

(iii) Proposed amendment of Regulation RC-10 on the Paper-setting/Evaluation/Moderation of Under Graduate Examinations.

The Controller of Examinations has submitted a proposal for amendment of Regulation RC-10 on the Paper setting/Evaluation/Moderation of Under Graduate Examinations which is placed as Annexure 'A'.

The above matter was placed before the Academic Council in its 64th meeting held on 1st & 2nd Dec., 2000 wherein the Council approved the same.

The matter is placed before the Council for consideration.

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**NORTH-EASTERN HILL UNIVERSITY REGULATIONS**

RC -10

**ON THE PAPER-SETTING/EVALUATION/MODERATION OF  
UNDER-GRADUATE EXAMINATIONS***Under Ordinance OC-8***EXISTING****Evaluation 4.**

- (1) There shall be a 3 tier system of evaluation of answer-scripts for which purpose there shall be a Chairman, Chief-Examiner and Examiner for each subject.
- (2) The duties of the Chairman, Chief- Examiner and Examiner shall be as under :

**Chairman**

- (i) Immediately after the Examinations in respect of all papers coming under a particular Board are over, its Chairman shall convene a meeting of the Chief Examiners of that Board to discuss the question-papers coming under that Board and decide upon the scheme and standard of valuation of the various papers. Decisions taken at that meeting shall be communicated by him in writing to the concerned Examiners of the Board, with a copy to the Chief Examiner concerned, immediately after the meeting. Thus it shall be the duty of the Chairman to give necessary instructions to the Chief Examiners and Examiners regarding the standard and the scheme of evaluation of answer-scripts in the various papers. He shall also be responsible for ensuring uniformity of standard of evaluation, to coordinate the work of the various members of the Board, collect mark-books from the various Examiners through their Chief Examiners and forward them to the Controller of Examinations so as to be received by the latter on the prescribed date. He, also being a Chief Examiner, shall perform all the duties of the Chief Examiner in addition to the duties enumerated above. The ultimate responsibility for the paper conduct of valuation of answer-scripts coming under the Board and submission of their mark-books to the Controller of Examinations on the prescribed date shall be that of the Chairman. He shall be paid an allowance of Rs. 100/- in Addition to the remuneration that he may earn as a Chief Examiner. If, however, the Chairman happens to be the only member of the Board, he shall not be eligible for the allowance as Chairman nor for any scrutiny fees.

**PROPOSED MODIFICATION APPROVED  
BY THE ADVISORY COMMITTEE****Evaluation 4.**

- (1) As per the existing Regulation.
- (2) The duties of the Chairman, Chief- Examiner and Examiner shall be as under :

**Chairman**

- (1) The Chairperson for each paper will be appointed by the Vice-Chancellor on the recommendations of the Board of Under Graduate Studies. Immediately after the examination in the concerned subject/paper are over, the Chairman shall prepare the instruction for evaluation. On receipt of instruction, the Examination department shall start the process of evaluation by sending the packets of Answerscripts to the examiners for evaluation alongwith a copy of the instruction prepared by the Chairman. The Examiners shall return the evaluated packets of answerscripts to the Examination department alongwith the Markbook.  
It shall be the duty of the Chairman to give necessary instruction to the Chief Examiners / Examiner and regarding the standard of evaluation of answerscripts in the various papers. He shall also be responsible for ensuring uniformity of standard of evaluation.  
He shall be paid a remuneration of Rs 250/- (Rupees two hundred and fifty) only.

**Chief Examiner**

(ii) It shall be the duty of the Chief Examiner to supervise the work of Examiners placed under him, according to the instructions given by the Chairman. He shall strictly follow the instructions of the Chairman and give necessary instructions to the Examiners, as and when necessary. Each Chief Examiner will have not more than five Examiners under him. The Chief Examiners shall not undertake any original valuation. It shall be his duty to give instruction to the Examiners under him on matters of valuation in accordance with the instructions received from the Chairman, ensure uniformity in the standard of valuation among the Examiners placed under his charge, collect valued answer-scripts from the Examiners in two or three instalments at regulated intervals before the final date fixed for the submission of mark-books and valued answer-scripts to the University. **He shall conduct a check-valuation of at least 15% of the total number of answer-books allotted to each examiner under him.** He will have the powers to revalue any or every script allotted to his Examiners. But he shall not erase or obliterate the marks awarded by the original Examiner when he revalues any script and if there is variation between his marks and the marks awarded by the original examiner, he shall clearly score off the marks written by the original Examiner, and write his own marks beside that. While scoring off the original marks, the Chief Examiner shall take special care to see that the former marks are still clearly visible. If he finds very wide variation between his marks and those of original examiner, he shall make special mention of such cases in the final report which he submits to the Chairman regarding the performance of each and every Examiner placed under him.

Besides check-valuation of 15% of the scripts of each and every Examiner, it shall also be his duty to scrutinise each and every paper if all examiners under him. **Scrutiny does not mean revaluation.** It means only checking up as to whether all questions have been marked, both inside and on the facing sheet of the Answerscript, check up the correctness of the totalling of marks and posting of the same in the mark book. Correction of marks effected by him at the time of scrutiny shall be initialled in the answer-scripts as well as in the mark-book with red-ink. **In the mark-book single digit marks shall be written both in figures and in words.**

**Chief Examiner**

(ii) It shall be the duty of the Examination department to send all the evaluated answerscripts alongwith the markbooks received from the Examiners to the Chief Examiners alongwith a copy of the instruction for scrutiny.

It shall be the duty of the Chief Examiner to scrutinise the evaluated answerscripts according to the instruction given by the Chairperson. If any wide variation in evaluation is detected, she/he shall refer the matter to the Examination department for doing the needful. **She/he shall conduct a check-valuation of at least 15% of the total number of answer-books allotted to each examiner.** She/he will have the powers to revalue any or every script allotted to her/his Examiners. But he shall not erase or obliterate the marks awarded by the original Examiner when he revalues any script and if there is variation between his marks and the marks awarded by the original examiner, he shall clearly score off the marks written by the original Examiner, and write his own marks beside that. While scoring off the original marks, the Chief Examiner shall take special care to see that the former marks are still clearly visible. If he finds very wide variation between his marks and those of original examiner, he shall make special mention of such cases in the final report which he submits to the Chairman regarding the performance of each and every Examiner placed under him.

Besides check-valuation of 15% of the scripts of each and every Examiner, it shall also be his duty to scrutinise each and every paper of all examiners under him. **Scrutiny does not mean revaluation.** It means only checking up as to whether all questions have been marked, both inside and on the facing sheet of the Answerscript, check-up the correctness of the totalling of marks and posting of the same in the mark book. Correction of marks effected by him at the time of scrutiny shall be initialled in the answer-scripts as well as in the mark-book with red-ink. **In the mark-book single digit marks shall be written both in figures and in words.**

As soon as the valuation work is completed, he will forward all evaluated answer-scripts to the University in double-fold cloth-bound parcels by registered (A.D.) post. While packing, the answer-books must be serially arranged. **The Chief Examiner specially look into all answers which have been awarded zero mark while scrutinising the answer-books. The candidates should not be penalised for wrong numbering of answers.**

A scrutiny fee of paise twelve per script shall be paid to the Chief Examiner in addition to the fees he is eligible for the check-valuation conducted by him. The rate of remuneration for the check-valuation by the Chief Examiner shall be same as that of original valuation by the Examiner. **No Chief Examiner shall be eligible to claim check-valuation fees for more than 25% of the total number of answer-scripts allotted to each of his Examiners, even if the number of scripts check-valued by him may be more than 25%.** As soon as the valuation work is completed, he will forward all valued answer-scripts of all examiners under him to the **University in double-fold cloth-bound parcels by registered (A.D.) post.** The postage charges can be claimed from the University supported by original vouchers. No claim shall be entertained for expenditure incurred on packing. While packing, the answer-books must be serially arranged. **Every Chief Examiner shall give a certificate to the effect that he has scrutinised all answer-scripts and check-valued 15% of the answer-scripts allotted to each of his Examiners. The markbooks are to be forwarded to the University through the Chairman, who will countersign them before despatching to the University. The Chief Examiner specially look into all answers which have been awarded zero mark while scrutinising the answer-books. The candidates should not be penalised for wrong numbering of answers.**

#### Examiners

(iii) It shall be the duty of each and every Examiner to carry on valuation of answer-scripts sent to him according to the instructions he receives from his Chairman and the Chief - Examiner. Immediately on receipt on the parcel of answer-script from the University, he shall check up whether all the scripts mentioned in the despatched sheets are there. Discrepancies, if any, should be immediately reported to the Controller of Examinations and also to the Chief Examiner. He should complete the valuation of scripts within the prescribed period and forward his markbooks to the Chief Examiner on the due date. The answer-scripts shall not be forwarded to the Chief Examiner in one single instalment. They shall be forwarded in three or four convenient instalments at regular intervals within the period allotted for valuation. While forwarding the answer-script to the Chief Examiner in three or four equal instalments, as mentioned above, he shall also

#### Examiners

(iii) It shall be the duty of each and every Examiner to carry on evaluation of answerscripts sent to him according to the instructions he receives. Immediately on receipt of answerscripts from the University, he shall check up whether all the scripts are there. Discrepancies if any, shall be reported to the Controller of Examinations. He shall complete the evaluation within the prescribed period and return the evaluated answerscripts with the Markbook to the Examination department on or before due date.

forward a list of mark relating to those scripts in ordinary white paper. Printed markbooks supplied by the University shall be made use of only for the final preparation of mark-books of all answer-scripts. **Every examiner shall prepare the final mark-book in duplicate, one to be forwarded to the University through the Chief Examiner and the Chairman and the other to be forwarded directly to the University immediately after valuation work is over. Only one foil in the mark-book need be filled up, But all columns on the cover page of the markbook must be filled up, in the second and third foils the roll numbers must be written by the examiner so that the altered and unaltered marks shall be filled by the Chief Examiner in the Second and Third foils which will be used for purposes of tabulation in the University Office.**

#### General 5.

(1) Special care shall be taken by the Chairman, the Chief Examiners and Examiners to ensure **utmost secrecy relating to matters of valuation. The Roll number of any candidate approaching any Examiner with a view to seek any special advantage or to know the marks, personally or through somebody else, shall be immediately reported to the University.** Cases of malpractice detected during the course of valuation shall be immediately reported to the Chairman through the Chief Examiner. The Chairman shall get the answer-scripts of all such cases from the Examiner and forward the same to the Controller of Examinations with his own remarks as well as those of the Examiner and the Chief Examiner. Any delay in the submission of the mark-book on the due date shall entail a penalty of Rs. 5/- per day of delay in submission. The Examiners unduly delaying submission of mark-books will forfeit their remuneration as well as claims for Examinership in future. Special care shall be taken in packing and forwarding answerscripts. Answer-books and mark-books must be always despatched only through the post office, if they are not being sent by Special messenger or personally delivered. No T.A. shall, however, be admissible for his purpose. Postage charges can be claimed supported by the original vouchers.

Evaluation of answer-scripts shall be done strictly in the serial order and marks shall be entered in the mark-books also accordingly. While despatching the answer-scripts they must be arranged

#### General 5.

(1) Special care must be taken by the Chairman, the Chief Examiners and Examiners to maintain secrecy relating to matters of evaluation.

On completion of the scrutiny work, the Chief Examiners shall send the packets of answerscripts alongwith the Markbooks directly to the department.

Malpractice, if any, is detected during the course of evaluation and scrutiny, the matter is referred by them directly to the Controller of Examinations. Special care shall be taken in packing and forwarding answerscripts. Answer-books and mark-books must be always despatched only through the post office, if they are not being sent by Special messenger or personally delivered. No T.A. shall, however, be admissible for his purpose. Postage charges can be claimed supported by the original vouchers.

Evaluation of answer-scripts shall be done strictly in the serial order and marks shall be entered in the mark-books also accordingly. While despatching the answer-scripts they must be arranged serially. Ordinarily only about one hundred answer-books shall be made in a parcel. Marks must be always written legibly and clearly and in words **with ink** in the mark book. All alterations or corrections of marks must be done by clearly scoring off the original figure and writing the new figure by its side. There should not be any kind of over-writing of marks in the answer-books and in marks-books.

- serially. Ordinarily only about one hundred answer-books shall be made in a parcel. Marks must be always written legibly and clearly **with ink** in the mark book. All alterations or corrections of marks must be done by clearly scoring off the original figure and writing the new figure by its side. There should not be any kind of over-writing of marks in the answer-books and in marks-books. **With a view to ensure uniformity in the standard of valuation, each Examiner shall value about 25 scripts as specimen-valuation and forward them to his Chief Examiner for further instructions, if any, about his standard of valuation. This should be done within three days of the receipt of the first parcel of answer-books from the University.** The Chief Examiner shall go through the specimen-valuation scripts sent by his Examiners as soon as they are received and give necessary instructions to the Examiners concerned as **quickly as possible.** The Examiners may, however, proceed with the valuation of the remaining scripts after despatching the specimen-valuation scripts according to his own standard, unless and until he hears from the Chief-Examiner. He shall make necessary re-adjustment as and when he receives further instructions from his Chief Examiner. He shall also make necessary alteration in the scripts which might have been already valued by him prior to the receipt of instructions.
- (2) Correspondence relating to Examinations shall be carried on **most confidentially** and all envelopes containing correspondence relating to Examination shall bear the superscription "**Confidential**". All correspondence to the Controller of Examinations shall be carried on in his personal address. **No post card shall be made use of for any correspondence relating to matters of Examination between anybody.** The assignment of valuation or anything relating to that shall not be divulged or let known in any manner to anybody. Correspondence at every stage shall be reduced to the absolute minimum. Unnecessary correspondence with the Chief Examiner or the Chairman or the University should be avoided. Special care must be taken to ensure absolute punctuality in matters relating to the schedule of valuation, despatch of answer-book and submission of mark-books.
- (2) No change

- (3) Every Chief Examiner shall submit a report on the nature of work done by each Examiner under him to his Chairman immediately after the valuation work is completed. The Chairman shall forward all those reports to the Controller of Examinations with his own remarks. Separate report shall be prepared by the Chief Examiner in respect of each Examiner. **While preparing the final mark-book, all columns on the cover-page of the mark-book must be filled up.** The mark-book of every Examiner shall be countersigned by his Chief Examiner and the Chairman. The Chairman shall forward the mark-books to the Controller of Examinations, as and when they are received, instead of waiting for all the mark-books from the Chief Examiners to be received. (3) Delete
- (4) The External Examiners appointed for the Practical Examinations shall reach the allotted stations **one clear day before the commencement of** the concerned Practical Examinations. Failure on the part of any external examiner to reach the allotted station on the due date shall be telegraphically reported by the concerned internal Examiner to the Controller of Examinations. (4) No change
- (5) It is hoped that every Examiner/Chief Examiner/Chairman will fully realise that it is his duty to ensure utmost secrecy and integrity at the various stages of the valuation work and thus cooperate with the University in upholding the sanctity and fairness of Examinations. (5) No change
- (6) If an examiner has only very few scripts to value, the remuneration will be at the above rates or Rs. 25/-, whichever is greater in the case of Pre-University, B.A., B.Sc. and B.Com.(Pass) and Rs. 50/- in the case of B.A./B.Sc./B.Com. (Honours). Each examiner shall submit only one bill for all his valuation (Theory and Practical) and scrutiny claims. (6) No change

**Addition of New Clauses in accordance with (Clause 4 (v) to (ix) of R.C. 5).**

**Continuous Sessional Work :**

7. (I) Evaluation of continuous sessional work shall be made on the basis of the student's performance in (i) tests organised for this purpose by the Department concerned (ii) written assignment and/or seminars, field work, etc. as indicated in the syllabus.

(II) The schedule for the test shall be made known to the students at the beginning of the year and each test shall assess the student on that part of the syllabus covered preceding the test. The tests shall be evenly spaced out throughout the year.

(III) The marks awarded for the sessional tests shall be made known to the candidates within fifteen days of the conduct of the test. Candidates may discuss and seek clarification, if any, about their performance from the Principal within a week of the declaration of marks.

(IV) Principal shall constitute an Examination Committee for each subject consisting of the Head of the department and two members of its faculty to oversee all work connected with evaluation of sessional work. The Principal shall be ex-officio Chairman of each Committee.

(V) The awards given by the teacher(s) concerned shall be kept confidential until they are moderated and approved by the concerned Examination Committee. It shall be the responsibility of this Committee to maintain the standard of evaluation

13. Lungsingh Kharbuli	-do-	-do-
14. Sarabha Kharbangar	-do-	-do-
15. Nidaioh Biam	-do-	-do-
16. Banrilin Snaitang	-do-	-do-
17. Bernadette Kharlyngdoh	-do-	-do-
18. Olisha Warjri	-do-	-do-
19. Ms. M. Goswami	Geography	-do-
20. Tinzalel Gangte	-do-	-do-
21. Lalrinmawia	-do-	-do-

Item No.5

**ACADEMIC MATTERS****5:1- Statutes, Ordinances, Regulation & Rules.**

(i) Proposed amendment of Post-Graduate Examinations Regulations –RC-5 under Ordinance OC-7.

EC:108:2000:5:1:(i): The Council considered the proposed amendment to Regulation RC-5 under Ordinance OC-7 and RESOLVED to approve the same as per Annexure 'A'.

(ii) Amendment / Modification of Clause 5 (1) of OE-4 on procedure of Scrutiny.

EC:108:2000:5:1:(ii): The Council considered the proposed amendment to Clause 5 (1) of Ordinance OE-4 on the procedure scrutiny and RESOLVED to approve the same.

(iii) Proposed amendment of Regulation RC-10 on the Paper Setting/ Evaluation /Moderation of Under-Graduate Examinations.

EC:108:2000:5:1:(iii): The Council considered the proposed amendment of Regulation RC-10 on Paper Setting / Evaluation / Moderation of the Under-Graduate Examinations and RESOLVED to approve the same as per Annexure 'B'.