	<b>ABBR</b>	<b>Full Form</b>
1	COE	Controller of Examination
2	CBSS	Creadit Based Semester System
3	CAS	Central Assessment Scheme
4	P.G.	Post-Graduate
5	JCS	Joint Chief Supervisor
6	Co-OIC	Co Officer in Charge(Same as internal Supervisor)
7	ICT	Information & Communication Technology
8	CBCS	Choice based credit system
9	BOE	Board of Examinations of University
10	CS	Chief Supervisor
11	OIC	Officer in Charge
12	CSV	Chief, Spot Valuation
OIC -ABCC		
13	JCSV	Joint Chief, Spot Valuation
14	ES	External Supervisor
15	DJCSV	Deputy Joint chief, Spot Valuation
Officer in Charge(Answer Book Collection Centre)		
16	UDP	University Designated Person
17	DCSV	Deputy Chief, Spot Valuation

18	SVC	Spot Valuation Centre
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#### **4. EXECUTION OF THE WORK OF CENTRAL ASSESSMENT SCHEME:-**

The entire process of Central Assessment Scheme (CAS) shall be carried out in FIVE phases, as mentioned below

- Pre-Examination Preparation : PHASE 'A'
- Collection of Answer Books : PHASE 'B'
- Pre Valuation Work : PHASE 'C'
- Valuation of Answer Book : PHASE 'D'
- Post Valuation Work & : PHASE 'E'

Declaration of Result

The micro level strategy, sequential process and other required issues related with above mentioned phases shall be as below.

**4(A) PRE-EXAMINATION PREPARATION (PHASE 'A'):** The entire process of Central Assessment Scheme shall start with the collection of data in respect of various examinations, by the office of the Controller of Examinations (COE).

#### **DATA TO BE KEPT READY BY THE COE OFFICE**

The following updated data, as far as possible, shall be collected from colleges, decisions taken by the various Bodies of the University and its records and shall be kept ready by the office of the Controller of Examinations.

(A01) The Academic Calender & Examination Calendar (Time Table) for various examinations to be conducted by the University under various faculties,

(A02) Various Examinations to be conducted faculty wise and subject wise by the University,

(A03) Subject wise/Examination wise /Faculty wise number of

Examinees,

(A04) List of Examination Centres (with their Codes) approved by the BOE,

(A05) List of Examiners approved by the BOE for Valuation/moderation/revaluation of answer books,

(A06) List of College designated as DISTRICT/TALUKA level answer books Collection Centres and their respective OIC-ABCC,

(A07) List of the Principals/Directors of the Government/Conducted/Affiliated Colleges under the University's jurisdiction, Heads of the P.G. Departments of GUG and the Teachers, as per following three categories:

A07 (i) Experience less than five years

A07 (ii) Experience more than five years but less than fifteen years

A07(iii) Experience more than fifteen years.

(A08) List of University Section/Departments/Colleges designated as Spot Valuation Centre (SVC)/Joint Spot Valuation Centres (JSVC)

(A09) List of Examination Centres where the ONLINE question paper delivery is to executed,

(A10) List of Chief Supervisors/OIC recommended by the Principals/Directors at various Examination Centres,

(A11) List of JOINT CHIEF SUPERVISOR (JCS) in accordance with the provisions,

(A12) List of Extenal Supervisors (ES),

(A13) List of Chief, Spot Valuation (CSV) of the Central Valuation Centre and the Joint Chiefs, Spot Valuation (JCSV) of the Joint Central Valuation Centres.

(A14) List of Tabulators and the Scrutinizers

### **APPOINTMENT OF OFFICERS FOR CONDUCT OF EXAMINATIONS**

The various Officers required for smooth conduct of examinations at various centres shall be appointed by the University, as per prescribed norms and provisions. The same are briefly described below:

(A15) The COE shall write to the Principals/Directors/Head of the University Departments regarding inclusion of their College/Institute/Department's name in the list of University Examinations Centres ratified by the BOE, for the coming examinations. He shall request for submission of the names of CS and JCs, their designations, experience and official address for correspondence from his/her College, as per requirement. The Principal/Director of the College shall be the Chief Supervisor (CS)/Officer-in-Charge (OIC) of the Examinations Centre by default. However, under compelling circumstances, s/he may recommend a Teacher from his/her college belonging to category (A07)(ii)/(A07)(iii), as far as possible to be appointed as CS/JCS.

(A16) A Teacher from his/her college belonging to category (A07)(ii)/(A07)(iii), as far as possible, shall be appointed as Joint Chief Supervisor(JCS), on the recommendation of the Principal to the COE. The JCS shall be responsible for the work of online downloading of question papers, their printing, photocopying, stapling and such other related works. The JCS shall inform COE about delay in start of examinations, if any, on the same day, through email.

A Computer Operator/Photocopier Operator and Peon shall help JCS in the entire work. He shall handover the required number of copies of subject wise questions papers to the CS. The College shall provide JCS with secured, safe

and confidential room of appropriate size, where the work of downloading and printing shall be executed. The necessary computer machines, Photocopier, printer, scanner, high speed internet connection, A4 size papers, power back up etc. shall also be made available by the College to the JCS. The JCS shall be the sole custodian of this confidential room and all other material at his disposal. The University shall separately pay College for conduct of examinations through online delivery of question papers, at the rates revised & fixed from time to time, by its competent Authority.

(A17) The Chief Supervisor is empowered to appoint teacher from the same College belonging to the category of (A07)(ii)/(iii), as mentioned above, as an Additional Joint Chief Supervisor(AJCS), if the number of examinees in a particular shift is more than 550. However, if the number of examinees in any shift goes above 1100, two Additional Joint Chief Supervisors (AJCS) may be appointed by the (CS). The remuneration, as per norms, shall be paid by the University.

(A18) A recommendation letter signed by the Principal nominating his/her College Teacher as CS/OIC shall reach the COE at least one month before the beginning of examination at his/her centre, as far as possible.

(A19) The Controller of Examinations shall inform all concerned persons about their appointment as CS/JCS/ES/CO-OIC)CSV/JCSV/OIC-ABCC/Tabulators/Scrutinizers and such other persons of importance. This may preferably be executed through respective Principals/University Heads of the Departments.

(A20) He shall be overall In-charge and custodian of examination related space & material at the centre. The remuneration as approved & implemented from time to time per shift shall be paid to the CS/JCS.

(A21) The necessary space, examination rooms, infrastructure,furniture, computer machines, high speed photocopier,scanner, Broadband/3G/high

speed internet connection, Power Backup Facility etc. shall be provided by the Principal/Director/Head of the university Department to the CS.

(A22) A Teacher from other College, preferably belonging to category (A07)(ii)/(iii) shall be appointed by the BOE, as ES, at every examination centre. These appointments shall be made preferably from the list of not less than three teachers provided by the Principal/Director from his/her respective college, at least one month before the beginning of Examinations. The COE shall write to all the Principals requesting them to forward such list of THREE teachers from their Colleges. They shall be jointly responsible along with the CS for maintaining examination/academic discipline at the Centre, conduct of examinations, opening of question paper envelopes distribution of question papers/answer books, their sealing and dispatching to the designated collection centre. The remuneration as approved & implemented from time to time per shift shall be paid to the CS, JCS and ES.

(A23) The ES, after examinations are over, shall submit his/her comprehensive report to the COE regarding conduct of examinations at the centre.

(A24) The OIC (CS), JCS and ES shall be jointly responsible for maintaining confidentiality regarding every aspect of conduct of examinations at the centre.

(A25) Other staff required during conduct of examination at the centre including invigilators, Clerks, Peons, watermen etc. shall be appointed by the CS, as per prescribed norms and they shall be paid as per rate(revised) notified by the University from time to time.

(A26) The CS, JCS, AJCS and ES shall refer to the provisions of the Direction/Ordinance issued, and amended from time to time by the University, in respect of the detailed procedure for conduct of examinations



based on online question paper delivery from the University to the examination centres.

(A27) The examination shall be conducted at the centre for the allotted students, strictly as per norms & procedure laid down by the university. Immediately after completion of shift's examination every day, the answer books shall be bundled and sealed with details printed and pasted(Refer Appendix 'A') on every bundle,to be dispatched, latest by the next day to the Collection Centre.

(A28) The expenditure details shall be submitted by the CS preferably within one week from the date of completion of examinations at the centre, in the prescribed format to the University.

#### **4 (B) COLLECTIONS OF ANSWER BOOKS (PHASE 'B')**

The Board of Examinations shall take a decision regarding grant of Answer Books Collection Centres (ABCC) Status to the selected Colleges either at District level or Taluka level or based on any other rational criterion, as it may deem fit and proper.

(B01) The list of Answer Book Collection Centres(ABCC) and the Examination Centres approved by the BOE shall be sent to all the concerned Colleges/Institutes/University Departments by the COE Office.

#### **APPOINTMENT OF OFFICER AT ABCC**

(B02) A Teacher from the category (A07)(ii) or (iii) as mentioned above from that ABCC College only shall be appointed at every collection centre who will be designated as OFFICER-IN-CHARGE, ANSWER BOOKS COLLECTION CENTRE(OIC-ABCC). This appointment will be on the basis of recommendation of the respective Principal/Director/Head of the University Department to the Controller of Examinations and further its ratification by the University.

(B03) The Collection centre shall cater to the needs, in general, for all the examinations to be conducted at all the centres, falling under its jurisdiction or as notified by the University.

(B04) The necessary space, infrastructure, furniture and such other materials shall be provided by the concerned college in the office to be used by the OIC-ABCC. However, the University shall pay for the stationary and other approved materials, as per applicable norms.

(B05) S/he shall be kept away from all other examination related work, unless directed by the University for some emergent/specialized work. OIC-ABCC shall be the custodian of answer books collected by her/him at the collection centre, till they are handed over to the University, as per norms.

(B06) The Duties & Functions of OIC-ABCC shall be as mentioned below

- To receive the answer books from all the examinations centres falling under its jurisdiction and give acknowledgement, after verifying statement & bundle sticker.
- To arrange for the safety & security of the bundles in confidential way.
- To handover answer book bundles to the University Designated Persons (UDP) and take its acknowledgement and maintain bundles receipt & delivery record.

(B07) The OIC-ABCC shall appoint a Clerk and Peons, as per norms, for assisting and all shall be paid remuneration as per norms and rates as modified and notified from time to time by the University.

(B08) The OIC-ABCC shall submit expenditure details to the University, preferably within seven days from the date of closure of answer books collection centre.

4(C) PRE VALUATION WORK (PHASE 'C'): The COE office shall ensure execution of following work before beginning of the Valuation of answer books.

(C01) The Confidential Section of the University shall get approval from the Chairperson of committee u/s 32(5) of the Act for all the Panels of Examiners/Setters/Valuers/Moderators in all the faculties. Any other supplementation in the list of Examiners so prepared by the Committee u/s 32(5) of the Act must be approved by the Chairperson of the Committee. This has to be ensured by the University's Confidential Section.

(C02) The University shall inform all the Examiners /Setters/ Valuers /Moderators about their appointment through mail/surface mail. This may preferably be executed through respective Principal/University Head of the Department, who shall mandatorily direct the concerned Examiners to report for Valuation/Moderation/re-valuations purposes, except under valid compelling circumstances.

(C03) For onscreen valuation, the entire work of masking, coding, scanning and creation of softcopies of answer books shall be carried out centrally at Central Valuation Centre (CVC) only, in the University Campus. However, the loading of relevant data and soft copies of answer books on server for on-screen valuation also shall be preferably carried out in the university campus, maintaining highest degree of confidentiality. No unauthorized person shall be allowed to enter the area where masking, coding and scanning of answer books is carried out.

(C04) Even the authorized persons shall not enter the ICT Room meant for scanning and such other work like preparing soft copies of answer books with data storage device.

(C05) However, for manual valuation, the entire work of masking and coding of answer books shall be carried out centrally at Central Valuation Centre(CVC) only, in the University Campus. However, the masked answer books shall be sent for valuation to the Joint Central Valuation Centres(JCVC), maintaining highest degree of safety & confidentiality.

## **APPOINTMENT OF OFFICERS & OTHER STAFF AT SPOT VALUATION**

### **CENTRES**

(C06) The person responsible for the overall smooth functioning of Spot Valuation Centre in University Campus shall be designated as CHIEF, SPOT VALUATION (CSV). A Teacher appointed to assist him shall be designated as DEPUTY CHIEF, SPOT VALUATION (DCSV).

(C07) The Person responsible for the overall smooth functioning of Spot Valuation Centre which will be located out of the University Campus either in any of the affiliated College shall be designated as JOINT CHIEF, SPOT VALUATION (JCSV). A Teacher appointed to assist him shall be designated as DEPUTY JOINT CHIEF, SPOT VALUATION (DJCSV).

(C08) The CSV/JCSV shall be appointed by the Vice Chancellor on the recommendation of Controller of Examinations. The Teachers from the University Departments or Government College at GADCHIROLI shall be preferred for appointment as CSV/DCSV. However, the JCSV/DJCSV shall be appointed from the College, where the spot valuation centre is allocated. The necessary preliminary recommendation, no objection certificate and relieving letter shall be sought by the Controller of Examinations from the concerned Head of Department/Institute. The appointed person shall have unblemished past record and shall not have been named in any examination related malpractices. The number of posts of DCSV/DJCSV shall be sanctioned by the University depending on the volume of valuation to be executed at that spot valuation centre. The CSV/DCSV/JCSV/DJCSV shall preferably be from amongst the teachers in the category of (A07)(ii)/(iii), as mentioned above.

(C09) The SPOT VALUATION SUPERVISOR shall be appointed by the CSV/JCSV, preferably from the category (A07)(ii) or (iii) as far as possible. There will be one Spot Valuation Supervisor for every 50 examiners reporting to the Centre. He shall distribute the hard copies/soft copies of 30 answer books to the University appointed examiner and take back their custody, after

the valuation is executed by the concerned examiner or when s/he is leaving the centre. At onscreen valuation centres, he shall assist examiners in getting access to the answer books, which are allocated to him/her on computer screen. He shall maintain this record taking signature of the examiners to whom the answer books are distributed. He shall maintain strict secrecy and confidentiality about the work assigned to him. He shall be paid remuneration as revised and fixed by the University from time to time.

(C10) The SCRUTINIZERS shall be appointed at each Spot Valuation Centre, who normally will not be from the same faculty, of which the valuation work is going on at that centre. He shall go through the valued answer books so as to ascertain, if any answer is unchecked, or same answer has been marked twice, or marked even for the extra questions and so on. If any discrepancy is detected, he shall immediately bring it to the knowledge of the Spot Valuation Supervisor, who in turn will inform the concerned examiner to do the needful. They shall be paid remuneration, as revised and fixed by the University from time to time.

(C11) The CSV shall appoint Clerk, Masking Assistants, Watchmen, Peons and Watermen as per norms prescribed by the University. They all shall be paid remuneration as revised and fixed by the university from time to time. The CSV shall be entitled for DA as per provisions of the State Government, if s/he happens to be from out of station. This entire staff shall put on Identity Card issued & signed by the CSV/JCSV. They may appoint staff on daily wages also for masking/de-masking and such jobs, but their qualification, character, past record and association should be ascertained from some reliable sources. The JCSV shall carry out all above functions except masking, coding, de-masking which will be done only at Spot Valuation Centre.

(C12) The COE shall inform all concerned Principal/Director/Head of the University Department/Chief, Spot Valuation/Joint Chiefs, Spot Valuation about the tentative program of valuation at their respective centres,

examinations allocated for valuations, list of Examiners/Moderators/Re-Valuers, tentative number of answer books to be valued in each subject, all relevant examination time tables, names of the UDP to co-ordinate and help CSV/JSCV and such other necessary information.

(C13)The CSV/JCSV and their Deputies shall not be associated with any examination work other than this, unless specially directed by the University, under contingent condition.

(C14) The CSV/JCSV shall be the overall In-Charge and Custodian of all the hard copies of the answer books/soft copies of answer books, computer server(s), Computer machines and othe confidential documents/soft copies related to the examinations,at his disposal.

(C15) The Principal/Director/Head of the University Department shall make available necessary infrastructure, halls, other required space, furniture, appropriate number of computer machines to sufficiently cater to the needs of all the reporting Examiners, required stationary material, printers, scanners, Power Backup facility of required capacity for un-interrupted valuation work, high-speed internet connection and such other material, depending on manual or onscreen valuation.

(C16) All the Spot Valuation Centre shall function only from 08.00 A.M. to 6.00 P.M. and nobody shall be allowed to carry out valuation of answer books beyond the aforesaid limits.

(C17) The CSV/JCSV shall create comfortable ambiance for carrying out valuation work.

(C18) The College shall be paid for allowing on screen joint spot Valuation Centre to run at their premises with all necessary facilities (including computing machines) as per rates revised & fixed from time to time and approved by the University's Competent Authority.

(C19) The Chief, Spot Valuation (CSV) shall make adequate arrangements to receive answer books coming from the University's Collection centre from time to time to the Spot Valuation Centre. The COE through Hon'ble Vice Chancellor shall get necessary space, rooms, furniture, computers and such other material allocated to the CSV.

(C20) On receipt of the answer books at Spot Valuation Centre, the staff employed by the CSV for this work shall open the bundles, check the answer books, verify the Supervisor's Reports and ascertain as to whether the number of candidates present and absent indicated in the report are correct. In case of any discrepancy (like missing of answer book or any extra answer book or answer book with missing pages etc.), it shall be resolved in consultation with the Deputy Registrar(Examinations), who shall be the Coordinator for spot Valuation Centre. The Minutes of the Meeting shall be recorded and maintained in file for any further reference.

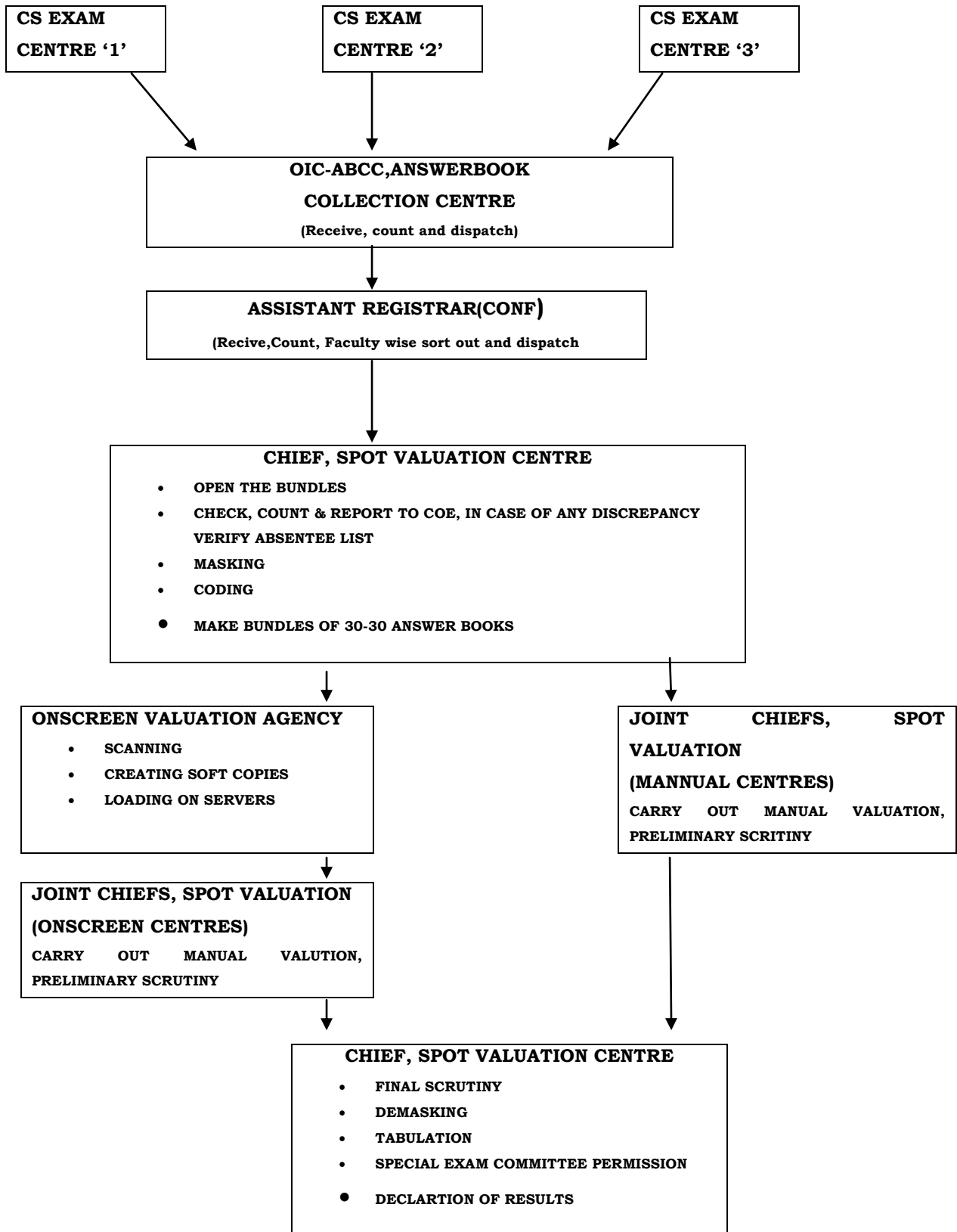
(C21) It shall be ensured that there is no mark of identification on any of the answer books.

(C22) The bundles of answer books so prepared shall be coded and the coded sheets shall be put in the bundles of answer books. It shall also be ascertained that there is no any mark of identification on the bundle of papers or on the individual answer book.

(C23) The delivery methods of answer books bundles during pre examination and post examinations stages from one place to other place shall be as mentioned in Appendix 'B'

(C24) The sequential movement of Answer Book Bundles from the examination centres till declaration of result and action to be taken at various stages are mentioned in flow chart shown below(Only three exam centres are shown here for the purposes of simple explanation. However this could be

more depending on the number of exam centres coming under particular ABCC):



**Flowchart showing sequential movement of answer books Bundles**



(C25) The Supervisor's Report shall be taken away and maintained in a separate file. The papers or bundles tied or presented in a doubtful manner shall be separated. It shall be resolved in consultation with the Deputy Registrar (Post Examination), who shall be the coordinator for spot valuation centre. The minutes of the Meeting shall be recorded and maintained in file for any further reference.

(C 26) The CSV, after opening the bundles, shall ensure and verify that all the answer books of the subjects are received from the University collection centre. This shall be checked by referring to the subject wise and centre wise summaries of the examination concerned. However, in case of any non-receipt of answer book(s) from any examination centre(s), the CSV shall take immediate steps in consultation with the coordinator (D.R.-Post Exams), which must be recorded in writing as Minutes of the Meeting.

(C27) The answer books shall be arranged subject wise/paper wise.

(C28) The CSV then shall initiate process of proper masking the pre-decided identification area & information on every answer book as per procedure laid down by the University. It shall be ensured that the masking is done properly and identify of the examinee is not disclosed to the examiner in any way.

(C29) It must be ensured that no unmasked answer book is passed on to the examiner for assessment. Each recreated bundle shall contain 30 answer books, except the last bundle which could contain any number of answer books less than 30.

(C30) If needed, some particular information in writing from the concerned Dean of the Faculty may be circulated through CSV/JCSV to all the concerned Examiners, for better and uniform marking of answer books.

(C31) The CSV/DCSV/JCSV/DJCSV shall maintain strict secrecy and confidentiality in each and every matter associated with the work.

(C32) The list of staff (regular and Daily wages) working at the spot valuation centre shall be maintained by the CSV/JCSV, with their attendance record on all the working days of spot valuation centre.

(C33) All the officers and the staff be paid remuneration, as revised and fixed from time to time by the university's competent Authority.

(C34) The valuers shall be entitled for a day's DA only after checking minimum 30 answer books per day. However, the valuer shall not be issued with more than 60 answer books per day, so as to maintain quality, under normal condition.

(C35) The CSV shall be authorized to spend for meeting contingent/miscellaneous expenditures with the approval of the COE.

### **IDENTIFICATION OF SPOT VALUATION CENTRES**

(C36) The Board of Examinations shall take a decision regarding identification & creation of valuation centres, (manual and/or onscreen) in accordance with the governing provisions of the Act. The BOE shall take an appropriate decision regarding valuation load distribution among the central valuation centre (CVC) and joint central valuation centre (JCVC). These valuation centres shall be of following two types :

\*central valuation centre (CVC) : The CVC shall be housed in the University campus area. The entire work of masking/coding/de-masking shall be done here.

\*Joint central Valuation Centre (JCVC) : The JCVC shall be housed preferably at the established/reputed government/affiliated college at the District level/Taluka level or as resolved/amended by the Board of Examinations from time to time. The BOE shall ensure availability of competent expertise, infrastructure and other required accessories before designating any college as JCVC.

4 (D) VALUATION OF ANSWER BOOKS (PHASE 'D') : The valuation of answer books shall be carried out by the University in accordance with the provisions of section 32(5) (f) of the Maharashtra Universities Act, 1994. The valuation of answer books shall be carried out by the University, on the basis of infrastructure availability, teacher's competency to work on computer machines in a particular faculty and decision taken by the Board of Examinations apart from other factors which may influence this decision in following two manners :-

\*MANUAL VALUATION : - The procedure, in which the valuation shall be undertaken by the appointed Examiners directly on the answer books with pen, after masking of the identification area on the answer books and coding, is the Manual valuation. This is a conventional procedure of valuation and has been in use since last many decades.

\*ONSCREEN VALUATION: - The procedure in which scanned copies of the answer books shall be made available to the designated valuer on computer screen to assess the answers and enter marks

there only to create its soft copy is the onscreen valuation. All the softcopies shall be scanned only after masking the identification area on the answer book. Unlike conventional valuation, there is no use of pen to enter the marks as the same will be entered directly in computer machine, using software.

(D01) The Examiner/valuer/Moderator/Re-valuer shall be allowed to enter the spot valuation centre only with valid identity card.

(D02) The Examiners shall be required to sign the Attendance Register daily, immediately reaching the spot valuation centre. He shall enter the time of arrival. However, while leaving the departure time also shall be noted.

(D03) The CSV/DCSV/JCSV/DJCV shall verify the name of the reporting Examiner from the list of approved Examiners supplied by the University. Under contingent conditions, the approval of the pro-vice chancellor/Dean shall be taken on phone, for any new examiner, for including his/her name in the panel of Examiners.

(D04) The spot valuation supervisor, only on the first occasion of reporting, shall inform Examiner/valuer/Moderator/Re-valuer about the procedure of manual/onscreen valuation, its dos & don'ts, general rules of valuation, T.A., D.A., conveyance allowance and remuneration to be paid.

(D05) While issuing the hardcopies/softcopies of answer books to examiners for assessment, the signature of the concerned examiner for having received the answer books for assessment shall invariably be taken in the issue Register, at the ISSUE COUNTER itself. The computer Terminal shall be allotted to the Examiner for onscreen valuation. The user id and password shall be allotted to the Examiner before beginning valuation of one particular subject.

(D06) A blank hardcopy of the mark list shall be provided to the Examiner so as to enter the marks secured by the examiners against their respective code numbers, in their own hand writing.

(D07) After the valuation of answer books bundle (normally consisting of 30 answer books) in hardcopy form/softcopy form is completed, the Examiner shall report at the ISSUE COUNTER. The signature of the Examiner shall be taken in the issue Register, as a mark of completion of valuation of the issued bundle (hardcopy or softcopy). The filled hardcopy of the mark list as mentioned above in 'DOs' shall be collected, with examiner's signature on it.

(D08) While receiving back the hardcopies bundle, the number of answer books in the bundle shall be verified, at the ISSUE COUNTER. The spot

valuation supervisor shall ensure that all the answers/written pages of answer books are valued by the Examiner.

(D09) The examiner shall be issued another bundle of answer books (hardcopies or softcopies) for assessment only after returning the first bundle (hardcopies or softcopies) and the entry shall be made in the issue Register, with the Examiner's signature. This process shall be continued till the assessment of all the answer books in the concerned subject is over.

(D10) The local scrutinizer appointed by the CSV/JCSV shall check the valued answer books hardcopies or softcopies to comply with the objectives enlisted in paragraph (C10) above.

(D11) The issue Register as mentioned in above paragraphs and final list of Examiners who have actually valued the answer books shall be sent to the Deputy Registrar (Exams), within seven days from the date of closure of the spot/joint spot valuation centre.

(D12) In the event of Examiner detecting some malpractices/unfair means/ revealed identity due to faulty masking in the answer book (hardcopies or softcopies) , s/he shall immediately report the matter to the CSV/JCSV or their Deputies, who in turn shall report the matter to the COE for further guidance. The COE shall discuss the matter with the concerned Dean of the Faculty and final decision shall be taken.

(D13) Any answer book which is not readable on screen due to faulty scanning shall be discarded by the Examiner and shall be reported to the CSV/JCSV. They shall report the matter to the COE, who will do the needful. The corrected softcopy of discarded answer book shall again be re-loaded on server, at the earliest. This answer book shall be valued by the same earlier Examiner, as far as possible.

(D14) The moderation of valued answer books shall be carried out in accordance with the provisions of the relevant Direction/Ordinance.

(D15) The valuer shall not be allowed to work as Moderator or Re-valuer for same answer book and vice-versa.

(D16) The Dean, being chief Academic officer of the concerned Faculty, as per M.U. Act, is empowered to visit the spot valuation centre, any time during working hours, to ascertain the reporting of examiners, progress and overall

quality of valuation. The CSV/JCSV/DCSV/DJCSV shall provide necessary data & information to him/her, as asked.

#### 4 (E) **POST VALUATION WORK & DECLARATION OF RESULTS (PHASE 'E')**

(E01) The hardcopies of valued masked answer books shall be again systematically bundled at the SVC/JSVC, as it was received. After scrutiny and tabulation work, as per procedure, the result shall be declared with due permission from the Task Committee, appointed by the BOE.

(E02) After completion of valuation work, the hardcopy bundles from all the joint spot valuation centres (JSVC) shall be sent back through the UDP to the spot valuation centre (SVC). The necessary acknowledgement shall be taken & given.

(E03) If any report submitted by the External supervisor (ES) is indicating towards malpractices or involvement of responsible persons in unfair means, the same shall be put before the Board of Examinations, for its considerations.

(E04) The CSVC shall keep the photocopy of statement of hardcopy Bundles received from the JSVC; however, the original statement along with the Bundles shall be handed over to the Assistant Registrar (Confidential) and shall take its acknowledgement.

(E05) All the records shall be maintained so as to meet any contingent condition that may arise in future.

(E06) The Assistant Registrar (Confidential), with the permission of COE shall send the Answer Books Bundles to the Godown, for storing in calculated manner. The in-charge, Godown shall be responsible for taking out the correct answer book from the bundles, if asked in future.

Place: - Gadchiroli  
Date: - 5 /12/2016

Sd/-  
(Dr.N.V. Kalyankar)  
Vice-Chancellor

**TABLE FORMAT TO BE PRINTED & PASTED (WITH SEAL) ON EVERY BUNDLE TO BE DESPATCHED FROM THE EXAMINATION CENTRE TO THE COLLECTION CENTRE**

**Refer Para 4 (A) (A-27)**

<b>BUNDLE NUMBER</b>	
FACULTY	
EXAMINATION	
SUBJECT	
PAPER	
TOTAL NUMBER OF ANSWER BOOKS	
DATE & SHIFT OF THE PAPER	
MEDIUM	
CENTRE WITH CENTRE CODE	
NAME,SIGNATURE & SEAL OF THE CHIEF SUPERVISOR	NAME,SIGNATURE & SEAL OF THE EXTERNAL SUPERVISOR

**DELIVERY METHOD OF ANSWER BOOKS BUNDLES AT VARIOUS STAGES**

S.N.	STAGE	FROM	TO	METHOD
01	Pre Examination	University	Exam Centre	Through UDP, preferably in University Vehicle
02	Post Examination	Exam Cente	ABCC	Through Exam Centre Designated Person in a vehicle arranged by the CS/JCS
03	Post Examination	ABCC	University	Through UDP, preferably in University vehicle
04	Pre Valuation	University	SVC	Through UDP, preferably in University vehicle
05	Pre Valuation	SVC	Scanning Centre	Through UDP, preferably in University vehicle
06	Pre Valuation	SVC	JSVC	Through UDP, preferably in University vehicle(Both hardcopies and softcopies)
07	Post Valuation	JSCV	SVC	Through SVC, designated person, preferabelly in University vehicle
08	Post Valuation	SVC	University	Through SVC, designated person, preferabelly in University vehicle
09	Post Valuation	University	Gondown	Through UDP,

\* CS shall prepare the Delivery Form in prescribed format in FOUR copies. A copy shall be retained by him and remaining THREE shall be along with the bundles to OIC-ABCC.

\* The OIC-ABCC shall retain one copy of Delivery Form and remaining TWO shall be sent along with the Bundles to the A.R. (Confidential)

\*The A.R. (Confidential) shall retain one copy of Delivery Format and remaining ONE shall be sent to the Chief, Spot valuation centre (CSVC)

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**RESPONSIBLE PERSONS AT VARIOUS POINTS OF BUNDLES  
RECEIPTS/DELIVERY.**

<b>S.N.</b>	<b>POINT OF BUNDLES RECEIPT/DELIVERY</b>	<b>RESPONSIBLE PERSONS</b>
01	University	Assistant Registrar (Post Examination)
02	Examination Centre	CS/JCS
03	ABCC	OIC-ABCC
04	SVC	CSVC
05	Scanning centre	SVC
06	JSVC	CJSVC
07	Godown	In-charge designated by COE