

KANNUR UNIVERSITY

[Examination Branch]

**INSTRUCTIONS TO THE CHAIRPERSON/ CHIEF/ ADDITIONAL EXAMINERS ON DUTY AT
CENTRALISED VALUATION CAMPS**

- 1) Working time of the C.V Camp will be from **9.30 a.m. to 4.30 p.m.**
- 2) Camp Officers and supporting staff will be present in the C.V Camps from 9.15 a.m. onwards.
- 3) Chairperson, Chief and Additional Examiners, i.e. Board of Examiners should be present at the C V Camp on the first day itself for scrutinising the Question Papers and finalising the Scheme of Valuation and the forenoon session of the FIRST day is fully set apart for the discussion. Generally, session permitted for discussion per Semester is one.
- 4) In cases of conduct of C V camps at multiple units, a meeting of Board of Examiners for scrutinising the Question Papers and finalising the Scheme of Valuation should be arranged well in advance before the commencement of C V camp with prior intimation to the University.
- 5) In cases of absence in providing the scheme of valuation by the University, the Board of Examiners is authorised to prepare the same. Remuneration for preparing the scheme of valuation shall be passed at the rate fixed by the University from time to time.
- 6) The answer papers of the **forenoon session** will be distributed to the examiners for valuation from **9.30 a.m. to 10.30 a.m.** and for **afternoon session** from **1.00 p.m.**
- 7) Attendance Register and Issue Register at the Centralised Valuation Camps shall be maintained separately for each Programme.
- 8) The Chiefs of the Exam Boards shall be appointed strictly on the basis of seniority in the concern subjects. The Chairman/Co-ordinator/Chief Examiner will make arrangements for the distribution of papers to their additional examiners for valuation.
- 9) Extra leniency or strictness shall be avoided. Huge difference is often noted in marking pattern within a group of examiners of the same subject. It is observed that there is large difference in marks obtained. Uniformity of valuation shall be the primary aim of the evaluation process. On receipt of answer scripts, the Additional Examiner should write the Camp Code, Paper Code, Teacher Code and Script Count in the space provided in the facing sheet of the answer script prior to valuation as shown below

Camp Code	Paper Code	Teacher Code	Script Count
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- 10) There shall be proper discussion at various stages of hierarchy. The meeting of the Chairman and Chiefs prior to the beginning of valuation camp shall be arranged and minutes of such meeting forwarded to the C E without delay. Proper instructions shall be given to the Chief Examiners about the responsibility of the valuation and they should be present in the valuation camp throughout. After Evaluation, the Additional Examiner should write the Marks/Grade, as the case may be, correctly and legibly in the space provided in the answer scripts.
- 11) Do not enter marks/Grades in the margin of answer scripts during valuation.

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- 12) While making online entry of grade and grade point, the same may be done strictly as per the order of the paper count. Please avoid shuffling of scripts while doing so.
- 13) The Additional examiners are directed to handover the valued answer scripts along with the handwritten mark lists to their Chief Examiners after completion of valuation of each session.
- 14) The Chief Examiner shall conduct Revaluation for 10% papers and scrutiny of all papers and mark lists and shall handover the scripts and mark lists to the Camp Officer.
- 15) The Camp Officer will hand over the scripts and mark list to the Computer Section and on completion of entry of marks, two printouts of mark lists will be taken and after proper checking all the three mark lists (one manuscript and two printouts) will be submitted to the Chairman for attestation.
- 16) The Chairman will compare mark lists and keep one printout mark list with himself/ herself and give manuscript mark list to the additional examiner and will hand over the other printout mark list signed by Additional, Chief & Chairman to the Camp Officer.
- 17) The Chairman will have at least one Additional Examiner under his/her direct control.
In case of more than one camp for a subject, Chairman will remain in one camp and the other camp will be controlled by the Co-ordinator for each subject, i.e., the senior most Chief of that particular camp.
- 18) There shall be a maximum of five additional examiners under each Chief.
- 19) The Chiefs and the additional examiners can avail leave only with the prior permission of the Chairman. The teachers who abstain from the C V Camp and invigilation duty without proper reason shall meet with punitive measures.
- 20) Mobile phones shall be switched off and kept in the bag. Taking photos of scripts and sending messages is a serious offence. Chairman/Chief shall be vigilant about the malpractices of any type likely to happen in the valuation camps and should report any such instances immediately to the JR/CE.
- 21) List of papers to be distributed to the additional examiners shall be handed over to the camp officer on the previous day itself.
- 22) Discussion on each Course of each Semester shall be conducted in the forenoon session of first day of valuation. Only one discussion session will be permitted for one Semester.
- 23) The Chairman of the Board of Examination shall inform the attendance in the camp to the monitoring cell in the University daily. The examiners engaged for valuation shall not discontinue the duty without getting prior written permission from the Chairman/Controller of Examinations.
- 24) The answer scripts shall be distributed in the C.V. Camp, as far as possible, equally among the examiners.
- 25) A monitoring cell for C V camp is constituted under Assistant Registrar-VI to assess the daily running of the C V camp.
- 26) Statutory Officers like Pro Vice Chancellor, Controller of Examinations and the members of the Syndicate may visit the C V camps without prior notice.
- 27) The teachers who abstain from examination duties, C V Camps or invigilation without intimating the University (through proper channel with supporting documents) will meet with punishment. Along with the application for C A S promotion the teachers should submit the statement of their examination duty duly signed by the Chairman and counter signed by the C E.



CONTROLLER OF EXAMINATIONS

(Abstract)

Additional Guidelines/Instructions for the effective conduct of centralized valuation camps to ensure the quality of valuation- Approved -Orders issued

EXC II

EXCII/4/24770/GENERAL/2022

Kannur,Dated: 09.11.2022

Read:-1. Minutes of the meeting of the Examination Monitoring Committee held on 18/07/2022.

2. Resolution of the Syndicate vide Item No. 2022.597 dated 27/10/2022

ORDER

1. As per paper read (1) above, the Examination Monitoring Committee, at its meeting held on 18/07/2022 entrusted Deputy Registrar-I (Exam) to prepare additional guidelines for effectively conducting centralised valuation camps to ensure the quality of valuation and to place the same before the Standing Committee of the Syndicate on Examinations.

2. Accordingly, the draft additional guidelines/instructions was prepared by , Deputy Registrar-1(Exams) and placed before the Standing Committee of the Syndicate on Examinations as per the orders of Vice chancellor.

3.The draft additional guidelines/instructions along with the recommendations of Standing Committee of the Syndicate on Examinations were then placed before the Syndicate for reporting/approval.

4. As per the paper read (2) above, the Syndicate at its meeting held on 27/10/2022 resolved to approve the draft guidelines/instructions with slight modification with respect to the numbers of answer books to be issued for valuation of PG programmes at CV Camps as 16 i.e. 8 each for both Forenoon and Afternoon sessions.

5. The resolution of the Syndicate has been implemented by the Controller of Examinations and thereby approved the following additional guidelines/instructions for strict adherence by all concerned.

ADDITIONAL GUIDELINES/INSTRUCTIONS TO BE FOLLOWED FOR THE SMOOTH CONDUCT OF CENTRALISED VALUATION CAMPS OF THE UNIVERSITY

PRINCIPALS OF THE COLLEGES

On getting necessary communication from the University, the Principal of the colleges concerned should ensure that the examiners appointed for valuation have been relieved from the colleges so as to report for the duty at valuation camps. If any teacher is not relieved, the Principal of the College will be personally responsible and punitive action will be taken as per rules.

SUBJECT CO-ORDINATORS IN THE ABSENCNE OF CHAIRPERSON AT CV CAMPS

In the absence of Chairperson in any of the valuation camps, the senior most faculty in the subject will be appointed as subject co-ordinators as recommended by the Chairperson, Board of Examiners to discharge the duties of Chairperson in the subject concerned at CV Camps.

CHAIRPERSON, BOARD OF EXAMINERS

The additional examiners and chief examiners are appointed from the panel of examiners made available by the Chairperson, BoE concerned. The chairperson, BoE should ensure that all colleges are represented while preparing the panel of examiners. Further, the Chairperson shall ensure that the number of examiners selected from a particular college in different subjects is strictly proportionate to the numbers of answer scripts pertaining to that college/subject. No deviation from this condition is permitted under any circumstances.

In future, the Chairperson, BoE will be appointed by the CE from a panel of teachers/teachers' index in the subject concerned taking due consideration of the total seniority of the teacher with minimum requirement of service at UG/PG level as the case may be.

ADDITIONAL EXAMINERS/CHIEF EXAMINERS/CHAIRPERSONS

After getting necessary instruction from the University allotting duties at valuation camps, all additional/Chief examiners are bound to attend the duty so assigned. No exemption is granted from valuation duty under any circumstances. If anybody is not in a position to attend duty due to any unavoidable circumstances with valid reasons, written permission from the Controller of Examinations or any officer duly authorized by him shall be obtained by the teachers concerned for which request shall be submitted through the Principal and Chairperson, BoE. If a teacher abstains from examination duty including valuation of answer scripts shall be liable to face punitive actions for violating Section 90(1) of Kannur University Act, 1996.

There shall be proper discussion over the question papers and scheme of valuation at various levels. The Chairperson and Chief examiners shall meet prior to the beginning of valuation camps and uniform pattern of valuation shall be adopted in all valuation camps in each subject/paper and all additional examiners are well communicated by the Chairperson/Chief examiner, the pattern of valuation adopted. Forenoon session of the beginning of the CV Camp shall be earmarked for a fruitful discussion by the Chairperson/Chief/additional examiners. The Chairperson shall be in direct contact with Chief Examiners as well as Subject Co-ordinators in CV Camps where chairperson is not available in view of conducting multiple camps in the same subject. Late attendance and early leaving of examiners at CV Camps is not permitted under any circumstances.

CAMP OFFICERS/ADDITIONAL EXAMINERS/CHIEF EXAMINERS/CHAIRPERSONS

Under any circumstances, the Camp Officer shall not distribute and the Chief/Additional examiners receive more number of answer scripts than prescribed. If this condition is violated, the Camp Officer and examiners who received more answer scripts will be mutually responsible and punitive action will be taken as per rules. Therefore the following criteria is to be strictly followed while issuing answer scripts for valuation and no deviation is permitted under any circumstances.

Sl.No	Programmes	Session of valuation	No. of answer scripts to be issued (Maximum)	Time for issuance of answer scripts
1	UG /Professional-UG Level(3 hours exams)	FN	15 (Fifteen)	9.30 AM to 10.30 AM
		AN	10 (Ten)	1 PM to 1.30 PM

2	UG /Professional-UG Level (Less than 3 hours exams)	FN	20 (Twenty)	9.30 AM to 10.30 AM
		AN	15 (Fifteen)	1 PM to 2 PM
3	PG/Professional-PG Level	FN	08 (Eight)	9.30 AM to 10 AM
		AN	08 (Eight)	1 PM to 1.30 PM

No additional examiners/Chief/Chairperson allotted duty at CV camps is permitted to take away answer scripts from the venue of CV Camps, under any circumstances unless written permission is granted by the Controller of Examinations, in this regard.

GENERAL

In future, valuation shall be confined to CV Camp only which is more effective than other mode of valuation. CMVC/HV mode will be dispensed with in a phased manner to ensure that the valuation process is done in an effective and efficient manner through proper evaluation and to reduce the number of applications for revaluation.

6. Orders are issued accordingly.

Sd/-

Jayarajan B C

Controller of Examinations (i/c)

For CONTROLLER OF EXAMINATIONS

To: 1.Principals of all affiliated colleges
2.BoE Chairpersons/Subject Coordinators/Chief Examiners/Additional Examiners
3.Camp Officers/ Computer Operators/ Camp Coordinator.

Copy To: 1.Convenor, Standing Committee of the Syndicate on Examinations (for information)
2.PA to PVC/PA to CE/PA to R/PA to FO/EG IV Section

Forwarded / By Order

SECTION OFFICER