


KANNUR UNIVERSITY

(Abstract)

Regulations for Revaluation/ Issue of Photocopy/Scanned copy/Scrutiny of Answer Scripts of University Examinations for all Post Graduate Courses -Implemented -Orders Issued

U.O No. Acad/C1/11460/2013

ACADEMIC C SECTION

Civil Station (PO), Dated, 18 -11-2017

- Read:
1. Minutes of the meeting of the Syndicate vide item no 2017.023 dated 17.01.2017
 2. U.O of even No dated 10.07.2017
 3. Minutes of the meeting of the committee dated 11.07.2017
 4. U.O of even No dated 19.07.2017
 5. U.O of even No 24.07.2017

ORDER

1. Double valuation system of evaluation of the answer scripts has been followed in the University for all the Post Graduate Programmes .
2. Complaints have been raised by a section of students regarding double valuation system. The syndicate meeting held on 17.01.2017, vide reference (1) above, based on detailed discussion on the matter recommend to introduce single valuation with revaluation, recounting and scrutiny for the post graduate examinations in the university.
3. As per paper read (2) above, a committee was constituted to study the modalities in implementing single valuation for PG Programmes in the university, and vide reference (3) above, the committee recommend to implement single valuation for PG Programmes after amending respective clauses of the regulations and also recommended to constitute a subcommittee for framing regulation for revaluation for post graduate programmes.
4. As per paper read (4) above, the university order regarding single valuation with revaluation, recounting and scrutiny for the post graduate examinations in the university was implemented .
5. The subcommittee for framing regulation for revaluation, recounting and scrutiny for the post graduate examinations in the university was constituted vide reference (5) above.
6. The meeting of the subcommittee held on 24.07.2017, 04.08.2017, 22.08.2017, 13.09.2017 and 20.09.2017 based on detailed discussion, prepared the draft regulation relating to the Revaluation, Issue of Photocopy, Scanned copy, Scrutiny of Answer Scripts of University Examinations for Post Graduate courses.
7. The Vice-chancellor after considering the matter in detail and in exercise of the powers of the Academic Council conferred under section 11(1) of KU Act 1996, and all other enabling provisions read together with, has accorded sanction to implement the detailed regulation relating to the Revaluation, Issue of Photocopy, Scanned copy, Scrutiny of Answer Scripts of University Examinations for all Post Graduate courses, prepared by the subcommittee, subject to ratification by the Academic Council.

P.T.O

8. Orders are issued accordingly.

9. The detailed regulations for Revaluation/Issue of Photo Copy/Scanned Copy/Scrutiny of Answer Scripts of university examinations for all Post Graduate courses are uploaded on the University Website.

Sd/-

JOINT REGISTRAR (Academic)

For REGISTRAR

To

Revaluation Section

Copy to:

1. The Examination Branch (through PA to CE
2. PS to VC/PA to PVC/PA to R/PA to CE
3. JR/AR I (Acad)
4. The Computer Programmer (For uploading in the Website)
5. SF/DF/FC

Forwarded/By Order



SECTION OFFICER

For more details; log on www.kannur university .ac.in

Appendix to U.O. No. Acad/C1/11460/2013 dated 18.11.2017

**REGULATIONS RELATING TO THE REVALUATION / ISSUE OF
PHOTOCOPY / SCANNED COPY / SCRUTINY OF ANSWER
SCRIPTS OF UNIVERSITY EXAMINATIONS FOR POST
GRADUATE COURSES**

I SHORT TITLE, SCOPE AND COMMENCEMENT

1. These regulations shall be called “*Regulations relating to the revaluation / issue of photocopy / scanned copy / scrutiny of answer scripts of University examinations for Post Graduate Courses*”.
2. These regulations shall be regarded as a special facility, only for the purpose of getting redressal of the grievances and not as a right in the strict sense of the term. The delay in the declaration of revaluation result for any reason, whatsoever, shall not confer any right upon the students for admission to the next higher class or registration and appearance for subsequent examination, and such matters shall always be regulated in accordance with the relevant Acts, Statutes, Ordinances, Rules and Regulations framed by the University on that behalf. The interpretation of the Vice Chancellor in respect of the regulations, including any issues not specifically mentioned, shall be final and the action taken by the Vice-Chancellor in this regard shall be reported to the Syndicate and the Academic Council.
3. These regulations shall be effective from the date of notification of the examinations, the results of which are published on or after the date of notification of PG Single Valuation order, and all such and subsequent results will be governed by these regulations.

II PROCEDURE FOR APPLICATION

4. The candidates can apply for *revaluation / issue of photocopy / scanned copy / scrutiny of answer scripts*, through online, except for the courses registered off-line and a printed hard copy of the same has to be submitted to the University on or before the specified time period.
5. Application for the revaluation / issue of photocopy / scanned copy / scrutiny of answer scripts will be accepted only after the declaration of the result of the examination concerned and publication of the result memo in the University Website.
6. The revaluation of answer scripts, however, shall not be permitted in respect of answer scripts of *Practical / Dissertation / Project / Internal Assessment / Thesis / Viva Voce / Clinical / Sessional Marks / Sessional Grades*.
7. The fee for the *revaluation / issue of photocopy / scanned copy / scrutiny* of answer scripts will be as prescribed by the University from time to time.
8. If different sections / parts of questions in a question paper are to be answered in different answer books, all such answer books shall be treated as separate units / papers and fee will be levied accordingly.

9. Unless otherwise specified by the University, application for the revaluation / issue of photocopy / scrutiny of answer scripts should reach the Controller of Examinations within **TEN** working days from the date of publication of the result of the Examination concerned, provided those candidates who apply only for photocopy of answer scripts will be provided an opportunity to apply for revaluation of that particular answer script within **FOUR** working days of the date of issuing photocopy of answer scripts to the candidate.
10. Applications received after the last date will not be considered under any circumstances. Fee once remitted will not be refunded.
11. If a candidate applies for photocopy / scanned copy alone or for both revaluation and photocopy / scanned copy of the answer script of a particular paper, the photocopy / scanned copy of the same will be issued immediately after the retrieval of the concerned answer script. The result of revaluation will be published in the University Website, after the completion of the revaluation process.
12. The answer scripts already subjected to scrutiny / revaluation once, would not be entitled for the same process again.

III PROCEDURE FOR PROCESSING THE APPLICATIONS IN THE OFFICE

13. The Revaluation/Store/Tabulation sections have to be supplied by the Computer Section, with the copy of the file containing the Register numbers and their corresponding false numbers of all the candidates applied for revaluation with the details of marks/grades and the particulars of the original examiners valued with their respective specializations, **within TWO working days** after the last date prescribed for submitting the online application for *revaluation / issue of photocopy / scanned copy / scrutiny of answer scripts*.
14. The Tappal section in the Examination Branch will forward the off-line applications if any, along with the hard copies of the on-line applications for revaluation / scrutiny / issue of photocopy to the respective Revaluation Section **within THREE working days** after the last date prescribed for receipt of application.
15. All applications received in the Revaluation Section from the Tappal section will be sorted out centre-wise and course-wise which may again be re-arranged in the ascending order of register numbers of the candidates. The entire process may be completed, taking not more than **TWO working days**.
16. In the case of defective applications, if any, memo signed at the level of the Section Officer of the Revaluation Sections will be sent to candidates concerned with instructions to rectify the defects within **FIVE** days, failing which the application will summarily be rejected under orders of the Assistant Registrar / Deputy Registrar concerned.

IV PREPARATION FOR REVALUATION

17. *Pre-Application Process*: The answer books valued in Centralized Valuation camps as well as that under home valuation should be collected by the officer in-charge of the camp for safe custody, as soon as the valuation gets over. These answer books should be serially bundled and sealed discipline / Programme / Course-wise. Each bundle should be serially numbered. A label giving the name of the examination, name of the subject,

paper, number of answer books, false numbers of the answer books etc. should be attached to each bundle both inside and outside.

18. On the basis of false number register, and the nature of application whether for *revaluation / issue of photocopy / scanned copy / scrutiny of answer scripts*, the RV section prepares **indent** for the required answer scripts of all the registered applicants including those of the defective ones, and forward the same to the Section in charge of answer scripts, at any rate within **FOUR** working days after the last date of receiving the application details and other particulars from the Computer section.
19. The Section in charge of answer scripts will identify the answer scripts as per the indent and transfer the same to the RV section, at any rate, not taking, in all, more than **SEVEN** working days after receiving the Indent
20. Meanwhile the RV section will identify the examiners for revaluation, from the panel provided by the Chairmen, Board of Examiners and fix a date for a centralized revaluation camp (CRV camp) with a gap of not more than **NINE** working days from the date of intimation to the Examiners, and intimate the date of revaluation to the concerned examiners, within **SEVEN** working days after giving the indent to the Section-in-charge of the Answer Scripts for the required answer scripts. The examiners for revaluation will be identified only from the panel of examiners, duly appointed by the University for the conduct of revaluation. In exceptional cases, home revaluation (HRV) may be opted.
21. In case, the answer script required for revaluation is found to be irretrievable, the candidate will be given an opportunity to appear for the examination of that particular paper if at that time the examinations under the same scheme and syllabus are conducted by the University; or a special examination should be conducted for the candidate with the same scheme and syllabus along with the ensuing examinations.

V PROCEDURE FOR REVALUATION

22. The marks/grades and GPA originally awarded by the examiner will be blotted out before the answer scripts are given to the examiner for revaluation.
23. The facing sheet of the answer script will be detached. False number originally allotted to the answer script will be entered on the detached sheet and also on the remaining part of the facing sheet of the script. Then the mark sheet/grade card for revaluation purpose with relevant particulars will be attached to the answer script.
24. Every Assistant will keep a Confidential Personal Register with full particulars of answer script. (False numbers allotted, examiners valued, name of script, date of dispatch for revaluation etc.). A confidential register exclusively for the purpose of sending answer scripts for revaluation will be maintained in the Revaluation Section.
25. The packet containing answer scripts will be pasted and sealed by the revaluation section and will be authenticated by the officials concerned. Particulars of the answer papers and date of dispatch will be entered in the Personal Register and in the Confidential Register.
26. The answer scripts, after due verification and pre-valuation preparation as mentioned in the clauses between 22 to 25, will be forwarded to the CRV camp/examiner for revaluation, at any rate within **NINE** working days.
27. The examiners in the CRV camp / undertaking HRV will be provided with:

- a. Question paper
 - b. Scheme of valuation (including value points) with answer key used in the original valuation received from the Chairman of BOE
 - c. Instructions supplied to the original examiner / Chief Examiner
 - d. Remuneration bill form.
 - e. Blank mark sheets / Books/grade cards
28. The total period of Revaluation (including II Revaluation if any) at the CRV camp / HRV, from the dispatch of Answer scripts to their return shall not exceed more than **FIFTEEN** working days.
29. Marks/grades awarded by the examiner at the CRV camp shall be electronically entered along with the name of the examiner, immediately after the valuation of each set of answer scripts received from the CRV camp / HRV, and necessary verifications done, and sent for II revaluation if necessary.
30. In exceptional cases, when HRV is opted, it should be ensured to get back the revalued answer scripts along with score sheet within a period of **FOUR** working days since the issuing of answer scripts to the examiners, with a grace period of **TWO** more days. The entry of marks is carried out within **TWO** days after the receipt of the re-valued answer scripts from the HRV examiner. If it is found that a second Revaluation is required, the concerned answer scripts may be dispatched immediately to the next examiner identified already from the panel of examiners, available with the RV section for the concerned paper and a similar procedure is followed. At any rate, the total period of Revaluation (including II Revaluation if any) through HRV shall not exceed more than **FIFTEEN** working days as in the case of CRV. In case of non-receipt of answer scripts from the HRV examiners within the stipulated period, necessary follow up action may be taken accordingly.

VI FINALIZATION OF RESULTS AND COMMUNICATION

31. After revaluation, the results will be finalized within **FIVE** working days, adhering to the following procedure:
- (a) The original marks secured by the candidate will not be changed (i) If the revalued marks are less than the marks awarded in the original valuation or (ii) if the marks exceed the marks awarded in the original valuation by less than 5% of the maximum marks of the paper.
 - (b) If the award of the first re-valuator exceeds the original marks by 5% but below 15% of the maximum marks of the paper, the average of the marks of the original examiner and of the first re-valuator will be awarded even if the marks so arrived at is less than 5% of the maximum marks of the paper.
 - (c) If the award of the re-valuator exceeds the original marks by 15% or more of the maximum marks of the paper, the answer script will be examined by a second re-valuator and the average of the highest two marks of the available three valued marks (including the original marks) shall be taken as final.

- (d) While taking average of two valued marks, fraction of 0.5 and above is rounded off to the next denomination.
32. The result memo shall be published in the University Website, can be downloaded by the candidate from the website.
33. Fresh mark-list/grade-card incorporating the change in the marks/grades will be issued to the candidate who gets the benefit of the higher marks/grades on revaluation. Revised mark list/grade card will be issued only on surrendering the mark list/grade card issued to the candidate earlier.
34. There is no fee for effecting revaluation marks in the mark list within 3 months of revaluation memo. However, if revaluation mark is not got entered in the mark list within 3 months, a fine of Rs. 500/- will be levied for each year, after 3 months from the date of revaluation memo.
35. Revaluation Register will be maintained in the Section. (Format of the Register - Appendix I) and all works relating to revaluation will be treated as extremely confidential.

VII ISSUE OF PHOTOCOPY/SCANNED COPY OF ANSWER SCRIPTS

36. Photocopy/Scanned Copy of answer scripts will be issued, only in the case of examinations for which revaluation is permitted.
37. If the candidates apply for the photocopy/Scanned Copy of the answer scripts only, the same will be provided to them, within **TEN** days after the last date prescribed for receipt of application. The photocopy/Scanned Copy of the answer scripts in respect of which application for scrutiny/ revaluation is received will be issued only after scrutiny/revaluation is over.
38. Photocopy of the answer scripts will be issued to the candidates after **placing the counter foil** on the answer scripts after deleting false number allotted to the answer script. But the facing sheet of the answer script where original marks/grades are entered by the examiner shall not be issued to the candidates. Instead of false number, the **register number of the candidate will be entered** on the facing sheet of answer script. Communication forwarding the photocopy of answer scripts will be issued at the level of Section Officer. Electronic communication may be employed, to the maximum extent possible.
39. The supply of photocopy of answer book is an additional facility made available to the candidates. Therefore, any delay in issuing photocopy of answer book(s) due to any reasons beyond the control of the University shall not confer any right upon the candidates.
40. The applicant **examinee/s** shall be the sole custodian of the photo copies, so supplied and shall not transfer the same to anybody for any purpose whatsoever. Notwithstanding the provision of grant of photocopy provided to the **examinee/s**, the same cannot be published anywhere with any mala-fide intention or any misuse that might jeopardize the reputation of the University.
41. If any examinee has indulged in any malpractice and/or has been punished for malpractice in the concerned examination(s), he/she will not be entitled to apply for

obtaining the photocopy of answer-books of any of the subjects/papers/courses of that examination.

VII SCRUTINY

42. In the case of applications for Scrutiny, the answer scripts concerned are to be verified for the following factors:
1. Whether the answer book contains the number of supplements recorded.
 2. Whether the total of marks/GPA is correctly recorded.
43. If any totaling error or omission in carrying over of the marks/Grade & GPA, etc. are found on scrutiny, such error or omission shall get corrected and authenticated by the examiner/Chief examiner and the Chairman concerned, and thereafter the changes in marks will be communicated to the applicant under the approval and signature of an officer not below the rank of Assistant Registrar. Where there is no change in the marks, the result memo shall be issued at the level of section officer. In either case, the intimation to the applicant will have to be given at the earliest, and at any rate within **FIFTEEN** working days after the last date prescribed for receipt of application. If any mistakes were found in the process of scrutiny, the matter should be reported to the Controller of Examination for further action.
44. The candidates may be allowed to identify their answer scripts after scrutiny, within **seven days** of dispatch of communication intimating the results of scrutiny, if applied only for scrutiny, or within **seven days** from the publication of the revaluation results in the website, if applied for **BOTH** scrutiny and revaluation, and thereafter no requests/complaints in this regard will be entertained. However, the marks/grades on revaluation communicated by the examiners will not be shown to the candidate.

IX TIME SCHEDULE OF REVALUATION

45. The summary of the Time-Schedule proposed for Revaluation:

Procurer/processing of answer scripts & forwarding the same to the examiners:	25 working days
Revaluation (First, Second (if any), Tabulation, Preparation and Publication of results	: 20 working days
Total	: 45 working days

46. Although the time schedule fixed in these regulations would account for 45 working days time from the last date for receipt of applications, every effort should be made by all concerned to bring out the revaluation result at the earliest. In case the revaluation results are delayed beyond the time schedule for any reason, no claim for compensation or complaint against the University will be entertained under any circumstances.

X DEALING WITH DELINQUENCY

47. If an answer book is missing, all the staff members in the respective Revaluation Camp or the Section in charge of the answer scripts shall be jointly and severally liable for the lapse. Disciplinary action may be initiated against the concerned, after getting the recommendation from the Controller of Examination. The same is applicable, in the event of the failure of the examiner in the case of HRV to return the answer book(s) to the University within the stipulated period.

48. The punishments envisaged as part of the disciplinary action may include the following:
- 1) Imposing a fine of upto Rs. 10000/- per missing/damaged paper on the concerned person/s responsible for the lapse.
 - 2) Permanently debarring the concerned examiner from the University examinership and publishing this in the University Web-site and through the media.
 - 3) Withholding the placement/promotion of concerned persons and in the case of Government College Teachers, recommending to the Government for withholding of placement/promotions
 - 4) Censure/Suspension.
49. The Syndicate is the authority to decide on action to be taken against the concerned persons responsible for the lapse. In the case of consequent litigation, the liability to pay compensation, if any, to the candidate as ordered by the court/competent authority, is fixed on the concerned person/s. In the case of centralized valuation, the fine and any other compensation would be of the joint responsibility, as mentioned in clause 47 above.
50. Any examiner who connives with or assists any candidate to do any malpractice at any revaluation or resort to any unfair means in awarding marks/grades or awarded undeserving marks/grades to any candidate to his/her benefit or refuses to accept or do any works relating to revaluation, scrutiny, etc. assigned by competent officer or authority of the University, or delays the revaluation and the return of answer scripts, or are found guilty of improper valuation shall, without prejudice to any other action that may be taken against him/her, be debarred from the examinership permanently, and the Syndicate shall have the power to take any action against such examiner or the candidate as it may deem fit.
51. Where the difference between the original mark and the awarded mark after revaluation is found to be 20% and above of the maximum marks, appropriate action will be taken against the examiner, but only after obtaining the remarks from the Chairman of BoE.

X REPEAL AND SAVING

52. All the existing rules and regulations relating to revaluation / scrutiny / issue of photocopy stand repealed, in so far as they relate to matters for which provisions are made in these regulations. In respect of matters for which no provisions are made in these regulations, or if any word and expression used in these regulations require urgent interpretation or clarification, such matters may be considered and decided by the Vice-Chancellor, and any action taken by the Vice-Chancellor in this regard shall be reported to the syndicate and Academic Council at the next meeting.

Sd/-
REGISTRAR