



**RULES, REGULATION
AND
STANDARD OPERATING
PROCEDURE (SOP)**

EXAMINATION BRANCH
Krishna Kanta Handiqui State Open University

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I INTRODUCTION

The Krishna Kanta Handiqui State Open University, first of its kind in the entire North East and fourteenth amongst the open universities in India, was established by the Assam Legislative Assembly by an Act (XXXVII of 2005) in 2005.

The University Grants Commission (UGC) has empowered the University to award degrees under Section 22 of the UGC Act, 1956. The main aim of the university is to develop and provide easily accessible modes of quality higher education and training with the use of latest educational inputs and technology. Because of the inherent flexibility in terms of pace and place of learning, methods of evaluation etc., the University holds the promise of providing equality of opportunities for higher education and bringing into its fold the deprived and denied sections along with the fresh learners. The course structures of the university have been designed at par with the national curriculum. The motto of the University is '**Education Beyond Barriers**' of age, academic background and geographical boundaries.

Definitions:

These **Rules, Regulations and Standard Operating Procedures (SOP) of Examinations of KKHSOU** will be applicable for all stakeholders, and will be called '**SOP**' or '**Exam Rule Book**'. In this SOP, unless the context otherwise requires:

1. KKHSOU means Krishna Kanta Handiqui State Open University.
2. 'Examination' (or 'Exam') and 'Examinations' (or 'Exams') respectively mean Examination and Examinations conducted by KKHSOU.
3. 'Examination Committee', unless otherwise stated means Examination Committee of KKHSOU.
4. 'Rules' means Rules of Examinations as framed by KKHSOU from time to time.
5. 'Vice Chancellor' or 'VC' means the Vice Chancellor of KKHSOU.
6. 'Controller of Examinations' or 'CoE' or 'COE' means the Controller of Examinations of KKHSOU.
7. 'Supervisory Officers' (SO)/Monitoring Officers (MO) means the Supervisory Officers /Monitoring Officers appointed by KKHSOU for a particular examination.

8. 'Centre-in-charge' or 'CC' means the Officer-in-charge of the Examination Centre of KKHSOU.
9. 'Examination Centre' means a College/University/Institution approved by KKHSOU for the conduct of the Examinations.
10. 'Marksheet' means statement of marks issued by KKHSOU.
11. 'Certificate' means certificates issued by KKHSOU.
12. 'Candidate' means examinee of examinations conducted by KKHSOU.

NOTE :

- 1. The decision of the Examination Committee shall be final on any question related to interpretation of any provision of the SOP or on any such matter which is not specifically mentioned in this SOP. SOP may be amended from time to time.**
- 2. This 'Exam rule book' contains latest amendments upto March' 2017. All amendments will be applicable from 1st April' 2017, unless otherwise specified.**

II EXAMINATION PROFILE

- 2.1 KKHSOU Examinations are conducted throughout the whole year in two parts. All odd semester examinations are held within December to March, and all even semester examinations within July to October at different Examination Centres spread across the state. The number of examination centres may be reduced or increased as and when required.
- 2.2 After successful completion of all required criteria, learners get the degree of the university for a particular programme.
- 2.3 The Controller of Examinations of KKHSOU will be the authority to conduct and declare results of all examinations of the university.
- 2.4 The Examination Committee headed by the Vice Chancellor of KKHSOU shall decide policies regarding examinations.
- 2.5 The person in Charge of the Examination Centre (Centre-in-Charge) shall be responsible for smooth and fair conduct of the examinations at the concerned centres.

III STAFF FOR EXAMINATION CENTRES

- 3.1 The officers and staff required in an examination centre shall consist of the following:
- 3.1.1 Centre-in-Charge (CC)
 - 3.1.2 Coordinator/Examination Superintendent or Assistant Centre-in-Charge (ACC)
 - 3.1.3 Invigilators
 - 3.1.4 Clerk
 - 3.1.5 Packer/Peon/Waterman/Sweeper/Security person
- 3.2 **Centre-in-Charge (CC):** There will be one Centre-in-Charge for each examination centre which is by default the Principal or Head of the Institute. The Centre-in-Charge shall be appointed by the KKHSOU. The Centre-in-Charge is the over-all in charge, and is primarily responsible for the proper conduct of the examinations at the centre. The Centre-in-Charge will be in-charge/custodian of all confidential documents, such as Question Papers, Answer Books etc. and should keep them sealed, and properly locked. **The Centre-in-Charge is required to ensure that all instructions contained in this SOP and issued by the university from time to time are followed by all examination staff in letter and spirit.** He will also be responsible, along with the coordinator, to send the answerscripts, immediately after the examination is over, to the designated evaluation zone by registered (insured) post.
- 3.3 **Coordinator/ Assistant Centre-in-Charge (ACC):** Unless the examinations of KKHSOU are conducted by the examination branch of the institute, the Coordinator is by default the Assistant Centre-in-Charge, who will be appointed by the Centre-in-Charge for the proper conduct of the examinations as per the norms. He will coordinate with the learners, invigilators and KKHSOU. He will also be responsible, along with the centre-in-charge, to send the answer-scripts, immediately after the examination is over, to the designated evaluation zone by registered (insured) post. If the examinations are conducted under the regular examination branch of the institute, which the university prefers, it will be done as per exam norms under the examination Superintendent.
- 3.4 **Examination Superintendent:** When examinations are conducted under exam branch/exam committee of the institute, the person responsible for controlling the examination on behalf of the CC, is called Examination Superintendent for KKHSOU exams. He/she will be the Assistant Centre-in-Charge (ACC) and all duties mentioned in 3.3 will be done by the Examination Superintendent (supdt.).

- 3.5 **Invigilator:** An Invigilator shall assist the Centre-in-Charge and Assistant Centre-in-Charge in every matter pertaining to the conduct of the examination, and in exercising this duty, shall solicit the guidance of the CC/ACC. He / She shall possess the qualities to be the in-charge of the hall /room, and should be adequately briefed to perform the various functions of invigilation. **As far as possible, regular teachers of the institution /tagged centres of KKHSOU, should be engaged as Invigilators.** Minimum one invigilator from the tagged centre(s) should preferably be engaged. At least one invigilator should be from female faculty members, as there will be female examinees in the examination centre.
- 3.6 **Clerk:** A Clerk is responsible to assist the CC/ACC in all administrative matters and should have adequate educational background for the purpose. The services of the clerk may be used for preparatory work before commencement of any examination of KKHSOU for which he / she will be entitled to one time additional honorarium.
- 3.7 **Peon-cum-Packer:** One or two Peon-cum-Packer(s) should be deployed for assisting the CC/ACC and the Invigilators, and also for packing and sealing of confidential material, under the direct supervision of the CC/ACC. One peon may be deployed on preparatory day.
- 3.8 **Waterman:** Waterman should be deployed to facilitate the candidates undertaking the examination. The waterman is expected to be active in providing potable drinking water to the candidates and the examination staff under good hygienic conditions.
- 3.9 **Sweeper:** Sweeper(s) should be engaged to ensure that adequate standards of hygiene are maintained in the Examination Halls and Washroom(s), including corridor / lobbies which are accessed by the candidates. Furniture and fixtures in the examination hall should be in good condition and free from any dust / stains.
- 3.10 **Security person:** Security person(s) should be engaged to restrict the 3rd party entry into examination premises during the examination period. Local police station is to be informed and their help may be sought whenever need arises.
- 3.11 **In all cases mentioned above the norms pertaining to deployment of Examination Staff, including disbursement of honorarium, should be followed as per the details given by KKHSOU, which may be amended from time to time. The latest rate of remuneration is given at Annexure A.**
- 3.12 Under no circumstances, students should be engaged in examination work.

IV RIGHTS AND RESPONSIBILITIES OF CC/ACC/INVIGILATORS.

4.1 Rights of the Centre-in-Charge (CC)/ Assistant Centre-in-Charge (ACC)

- 4.1.1 The **Centre-in-Charge (CC)** is the over-all in-charge and is solely responsible for the proper conduct of the examinations at the centre. The Centre-in-Charge (CC) has power to take any action commensurate with security, to uphold the sanctity of the examination. For any points/unforeseen circumstances not covered under this SOP, the Centre-in-Charge (CC) may initiate suitable action as deemed fit, after proper intimation to KKHSOU. He/she is empowered to expel a learner on the spot, if the situation demands, with intimation to the Controller of Examinations, KKHSOU for ratification.
- 4.1.2 The **Centre-in-Charge (CC) / Examination Superintendent/ Assistant Centre-in-Charge (ACC)** has the power to recommend to expel a candidate from the examination hall, if, in his/her opinion, the candidate adopted unfair means in the examination. A report on the matter should be sent to the KKHSOU (all supporting format/documents for expelling a candidates are forwarded with the confidential packets) in a separate cover.
- 4.1.3 The CC will ensure that the person engaged in examination duty of KKHSOU is not a learner of KKHSOU himself/herself and also they must not have any of their close relative as a candidate for that examination even at different examination centre. A written undertaking in this regard may also be procured by the CC, if necessary.

4.2 Responsibilities of CC / ACC

- 4.2.1 The CC/ACC will ensure that the exam centre is properly equipped for the sitting, light & other essential requirements that are required for the proper conduct of examination.
- 4.2.2 CC/ACC will ensure that the question papers for the specific module are opened in the presence of invigilators, before commencement of examination by carefully cutting the fold and **keeping the seals intact. The cover of the packets are to be signed by the invigilators and CC/ Examination Superintendent and returned to COE, KKHSOU after the examination along with the opening report.**
- 4.2.3 The Centre-in-Charge (CC)/ Examination Superintendent should not allow any person, other than the valid candidates, the examination staff, supervising officer and the observers/ monitoring officers deputed by KKHSOU inside the Examination Hall.

- 4.2.4 **The CC/Examination Superintendent will provide the statement of learners including those willing to appear in back subjects at least one month prior to the date of examination to the KKHSOU. Failure to do this shall disqualify those learners to appear in the examination. The CC/ACC must give proper importance to this matter and do the needful to collect and send the information on time to COE, KKHSOU.**
- 4.2.5 Question Paper packets contain the ‘Opening Report’ printed on the envelope. In case the Opening Report is not printed on the envelope, a copy of opening report will be available in the envelope of admit cards. It is mandatory to fill the ‘Opening Report’ and return back the envelope to KKHSOU. The format of the Opening Report is provided at **Form 10A**.
- 4.2.6 The Centre-in-Charge (CC)/ Examination Superintendent must append his/her full signature or affix a facsimile stamp of his/her signature, on the cover page of all blank answer books and additional sheets before issuing it to the candidates. The Centre-in-Charge (CC)/ Examination Superintendent **SHOULD NOT PUT THEIR CENTRE NAME SEALS OR ANY OTHER IDENTIFICATION MARKS on the Answer Scripts** as this makes them clearly identifiable (i.e. the centre/city to which the particular group of answer script belongs) at the time of evaluation.
- 4.2.7 Centre-in-Charge (CC)/ Examination Superintendent should collect all question papers not distributed by Invigilators and reconcile with the number of absentees. Invigilators are not permitted to retain any copy of the Question Paper with them.
- 4.2.8 In few cases, it may so happen that only a few candidates are scheduled to undertake the examination of a particular subject from a particular centre on a particular day / session. In the event of non appearance of even a single candidate due to absenteeism, the Centre-in-Charge (CC)/ Assistant Centre-in-Charge (ACC) / Examination Superintendent should ensure that Question Paper envelopes are not opened and the same is returned back to KKHSOU with its seals intact.
- 4.2.9 Shortfall in number of question paper, if any, should be informed to KKHSOU immediately and action commensurate with proper security may be taken by Centre-in-Charge (CC)/ Assistant Centre-in-Charge (ACC).
- 4.2.10 The Centre-in-Charge (CC)/ Assistant Centre-in-Charge (ACC) should ensure that **the Seat plan is prominently displayed at the entrance of the examination Hall**. A copy of seat plan should also be sent to KKHSOU. The seats are to be clearly marked with allotted enrolment number. A display of seat plan with room number and location should be given at the entrance of the examination centre.

- 4.2.11 The Centre-in-Charge (CC) will appoint all examination staff (Assistant Centre-in-Charge (ACC), Invigilators, clerk, Peon-cum-Packer, Waterman/Sweeper & Security person) at the Examination Centre, after ensuring that the examination staff is adequately qualified/experienced.
- 4.2.12 Payments, based on the number of candidates scheduled to appear at the Centre, shall be issued by KKHSOU, well before the commencement of examination, along with a statement detailing the basis on which the advance amount has been computed. Centre-in-Charge (CC)/ Assistant Centre-in-Charge (ACC) should ensure that the expenditures incurred by him /her is in conformity with the details provided in the 'Advance Statement'. Deviation, if any, should be immediately brought to the notice of KKHSOU.
- 4.2.13 Payments issued to the Centre-in-Charge (CC)/ Assistant Centre-in-Charge (ACC) should be immediately settled on completion of examination. The Original Bill/ Vouchers supporting the expenses and claim forms duly filled by the Examination Staff and certified/countersigned by the Centre-in-Charge (CC)/ Assistant Centre-in-Charge (ACC) (**as per the Format provided in Annexures I, II, III, IV, V, & VI**) should be submitted to the KKHSOU.

4.3 Responsibilities of Invigilators

- 4.3.1 The invigilators shall ensure that the distribution of question papers and answer sheets for the various subjects is done strictly as per the schedule. Candidates should not be allowed inside the examination hall after the prescribed time and to leave the hall before the specified time as given in table XII of this rule book. Further, the invigilator should ensure that the candidates are seated according to seating plan so that attendance can be marked correctly.
- 4.3.2 The invigilators should ensure that the instruction to be followed by the candidate is read out / announced in the Examination Hall before the commencement of examination. Invigilators should also ensure that these instructions are understood by all examinees. Doubts, if any, should be clarified by the Invigilators. List of such instructions/ announcement is provided at *Annexure – VII*. Any other announcements which may be provided by KKHSOU separately should also be included in the list of announcements to be made.
- 4.3.3 The invigilators shall ensure that the schedule given at *Table XII* [Given in chapter XII] regarding distribution / collection of question papers / answer sheets and also

admission of the candidates to the Examination Hall, recording of attendance etc. is strictly followed.

- 4.3.4 Any effort by the candidates to resort to any malpractice must be curbed strictly. Where there is copying between two or more candidates, both the copier and the one who allows answers to be copied must be considered delinquents and reported to CC/ACC immediately for necessary actions like cancellation of paper/expulsion.
- 4.3.5 The invigilators must avoid answering any query pertaining to any matter relating to the content of the question papers.
- 4.3.6 It must be ensured that the candidates write their enrollment numbers in the answer books. The invigilators should verify and ensure that the enrollment numbers and the Subject Code are correctly entered by the candidates.
- 4.3.7 The invigilators should ensure that the candidates absent for the examination are properly marked in the Attendance Sheet by way of marking a circle on the serial no of the candidate on the attendance sheet and writing ABSENT against the enrollment numbers on the attendance sheet in Red Ink.
- 4.3.8 No separate/additional sheet would be given for answer and rough work. Candidates have to write all answers within the pages of the answer book, and may use last page of the answer book for rough work. Main Answer Book number should be written by the candidate on the attendance sheet with full signature and date.
- 4.3.9 The invigilators must ensure that the Answer Books are arranged in the ascending order of Roll Nos.
- 4.3.10 The invigilators should append the signature on the cover page of the Answer Book in the space provided, after checking the particulars filled in by the learner.
- 4.3.11 The invigilators must seriously check that the actual learner is appearing in the examination, by verifying the candidate's signature and photograph provided in his Identity Card and also in the attendance sheet.

V UNFAIR MEANS

- 5.1 A candidate will be considered to have adopted unfair means, if he is found copying, from the answer-book of other candidates or allows his answer-book to be copied by other candidates or has obtained assistance, in answering the question papers or

is found copying from papers/books/soft learning materials/electronic devices etc. in his possession or adopting any other means which in the opinion of the Invigilator / CC/ ACC, is unfair. Learners who are found copying and the candidate who allowed his Answer Book to be copied are to be reported by the Invigilators as indicated in the responsibilities of Invigilators.

- 5.2 If a candidate is found using unfair means, the Invigilators should report the matter to the ACC/CC. In such a case, a written statement by the candidate and the ACC/CC are to be sent along with the Answer Book and incriminating documents, if any, to the COE, KKHSOU in a separate sealed confidential cover. If a candidate refuses to give a written statement, the ACC/CC may send the report directly to COE, KKHSOU. The Supervisory Officer/Monitoring Officer may send the report of unfair means directly to COE, alongwith signature of CC, (wherever possible) for necessary action like expulsion.
- 5.3 In case of a situation beyond the control of the ACC/CC (e.g. cases of mass copying, violence etc.) the examination process should be stopped and matter should be informed immediately to KKHSOU. This should be followed up by detailed reports. Broad areas of mass copying include : Copying from any printed sheet circulated in the exam hall, Displaying materials on the black board for copying, Dictating answers by invigilators, Similar answer or mistake of a group found during evaluation of answer scripts, Any other evidence that proves mass copying.
- 5.4 If any person impersonates a genuine candidate and writes/tries to write answers in place of the genuine candidate, the imposter may be handled as per law of the country and should be handed over to police by the CC with an intimation to the COE, KKHSOU. The original candidate is to be expelled from all examinations of KKHSOU for a period of minimum two years.
- 5.5 **Use of ‘W’ in answer-script:**
- If an invigilator finds any candidate(s) to be engaged in talking even after first warning, the invigilator may put ‘W’ mark on the top of the answer-script with signature. Such ‘W’ mark is to be countersigned by the CC after the examination. In case of such ‘W’ mark with signature of CC, 5 (five) marks will be deducted from the marks scored by the candidate as a punitive action.
- 5.6 **Expulsion:**
- A) i) A candidate may be expelled under the situations mentioned in clause 5.1, 5.2 and 5.4. by the COE, KKHSOU. However, the CC is empowered to expel a candidate on the spot with intimation to COE, KKHSOU if the

situation like misbehaviour, use of force etc. by the candidate occurs. Supervisory Officer/ Monitoring Officer/observer deputed by COE, KKHSOU may also take decision to expel a candidate; however such decisions must be communicated immediately to the CC/ACC and COE, KKHSOU and a detailed report in this regard must be submitted.

- ii) The expelled candidate may be allowed to sit provisionally in other remaining examinations at his/her own risk till the expulsion order is ratified by the COE, KKHSOU. Once the COE ratifies the decision of expulsion, all papers of that examination will be cancelled.
- iii) The seized documents/materials are to be signed by the concerned learner/candidate. However, if the learner refuses to sign it, the CC and Supervisory officers are authorized to expel the learner directly and intimate the matter to COE for ratification or send the report directly to COE without signatures of the candidates for expulsion.

B) Learner/Candidate may be expelled as given below:

- i) Under normal condition, a candidate once expelled will not be allowed to appear in any examination including all papers of the concerned examination for a period of one year, and all papers of the concerned examination will be cancelled and marked as expelled.
- ii) In certain cases like use of violence misbehave etc. on recommendation from CC/Supervisory officer/ observer a candidate may be expelled for a period of maximum three years and during that period he/she will not be allowed to appear in any other examination conducted by the KKHSOU. This decision must be ratified by the COE, KKHSOU.
- iii) In case of impersonation of a learner by any other person, the original learner will be expelled for minimum two years and he/she will not be allowed to appear in any exam of KKHSOU during that period.
- iv) The candidate may also be rusticated, if such extreme situation arises, leading to non-eligibility of that student to enroll in any other university. However such decisions can be taken only by the Examination Committee of KKHSOU.
- v) The candidate may appeal against expulsion, but the decision of COE/ Examination Committee of KKHSOU will be final after going through all relevant materials.

C) Cancellation of examination (fully or partially) of one or more candidate(s)

- i) Any answer script(s) may be cancelled for specific reasons like evidence of copying observed in the answer script, marking for personal identification in the answer script, non availability of signature of the invigilator on the answer script (it is responsibility of the learner to get the signature of the invigilator on the answer script), sending of one or more copy/copies of answer script(s) after 48 hours of completion of examination (without prior permission from COE), sending one or more copy/copies of answer script(s) to different place other than the specified evaluation zone (without prior permission from COE). A whole examination may be cancelled in situations mentioned under clause 5.3 of this rule book.
- ii) If required, the cancelled examination may be rescheduled at other examination center at a later date. The examination may not be rescheduled, if it is decided by the Examination Committee on the basis of report of the SO/Monitoring Officers.

VI PRE-EXAMINATION CHECKLIST FOR EXAMINATION CENTRE**6.1 Examination Centre-in-Charge's Appointment Letter**

- 6.1.1 All study centers are not Examination Centres.
- 6.1.2 The Examination Committee shall select the Examination Centres on the basis of maximum capacity of the centre for accommodating examinees, infrastructures available, previous records, location (district head quarter/subdivisional head quarter), convenience of Examination Branch of KKHSOU etc.
- 6.1.3 After finalizing the list of Examination Centres, where examinations are to be conducted for that session, KKHSOU appoints CC and a formal letter to this effect is issued to all such CC along with information like tentative number of candidates scheduled to appear for examination, examination routine, and any other important instructions.
- 6.1.4 On selection of a particular Examination Centre, it is obligatory on the part of the CC, to conduct the Examination at the venues / locations provided by him / her in the Acceptance Report.

6.2 Blank Answer Books

- 6.2.1 There are four types of answer books as given below, which may be changed as and when required by the university.
- i) 8 (eight) pages answer books for practical examinations
 - ii) 16(sixteen) pages answer books for half paper in Bachelor's Degree examinations
 - iii) 24 (twenty four) pages answer books for full paper in Bachelor's Degree examinations and D.El.Ed. examinations
 - iv) 32 (thirty two) pages answer books for Master's Degree level examinations
- 6.2.2 Blank answer books are provided for the Examinations by the university. Based on the number of candidates scheduled to appear for the examination from a Centre, KKHSOU ensures that sufficient number of blank answer books are despatched in a timely manner through Speed Post / Courier or by special messenger.
- 6.2.3 It is generally ensured that the number of Answer Books despatched to the respective Examination Centre is more than the number of candidates scheduled to appear for examinations from that Centre. In any unlikely event of the number of Answer Books being deficient at a centre, plain paper may be provided after taking permission from the COE. In such cases, the CC/ACC should endorse all such Answer Books and additional Sheets with his / her signature and stamp. This should also be supported by a detailed written statement.
- 6.2.4 On receipt of Blank Answer Books at the Examination Centres, the CC/ACC should immediately tally the number of blank Answer Books with the details provided in the despatch memo. Discrepancies, if any, should be immediately brought to the notice of KKHSOU.

6.3 Advance Payments

- 6.3.1 Those who have submitted the requirement list with examination statement before one month of commencement of examination will get the full amount before the examination starts; others will be paid half the projected amount only and the remaining amount will be paid after commencement of the examination. Expenditure statement with vouchers must be submitted to COE after the examination.

6.4 Attendance Sheets

- 6.4.1 KKHSOU shall supply the printed attendance sheet to all Examination Centres (duly sorted, based on the session / course of the examination and enrollment number of the candidate). These sheets contain the pre-printed details pertaining to Enrollment Number, Name and a scanned Image / Photograph of the candidate with provision for recording the Question Booklet No. and the signature of the candidate.

- 6.4.2 The attendance of the presence of the candidate will be accepted, only if his or her signature appears on the Attendance Sheet against his / her Enrollment Number. Please ensure that the candidate signs only in the space provided against his / her Enrollment Number in the box meant for the examination of that particular day in the Attendance Sheet.
- 6.4.3 To meet this legal need, KKHSOU prepares Module / Paper wise Attendance list of all candidates appearing at that centre, in which the Invigilator shall obtain the candidate's signature. The Absentee should be noted by the invigilator by making "ABSENT" (In capital letters), in red the space earmarked for signatures.
- 6.4.4 In the event of the Attendance Sheet covering candidates seated in more than one room / location, the same (Attendance Sheet) should be circulated to the different room / locations, one after the other, to mark the attendance of the candidates. **In no case, the Attendance Sheets should be torn.**
- 6.4.5 Any other latest method of attendance may be taken when it is introduced by the University.

6.5 Question Paper

- 6.5.1 KKHSOU will ensure despatch of question papers through special messenger headed by one Officer of the University. The Centre-in- Charge will keep the question papers in the custody of Officer-in-Charge of local police station and arrange to collect the required paper on the day of examination about 30 minutes prior to examination time, personally by the CC/ACC.
- 6.5.2 The date of examination, subject, number of question papers, name of study centers, time of examination etc. are clearly written on the cover of the sealed envelopes. On receipt, the CC/ACC would tally the numbers and if any discrepancy found, they will immediately inform KKHSOU for necessary arrangement.
- 6.5.3 The date, time of the examination, and the number of question papers inside the envelope will be indicated on each cover. The CC/ACC, in the presence of two Invigilators, will open the sealed covers containing question papers, fifteen minutes (half an hour when number of candidates is 200 and above) prior to the commencement of examination, by carefully cutting the fold **keeping the seals intact.**
- 6.5.4 The CC/ACC and at least one Invigilator must sign on the sealed cover containing the question papers, as a proof of having opened the Question Paper Packet at the stipulated time as indicated on the cover of the Question Paper Packet which, along with the unused question papers, if any, must be sent back to KKHSOU.

- 6.5.5 The CC/ACC should collect all question papers not distributed by the Invigilators, soon after the distribution of question papers and reconcile the number of question papers not distributed, with reference to the number of question papers received and the number of absentees. No question papers should be left with the Invigilators and the question papers, not distributed, should be accounted for and kept in a sealed cover, under lock and key, under the personal custody of the CC/ACC.
- 6.5.7 If no candidate takes an examination at a particular centre, the envelope, containing the question papers / answer books should not be opened and should be returned back to the KKHSOU as they are.
- 6.5.8 The number of Question Papers shall not be deficient as at least 3 to 5 extra papers are provided over and above the total number of candidates for each subject. The CC/ACC may immediately open the plastic packing (outer package) containing the Question Paper sets, and count and tally the Question Papers with the number of candidates scheduled to appear for the Examination from that centre. In the unexpected event of shortage of question Papers, the CC/ACC may take appropriate action commensurate with security and sanctity of KKHSOU examinations.
- 6.5.9 **Note that the seal of the envelope containing question papers SHOULD NOT be broken / opened before the date and time as endorsed on the envelope.**

VII POST-EXAMINATION CHECKLIST FOR EXAMINATION CENTRE

- 7.1 KKHSOU will ensure despatch of question papers through special messenger headed by one Officer of the University. KKHSOU has made arrangements for receipt and collection of the sensitive examination material as per the schedule given below:

SCHEDULE FOR DESPATCH OF MATERIAL FROM EXAMINATION CENTRE

DESPATCH OF MATERIAL FROM EXAM CENTRE	
Answer Books & Top sheets	Attendance Sheet, Unused Question Papers & covers of used packets of question papers.
Immediately after the completion of each examination or next day morning or within maximum 36 hours, if the next day is holiday.	After the completion of all papers of that examination

- 7.2 The CC/ACC should despatch the sealed packet of answer books immediately after the completion of the examination of each day. In case, if the examination centre is in remote area, they can send the same very next day. However, the sealed answer-scripts are to be kept under the custody of the CC under lock and key, or in the local police station, if the packet could not be sent to the evaluation zone on the same day of examination due to some valid reason.
- 7.3 The centre code is to be endorsed outside each packet along with the packet number. The packets should be numbered as 1/3 (first packet), 2/3 (second packet), 3/3 (third packet), if there are total three packets (say) signifying that there are three different packets, which have been despatched by the Centre.
- 7.4 It is ensured that all sensitive examination materials reach the respective examination centre well before the commencement of examination. However, if any examination material is not received by the Examination Centre, as per the schedule, the same needs to be informed immediately to KKHSOU by Phone /E-mail.
- 7.5 Checklist for return of Examination Material to KKHSOU**
- 7.5.1 All Answer Books should be properly accounted with reference to the number of candidates who have appeared in the Examination. It is mandatory for the CC/ACC to submit all information vide *top sheet, absentees list, attendance sheet and cover of Question Paper packets*. These documents are very important in the sense that besides providing details pertaining to the number of candidates, who were Present or Absent in the examination, it also certifies that the each Question Paper packet was opened as per the laid down schedule (just before the start of the examination) and thus the sanctity of the KKHSOU examinations was not disturbed.
- 7.5.2 The total number Answer Books should also be tallied with the attendance sheet and CC/ACC should ensure that there are no discrepancies with regard to the number of candidates who have signed the Attendance Sheets and number of answer scripts available with him/her. The responsibility of sending the answer-scripts without any discrepancy lies with the Centre-in-Charge.
- 7.5.3 Separate packets should be made for each examination, subject-wise.
- 7.5.4 Each Answer Book packets should contain a copy of the top sheet, the attendance sheets for that particular examination and a copy of the seat plan.
- 7.5.5 *Top sheet* must be packed with the Answer Sheets.

- 7.5.6 The CC/ACC must ensure the safe custody of all packets, which should be sealed immediately on completion of examination, after ensuring that there are no discrepancies with reference to the number of candidates and the number of answer books available, and the same should be in the personal custody of the CC/ACC under lock and key or in the police station, and if the next day(s) is/are holiday(s) keep the same until the materials are despatched to KKHSOU. Reason of delay, if any, must be properly documented and communicated with the COE, and failure to do so may automatically disqualify the answer-scripts from being evaluated.
- 7.5.7 The date of despatch and the corresponding consignment number for each parcel should be informed to KKHSOU (in supporting format available in the website), preferably through e-mail. Note that failure to despatch the answer books well on time may lead to cancellation of the whole examination.
- 7.5.8 The unused question paper and answer books and additional sheets also be returned to KKHSOU after properly accounting their usage. However, unused answer-scripts may be kept under the custody of CC for use in subsequent examinations; but proper account in this regard must be intimated to the COE, KKHSOU.
- 7.5.9 Once the examination is over, all Answer Books must be arranged subject wise and paper wise in the ascending order of Enrollment Numbers of the candidates, and should be packed separately (subject / paper wise). Where the numbers of Answer Books are small, they must be bundled in bigger packet(s) with proper tag on the top of the packet(s).

VIII SITTING ARRANGEMENTS

- 8.1 All candidates should face in the same direction.
- 8.2 Maximum two candidates should have a separate desk or table big enough to hold question papers and answer books, must be far enough apart so that their work cannot be seen by each others, and contact cannot be made with other candidates.
- 8.3 As far as possible, the minimum distance between two candidates shall not be less than 3 (three) feet each side.
- 8.4 If there are candidates for more than 1(one) subject, they should be allotted seats in such a way that two candidates of two different subjects sit side by side.

- 8.5 Any room in which an examination is held must provide candidate with appropriate facilities such as heating, lighting, ventilation, drinking water and a minimum level outside noise.
- 8.6 Display material (such as maps, diagrams, wall charts and projected images) which might be helpful to candidates must not be in the examination room. Nothing should be written in the black board/ white board of the examination hall.
- 8.7 It is mandatory to create a proper sitting plan. Sitting plans should be prominently displayed at the entrance of the examination centre and each room. The seat number allotted to each candidate should be indicated on the desk by marking, legibly, the Enrollment Number of the candidate. A copy of the sitting plan should also be sent to KKHSOU. The candidates should sit strictly according to the sitting plan.

IX EXAMINATION SUPERVISORY OFFICERS/MONITORING OFFICERS

- 9.1 The university selects certain independent experts, drawn from the academia/industry/society, whom the university considers to be having integrity for the said purpose. They are appointed as Supervisory Officers in the examination centres by KKHSOU. Supervisory Officers deputed to a centre, oversee the sanctity of examinations. Each Supervisory Officer is provided with a “Proforma”, which he/she is required to fill and submit, as per his/her observations regarding certain parameters of the examination centre / examination process. It may be noted that the CC is the sole in-charge, in so far as the conduct of KKHSOU examinations at the Centre is concerned, and his / her decisions in all matters related to examinations shall be final.
- 9.2 However, a Supervisory Officer may report to the CC as well as to the COE if he/she finds something improper in the examination centre and may also expel candidates, if required, with intimation to CC and COE as mentioned in clauses 5.2 and 5.6(A)(i) and (iii). He/she will then submit a report to COE regarding the cause of such expulsion.

Both the examination Supervisory Officers and the CC/ACC are expected to work harmonically, while extending their support to each other.
- 9.3 Apart from pre-assigned Supervisory Officers, sometimes the University deputes some other Monitoring Officers directly from the university who may visit any examination centre during the examination and monitor the examination process. They are authorized to take disciplinary action like expulsion, cancellation etc. if and when required, in consultation with the CC of the centre and send the report to COE for ratification.

X HALL DISCIPLINE

- 10.1 All KKHSOU Candidates at the time of their registration are provided with Photo-identity cards. The candidates are required to produce their photo identity cards along with the admit cards to the invigilators. **The photograph and the candidature of the candidate should be critically checked to avoid any case of impersonation.** In case of any doubt, the Invigilators should bring the same to the notice of CC/ACC and such doubtful / unverified candidates may be debarred from undertaking the examination. IN CASE, A CANDIDATE IS UNABLE TO PRODUCE THE IDENTITY CARD FOR SOME REASON, THE INVIGILATOR SHOULD VERIFY THE IDENTITY FROM THE ADMIT CARD/REGISTRATION CERTIFICATE PHOTOGRAPH AND ATTENDANCE SHEET. The Admit Card/ Attendance sheet also contains the scanned image of the signature of the candidate. Both, the signature of the candidate and the photograph of the admit card should be matched.
- 10.2 In few cases, the photograph of the candidates may not be printed on the Attendance Sheet/Admit cards. In such a case, when a candidate approaches the CC/ACC without his/her Identity card (issued by KKHSOU), the following actions are preferred in order to verify the identity of the candidate to check impersonations.
- 10.2.1 Check the Name and Enrollment Number of the candidate in the Attendance Sheet.
- 10.2.2 Ask the candidate to prove his / her identity (if his/her Name and Enrollment Number are found in the Attendance List) by way of any valid photo identity card, such as Driving License, Pan card, Student Identity card etc.
- 10.2.3 Allow the candidate, if the candidate is able to prove his/her identity, and the concerned Invigilator is satisfied with the same.
- 10.2.4 For all other cases, the candidate should not be allowed to appear for the examination. However, if the circumstances is such that the CC/ACC is under pressure to allow him / her in that event, an undertaking should be taken from the candidate that he/she is appearing at his/her own risk and the decision of KKHSOU in this regard, shall be final and binding on him/ her. Specimen signature and a recent photograph of the candidate should be submitted along with the declaration. If photograph is not available with the candidate, he/she must submit the same to the CC/ACC within an hour after the completion of examination.

- 10.3 The CC/ACC should not allow any person, other than the valid candidates, the examination staff and the Supervisory Officer/Observer/Monitoring officers deputed by KKHSOU, inside the Examination Hall. It may be ensured that any person / representative of any study centre of KKHSOU is also forbidden inside the premises where Examination is being conducted. However, one person (CC/or his representative) from the tagged centre is to be allowed inside the examination centre (not in the examination hall), if no person from that tagged centre has already been engaged as invigilator in that examination.
- 10.4 KKHSOU does not allow candidates to appear in examinations without an Enrollment Number, which is specifically issued to all eligible candidates for a particular examination. The Answer Book of any candidate, whose name, enrollment number does not figure in the Attendance sheet, shall not be entertained by KKHSOU. Also, the candidates should not be allowed to appear in any papers other than those which are indicated in their respective Admit Card. Otherwise The Answer Books in such cases will not be evaluated. The CC/ACC is requested to exercise strict control in this regard. In case of any last minute additions, special permission letters are issued by KKHSOU to the student and the same is also communicated to the CC/ACC. The CC/ACC should also ensure that all the candidates who sit in the examination have valid admit-cards.
- 10.5 A candidate shall not be admitted to the examination hall more than twenty minutes before the commencement of the examination. **A Candidate should not be permitted to take any test book, notes or loose sheets or any device including mobile phone/laptop/tab etc. to the examination hall. Any such material found with the candidate inside examination hall may be confiscated and the candidate may be expelled.**
- 10.6 Candidates, arriving after half an hour of the commencement of the examination, for any paper, will not be admitted to the examination hall, for that paper.
- 10.7 That the candidate was present can be accepted only on the basis of his or her signature appearing on the attendance sheet. For this purpose, KKHSOU prepares Paper wise list of all candidates appearing at that centre. The candidate's signature, Answer Book number should be obtained by the Invigilator on the space provided in the attendance sheet. It is responsibility of the coordinator to check the attendance and tally the same with the top sheet given on the packets of answer scripts, sent to the zone for evaluation.

- 10.8 No candidate shall be permitted to leave the examination hall for going to the Toilet / Washroom etc. without the specific permission of the Invigilator. Further, the CC/ ACC may depute one office staff member near the toilet to reduce the possibility of using unfair means.
- 10.9 A candidate leaving the hall before the expiry of two hour from the commencement of examination should not be allowed to take the question paper with him/her.

XI TAGGED CENTRE

- 11.1 As only some of the study centres are selected as examination centre along with some selected institutions which are not study centres of KKHSOU, for a particular examination, the learners of other centres (those which are not selected as examination centre) are to be allotted seats in the nearby examination centres. Such study centres (not selected as examination centres) are termed as tagged centres.
- 11.2 The tagged centres also need to provide detailed information about the number of candidates from their centre along with their optional subjects, if any, to the COE on time. They need to inform their learners about their allotted examination centre, which is also available in the official website of KKHSOU.
- 11.3 When examination is being held in more than one room, though it is preferable to engage invigilators from tagged centre(s) in proportionate manner, at least one teaching faculty from the tagged centre should be engaged as one of the invigilators for that examination. However, if no faculty members from tagged centre could be engaged as invigilator for some valid reason, the CC of the examination centre should allow one of the faculty member/official (CC or his/her representative) of the tagged centre inside the examination centre during the examination time. However, such a person should not be allowed inside the examination hall.

XII SCHEDULE FOR EXAMINATION DAY

Timetable/schedule should be strictly followed to maintain Hall discipline as given in **Table XII**

Table XII

Sl. No.	Activity	Schedule
1	Sitting of Candidates as per Sitting plan in the examination hall	20 minutes before the commencement of the examination
2	Distribution of (i) Question Papers and (ii) Answer Book	(i) 5 minutes before the commencement of the examination (ii) 10 minutes before the commencement of the examination
3	Commencement of examination	As per the schedule shown in the routine
4	The latest time after which a candidate is not permitted to enter the examination hall	30 minutes after the commencement of the examination
5	Recording of particulars in the attendance sheet including signature of the candidate, Answer Book number	30 to 60 minutes after the commencement of the examination
6	Earliest time a candidate is permitted to leave the examination hall (without question paper)	60 minutes after the commencement of the examination and signing in the attendance sheet and handing over answer script and question paper
7	Earliest time a candidate is permitted to leave the examination hall (with question paper)	120 minutes after the commencement of the examination for full paper and 90 minutes after the commencement of the examination for half paper
8	Earliest time a candidate is permitted to go to the toilet with proper full signature in the register book (without question paper/pen) mentioning time.	60 minutes after the commencement of the examination to 30 minutes before end of the examination
9	Completion of examination	As per schedule shown in the routine

NOTE: XII (I) The candidates will have to write answers within the space provided to them for each questions. In any examinations of KKHSOU no additional pages will be provided to the candidates.

XII (II) If a candidate is given a 24/32 page answer-scripts for half paper, instead of 16 page answer-scripts due to unavailability or mistake, only the first 16 pages will be evaluated and remaining pages will not be evaluated even if the candidate writes answers on those pages.

XII (III) If there is unavailability of valid answer-script for some unforeseen reason, the CC must inform the COE and arrangements may be made as per direction of COE.

- XII (IV) The Answer Books should be despatched immediately on completion of the examination as per the laid down schedule.

XIII OTHER IMPORTANT ASPECTS CONNECTED WITH EXAMINATION

- 13.1 The CC/ACC should ensure that, **no candidate**, who is suffering from an infectious disease, or is in the recovery stage and not free from infection, is allowed to sit for the examination. If any candidate is found to be suffering from an infectious disease, immediate steps should be taken to segregate him, to get his papers disinfected and to take any other measures considered necessary.
- 13.2 The CC/ACC should ensure that the Invigilators remain alert and promptly response to the requests of the candidates for supply of drinking water. Instructions to Invigilators should be brought to the notice of Invigilators by the CC/ACC for compliance. Fifteen minutes before the commencement of each examination, the CC/ACC should ensure that a signal is sounded and candidates take seats in the examination room. A signal should also be sounded at the commencement of the examination, at each hour (optional), ten minutes before the closing time, and at closing time of the examination. No candidate should be permitted to write in answer books or revise the answers, after the closing time of examination. In case a candidate does so, the Invigilator should sideline such portions, with the remarks, “Written by the candidate after closing time”, and append his signature. The candidate’s signature in this regard may be taken in a separate sheet. The Invigilator should also make a written report to CC/ACC who will forward the same to the KKHSOU with his remarks.
- 13.3 All doors of the examination hall, should be closed ten minutes before the closing time for each paper, and it should remain closed till all the answer books are collected and accounted for after the closing time of the examination. An announcement to this effect should be made at the time of commencement of the paper, and again, ten minutes before the closing time. The candidates should be asked to remain seated till the completion of counting of answer-scripts by the invigilator.**
- 13.4 The candidates should be asked to write their enrollment number on top of the question paper immediately after the distribution. Exchange of question paper must not

be permitted, and if so found, it may lead to cancellation of the subject for that candidate or expulsion of the candidate.

- 13.5 The Coordinator, and the invigilators engaged in the examination duty of KKHSOU must declare that they themselves or any of their close relative(s) is/are not appearing in the concerned examination. The same rule is applicable for any person engaged in any examination related work of KKHSOU. The form given in *Annexure VIII* is to be filled up by the concerned person, if there is any such case or whenever asked for. If such a case is detected later, the concerned person shall be liable for not getting their results and/or for any such action which the university finds applicable.
- 13.6 If a candidate appears in the examination hall without admit card but with receipt of payment challan for the examination, that candidate may be allowed to appear in the examination after getting signature in the Undertaking-II as given in *Annexure IX* but only after getting permission from COE by SMS or email.

XIV AMANUENSIS/HELPER

- 14.1 A differently able learner, including blind person, may use an amanuensis to write the answers on his/her behalf. The procedure to engage an amanuensis is as follows:
- 14.1.1 The differently able learner must have a valid certificate issued by competent authority stating that the candidate is not in a position to write the answer himself/herself.
- 14.1.2 Such a learner needs to apply to the COE, well in advance before the examination, for permission.
- 14.1.3 The amanuensis (the person engaged for writing answers on behalf of the differently able learner) must be having less qualification than the differently able learner. A certificate in this regard is required from a person like the Principal of the school/college or a gazetted officer.
- 14.1.4 The photograph and handwriting of the amanuensis is to be attested by the Principal/CC or a Gazetted officer.
- 14.2 The CC of the examination centre will arrange for allowing the amanuensis on receiving proper written permission from the COE. The CC will also certify each day of examination that the amanuensis is the same person allowed by the COE by verifying it with the photograph in the permission letter. One invigilator is to be engaged for such learner.

XV ASSIGNMENT

Assignments are important part of total evaluation process of a learner. The rules regarding assignments are as follows:

- 15.1. Assignments, as prescribed by the university, will be given to the learners by the coordinators of the concerned study centre.
- 15.2. The learners need to complete the assignments and submit it to the study centers for evaluation within three months of the admission in the semester. If any learner fails to submit the assignment on time, it is to be reported to the office of the COE at least 15 days before the date of commencement of examination. Such learners will not be allowed to appear in the examination and will have to appear in the next year examination. **If the coordinator does not report any such case, it will be assumed that all learners have submitted their assignment to the coordinator, and the coordinator will be responsible to submit the assignment to the COE or his authorized personnel to check the assignment as and when required (within six months of completion of the examination). Failure to furnish the requisite assignment copies on demand may lead to financial penalty on the coordinator, and such penalty will be imposed on the study centre, which may be a percentage of the amount paid by the university to the concerned study centre and also no payment for assignment evaluation will be made.**
- 15.3. The evaluated or marked assignments are to be returned to the learners by the study centres within one month of submission.
- 15.4. The assignments are to be re-submitted by the learners to the study centre within 7 days of completion of examination of semester. **The marks must be submitted by soft copy and to be sent to the official email of KKHSOU from the official email of the study centre, apart from hard copy. Marks for different course/ semester must be submitted separately.**
- 15.5. The coordinator of the study centre is responsible to collect the same and send the evaluated marks to COE preferably within 10 days of completion of examination. If the mark is not sent by the coordinator on time, only the minimum marks will be given to the learner and it'll not be rectified afterwards and the responsibility will lie with the coordinators. The coordinator must submit the marks in the given format only, otherwise it will not be accepted.

- 15.6. In case of any lapse on the coordinators part, assignments already submitted by the candidate in the study centre will be accepted upto 90 days of end of the examination. Assignment submitted after 90 days of completion of examination will be considered only after one year i.e. in the examination of the next session; and the learner will have to fillup exam form and pay exam fee for assignments in the next session. The loss of one year of the learner will be responsibility of the coordinator of the study centre and the learner himself/herself.
- 15.7. The marks of assignment will be 20% of the complete marks of the subject. For example, for a subject having total marks of 100, the full theory paper will have 80 marks and the assignment will have 20 marks. This 20 marks meant for assignment may be divided in any of the two ways mentioned below (ammended in 2017):
- (I) Divided into two parts
 - (a) 17 marks for quality of the assignment
 - (b) 3 marks for timely submission
 - (II) Divided into three parts (as an incentive for attendance).
 - (a) 12 marks for quality of the assignment
 - (b) 5 marks for attendance, where a learner having 75% or more attendance will get 5 marks; a learner having 50 to 75% will have 4 marks; a learner having 40 to 50% will get 3 marks; a learner having 30 to 40% will get 2 marks and a learner having 1 to 20% will get 1 mark.
 - (c) 3 marks for timely submission. If any learner submits the assignment on a date later than the specified date, he/she will not get that 3 marks.
- 15.8. The assignment marks given by the study centre is stepped down by the university to eliminate the possibility of a learner getting pass mark without securing minimum marks in theory part. Hence maximum 35% of Pass Mark (i.e. only 12 marks in case of full paper) is allowed from Assignment in order to secure minimum pass mark in the subject.
- 15.9. Once the **online entry of assignment marks provision** is made by the university, all assignment marks will have to be entered by the coordinators of the concerned study centres directly within stipulated time.
- 15.10. Learners need to make three copies of the dissertation (Master Degree) and project (professional courses). One copy will have to be submitted to the University before the examination. One copy need to be carried by the learner to the examination centre on the date of viva-voce and submit the same to the examiner. Third copy is to be kept by the learner and may have to submit it in the University if required (to be returned after verification).

XVI WITHHELD, RE-SCRUTINY, PHOTOCOPY AND RE-EVALUATION

- 16.1 Results of Examinations are declared by the university after all the processes of evaluation, scrutiny and tabulation is completed.
- 16.2 Withheld results are cleared within 30 days from the date of issue of marksheets subject to submission of required documents within that time by the learner/study centre. The University will consider a learner as 'failed in the concerned subject(s)/ examination' if the required data/document(s) are not submitted within 90 days from the date of declaration of results and the learner will have to appear the examination again in the next session.
- 16.3 In case of 'withheld for no marks' (in result) i.e. if assignment marks are not received by the examination branch of KKHSOU, then the coordinator of the concerned study centre and/or the concerned candidates need to furnish the evidence of submission of such marks, if there is any, to the examination branch of KKHSOU within stipulated time.
- 16.3.1. If the coordinator admits in writing that the learner/candidate has already submitted the assignment in the study centre, but the coordinator failed to submit it in the examination branch, then the coordinator may submit the assignment marks along with the original copies of assignments to the examination branch of KKHSOU with requisite fee, if any, within stipulated time.
- 16.3.2. After stipulated time, no assignment/assignment marks will be accepted and the learner will have to submit the assignment again in the next session after filling up new examination form and paying requisite fee.
- 16.4 A learner may apply for re-scrutiny, photocopy of answer script and revaluation of theory papers only by filling up the prescribed form and paying the requisite fees to the university within the stipulated time, which is presently 1 month from the date of issue of marksheet.
- 16.5 The learner can apply for re-scrutiny and photocopy together or re-scrutiny and re-evaluation together or re-scrutiny, photocopy and re-evaluation together also. However, the learner cannot apply for photocopy or re-evaluation without applying for re-scrutiny. Re-evaluation can also be applied within 14 days of publication of re-scrutiny results.
- 16.6 No application will be accepted after the stipulated time.
- 16.7 Answer-scripts are kept in the custody of COE up to one year from the date of examination. After one year no answer-scripts are kept in the examination branch and no application in this regard will be accepted.

Back And Betterment Rules

- 16.8 (i) For clearing a programme, a minimum of 35% marks (which comprise the marks obtained from term-end examination and home assignments, where individual pass mark in home assignment is 30%) have to be secured by a learner in each course. Maximum four attempts are allowed in each course to clear **Back** subject/course, if any. Bachelor Degree course must be completed within maximum eight years.
- (ii) **Back in Aggregate** (for Master Degree Programme only) : If a learner fails to get 45% marks in aggregate despite of getting pass marks in individual courses, the learner will not be eligible to get the Master Degree. Such a learner will be allowed to appear in any number of Course(s) (Theory part of the Programme) in any Semester for improving his/her aggregate percentage. However, the learner will have to complete the course within the maximum duration prescribed by the University, for example, six years in case of Masters. Moreover, maximum four attempts in one course/paper is allowed.
- (iii) The learner pursuing Master Degree shall be provided with the option of appearing for **Betterment**. Only one chance will be given to candidates for betterment in the immediate next examination. To appear for betterment, a candidate has to apply using specific betterment form which will be available in the website. Betterment chance can be availed only for two courses in one Semester, and is applicable only to those candidates who have passed all the papers in single attempt.
- (iv) If a learner applies for Betterment, and later choose not to appear in the betterment exam, then he/she must inform it in writing to the exam branch of KKHSOU to avoid future problem in result.

XVII LATERAL ADMISSION (EXAM RULE)

- 17.1 The marks secured by the learner in the examinations of erstwhile institution will be eligible to be entered in the record of KKHSOU, **however it will not be reflected in the consolidated marksheet issued by KKHSOU.**
- 17.2 If required, the laterally admitted learner will have to appear in examination(s) of a few subject(s) of previous semesters, which are found to be different in KKHSOU than his/her previous institution.
- 17.3 Instead of the earlier marks, the learner's marksheet will be marked as 'Lateral Entry' and the total marks of the papers in which the learner has appeared in the examinations conducted by KKHSOU will only be reflected as total marks. The

percentage of marks secured by the learner will also be on the basis of marks secured by the learner out of the total marks for those papers of the examinations conducted by KKHSOU. (amended in 2017)

XVIII CERTIFICATE

- 18.1 KKHSOU gives both provisional and original certificates to the successful learners.
- 18.2 Provisional certificates are issued within 30 days after the result of the final examinations are declared, provided the learner has cleared all subjects in all semesters without having any back/arrear subject(s) and paid the requisite fee.
- 18.3 Original certificates are issued to the learner only after the Convocation for that batch is held by the university. Provided that the candidate has passed all the courses and is eligible for original certificate at the time of convocation. The learner may apply in specified forms as given in the website for original certificates at the time of Convocation or after the completion of Convocation by paying the requisite fee.
- 18.4 Certificates are issued once a year for a batch of learner who have cleared all their subjects in the examinations meant for that year, even if it is held in the next year e.g. a learner of degree course of 6 semester admitted in the year 2015 will appear in the sixth semester examination in the year 2018, and if passed, will get the certificate as Degree 2018, even if (for some reason) the examination is held in the year 2019. However, the date of examination will be mentioned properly in the certificate. Two batches will not be issued certificates for the same year even if the examinations are held in the same year due to some reasons.
- 18.5 Marksheets are issued to learners through study centres after declaration of results. However, learner can directly receive the marksheet from the examination branch of KKHSOU, if urgently required for some reason, on submission of application and valid identity proof of the learner.
- 18.6 Duplicate marksheets are issued by the university to the learner on loss or damage of these. In case of loss, the learner needs to lodge F.I.R in police station and publish advertisement in newspaper about the lost marksheet. However, if the coordinator of the concerned study centres states in writing that the marksheet has not been issued to the learner than these formalities are not required and duplicate marksheet can be directly issued on payment of requisite fees.
- 18.7 Duplicate certificates are issued only on completion of all formalities mentioned in 18.6 irrespective of all conditions i.e. even when coordinator gives a statement.
- 18.8 Request for **verification** of any marksheet and certificate will be accepted only when the requisite fee, as fixed by the University from time to time, is paid by the applicant.