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College Building

## **The Statutes relating to constitution, Power and Duties of the authorities of the Narula Institute of Technology**

In exercise of the powers conferred by the JIS Foundation a Trust, the Governing Body of the JIS College hereby makes the following statutes relating to the constitution, powers and duties of the authorities of the Narula Institute of Technology herein after referred to as the Statute.

### **CHAPTER-I Preliminary**

#### **Short title:**

St.-1 These statutes may be called as the statutes relating to the powers, and duties of the authorities of the Narula Institute of Technology.

St.-2 Interpretation of words and expression:

Unless the context otherwise requires, words and expression used in these statutes shall be interpreted to have the same meaning as they have in West Bengal University of Technology Act.

St.-3 Authorities:

The following shall be the authorities of the College:

- (1) The Governing Body
- (2) The Academic Council.
- (3) The Departmental Committee(s)
- (4) The Library Committee
- (5) The Council for Sports and other Extra-curricular activities.
- (6) Board of Post-graduate (P.G.) Studies
- (7) Board of Undergraduate (U.G.) Studies
- (8) The Board of Examination
- (9) The Council of Students' Welfare
- (10) The College Development Council
- (11) The Finance Committee

The other bodies which will be referred as when as required.

### **CHAPTER-II The Governing Body**

#### **Constitution of Governing Body**

St.-1(G.B) These statutes may be called the statutes relating to the Constitution Powers and function of the Governing Body of the Narula Institute of Technology as stipulated by AICTE and UGC

St.-2 (G.B) (1) Save as otherwise provided by the resolution of the trust the management of the Narula Institute of Technology shall be vested on the Governing Body which shall consists of –  
(a) President to be nominated by the JIS Foundation, the trust

(b) Director of Technical Education – Member

(c) University nominee – Member

(d) Regional Officer, AICTE – Member or his/her nominee

(e) U.G.C nominee – Member

(f) Teachers representative 2 nos. – to be nominated by the Director/ Principal – Member

(g) 5 members to be nominated by the trust

(h) Industrialist to be nominate by Trust

(i) Principal – Member Secretary

#### **St.-3 (G.B.) Powers and function of the Governing Body**

(1) The Governing Body of a college shall be responsible for the proper management of the affairs of the college and may exercise all such powers and discharge all such functions as may be necessary for the purpose.

(2) In particular and without prejudice to the generality of the foregoing provision, the Governing Body of a college, in order to provide the instructional and other services necessary for the efficient and effective functioning, shall exercise the following powers and discharge the following duties, namely –

(a) To create all teaching posts including the post of Principal

with the approval with the provision of the AICTE norms.

- (b) To create non-teaching posts make appointments thereto on the recommendation of the appropriate selection committees;
- © To ensure that the number and qualifications and the method of recruitment of Teachers and other non-teaching employees and the conditions of their service are in accordance with the Statutes, the Regulations and the Rules of the College and the relevant provisions made by the other competent authorities like AICTE, UGC and WBUT.
- (d) To provide for effective execution of the instructional programmes and maintenance of proper academic atmosphere and discipline;
- (e) To review the results of college examinations and to suggest measures for academic improvements;
- (f) To ensure that the buildings in which the college is located are suitable for the purposes for which they are intended and maintained in a satisfactory state of repair and sanitation;
- (g) To provide for the maintenance of properly equipped library and laboratory;
- (h) To mobilize adequate financial resources for effective operation of the college;
- (i) To ensure that all information, returns, reports and other materials as required by the WBUT, AICTE, UGC or the State Government are made available promptly;
- (j) To make sure that the directions issued by the WBUT from time to time are carried and the compliance with them reported expeditiously to WBUT.
- (k) To hold, control and administer the properties and funds of the college;
- (l) To approve the annual budget on the recommendation of the Finance Committee of the college;
- (m) To sanction expenditure as may be required and regulate the finances, accounts, investments and all other administrative

affairs of the college.

- (n) To entertain and redress in proper cases of grievances of Teachers, students and employees of the college;
- (o) To provide for the promotion of the Welfare of the students, their residences, health, recreation, and sports and to exercise such supervision and control as will secure discipline, health and well-being of the students;
- (p) To form such committees (including a Finance Sub-Committee) with the Principal as the Chairman as it may think fit for taking advice for the efficient administration of the college; and except as otherwise provided in the foregoing provisions of this clause, to include, if necessary, Teachers and non-teaching employees, other than the members of the Governing Body, in such committee except the Finance Committee;
- (q) To frame rules for proper functioning of the college and to frame rules of business for conduct of the meetings of the Governing Body
- (r) To enter into collaborative arrangement with other authorities such as an open University, established by an Act of the State or Union Government in setting up Study Centres of distance education and extend necessary Co-operation to such authorities as may be required by the letter for its effective functioning. The Principal of the College as Secretary of the Governing Body will sign the agreement or Memorandum of understanding with such authorities and will inform the affiliating Universities.

#### **St.-4 (G.B.) Meeting of the Governing Body**

- (1) Meeting of the Governing Body of the college shall be held ordinarily in the college premises and shall be held at least six times a year. Ordinarily the Secretary shall convene all meetings. If he fails for some reason. The President may also convene such meetings.

- (2) Clear seven days' notice for an ordinary meeting of the Governing Body shall be required. The notice shall be accompanied by the agenda of the meeting and the minutes of the proceedings of the previous meetings.
- (3) One day's notice shall be required for an emergency meeting of the Governing Body and the agenda of such meeting shall not contain more than one item.
- (4) Notice of a requisitioned meeting shall be issued by the Secretary within three days of the receipt of a requisition signed by at least fifty per cent of the members of the Governing Body. Seven days' notice shall be required for such a meeting. If, however such a meeting is not convened by the Secretary within 10 days of direction of President or receiving requisition, the President may call a meeting himself.
- (5) For all meetings of the Governing Body of the college, the quorum shall be 50 per cent of the total number of members of the Governing Body plus one.
- (6) The President shall ordinarily preside over all the meeting of the Governing Body. In his absence, the meeting shall elect a chairman from amongst the members present, provided that no Teacher, student or non-teaching employees of the college shall be elected.

**St.-5 (G.B.) Functions of the Secretary of the Governing Body**

The Secretary of the Governing Body of a college shall –

- (a) Maintain the records, conduct the official correspondence and keep the minutes of proceedings of the meetings of the Governing Body;
- (b) Send regularly copies of such minutes to the University for information;
- (c) Send to the University, when called upon to do so, originals or certified copies of such records correspondence or minutes as may be required by the University;

- (d) Prepare the budget on the basis of the recommendations of the Finance Sub-Committee before the commencement of a financial year and place it before the Governing Body for approval;
- (e) Incur all necessary expenditure within the budgetary provision and with the sanction of the Governing Body;
- (f) Keep up-to-date all books, registers, records and accounts required to be maintained under these Statutes;
- (g) Give proper assistance and facilities to the Inspecting Officer or other persons appointed by the University for inspection and report.
- (h) In the case of any doubt or difficulty as to the interpretation of these Statutes, the matter shall be referred to the Director/ Principal and his decisions thereon shall, subject to the provisions of the Statute, be final.

**CHAPTER-III**  
**Academic Council**

**St.1(AcC): Academic Council for Undergraduate (UG) and Post-graduate (PG) Studies**

There shall be an Academic Council for Undergraduate and Post-graduate Studies and shall consists of the following members:

- i) Principal – Chairman
- ii) Deans of P.G., U.G. studies and Research.
- iii) Head of all Departments
- iv) The Professor or Professors (full time) of the Departments
- v) One full time teacher participating in the PG teaching in a subject nominated by the Principal
- vi) One person having special knowledge in the subject or subjects nominated by the Principal

- vii) Three teachers participating in UG teaching in a subject or subjects nominated by the Principal
- viii) Two representatives nominated by West Bengal University of Technology (WBUT).

There shall be a Secretary of the Academic Council nominated by the Principal.

**St.2 (AcC) : Powers and functions of the Academic Council for UG and PG Studies**

The Academic Council of Narula Institute of Technology shall exercise the following powers and to perform the following duties:

- i) To make proposals to the Board of Governors (BOG) of Narula Institute of Technology for the establishment of a new Department, Centers, Laboratories, Museums for study and research to be maintained by the College.
- ii) To recommend to the Board of Governors (BOG) the creation of Professorship, Associate Professorship and Assistant Professorship and other teaching posts and their duties and emoluments there of :
- iii) To make proposals to the Board of Governors for the promotion of research and through special committees, if any constituted for the purpose, to call for reports on such research work from persons engaged therein, and to make recommendations to the Board of Governors thereon.
- iv) To recommend to the Board of Governors the minimum qualifications for the posts of Teachers and Teacher of the College.
- v) To make proposals to the Board of Governors regarding provisions to be made for enabling the College to undertake the specialization of studies and for organization of common laboratories, libraries, museums, institute of research and other institutions maintained by the College.

- vi) To constitute or reconstitute the Departments of teaching with the approval of the Board of Governors.
- vii) To advise the Board of Governors on the institution of degrees, titles, diplomas, certificate and other academic distinctions.
- viii) To consider the results of examinations leading to the conferment of any post-graduate degree, diploma or certificate of the College and to recommend such results to the Board of Governors for approval.
- ix) To provide for the inspection or the investigation into the affairs of any Department of the College or any institution established, maintained or manage by the College and submit report to the Board of Governors.
- x) To have general supervision over the Boards of Studies attached to the Academic Council.
- xi) To frame rules relating to the courses of post-graduate studies and the division of subject in regard thereto and to recommend to the Board of Governors the making of Regulations in this behalf.
- xii) To appoint, if required by the Board of Governors, after considering the views of the Board of Studies attached to the Academic Council, Boards of Examiners in the subject or subjects relating to post-graduate studies, including the subjects for doctoral thesis and prizes and medals.
- xiii) To call for such reports or information as the Academic Council may consider necessary for efficient discharge of its duties from the teaching departments, research units or Board of Studies.
- xiv) To consider any educational matter relating to Academic Council and to arrive at decisions or make recommendations pertaining thereto to the appropriate authority or officer.
- xv) To maintain contact with the corresponding Council for undergraduate studies for the purpose of sharing ideas and ensuring coordination.
- xvi) To submit each year its annual report to the Board of Governors
- xvii) To make rules for the transaction of its own business.

- xviii) To exercise all other powers and perform all other functions conferred and imposed on it by or under this Statute.
- xix) To delegate to the teaching departments, research units and Board of Studies attached to it the responsibility for such academic matters as respectively concern such departments, units and Boards.
- xx) To recommend to the Board of Governors the conferment of post-graduate degrees, diplomas and certificates.
- xxi) To make proposals to the Board of Governors about the initiation of new courses.
- xxii) To examine relevant financial proposals submitted by the Finance Committee.

#### **CHAPTER-IV Departmental Committee**

##### **St.1(DC): Constitution of the Departmental Committee**

There shall be a Departmental Committee for each Department of Teaching under the Academic Council for P.G. studies and U.G. studies. The Departmental committee shall consists of–

- (1) Head of the Department who shall be the Chairman and Convener.
- (2) All whole timer teachers of the Departments. Visiting teachers shall be the invitee to the Committee.

**St.2(DC):** There shall be a Head of the Department of Teaching who shall be appointed by the Principal / Director among the Professor and Associate Professor of the Department. Provided that if no Professor or Associate Professor is found in a Department Principal / Director may appoint one senior-most whole time Assistant Professor as Head of the Department.

For the purpose of appointment as Head of the Department the seniority shall be considered. Seniority shall be determined by length of continuous service in the Department as whole time teacher.

##### **St.3(DC): Meetings**

The Head of the Department shall normally preside over the meetings of the Departmental Committee. If the Head of the Department is absent in any meeting convened by him, the next senior member of the Departmental Committee shall preside over that meeting;

Provided that if the Head of the Department is on leave for a period of not more than three months, the duties and functions of the Head of the Department shall be performed by an acting Head of the Department nominated by the Director/ Principal in the manner laid down in St.2(DC).

Provided further that if the Head of the Department is on leave for more than three months, a new Head of the Department shall be appointed in the manner laid down in St.2(DC).

##### **St.4(DC): Functions of the Head of the Department**

(1) The Head of the Department shall act in accordance with the resolutions and policies adopted by the Departmental Committee. If there is any difference of opinion between the Head of the Department and the Departmental Committee, the matter shall be referred to the Academic Council concerned whose decision thereon shall be final.

(2) The Head of the Department shall ordinarily convene at least one meeting of the Departmental Committee in a month and shall prepare agenda and issue notices for the meeting and keep the minutes thereof.

##### **St.5(DC): Powers and Functions of the Departmental Committee**

Subject to the provisions of the Statutes, the Regulations and the Rules, the Departmental Committee shall have the following powers and functions:

To organize and carry out teaching and research;

- (i) To identify the academic areas which need be initiated or



- strengthened and to recommend suitable measures in this respect;
- (ii) To recommend requirements in respect of teaching, research, technical and other posts for the Department;
  - (iii) To recommend purchase of books, journal laboratory materials, equipment, furniture and such other materials as are necessary for the Department;
  - (iv) To suggest proposals for inclusion in the annual budget;
  - (v) To allocate funds placed at the disposal of the Department for the purpose of teaching and research;
  - (vi) To maintain equipment and other articles purchased for or allotted to the Department;
  - (vii) To draw up and implement schedules for post-graduate courses, as drawn up by the Academic Council concerned;
  - (viii) To recommend to the Academic Council qualifications including specializations for teaching, research and other posts;
  - (ix) To assign research & project students to Teachers;
  - (x) Subject to the overall supervision of appropriate Bodies and the Controller of Examinations, to make arrangements for holding examinations and to take necessary follow up action for expeditious publication of results;
  - (xi) To ensure proper discipline in the Department;
  - (xii) To recommend to the Academic Council names of persons with expert knowledge in the discipline for Selection Committee for teaching posts of the Department concerned;
  - (xiii) To form sub-committee as and when necessary;
  - (xiv) To perform such other functions as are conducive to the academic and other developmental interests of the Department;
  - (xv) To be responsible to the higher authority for due observance of Statutes, Regulations and Rules relating to the Faculty and the Department and for taking necessary action on the

- decisions of the higher authorities;
- (xvi) To prepare annually a report on academic and other activities of the Department at the end of each academic session;
- (xvii) To submit monthly report on actions taken to the concerned Academic Council.

#### **St.6(DC): Quorum and notice**

- (1) One-half of the total number of existing members of a Departmental Committee plus one shall be a quorum for a meeting of the Departmental Committee;

Provided that if the number becomes a fraction it shall be rounded off to the next higher integer; Provided further that no quorum shall be required in an adjourned meeting or in a meeting convened for the second time after being postponed earlier for want of quorum.

- (2) At least four days' notice shall be required for an ordinary meeting of the Departmental Committee. Emergency meeting may be convened at short notice, as and when necessary provided that such a meeting shall consider only one agenda item.

- (3) Other rules for the transactions of business of the Departmental Committee shall be framed by the Academic Council.

### **CHAPTER-V Library Committee**

#### **St.1(LC): Constitution**

- (1) There shall be a Library Committee for the purpose of maintenance and management of the college library under the control of Governing Body consisting of the following members.
  - (a) The Director/Principal who shall be the Chairman ex-officio
  - (b) Deans of P.G., U.G. studies and Research.
  - (c) 8 College teachers to be nominated by the Director / Principal

from each Department.

- (d) The College Librarian who shall be Secretary of the Committee ex-officio
- (e) 1 Professional Librarian
- (f) 1 person who shall be expert in Information Service to be nominated by the Academic Council.

### **St.2(LC): Powers & Functions:**

The Library Committee shall be responsible for maintenance and management of College Libraries in consultation with the College Librarian / Deputy Librarian and Heads of the Departments and shall be under the control of the Board of Governing Body as provided. The departmental libraries shall function under the supervision and control of the Central Library and preferably be supervised by a person holding Diploma / Certificate in Library Science.

#### **The duties and responsibilities of the Library Committee shall be –**

- (a) To advise the Board of Governing Body on general policies in term of which the College libraries may be used and to make recommendation in regard to such use;
- (b) To make recommendations for general policies guiding and governing the purchase of books, journals and manuscripts and other related library materials within the budgetary provisions and also the receipt of gifts of books, manuscripts and other library materials;
- (c) To advise on plans and procedure for the purchase; management and cataloguing of books and the manuscripts and other library materials;
- (d) To advise the College Librarian / Deputy Librarian on such matters as may be referred to it by him regarding the functioning of the libraries;
- (e) To consider reports from the College Librarian/Deputy Librarian concerning the needs of the libraries for more effective use and development of the resources thereof;

- (f) To consider and advise with respect to the procedure and periodical inspection of the libraries; and
- (g) To advise with respect to the annual budget estimates as framed by the appropriate administrative officer prior to submission to the Finance Committee.

### **St.3(LC): Meeting Quorum**

- (1) The Library Committee shall ordinarily meet once in every month and more often when so directed by the Chairman. The secretary shall keep a record of the proceedings of the Committee.
- (2) One third members of the Committee plus one shall be a quorum.

## **CHAPTER-VI**

### **The Council for Sports and other Extra-curricular activities**

#### **St.1(CSEA): The Council for Sports and other Extra-curricular activities shall consists of –**

- (i) The Principal / Director who shall be the Chairman
- (ii) All Deans for P.G. and U.G. and Research council.
- (iii) In-charge students' welfare
- (iv) All Head of the Departments
- (v) Registrar or his / her nominee
- (vi) Controller of Examinations or his/her nominee
- (vii) The Medical Officer
- (viii) Three students with sports background to be nominated by the Director / Principal
- (ix) The Programme Coordinator NSS.

#### **St.2(CSEA): Powers and functions**

- (i) Formulate and decide matters of policy concerning games and sports and other extra-curricular activities of the students in particular and of the College community in general;
- (ii) Give general guidelines regarding issue of sports equipment



to Halls and Hostels, Common Rooms etc.

- (iii) Decide policy regarding representation of the College in outside sports bodies or any representation concerning sports & other extra-curricular activities.
- (iv) Advise the concerned authority in matters of framing rules regarding admission of students under sports quota;
- (v) Fix dates for College Sports Meet, important sports events and other extracurricular events.

#### **St.3(CSEA): Meeting**

The Council for Sports and other Extra-curricular activities shall sit as and when necessary. Ordinarily there shall be a meeting at the beginning of each academic session to determine sports and other extracurricular activities policy, approve corresponding programme for the session, and make detailed allocation of funds for this purpose.

#### **St.4(CSEA): Quorum**

One-third of the total number of members of the Sports Council plus one shall be a quorum for a meeting of the Sports Council;

Provided that no quorum shall be required in an adjourned meeting or in a meeting convened for the second time after being postponed earlier for want of quorum.

### **CHAPTER-VII**

#### **Board of Post-graduate Studies**

##### **St.1(BPGS): Constitution of the Board of Post-graduate Studies.**

There shall be a Board of Post-graduate studies for each Post-graduate course attached to the Academic Council.

##### **St.2(BPGS): (1) The Board of Post-graduate studies for each Post-graduate**

##### **courses attached to the Academic Council shall consists of**

- (a) Head of the Concerned Department of Teaching who shall be the Chairman of the Board ex-officio.
- (b) Deans of the faculty concerned.
- (c) All whole-time teachers imparting Post-graduate education of the Department Concerned
- (d) Not more than 6 teachers of the college imparting undergraduate teaching nominated by the Principal
- (e) Not more than 3 persons (1 from WBUT) non belongings to the college who shall be experts in the subject or subjects concerned co-opted by the members of the Board at its first meeting.

##### **St.3(BPGS): Powers & function of the Board of Post-graduate studies**

- i) Obey the college regulations relating to the powers and functions of the Board of Post-graduate studies.
- ii) To consider proposals of introduction of new Post-graduate courses and transmit the same to the Academic Council.
- iii) Restructuring or renaming of existing Post-graduate course.

### **CHAPTER-VIII**

#### **Board of Undergraduate Studies**

##### **St.1(BUGS): Constitution of the Board of Undergraduate Studies.**

There shall be a Board of Undergraduate studies attached to the Academic Council.

##### **St.2(BUGS): (1) The Board of Undergraduate studies attached to the Academic Council shall consists of**

- (a) Chairman of the Board of Studies of each Department /Stream/Subjects related to the Undergraduate courses of the College and two teachers of the college imparting P.G. teaching in the subject or subject concerned.
- (b) Deans of the faculty concerned.

(c) Not more than 8 teachers participating in the U.G. teaching in the subject or subject concerned in the college provided that not more than one teacher shall belong to the same Department.

(d) Not more than 3 persons (1 from WBUT) not belonging to the college who shall be the expert in the subject or subject concerned co-opted by the other members of the Board at the first meeting.

(2) The members of the Board of Undergraduate studies shall be nominated by the Principal / Director

(3) (a) The Principal / Director shall nominate one of the members of the Board to be the Chairman.

(b) The Chairman shall preside over the meeting of the Board but in his / her absence the members shall select one of its members amongst themselves to act as Chairman with the permission of the Principal / Directors.

### **St.3(BUGS): Powers & function of the Board of Undergraduate studies**

i) To coordinate proposals of all the Board of Studies related to various Undergraduate courses of the College before transmitting the same to the Academic Council.

ii) To consider proposals of introduction of new Undergraduate courses and transmit the same to the Academic Council.

iii) Consider proposal of restructuring or renaming of existing Undergraduate courses.

iv) Discontinuation of any undergraduate course.

### **St.4(BUGS): Meeting**

The Committee shall ordinarily meet twice in every academic session and more often when so directed by the Chairman.

### **St.5(BUGS): Quorum**

1) One-half of the total number of existing members of a Departmental Committee plus one shall be a quorum for a meeting of the Departmental

Committee;

Provided that if the number becomes a fraction it shall be rounded off to the next higher integer; Provided further that no quorum shall be required in an adjourned meeting or in a meeting convened for the second time after being postponed earlier for want of quorum.

### **St.6(BUGS): There shall be a Board of studies for every Department /Stream/Subjects related to the Undergraduate courses of the College attached to the Academic Council.**

#### **Constitution of the Board of Studies:**

(a) Head of the Concerned Department offering the subject(s) who shall be the Chairman of the Board ex-officio.

(b) All whole-time teachers of the Department Concerned

(c) One person non belonging to the college who shall be experts in the subject or subjects concerned co-opted by the members of the Board at its first meeting.

### **St.7 (BUGS): Powers & function of the Board of studies**

The Powers and functioning of the Board of studies is prescribed by the Regulation.

## **CHAPTER-IX**

### **The Board of Examination**

St.1 (BE): The Constitution, Powers and functioning of the Board of Examination is prescribed by the Regulation.

## **CHAPTER-X**

### **The Council of Students' Welfare**

#### **St.1 (CSW): Constitution**

There shall be a Council of Students' Welfare consisting of the following members –

(ii) The Director/Principal who shall be the Chairman;

- (iii) The Deans of the Faculty Councils for post-graduate studies;
- (iv) The Medical Officer;
- (v) The Programme Coordinator, National Service Scheme (NSS);
- (vi) Provosts / Superintendents of Halls and Hostels;
- (vii) One person nominated by the Governing Body from amongst its members;
- (viii) The Dean of Students' Welfare, who shall be the Secretary;
- (ix) Two persons interested in students' welfare co-opted by the members of the Council of Students' Welfare

**St.2 (CSW): Meeting and Quorum**

- (1) In the absence of the Director / Principal, one of the Deans of the Faculty Councils present shall preside at the meeting of the Council of Students' Welfare.
- (2) One-half of the total number of existing members of the Committee plus one member shall be a quorum for a meeting of the Council.
- (3) The Council shall meet at least four times a year and oftener, if necessary.

**St.3 (CSW): Powers and duties:**

The Council of Students' Welfare shall be competent –

- (i) To formulate and make recommendations on matters of policy concerning all aspects of students' welfare;
- (ii) To implement the policies of the College in respect of the welfare of the students;
- (iii) To advise the Governing Body on all matters relating to discipline among students;
- (iv) To provide for the promotion of health and welfare of students and to exercise such supervision and control as will secure their well being;
- (v) To advise the Governing Body on all matters relating to

residence of students;

- (vi) To advise the Governing Body on all matters relating to financial assistance to students;
- (vii) To frame and amend rules for Halls and Hostels;
- (viii) To provide guidance for students publication;
- (ix) To exercise supervision over such bodies connected with students' activities as may be instituted by the authorities;
- (x) To provide guidance to the students regarding avenues of higher education and opportunities for employments;
- (xi) To form Committees and delegate some of its functions to these Committees, while retaining ultimate responsibility;
- (xii) To advise on such other relevant matter as may be referred to it by any competent authority of the College; and
- (xiii) To make rules for the purpose of duly exercising the powers delegate to it or discharging the duties imposed upon it by the Statutes, the Ordinances or the Regulations;

Provided that every such rule made by the Council and every amendment and repeal thereof shall be submitted to the Governing Body for their approval.

**CHAPTER-XI**

**Finance Committee**

**St.1 (FC): The Finance Committee shall consist of the following members:**

- (i) Managing Director shall be the Chairman
- (ii) Two members nominated by the Trust
- (iii) Two members nominated by the Governing Body
- (iv) The Registrar
- (v) Director of Finance, JIS Group
- (vi) Finance officer of the college who will be the ex-officio secretary

**St.2 (FC): If a vacancy arises the Finance Committee may nominate another**

member.

**St.3 (FC):** (a) In the absence of the Managing Director the members present shall nominate one Chairman to preside over the meeting with prior permission from the Managing Director.

(b) Six members shall be a quorum for a meeting of the Finance Committee provided that no quorum shall be required for adjourned meeting.

**St.4 (FC):** Soon after the close of each financial year the Finance Committee shall consider the annual statement of accounts for the previous financial year as prepared by the Finance Officer and transmit the same with its recommendations to the Academic Council for examination and approval prior to its transmission to the Governing Body.

**St.5 (FC):** (1) Not later than the 31<sup>st</sup> October every year, the Finance Committee shall consider at a meeting convened for the purpose the annual budget estimates for the next financial year as prepared by the Finance Officer under the direction of the Director/Principal and having considered the same estimates, make recommendations pertaining to the same which together with the recommendations shall, then, be forwarded to the Academic Council for Examination and approval prior to transmission to the Governing Body.

**St.6 (FC): Supplementary Estimate:**

(1) If, at any time during the year, there is reason to believe that the budget estimates under any head is likely to be exceeded and that the excess cannot be met by reduction under some other heads, a supplementary budget estimates shall be submitted by the Finance Committee to the Academic Council for approval and transmission to the Governing Body.

(2) If there is reason to suppose that receipts under any head are

likely to fall considerably short of the budget estimates, a revised estimate shall be submitted to the Finance Committee.

**St.7 (FC): Progress of Income and expenditure:**

The Finance Committee shall maintain a watch over the progress of income and expenditure provided for in the budget and shall, from time to time, make such reports to the Executive Council as it thinks fit on any matter affecting the finances of the College.

**St.8 (FC): Advice on financial matters:**

(1) The Finance Committee shall advise on any financial matter that may appropriately be referred to it for opinion by any authority or body of the College.

(2) In connection with the annual accounts or the annual budget or any duty imposed on it by these Statutes the Finance Committee may call for such papers or information as it may require relating to any relevant financial matter or any item of account.

**St.9 (FC): Expenditure not covered by budget grants:**

No expenditure which is not covered by the budget grants or which is in excess of the budget provisions may be incurred without consideration by the Finance Committee and prior approval of the Governing Body.

**St.10 (FC): Power to make rules:**

Subject to the provisions of the Statutes, the Regulations and the Rules, the Finance Committee shall be competent to make rules for the purpose of duly exercising the powers delegated to it or discharging the duties, imposed upon it, and to amend or repeal any such rule.

**St.11 (FC) Rectification of rules by the Academic Council:**

Every Rule and every amendment or repeal thereof made under St.10 (FC), shall be submitted to the Academic Council for rectification.

### LEAVE RULE

For full-time confirmed staff the following leave rules will be applicable.

#### (1) Categories of leave

There are five categories of leave entitled by the full-time confirmed staff of the College:

- a) Casual Leave
- b) Earned Leave
- c) Medical Leave
- d) Maternity Leave
- e) Study Leave

All the staff of the college are of two types –

- (1) Vacational staff – All the faculties and teaching staff
- (2) Non-vacational staff- Director, Principals, HOD's, Registrar, Accounts, Store, TPO etc.)

Nature of leave	Quantum of leave	Leave salary	Accumulation
Casual Leave	12 days p.a.	With pay	Nil
Earned Leave	After completion of 1 full year of full service Vacational- Earned leave: 8 days (15 days summer recess, 7 days winter recess/or any other form) Non-vacational: 30 days (maximum 4 times in a year)	With pay	Maximum 120 days*
Medical/Sick leave	10 days p.a.	With pay	
Maternity leave (females only)	3 months, twice in service period	With pay	Nil
Study leave	Confirmed faculty, after putting in 3 full years of service (case to case)	Without pay / with pay	Nil
*Encashment of Leave: against retirement			
Maturity: LIC Policy scheme, as per rule,			
Compensatory Leave: Nil			

#### 2) Staff in Probation: Only Casual Leave as in 12 days per year

#### 3) Adhoc/Contract Appointment: Only Casual Leave as in 12 days per year

### General Rules

- a. Leave cannot be claimed as a matter of right-when the exigencies of service so warrant, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.
- b. Leave ordinarily begins on the day on which the transfer of charge is affected and ends on the day proceeding that on which duty is resumed. Enjoyment of leave shall follow Calendar Year.
- c. An employee on leave shall not return to duty before the expiry of leave granted to him without permission of the authority sanctioned the leave.
- d. No person who has been granted leave on medical certificate for infectious disease shall return to duties without producing a medical certificate of fitness.
- e. An employee / a person who remains unauthorized absent after the expiry of his/her leave granted is entitled to no leave salary for the period of such absence. The day/days of such unauthorized absence may only be regularized at the sole discretion of the approving authority on being satisfied of the justification submitted. Willful unauthorized absence from duty after the expiry of leave granted may be treated as misconduct calling for disciplinary action.
- f. Any kind of leave if refused, partly or fully, should be communicated to the applicant either orally or in writing, stating the reason(s) of such refusal.
- g. No employee/person who is under suspension shall be granted any leave.
- h. All applications for leave or for extension of leave shall be, made in writing addressing to the Director / Managing trustee through controlling authority for consideration of sanction of leave or extension of leave by the sanctioning authority, as the case may be, applied for well before it is availed of. In case of Earned leave, pre-application form is to be filed at least 7 days before commencing the

earned leave.

- i. Provided that if the authority, competent to grant leave is satisfied that it was not possible to apply for or obtain the sanction for leave of absence beforehand due to some exceptional condition, leave may be granted with retrospective effect shall be submitted at the earliest opportunity.
- j. If under unavoidable circumstances previous sanction can not be obtained the employee shall write to the controlling authority on the day on which he / she resumes his/her duty explaining the reasons which prevent him/her from attending office. An employee is liable to have his pay forfeited for such period for which he/she is absent without leave<sup>2</sup> or immediate report.
- k. The office of the Registrar will maintain leave record of each employee of the Institute / office.
- l. The HOD the recommending authority of any leave must ensure alternative arrangement of carrying out the normal activities before recommending anybody to proceed on leave.

## **CASUAL LEAVE**

### **Rules**

- a) Casual leave may be prefixed or suffixed to weekly holidays / any other holidays including Sundays.
- b) Casual leave cannot be combined with any other kind of leave or vacation of Puja Holidays.
- c) All casual leave which any employee / person is entitled to during any Calendar year shall cease to be due to him/her at the end of such Calendar year and cannot be accumulated to taken over or brought forward to any other Calendar year.

## **EARNED LEAVE**

### **Rules**

- a) Every employee of a college shall be entitled to leave on full pay, here-in-after referred to as Earned leave only after confirmation.
- b) Earned leave will be credited for the previous year in the month of

January, accumulation of 120 days at a point of time during the whole period of service will be allowed.

- c) Earned leave may be granted for such reasons as may be considered by the authority competent to grant such leave, which may include -
  - 1) Illness of the Employee concerned,
  - 2) Illness of a member of the family of the applicant
  - 3) Urgent private affairs
  - 4) Holiday trip

Provided that –

When earned Leave is applied for on any of the grounds referred to in clause C(1) or Clause C(2) the application shall be accompanied by a medical certificate of a registered medical practitioner.

- (1) No employee who has been granted earned leave under Clause C(1) on a medical certificate may resume duty without producing a medical certificate of fitness of a medical practitioner.
- (2) Earned leave for less than three days will not be allowed.
- (3) Maximum Earned leave that may be granted at a time to an employee, except under extraordinary circumstances shall be 30 days, subject to Institute's work, permitting grant of such leave.
- (4) Earned leave should be enjoyed following approved leave planning of the department concerned.
- (5) In order to avail of Earned leave the eligible employee has to apply in the prescribed form.
- (6) Inform to the Director / Reporting authority at least 7 days in advance from which his/her leave is due to commence except it is considered otherwise under compelling circumstances by the leave approving authority. Leave will be granted in a shorter notice except in a very special case.
- (7) If on the ground of exigency the Earned Leave is required to be extended the concerned Employee has to make an application in writing well in advance of the date of expiry of his/her leave,



enabling the competent authority to consider the same and informing the applicant.

- (8) The appropriate authority can call back any employee who has already proceeded on leave on urgent ground or cancel any leave if so warranted and the un-enjoyed leave may be credited to his/her account.
- (9) An employee retained in service after the date of compulsory retirement shall earn 'Earned Leave' at the rate applicable to him on special consideration.

## **MATERNITY LEAVE**

### **Rules**

- 1) Maternity leave may be granted to a confirmed full-time female employee on full pay for a period up to 3 months during pre and post natal period as to be certified by the attending registered medical practitioner.
- 2) Maternity leave, combined with any other leave, may be granted only if a medical certificate issued by the attending registered medical practitioner supports the application.
- 3) Maternity leave may be granted to an employee on full pay in cases of miscarriage including abortion subject to the condition that any registered medical practitioner supports the application.
- 4) Maternity Leave shall not be admissible more than twice during the entire service period.
- 5) Resumption of duties after expiry of the leave granted may be considered on submission of 'Fit Certificate' issued by the attending registered medical Practitioner.

## **MEDICAL LEAVE**

### **Rules**

- 1) In case of illness / sickness a confirmed full-time employee may be granted medical leave.
- 2) No medical certificate is normally required for availing of any

Medical leave up to First 3 (three) days but if the sanctioning authority so desires can ask for the same to satisfy the reason of absence.

- 3) Availing of Medical Leave for more than 3 (three) days at a time requires valid medical certificate from the registered medical practitioner.
- 4) Resumption of duty on submission of medical certificate may call for further medical examination by the Institute's / Trust's Doctor or any other authorized doctor to declare him / her fit if the approving Authority so decides for the interest of the Institute / Office and / or discipline. In the event of such medical examination he/she may have to undergo appropriate medical test(s) if recommended by the aforesaid doctor.

## **STUDY LEAVE**

### **Rules**

Study Leave may be granted to confirmed full-time faculty after completion of five years of continuous service and not retiring within next three years, for advanced or research work directly related to his/her work by the Competent authority on the recommendation of the Directors. If approved by the Competent authority, they will also decide the duration of the leave and the other terms.

## The regulation relating to powers and functions of the Board of studies in Undergraduate and Post graduate studies

The college Regulations relating to the powers and functions of the Board of Post-graduate studies and various Boards of studies related to the Board of Undergraduate studies.

**Short title** Reg. 1 (B.S.): These Regulations may be called the college Regulations relating to the powers and functions of the Boards of Post-graduate studies and various Boards of studies related to the Board of Undergraduate studies.

**Interpretation of words and expressions** Reg. 2 (B.S.): Unless the context otherwise requires words and expressions used in these Regulations shall be interpreted to have the same meaning as they have everywhere.

**Meetings** Reg. 3 (B.S.): Meetings of a Board of Studies shall be convened whenever necessary and at least twice in an academic year, under the direction of the Chairman, Board of Studies concerned.

**Quorum** Reg. 4 (B.S.): Half of the total number of members of a Board plus one shall form a quorum for a meeting of the Board.

**Powers and functions** Reg. 5 (B.S.): A Board shall—  
 (a) Recommend to the Academic Council (through Board of Undergraduate studies in case Undergraduate courses) concerned courses of studies and syllabi for the various examinations of the University & the Institute in the subject or subjects with which the Board is concerned;

- (b) Recommend to the Academic Council (through Board of Undergraduate studies in case Undergraduate courses) books for study including text-books;
- (c) Recommend to the Academic Council (through Board of Undergraduate studies in case Undergraduate courses) concerned improvements in the methods of teaching, study and examinations;
- (d) Recommend to the Academic Council and Board of Examination concerned examiners, paper-setters, moderators, scrutineers, coordinators, tabulators and other competent persons in the subject or subjects with which the Board is concerned;

Consider the report on all matters that may be referred to it by the Academic Council concerned (through Board of Undergraduate studies in case Undergraduate courses);

**Joint Meetings** Reg. 6 (B.S.): The Academic Council concerned may call upon two or more Boards to meet together to decide any question of common interest. The joint meeting will elect its own Chairman. The Quorum of a joint meeting must include a full quorum of each Board represented.

**Validation of proceedings** Reg. 7 (B.S.): No proceedings of a meeting of a Board shall be invalidated by reason merely of a vacancy or vacancies existing on the Board.

**Removal of doubts** Reg. 8 (B.S.): In case of any doubt or difficulty as to the interpretation of these Regulations, the matter shall be referred to the Director and his decision thereon shall be final.

## The Regulations relating to constitution powers and functions of the Board of Examinations

Short title	Reg. 1 (B.E.): The Regulations may be called the college regulations relating to constitution, powers and functions of the Board of Examinations.
Interpretation of words and expressions	Reg. 2 (B.E.): Unless the context otherwise requires, words, and expressions used in these Regulations shall have the same everywhere.
Board of Examinations	Reg. 3 (B.E.): There shall be a Board of Examinations for each post-graduate course and a Board of Examinations for each undergraduate course attached to Academic Council for post-graduate and undergraduate studies.
Constitution of Board of Examinations for post-graduate course	Reg. 4 (B.E.): Save as provided in paragraph (2), a Board of Examinations for post-graduate course attached to Academic Council for post-graduate and undergraduate studies shall consist of- <ul style="list-style-type: none"> <li>(i) The Director/Principal who shall be the Chairman,</li> <li>(ii) The Dean of the Faculty concerned;</li> <li>(iii) The Chairman, Board of Studies;</li> <li>(iv) Two teachers of the Department nominated by the Academic Council.</li> <li>(v) The Controller of Examinations, who shall be the ex-officio Secretary.</li> </ul>

Constitution of Board of Examinations for undergraduate course

Tenure of nominated members

Powers and functions

Reg. 5 (B.E.): A Board of Examinations for undergraduate course attached to Academic Council for post-graduate and undergraduate studies shall consist of-

- (i) The Director/Principal who shall be the Chairman;
- (ii) The Dean of the Faculty concerned;
- (iii) The Chairman, Board of Studies in each of the relevant subjects;
- (iv) Three two University teachers nominated by the Academic Council.
- (v) Two teachers of the Department nominated by the Academic Council.
- (vi) The Controller of Examinations, who shall be the ex-officio Secretary:

Reg. 6 (B.E.): A member nominated under clause (iv) of paragraph (1), clauses (iv) and (v) of paragraph (2) of Reg. 4 (B.E.) and clauses (iv) and (v) of Reg. 5 (B.E.) shall hold office at least for a period of two years.

Reg. 7 (B.E.): Subject to any Statutes, Ordinances, Regulations or Rules and subject to the general control by the Academic Committee the Board shall -

- (i) Conduct the various examinations of the University and that of the College;
- (ii) Appoint, if required by the Academic Council, paper setters, examiners and external moderators in a subject in consultation with the Board of

- Study concerned;
- (iii) Appoint, if required by the Academic Committee, tabulators and scrutineers,
- (iv) Prescribe the duties of the paper setters, examiners and the Moderation Committee
- (v) Moderate the results of examinations if considered necessary;
- (vi) Approve and publish the results of University and College examinations at the post-graduate and under-graduate stages, if required by the Academic Council concerned;
- (vii) Report to the Academic Council and the Governing Body the results of various examinations with necessary comments.

Moderation Committee

Reg. 8 (B.E.): The Moderation Committee referred shall be constituted as follows :

- (i) The Principal who shall be the Chairman
- (ii) The Dean of the Faculty concerned
- (iii) The Controller of Examinations, who shall be the ex-officio Secretary.

Provided that the teacher or teachers of a University Department concerned with the teaching of a syllabus in part or whole shall be invited to the moderation of that question paper relating to the relevant syllabus in part or whole, as the case may be:

The list of moderators (at least two for each paper) should be proposed by the concerned

Obligation of officers and staff

Removal of doubts

Board of Studies & will be forwarded to the Board of Examinations. The Board of examination will place the same to the Moderation Committee for finalization.

Reg. 9 (B.E.): It shall be incumbent on the Controller of Examinations and any other College officer or staff directly or indirectly concerned with examination matters to abide by the directions of the Board of Examination in respect of all such matters.

Reg. 10 (B.E.) In the case of any doubt or difficulty as to the interpretation of these Regulations the matter shall be referred to the Director and his decision thereon shall be final.

## The Regulations relating to the conduct of Examinations

### Title and commencement:

Reg. 1 (CUE):

- (1) These Regulations may be called the College Regulations relating to the conduct of College and University Examinations.
- (2) They shall come into force at once.

### Interpretation of words and expressions

- (3) Unless the context otherwise requires words and expressions used in these Regulations shall be interpreted to have the same meaning as they have in the act.

### Application for admission to Examination and payment of fees

Reg. 2 (CUE):

- (1) Applications for admission to College and University Examinations shall be made by the candidates in the prescribed form and accompanied by such fee as may be prescribed. The application together with prescribed fee shall be submitted to the Cashier.
- (2) No student shall be admitted to any Examination of the College and the University unless he has paid the prescribed fee within the date specified by the Controller of Examinations. A student may, however, submit the examination fee with a late fine of Rs. .... Within seven days after expiry of the specified date.

The Director/Principal may, however, extend the period of grace at his discretion.

- (3) Examination fee once paid shall not be refunded unless a candidate is declared to be in-eligible to appear at the Examination.

### Issue of Admit Card

Reg. 3 (CUE):

- (1) A student whose application has been accepted for admission to an

examination, after being duly processed, provided he is eligible, shall be given an Admit Card containing the name of the candidate and the examination Roll number assigned to him.

- (2) The generation and distribution of Admit Card will be under the discretion of the Controller of Examinations. No candidate shall be admitted into the Examination Hall without the Admit Card, provided that the Teacher-on-duty may, if otherwise satisfied of the identity of the candidate, allow him to sit for the examination provisionally, on condition that the Admit Card would be produced before he is permitted to continue with the examination further.
- (3) Permission to appear at any Examination may withdrawn before or during the course of the Examination for conduct which, in the opinion of the Director, justifies the candidate's exclusion from the examination.
- (4) No candidate will be entitled to receive his Admit Card if he owes any money to the College or has outstanding dues to Halls / Hostels on any account and fails to pay it, or has borrowed or has in his possession any book or other property belonging to the College unless he has been permitted to take the Admit Card by the Director under exceptional circumstances; provided that in such cases the examination results of such candidates shall not be published until such dues have been paid.

Subject to such enhancement or reduction as may be made by a resolution of the Academic Council, the fees payable for admission to University & College Examinations will be decided.

### Result notification and Marks-sheet

U. Rule. 5(CUE): (1) The result notification for each examination shall contain the name and the examination roll number of the examinee, the undergraduate or Postgraduate subject of study and the class/ division awarded.

(2) Mark-sheet of a Examination shall be available for issue within thirty working days from the date of publication of result.

### **Preservation of used answer scripts**

U.Reg. 6 (CUE): The Answer Scripts of examinations shall be preserved for a period of one year after the date of publication of results and may be disposed of thereafter.

### **Fees for Duplicate Certificate, marks-sheet etc.**

U.Reg. 7 (CUE):

- (1) A fee of Rs. .... Shall be charged for the issue of a duplicate certificate for diploma or certificate or any degree, provided the applicant submits an affidavit certifying the loss of the original one, signed in the presence of a magistrate.
- (2) Duplicate marks-sheet can be issued on payment of a fee of Rs. ... for each copy of marks-sheet.
- (3) A fee of Rs. ... shall be charged for the issue of a duplicate Admit Card.

### **Scrutiny of answer scripts**

U. Reg. 8 (CUE):

- (1) All answer scripts after evaluation should be scrutinized by scrutineers. The Scrutineers are to be appointed for the year for various examinations by the Controller of Examinations, on the recommendation of the Board of Examinations.
- (2) The scrutineer shall be supplied with two copies of marked award list, the examined answer scripts concerned and one copy of the relevant question paper.
- (3) He/she shall check the marks in accordance with the instructions issued by the Controller of Examinations. He/she shall see that no answer or its part has been left unmarked and that the candidate has not answered more than the required number of questions.
- (4) The same procedure shall be followed in case of answer pertaining to different groups written in separate answer scripts.
- (5) In case of any discrepancy, the scrutineer shall report the matter in

writing to the Controller of Examinations. If the discrepancy is due to wrong counting, the scrutineers shall make necessary corrections with the approval of the Controller of Examinations. If the discrepancy requires assessment of an unmarked answer, the script shall be referred back to the examiner for examination and marking.

- (6) The scrutineer shall submit a scrutiny report to the Controller of Examinations.

### **Employment of amanuensis.**

U.Reg. 9 (CUE):

- (1) If a candidate is prevented by physical disability from writing down the answers, the Controller of Examinations or in an emergency the Officer-in-Charge may allow, if he is satisfied regarding the genuineness of the case, an amanuensis brought by the examinee provided the following conditions are fulfilled: (a) a certificate regarding physical disability of the candidate from the Medical Officer, JIS College of Engineering or from a registered medical practitioner justifying the employment of an amanuensis, (b) that the amanuensis should be approved by the Controller or the Officer-in-Charge, and (c) the academic qualification of an amanuensis should be lower than that of the examinee.
- (2) A separate sitting arrangement should be made if an amanuensis is allowed. An amanuensis, if permitted, cannot be replaced under any circumstances and the employment of the amanuensis should be mentioned on the top-sheet of the answer books by the Officer-in-Charge. The matter should be reported to the Board of Examinations.

U.Reg. 10(CUE):

- (1) No candidate shall be admitted to the Examination Hall without proper Admit Card issued by the University. Candidates shall bring their respective Admit Cards and the University Registration Receipt every day of the examination and shall produce them for inspection,



whenever required. Candidates are liable to be expelled from the Examination Hall for failure to produce the Admit Card and the University Registration Receipt.

- (2) No candidate shall bring with him into the Examination Hall any papers, books, notes, or other similar material, mobile phones or similar electronic gadget. Any candidate bringing into the Examination Hall any of the above material is liable to be punished.
- (3) In the event of a candidate being found guilty of the use of unfair means at any stage either during the examination or after, the result of the candidate shall be cancelled and the candidate shall have no claim to the result at any stage even after the announcement of his result nor will he have any claim to the refund of fees paid. It will be open to the College to impose such other punishment as it may consider necessary.
- (4) Candidates are forbidden to write their names in any part of their answer books, Examiners are requested to report all such cases to the Controller of Examinations. If the rule is violated, the paper is liable to be cancelled.
- (5) Candidates suffering from any form of contagious or infectious diseases or from any illness or diseases considered to be prejudicial to the general body of students under examination, will not be admitted to or allowed to remain in the Examination Hall. Special arrangements may, however, be made for candidates who are suffering from certain categories of diseases if application is made to the Controller of Examinations with sufficient notice. If the use of the sick bed is permitted, the candidate shall bring bed, pillow, etc.
- (6) Under no circumstances will a candidate be allowed to appear at an examination at any place other than one approved by the College.
- (7) The examination will be held on the dates and according to the programme previously notified by the University or by the College.
- (8) The doors of the Examination Hall will be opened, half an hour on the first day and quarter of an hour on subsequent days, before the time announced for the commencement of the examination.

- (9) Five minutes before the commencement of the Examination a warning bell will be rung as a signal for all students to take their seats when all candidates must their allotted seats bearing the Roll Numbers given in the Admit Cards.
- (10) No candidate will be admitted, or given a question paper after more than half an hour of the commencement of the examination. Any candidate reporting late shall take his seat with the permission of the Controller of Examinations.
- (11) No candidate shall leave the Examination Hall until an hour has elapsed from the time of the distribution of the papers. He must leave the answer book within the Examination Hall when leaving the Hall.
- (12) No candidate shall finally leave the Examination Hall without submitting the answer script. No candidate shall re-enter the Examination Hall during the hours of examination after submission of the answer script.
- (13) Warning bells will be rung every day fifteen minutes and five minutes before the time fixed for the close of the examination. A final bell will be rung at closing time.
- (14) At the close of the examination a candidate must not leave the seat until his answer script is collected by the invigilator. In case, however, he desires to submit the answer script before the close of examination, he shall hand it over to the invigilator on duty.
- (15) Candidates must not remain in the Examination Hall after submitting their answer scripts to the invigilator.
- (16) Before entering the Examination Hall candidates must deposit at a place set aside for the purpose books, notes or other material which are forbidden for candidates to have in their possession. Such articles may be left their only at the candidates' own risk. Candidates found in possession of any forbidden material while under examination in contravention of these rules shall be liable to usual penalties including expulsion.
- (17) During examination hours communication of all kinds is strictly forbidden between candidates themselves or between candidates

and other persons whether inside or outside the Examination Hall.

- (18) In case of any need or help a candidate will draw the attention of the invigilator by standing up in his seat.
- (19) Candidates must not write anything other than what is required in the way of an answer. They shall not take away any writing or scribbling from the Examination Hall at any time.
- (20) Candidates are required to sign their names and prove their identity as and when required to do so.
- (21) Candidates shall not adopt any unfair means at the Examination. Any breach or attempted breach of any of these or other examination rules will render them liable to expulsion and to any other penalty as the University may deem fit.
- (22) Notwithstanding the issue of the Admit Card, the College shall have the right, for any reasons which may appear to them sufficient, to cancel the admission of any candidate to any examination, whether before, during or after the examination.  

The College may also debar a candidate from appearing at any subsequent College or University examination or examinations. The decision of the College in all such cases shall be final.
- (23) In case not covered by the foregoing rules reference shall be made to the Controller of Examinations for a special directions, and his decision shall be accepted as final.
- (24) If for any emergency the examination on any day starts later than the scheduled time, the loss of time will be fully compensated.
- (25) Candidates shall use answer scripts supplied by the College or by the University bearing endorsement of the College or University authorities.
- (26) The permission granted through an error to a candidate who was not eligible for appearing at that examination shall be withdrawn at any stage on the discovery of such error.

## Examination Rules for Undergraduate Examinations

Appointment of Paper-setters and respective Examiners

Rule 1. (Examiners):

- (1) The paper-setters shall be examiners unless otherwise decided by the respective Board of Studies and the Board of Examinations and approved by Academic Council concerned.
- (2) In each paper there will be at least two paper setters; one Departmental and & one non-Departmental/external

The appointment of Paper setters Examiners shall be made in Form prescribed by the Board of Examinations on the recommendations of the respective Board of Studies and under the general supervision of the Academic Council for post –graduate and undergraduate studies concerned as laid down in St.

The letter of acceptance as per proforma should reach the Controller of Examinations within a fortnight of issue of the letter of appointment. If not received, it will be presumed that he is unwilling or unable to accept the offer and in that event alternative arrangement will be made.

Duties.

Rule 2. (Examiners):

- (1) The paper–setter / Examiner shall be required to decline the offer if any of his near relations appear at the examination in connection with which he is appointed.
- (2) The question paper, written legibly on the paper supplied in his own hand or typed personally,

with all scientific and technical terms written distinctly, and bearing signature on each page, should be forwarded in double covers, each duly sealed with his own seal and marked confidential, to the Controller of Examinations by name, and also insured for Rs. 100/- only if sent by post.

- (3) It is absolutely necessary that the question paper should be sent to the Controller of Examinations so as to reach him on or before the prescribed date. If the paper-setter is unable to do so immediate intimation should be given so that alternative arrangements may be made.
- (4) A certificate is to be sent, along with the question paper, stating that the paper conforms to the prescribed conditions and does not involve a material variation from the average standard, and also assigning the copyright to the College and the University.
- (5) Any change of address of the paper-setter/ Examiner should be intimated forthwith.
- (6) Persons setting papers shall be guided, as to the scope of the subject of Examination, by the syllabus prescribed for the purpose as decided by the concerned Board of Studies.
- (7) The total marks in any theoretical paper will be 70% through semester examination (X) and 30% through internal assessment (Y).

In case internal assessment marks will be divided into marks for class test, marks for attendance and marks for class assignments.

- (8) In case of B.Tech examinations, in the semester

examination 50% of the questions shall be set up by the College and rest 50% shall be set up by the University in accordance with the syllabus prescribed by the Board of Studies. Each Question paper shall have two parts (Part A & Part B) each carrying 50% of full semester examination marks (X). Question for part A will be set up by the College while for part B will be set by the University. The syllabus pertaining to Part A and Part B may be interchanged in alternate years. The question of Part A and Part B are to be answered in two separate answer booklets. The part A will be evaluated by the College while part B booklet will be evaluated by the University.

- (9) The questions set for an examination will be such as will reasonably conform to the standard expected in respect of that examination and should be fairly distributed over the course covered by the paper.
- (10) Question should be framed in such a way as to test the student's intelligent grasp of broad principles and his power of intelligent presentation. Question should be set to encourage good methods of study of teaching and discourage unintelligent memory work.
- (11) No copy of manuscript of the question paper is to be retained by the paper-setter and all relevant drafts, notes etc should be effectively destroyed.
- (12) Personal seal for sealing envelopes containing question papers shall be used.
- (13) All correspondence in this connection should be addressed to the Controller of Examinations

- by name and marked confidential.
- (14) The examiners shall be guided by the scheme of examination showing maximum marks for the paper, pass marks, qualifying marks, as determined by the respective Board of Studies and approved by the Academic Councils of postgraduate and undergraduate studies for implementation through Board of Examinations.
  - (15) The answer books / project reports/ thesis shall be kept confidential and in safe custody, and should be returned packed as directed and duly sealed to the Controller of Examinations by name either personally or by registered post.
  - (16) The examiners may report at once to the Controller of Examinations, if any candidate attempts to communicate with them with the object of influencing the marks.
  - (17) The examiners shall report to the Controller of Examinations if they find any incriminatory evidence of adopting unfair means by the candidate(s).
  - (18) The examiners shall send to the Controller of Examinations brief report on the performance of the candidate in the prescribed form. This report should be sent to the relevant Board of Studies for consideration.
  - (19) The examiners shall be guided by the scheme of evaluation (norm) for examination theory papers, project reports and thesis reports determined by the respective Boards of Studies and approved by respective Academic Councils for post graduate and undergraduate studies for implementation through the Board of

- Examination.
- (20) Each practical paper should be conducted in presence of at least one external examiner.
  - (21) In case of B.Tech examination, question pattern for Part A/Part B would be
    - 5 x 1 marks multiple choice questions
    - 2 x 15 marks long questions.For all other undergraduate courses the same should be decided by the respective Board of Studies.
  - (22) Project Viva-voce will be conducted by those examiners who have adjudicated the dissertation/project. Viva-voce will be a defense of the dissertation/project and it will be treated as a part of the examination. Non-appearance in viva-voce, however, will be count as failure for which candidate will be required to appear at the Special Supplementary Examination.
  - (23) If a student fails to submit his/her dissertation/project within the stipulated date, he/she may submit the same prior to holding of the fourth semester Special Supplementary Examination. The date of submission of will be announced by the Controller of Examinations in consultation with Head of the Department.
  - (24) For the grand viva, teachers of the department will be the examiner along with an external examiner (outside the College) to be appointed by Controller of Examinations in consultation with the Head of the Department.
  - (25) Subsequent to the evaluation of the answer script by the College and by the University, marks for all components for examination are to

be sent to the University for compilation both at the University and College levels.

(26) Marks distribution for sessional papers will be decided by the corresponding Board of Studies.

Review Committee.

Rule 3. (Examiners):

Review examiners shall be appointed by the Controller of Examinations ordinarily from a panel recommended by the Board of Examination. Such examiners shall be persons other than those who originally examined the answer scripts of the same paper of the same examination.

Remuneration.

Rule 4. (Examiners):

The rates of remuneration to paper-setters, examiners, moderators, tabulators and scrutineers shall be determined by the Academic Council.

Removal of doubt.

Rule 5. (Examiners):

(1) In the case of any doubt or difficulty as to the interpretation of these ordinances, the matter shall be referred to the Director/Principal and his decision thereon final.

(2) It is, however, clarified that examinations which are in operation or the preparation for which have been initiated before the coming into force of these rules shall be deemed to have been allowed to be completed under the rules in force prior to the coming into force of these rules.

## Examination Rules for Post-graduate Examinations

Appointment of Paper-setters and respective Examiners

Rule 1. (Examiners):

- (1) The paper-setters shall be examiners unless otherwise decided by the respective Board of Studies and the Board of Examinations and approved by Academic Council concerned.
- (2) In each paper there will be at least two paper setters; one Departmental and & one non-Departmental/external

The appointment of Paper setters Examiners shall be made in Form prescribed by the Board of Examinations on the recommendations of the respective Board of Studies and under the general supervision of the Academic Council for post –graduate and undergraduate studies concerned as laid down in St.

The letter of acceptance as per proforma should reach the Controller of Examinations within a fortnight of issue of the letter of appointment. If not received, it will be presumed that he is unwilling or unable to accept the offer and in that event alternative arrangement will be made.

Duties.

Rule 2. (Examiners):

- (1) The paper–setter / Examiner shall be required to decline the offer if any of his near relations appear at the examination in connection with which he is appointed.
- (2) The question paper, written legibly on the paper supplied in his own hand or typed personally, with all scientific and technical

terms written distinctly, and bearing signature on each page, should be forwarded in double covers, each duly sealed with his own seal and marked confidential, to the Controller of Examinations by name, and also insured for Rs. 100/- only if sent by post.

- (3) It is absolutely necessary that the question paper should be sent to the Controller of Examinations so as to reach him on or before the prescribed date. If the paper-setter is unable to do so immediate intimation should be given so that alternative arrangements may be made.
- (4) A certificate is to be sent, along with the question paper, stating that the paper conforms to the prescribed conditions and does not involve a material variation from the average standard, and also assigning the copyright to the College and the University.
- (5) Any change of address of the paper-setter/ Examiner should be intimated forthwith.
- (6) Persons setting papers shall be guided, as to the scope of the subject of Examination, by the syllabus prescribed for the purpose as decided by the concerned Board of Studies.
- (7) In case of post-graduate theoretical examinations the total marks in any paper will be 70% through semester examination and 30% through internal assessment.

In case internal assessment marks will be divided into marks for class test, marks for attendance and marks for class assignments.

- (8) The questions set for an examination will be

such as will reasonably conform to the standard expected in respect of that examination and should be fairly distributed over the course covered by the paper.

- (9) Question should be framed in such a way as to test the student's intelligent grasp of broad principles and his power of intelligent presentation. Question should be set to encourage good methods of study of teaching and discourage unintelligent memory work.
- (10) No copy of manuscript of the question paper is to be retained by the paper-setter and all relevant drafts, notes etc should be effectively destroyed.
- (11) Personal seal for sealing envelopes containing question papers shall be used.
- (12) All correspondence in this connection should be addressed to the Controller of Examinations by name and marked confidential.
- (13) The examiners shall be guided by the scheme of examination showing maximum marks for the paper, pass marks, qualifying marks, as determined by the respective Board of Studies and approved by the Academic Councils of postgraduate and undergraduate studies for implementation through Board of Examinations.
- (14) The answer books / project reports/ thesis shall be kept confidential and in safe custody, and should be returned packed as directed and duly sealed to the Controller of Examinations by name either personally or by registered post.



- (15) The examiners may report at once to the Controller of Examinations, if any candidate attempts to communicate with them with the object of influencing the marks.
- (16) The examiners shall report to the Controller of Examinations if they find any incriminatory evidence of adopting unfair means by the candidate(s).
- (17) The examiners shall send to the Controller of Examinations brief report on the performance of the candidate in the prescribed form. This report should be sent to the relevant Board of Studies for consideration.
- (18) The examiners shall be guided by the scheme of evaluation (norm) for examination theory papers, project reports and thesis reports determined by the respective Boards of Studies and approved by respective Academic Councils for post graduate and undergraduate studies for implementation through the Board of Examination.
- (19) Each practical paper should be conducted in presence of at least one external examiner.
- (20) The question pattern for the theoretical examinations should be decided by the Board of Studies concerned and approved by the Academic Council.
- (21) Project Viva-voce will be conducted by those examiners who have adjudicated the dissertation/project. Viva-voce will be a defense of the dissertation/project and it will be treated as a part of the examination. Non-appearance in viva-voce, however, will be count as failure for which candidate will be

required to appear at the Special Supplementary Examination.

- (22) If a student fails to submit his/her dissertation/project within the stipulated date, he/she may submit the same prior to holding of the fourth semester Special Supplementary Examination. The date of submission of will be announced by the Controller of Examinations in consultation with Head of the Department.
- (23) For the grand viva, teachers of the department will be the examiner along with an external examiner (outside the College) to be appointed by Controller of Examinations in consultation with the Head of the Department.

Review Committee.

Rule 3. (Examiners): Review examiners shall be appointed by the Controller of Examinations ordinarily from a panel recommended by the Board of Examination. Such examiners shall be persons other than those who originally examined the answer scripts of the same paper of the same examination.

Remuneration.

Rule 4. (Examiners): The rates of remuneration to paper-setters, examiners, moderators, tabulators and scrutineers shall be determined by the Academic Council.

Removal of doubt.

Rule 5. (Examiners): (1) In the case of any doubt or difficulty as to the interpretation of these ordinances, the matter shall be referred to the Director/Principal and his decision thereon final.

(2) It is , however, clarified that examinations which are in operation or the preparation for which have been initiated before the coming into force these rules shall be deemed to have been allowed to be completed under the rules in force prior to the coming into force of these rules.

### **Rules for the Guidance of for conduction of the Examination:**

U. Reg. 11 (CUE):

- (1) The Controller of Examinations shall be responsible for strict supervision and efficient conduct of the examination in accordance with the rules laid down for the purpose.
- (2) The Controller of Examinations should arrive at the centre at least half-an-hour before the commencement of the examination.
- (3) Sealed packets containing question papers must be opened by the Controller of Examinations himself in the presence of some invigilators about 15 minutes before the time scheduled for the commencement of the examination. The Controller of Examinations will arrange the distribution of the question papers with the help of invigilators. The distribution of question papers to candidates may start with the warning bell rung five minutes before the time for the commencement of the examination.
- (4) The doors, of the Examination Hall will be opened, half an hour on the first day and quarter of an hour on subsequent days, before the time for the commencement of the examination.
- (5) The Controller of Examinations should arrange proper time signals. A bell should be rung at the end of every hour. Warning bells should be rung 15 minutes and also 5 minutes before the commencement and before the closing of the examination.
- (6) A candidate who fails to produce his Admit Card may be provisionally permitted to sit for the examination for the day provided the candidates assures to produce the Admit Card on the following day. Such cases should be reported to the Controller of Examinations.

- (7) No candidate will be admitted after the expiry of half an hour from the commencement of the examination.
- (8) No candidate shall be allowed to leave the Examination Hall until an hour has elapsed from the time when the papers are given out.
- (9) The Controller of Examinations shall either sign the answer books used by the candidates or have his facsimile signature stamped. The main answer book and the supplementary sheets shall have the signature of the invigilator also. Blank or unused scripts or sheets should never be signed or stamped.
- (10) None other than a teacher shall be appointed as an invigilator.
- (11) The Officer-in-Charge should take all precautionary measures usually associated with the examination and should, in particular, ensure that there is no communication between one candidate and another and also between candidates and other persons either inside or outside the Examination Hall during the period of examination. The cases of candidates detected in adopting unfair means or communicating with one another or found in unauthorized possession of books or papers or other materials during the examination should be dealt with in accordance with the procedure laid down in paragraph (12) below.
- (12) As soon as a candidate is found using unfair means by the invigilator, the invigilator shall immediately take possession of answer-script and any other paper and material and call upon the candidate to subscribe his signature to the paper or material of which possession has been taken. Thereafter the invigilator shall take a statement from the candidate in explanation of his conduct. The invigilator shall initial with the date all the papers and materials which the candidate had in his possession. Thereafter the invigilator shall submit along with the script and the relevant papers and materials, a report to the Officer-in-Charge immediately giving his comments. All the circumstances under which the candidate was found to adopt unfair means should be fully and clearly stated in his report. Soon after the matter is reported to the Controller of Examinations he shall provide the candidate with a fresh answer book in order to enable him to continue writing his answers. However, the time lost in the process may be compensated by allowing extra-time to the candidate. Soon after the conclusion of the day's examination, the

Controller of Examinations shall submit a detailed report to the respective Board of Examinations giving his comments and enclosing the report of the invigilator together with the statement of the candidate, if any, and the material and the .....

The Controller of Examinations shall refer the matter to an enquiry committee constituted as prescribed in relevant rules. The Controller of Examinations shall be the convener of the Committee. The examination result of such candidate shall not be published until the College authority so decides.

- (13) If circumstances to demand, the Controller of Examinations may expel a candidate from the Examination Hall and debar him from appearing at the examination for the paper.

He shall submit a report to the Board of Examinations concerned forthwith.

- (14) The Controller of Examinations with the help of the invigilators should check the answer books of the candidates against the attendance list and get them arranged serially, packed and sealed with the top-sheet duly filled in and signed as soon as possible after the conclusion of the examination in each paper

- (15) The answer-scripts (in specific cases) shall be dispatched to the University after each day's Examination in properly sealed packets.

- (16) Candidates suffering from any form of contagious or infectious diseases, or from any illness or diseases considered to be prejudicial to the general body of students under examination will not be admitted into or allowed to remain in the Examination Hall.

Special arrangements may, however, be made for candidates who are suffering from certain categories of diseases if application is made to the Controller of Examinations if application is made to the Controller of Examinations with sufficient notice. Such a candidate shall bring with the necessary material such as bed, pillow etc.

- (17) Under no circumstances will a candidate be allowed to appear at an examination at any place other than one approved by the College and the University.

- 18) After the completion of Examination, the Controller of Examinations shall

send the following documents to the University or arrange to keep for future purpose as the case may be:

- (i) Attendance sheets with signature of candidates appearing in each paper of the Examination,
- (ii) Absentee Statement,
- (iii) A statement showing distribution of answer-scripts and supplementary sheet on each day and in each paper of the Examination,
- (iv) A question paper account indicating the number of question papers received, number issued to candidates, number used in packets of answer-scripts and number surplus.

- (19) In case of emergency the Officer-in-Charge can take steps as he may deem necessary to run the examination smoothly.

### **Instructions to invigilators**

U. Reg. 12 (CUE):

- (1) There shall be at least two invigilators in a room.
- (2) The invigilators shall be in over-all charge of the room assigned to them subjects to the control of the Controller of Examinations.
- (3) The invigilators shall report to the Controller of Examinations of the examination centre at least half-an-hour before the commencement of the examination and ascertain the rooms to which they have been posted and the number of candidates in these rooms.
- (4) Invigilators should be present in the Examination Halls during the hours of examination.
- (5) The Invigilators from each room shall obtain from the Controller of Examinations before the commencement of the examination as many answer books as there are candidates in the room and also sufficient number of supplementary answer sheets and any other special requirements, such as graph paper, stream table and so forth distributed to the returned by the candidates tally with the number of candidates actually appearing in the examination. Undistributed answer books and

supplementary sheets should be returned to the Controller of Examinations. In case of any discrepancy, the matter should be communicated to the Controller of Examinations immediately.

- (6) Answer books are to be distributed to the candidates who have taken their seats. No answer book shall be left on the table which has not been occupied by a candidate.
- (7) Supplementary answer sheets shall be supplied when the invigilator is satisfied that the candidate has used up the previous answer book.
- (8) The invigilator shall ensure that candidates have not in their possession books, note-book, etc., in the Examination Hall.
- (9) Candidates shall be admitted to the Examination Hall 15 minutes before the scheduled time and shall be asked to take their seats as soon as they enter. On the first day of the examination they may be allowed to enter the Hall half-an-hour before the scheduled time.
- (10) The candidates shall write their Room Numbers and Registration Numbers only in the space provided for the purpose on the answer books, and on maps, graph papers, etc., attached inside answer books used by them.
- (11) Candidates shall not tear out any leaves from their answer books.
- (12) If a candidate uses a supplementary answer sheet (as the case may be) he shall get them securely stitched before leaving the Examination Hall.
- (13) At the time of taking signatures of candidates on attendance sheets the invigilator shall see that the candidates on attendance sheets the invigilator shall see that the candidate has entered his correct Roll Number and Registration Number on the cover of the answer book. No script in which the candidate has not written his Roll Number and Registration Number shall be accepted.

The invigilator should put his signature on the cover page of the answer book. The invigilator should initial against the absentee candidates.

- (14) All invigilators from each Hall shall report to the Controller of Examinations at least 15 minutes before the examination for collecting question papers and they shall directly go to the Hall allotted to them. The distribution of question papers to candidates may start with the warning bell rung five

minutes before the time for the commencement of the examination.

- (15) The invigilator shall not allow a candidate to leave the Examination Hall within the first hour and no candidate shall be permitted to sit for the examination half-an-hour after the commencement of the examination.
- (16) The invigilators should examine the Admit Cards of all the candidates to see that their admission to the Examination Hall is regular. If a candidate fails to bring his Admit Card his name and Roll Number shall be reported to the Controller of Examinations who may allow the candidate for the day provided he assures to produce the Admit Card on the following day.
- (17) The invigilator shall see that there is no communication among the candidates in the Examination Hall or outside during the examination.
- (18) The invigilator may note that a bell will be rung at the end of every hour. A warning bell will be rung 15 minutes and also 5 minutes before the commencement and before the closing time.
- (19) All doors of the Examination shall be closed five minutes before the final bell is rung. Candidates should not be allowed to leave their seats until all the answer scripts in that Hall have been collected.
- (20) Invigilators should check Admit Card of the candidates with the Roll Number on the answer scripts in order to avoid any discrepancy in the Roll Number.
- (21) No change in the invigilation duty list is permitted under any circumstances without the prior approval of the Controller of Examinations.

### **Appointment of Tabulators**

U. Reg. 13 (CUE):

- (1) Two tabulators for tabulating the results of undergraduate or postgraduate examination shall be appointed by the Academic Council concerned, if required by the Academic Council concerned. Two tabulators will tabulate the results independently and compare their tabulation sheets. Each of them will submit the tabulated result to the Controller of Examinations within a week's time from the date of receipt of all marks for the particular examination. Borderline cases should be noted in lead pencil in the remarks column against the names.

- (2) Each tabulator should submit a report on the number of passes, with class and number of failures with borderline cases for consideration by the Board of Examinations.
- (3) Grace if any, as approved by the Academic Council concerned is to be inserted in the tabulation chart by the tabulators.
- (4) The mark-sheet should be prepared by the Tabulators. It should bear a certificate of verification from the person who compares the marks-sheet with the original tabulation charts.
- (5) The mark-sheet should be issued to the candidates within a week from the publication of the result.
- (6) The marks-sheet of postgraduate candidates should show the field of specialization.
- (7) Grace marks, if any, should not shown in the marks-sheet.

#### **Review of results.**

U. Reg. 14 (CUE):

- (1) A candidate for any of the examinations may apply to the Controller of Examinations for review of his results within 30 days (excluding long vacation) of the date of issue of marks-sheet of the relevant examination in the prescribed form together with a non-refundable fee of Rs. .... Per paper, subject to the following conditions.
  - (i) Applications for review shall be restricted to the theoretical papers only of the regular annual examinations (and not of any compartmental, supplementary or special examination) and no application for review of answer script in any practical or oral examination or internal assessment or of the Dissertation shall be entertained.
  - (ii) In case where two or more examiners have examined the same answer scripts no review of the relevant answer script will be made.
  - (iv) In case of all concerned examinations a candidate will be allowed to apply for the review of up to half of the number of the theoretical papers, provided he secures pass marks in the aggregate of all other papers.

- (2) Review Examiners shall be appointed by the Controller of Examinations ordinarily from a panel recommended by the Board of Examinations. Such examiners shall be persons other than these who originally examined the answer scripts of the same paper of the same examination.

Necessary measures shall be taken to prevent the original marks from being disclosed to the Review Examiners.

- (3) If in any case the difference between the marks assigned originally in any paper and the marks assigned to such paper after review is below 5% of the full marks of the papers, such variation will not be taken into account, provided that if marks less than 5% after review enable the candidate to pass the examination, such marks would be added.
- (4) If the difference is 5% or above, the award made by the reviewer shall be taken into account only if it goes to the advantage of the candidate.
- (5) The application for review along with an attested copy of the marks-sheet of the examination together with the requisite fee shall be submitted within the scheduled time through the Head of the Department / Principal of the College from which the candidate was sent up for the examination.
- (6) If all the conditions for review including submission of requisite fees in the prescribed manner are not observed by a candidate his application will not be entertained and the College shall not be liable to inform him the reason for not entertaining the application.

#### **Removal of doubts.**

U.Reg. 15 (CUE): In the case of any doubt or difficulty as to the interpretation of these Regulations, the matter shall be referred to the Director and his decision shall be final.