



# **MIER College of Education (Autonomous)**

Recognized by the J&K Govt. & Permanently Affiliated to the University of Jammu

Accredited by the NAAC with 'A+' Grade

## **STATUTES GOVERNING EXAMINATIONS (GENERAL)**

### **1. EXAMINATIONS CONDUCTED**

Examination means an examination conducted for the regular or former student/s at the end of each semester (called End-Semester Examination). Both the words examination and end-semester examination are inter changeable.

The following Examinations shall be conducted by the MIER College of Education (Autonomous) for the following Course offered by the College on the dates to be notified from time to time:

- i) M.Ed. - 2 years course (Four semesters)

### **2. APPLICATIONS FOR PERMISSION CUM ADMISSION TO EXAMINATIONS**

A candidate for appearing in any examination conducted by the College shall on or before the date notified for the purpose submit to the concerned Head of the Department/Controller of Examinations his/her Permission-cum-Examination Form along with the prescribed fees and certificates signed by an officer authorized for this purpose to the effect that he/she has fulfilled all the conditions laid down by the College in this regard and is of good character.

### **3. OFFICERS COMPETENT TO ATTEST PERMISSION-CUM-ADMISSION FORM**

Permission-cum-Examination Form shall be attested by the concerned Head of the Department or any other officer designated by the Principal of the College from time to time.

### **4. EXAMINATION FEE**

Each candidate shall pay such fees as may be notified from time to time along with his / her Permission-cum-Examination Form for an examination. Provided that blind and physically handicapped candidates shall be exempted from payment of examination fees.

### **5. WITHDRAWAL OF APPLICATION FORM**

The Principal of the College on the recommendations of the concerned Head of

Department shall be competent to withdraw before the commencement of the examination the Permission cum Admission Form of a candidate sent up by him/her for an examination to the Controller of Examinations, for good and sufficient reasons to be recorded in writing.

#### **6. REFUND OF EXAMINATION FEE**

i) A candidate who fails to pass or is unable to present himself / herself at an examination conducted by the College shall not be entitled to refund of the examination fee or to have it kept in deposit for a semester examination; unless:-

a. he/she is detained from appearing at the examination on account of shortage in lectures;

b. he/she is declared ineligible to appear at the examination; and

Provided that refund of examination fee or its being kept in deposit shall not be allowed to candidates whose Permission-cum-Examination Forms have been rejected on account of their producing a false certificate or making a false statement in the form of application or who have failed to produce documents subject to the production of which they were declared eligible.

ii) Any fee paid for a certificate which cannot be issued or for any other service which cannot be rendered under the Statutes Regulations may be refunded.

Provided that claims for refund of money shall not be entertained if the application for refund is not received within a period of **3 months** from the date on which money was deposited in the College.

#### **7. ADMIT CARD**

The Controller of Examinations of the College shall, after satisfying himself / herself that a candidate has complied with all the requirements for admission to an examination, furnish the candidate with an Admit Card permitting him/her to appear in the examination.

A candidate shall not be admitted into the examination hall, unless he/she produces to the Superintendent of the examination centre his/her, Admit Card or satisfies such officer that it shall be produced on the next day of the examination. If he/she fails to do so, he/she shall not be allowed to continue his/her examination on the next day.

The Controller of Examinations may, if satisfied that the Admit Card of a particular candidate has been lost or destroyed grant, on payment of prescribed fee, a duplicate Admit Card on receipt of an application from the concerned candidate.

#### **8. WITHDRAWAL OF PERMISSION**

Permission to appear in an examination of the College may be withdrawn by the College before or during the course of the examination for such conduct of a candidate as in the opinion of the Committee dealing with unfairmeans/misconduct cases justifies his/her expulsion.

The Principal may withdraw, before or during the examination, the permission granted to a candidate by some mistake or omission, if he/she is found to be not eligible for appearance at the end-semester examination, even though an Admit Card has been issued and produced by him/her before the superintendent of the examination centre.

#### **9. AMANUENSIS FOR PHYSICALLY HANDICAPPED CANDIDATES**

- i) An amanuensis shall be allowed in the case of physically handicapped candidates who are either blind or disabled from writing with their own hands, on production of a certificate from the Orthopaedic / Ophthalmology Surgeon of Govt. Hospital.
- ii) The Controller of Examinations shall arrange for the appointment of an amanuensis or authorize the Superintendent to arrange the same under rules.
- iii) The amanuensis shall be a student of a lower grade of education than the, candidate and must not be attached to the institution to which the candidate belongs.
- ii) A compensatory time @ 20 minutes per hour shall be given to all candidates using amanuensis in an examination.

#### **10. MEDIUM OF EXAMINATION**

English shall be the medium of examination in all subjects except Modern Indian Languages. The medium of examination in a Modern Indian Language shall be the language concerned.

#### **11. COMPLETION OF THE PROGRAMME**

A candidate who completes the statutory requirements (minimum attendance, internal assessments, field work/ internship) but does not appear in the examination

in that semester or, having appeared, fails in a course or courses in a semester examination may appear in the examination in such course or courses when it is held subsequently by the College so as to complete the programme within the maximum period prescribed in the Statues / Regulations of the respective programmes.

**12. ADMISSION AFTER GAP**

A student who has been on the rolls of MIER College of Education in the 1<sup>st</sup> or II<sup>nd</sup> or III<sup>rd</sup> or IV<sup>th</sup> semester of M. Ed. Degree Programmes and earns eligibility to join the II or III or IV Semester of the programme, as the case may be, but fails to join the Semester when he/she was due to join it or discontinues his/her studies for any reason whatsoever, may be considered for admission to the semester concerned if he/she submits application to this effect before the commencement of the Semester concerned, provided a seat and other facilities for the courses offered by the student are available in the MIER College of Education in the Semester concerned and the student seeks admission within a period of two years from the date he/she discontinued his/her study. The final decision regarding admission of such a student shall be taken by the Principal of the MIER College of Education.

**13. ADMISSION AFTER GAP (ENTRY/RE-ENTRY)**

**13.1** A student shall be allowed to enter/re-enter only at the odd semester and can only exit after the even semester. Re-entry at various levels as lateral entrants in academic programmes should be based on the earned credits and proficiency test records.

**14. CONDUCT OF EXAMINATIONS**

**14.1** The sealed packets of question papers will be delivered by the Controller of Examinations to the Superintendents concerned on the day of examination or a day earlier, if need be. All examinations shall be held at MIER Campus.

**14.2** The Theory / Practical / Practice of Teaching / Viva-Voce examination can also be conducted through Online / Digital / Other alternative modes in situations when face to face activities are not possible.

**15. APPOINTMENT OF SUPERVISORY STAFF**

For the smooth conduct of an examination the Controller of Examinations, through the Principal, shall request the concerned Head of the Department to recommend

panel/s from among their teaching and other subordinate staff for various examination duties (viz. Superintendents, Deputy Superintendents, Assistant Superintendents and other supervisory staff) in accordance with the strength of candidates to be indicated by the Controller of Examinations in each case.

The Controller of Examinations shall make appointments of supervisory staff from the panel/s sent by the Heads of Departments through the Principal. Where it becomes necessary to appoint some persons outside the panel/s, previous consent of the Principal shall be obtained by the Controller of Examinations.

Provided that the Principal may relax the above conditions for appointment of any of the officials of an examination centre in exceptional cases.

No one shall be appointed Deputy Superintendent unless he/she has worked as supervisor previously. Only members of the teaching staff will be eligible for appointment as Superintendents. In case of non-availability of members of teaching staff, Assistant Librarians/ Deputy Librarians may be considered for appointment as Superintendent. Against the posts of Deputy Superintendents and Supervisors, as far as possible, teaching staff shall be appointed. However, in case of non-availability, teachers appointed on Contractual/Adhoc/Part-time basis or officials of the technical cadre may be appointed as Deputy Superintendent or Supervisor/s. Members of ministerial and subordinate staff shall also be eligible for appointment as Assistant Superintendents.

#### **16. LOSS OF CANDIDATE'S ANSWER BOOK**

If a candidate's answer-book is lost after having been received by the Superintendent of the examination centre or by a member of his/ her supervisory staff or in transit or from store or otherwise and if he/she passes in all other subjects of the examination, he/she may be required to appear in that one paper which is lost without payment of fee, on a date fixed by the Controller of Examinations. If he/she obtains pass marks, he/she shall be declared passed in the examinations provided other conditions for passing the examination, if any, are also fulfilled. In case of dispute as to whether a candidate's answer-book was duly received or not, the findings of the Controller of Examinations shall be final. However, in case of inordinate delay or if it is not feasible to hold the examination immediately or declare result, the Controller of Examinations will be authorized to declare the result of the

affected candidate by using one of the following options:

- a) The candidate be given the benefit of average of marks obtained in other subjects/courses of the same semester/class.
- b) In case the candidate fails by taking the average of marks obtained in other subjects/courses; he/she may be given minimum pass marks in that paper/s whose answer script/s has been lost.

Furthermore, the candidate may be informed through registered letter /speed post or electronic mode about the loss of answer script/s as and when the office comes to know about it. In case the candidate fails to respond within 10 days from the dispatch of letter. The decision of the Controller of Examinations shall be final and binding.

#### **17. INSPECTION OF CENTRES OF THEORY EXAMINATIONS**

- a) Each centre of examination shall be inspected by an Inspector/Inspectors appointed by the Chairperson. The Inspector/s shall advise the Superintendent/s of the centre/s with regard to any matter concerning conduct of examination and shall report to the Principal and Controller Examinations the results of his/their observations.
- b) The Principal of a College shall be the Chief Inspector and over-all incharge of the examination centre/s set up in the College.
- c) The Chairperson may, in addition to the appointment of the Inspectors appoint special team of Inspectors to pay surprise visits to a centre/centres of examination to ensure efficient conduct of examination.

The Inspector/Inspectors shall render such help and guidance to the Superintendent of the examination centre as may be considered essential.

- d) The maximum number of visits that could be made for the inspection of the centre shall ordinarily be three. The Chairperson may, however, authorize more than three visits to a centre wherever necessitated by the special situation prevailing at a Centre.

Rates of payment of inspection fee to inspectors and those placed in over-all charge of examination centre will be as per the rules of the College.

## **18. POWERS AND FUNCTIONS OF THE INSPECTOR-CUM-OVERALL INCHARGE (PRINCIPAL) OF EXAMINATION CENTRE**

- i) The Superintendent must inform the Chief Inspector-cum-Overall Incharge (Principal) in the event of his/her going on leave so as to enable him/her to make alternative arrangements in his/her place. In emergent situation, Inspector-cum-Overall Incharge shall detail some eligible person to perform his/her duties before leaving the station.
- ii) **STATIONERY:** At the Centres of Examinations of the College, stationery articles etc. shall be collected by the Assistant Superintendent from the concerned Section of the College who will be responsible for its safe custody. The Superintendent will ensure that the stationery etc. is kept at a safe place and for this purpose he/she will check issue and balance of stationary from time to time. The Assistant Superintendent will make use of the stationery articles etc. under the overall supervision of the Superintendent.
- iii) The Principal who is the over-all incharge of the examination shall visit the center/s under his/her charge on all days of the examination/s in his/her College as far as possible.
- iv) In the event of finding that at a particular examination centre the examination is not being conducted in accordance with the Statutes the Chief Inspector shall:
  - a) have the authority to cancel the appointment of a member of the supervisory staff, other than the Superintendent, whom he/she personally finds negligent/unsuitable for the job or he/she may accept the recommendations of the Superintendent for cancellation of the appointment of such a supervisor;
  - b) have the authority to cancel the appointment of the Superintendent as a last resort in case he/she is found defiant in his/her duty or incompetent to handle the examination centre;Action taken by the Principal in respect of (a) and (b) above shall be communicated to the Controller of Examinations immediately. He/she shall be authorised to make alternative appointments on his/her own or in consultation with the Principal.
- v) In the event of a walk-out or disruption of an Examination Centre:

- a) The Principal will establish contacts with the Law and Order Authorities to provide protection to the property and persons present at the centre.
- b) If there are more than one centre then, he/she with the help of Law and Order Authorities, try to ensure that the candidates of the centre do not disturb other examination centres, which are in close proximity of the centre in which walk-out has taken place.
- c) The report of the superintendent of the centre shall contain particulars of the candidates who staged or instigated for staging a walk-out and the report shall be routed through the Inspector- cum-Overall Incharge on the same day. The Inspector-cum-Overall Incharge shall forward the report to the Controller of Examinations alongwith his/her detailed comments.
- d) If the Chief Inspector-cum-Overall Incharge (Principal) finds that the report of the Centre Superintendent is ambiguous/incomplete or in any manner unsatisfactory, he/she will immediately send it to the superintendent in order to ascertain all the facts relating to the incident as also its probable cause and identification of persons responsible for the same.
- e) He/she will check that the seating arrangement is made in conformity with the rules and regulations and suggest changes to the superintendent, if required.
- f) He/she will check that all the persons assigned to a centre are on-duty.
- g) He/she will periodically check the stationery articles/balance question papers to ensure maintenance of proper account.
- vi) If any obvious printing error relating to the number of questions to be attempted by the candidates is noticed by the superintendent, he/she will immediately bring the same to the notice of the Principal/Controller of Examinations and the Principal/Controller of Examinations shall be competent to make necessary change/s after verifying the same from the prescribed syllabus for the examination.

#### **19. COMPLAINT AGAINST QUESTION PAPER(S)**

Complaint, if any, against an individual question paper must reach the Controller of Examinations by the next day of the examination in the particular paper. The Controller of Examinations shall immediately pass on the complaint to the Convener,



Board of Studies who will send his/her comments and suggestions to the Controller of Examinations within two days. The suggestions of the Convener, Board of Studies will be placed before a Committee consisting of:-

- i) Principal (Convener)
- ii) Two members of the Academic Council to be nominated by the Chairperson
- iii) HOD of the concerned Department
- iv) Controller of Examinations (Member Secretary)

The Committee may also seek the assistance of paper-setter and moderator (if local). The Committee after deliberations shall submit its recommendations to the Chairperson for final decision.

## **20. DECLARATION OF RESULT AND ISSUANCE OF MARKS CERTIFICATES**

Save with the permission of the Chairperson of the Governing Body the results shall be declared within **40 days** and in no case later than **60 days** of the respective date of completion of an examination.

The detailed marks certificate shall be supplied to the concerned Head of Department within five days after the declaration of the result of an examination by the Controller of Examinations.

Duplicate and subsequent copies of the marks certificates shall be issued within 4 days after the date of receipt of application, complete in all respects, on payment of fee as may be prescribed from time to time.

## **21. RESULT REVIEW COMMITTEE <sup>3</sup>**

Result Review Committee shall comprise of:

1. Principal (Convenor)
2. Dean Academics
3. One Sr. faculty member of the Course by rotation
4. Controller of Examinations

The Committee shall oversee the results in light of the maintenance of the standard vis-à-vis paper setting, evaluation of scripts and pass percentage in each course of study. If the Committee is satisfied with the results, it shall authorize their publication. If on scrutiny, the Committee feels that there has been distinct fall in pass percentage in the whole examination or in a particular subject/paper, on the basis of genuine complaint against a question paper set for that examination which has adversely

affected the results and grievance of the candidates could not otherwise, be redressed. It shall authorize the moderation of results to such an extent as it deems absolutely necessary.

## **22. AMENDMENT OF RESULT**

In any case where it is found that the result of an examination has been affected by an error, the Controller of Examinations shall amend such result in such manner as shall be in accordance with the true position and report each such case to the Chairperson.

Provided that no such result shall be amended at the **expiry of three months** from the date of declaration of the result.

In any case where the result of an examinee has been ascertained and published and it is found that such result has been affected by malpractice, fraud, improper conduct whereby an examinee has benefited, the Chairperson shall have power at any time, notwithstanding the issue of a certificate or the award of a prize or scholarship, to amend the result of such examinee and to make such declaration as the Chairperson shall consider necessary in that behalf.

**NOTE: The mere possession of the Marks Certificate, however, does not entitle a candidate to any right or privilege, on account of the result indicated on the marks certificate unless the result indicated is supported by the Result Gazette.**

## **23. RECHECKING OF SEMESTER EXAMINATION RESULT**

Answer-scripts of an End-Semester Examination shall be shown to the students (if they desire) after the declaration of result within a period of **seven days**.

## **24. RE-EVALUATION**

- a) If a student feels dissatisfied after going through his answer script with the evaluation of in a particular subject/paper, he/she may apply for re-evaluation of the same to the Controller of Examinations, on the prescribed application form with a copy of marks certificate.
- b) Re-evaluation shall not be permitted in Internship, Practicals, Internal Assessment, Project Report, Dissertation and Viva-Voce.
- c) The fee for re-evaluation shall be as prescribed by the Competent Authority from time to time.

- d) The application on the prescribed form with the requisite fee, should reach the Controller of Examinations within 15 days after declaration of the result.
- e) The application form can however, be entertained thereafter with a late fee as prescribed from time to time for another count of five days.
- f) The appointment of re-evaluator(s) shall be made by the Controller of Examinations out of the panel of examiners approved by the Competent Authority.
- g) The student shall be awarded best of the two scores obtained by him/her after re-evaluation and original evaluation.
- h) The result of the re-evaluation shall be final and binding on the student.
- i) Every effort shall be made to get the answer-script(s) re-evaluated expeditiously within a period of 20 days from the last date for submitting application forms for re-evaluation.

**25. BI-ANNUAL EXAMINATION <sup>4</sup>**

There shall be Bi-annual examination for re-appear candidates of Semsters II and IV of M. Ed., B.Ed. and B.Ed. Spl. Education (ID) from the academic session 2015-17 and onwards.

**26. GRADING SYSTEM <sup>5</sup>**

**26.1** The evaluation of the students of courses of study and the dissertation for M. Ed. shall be done by grading method carrying the following notation from the academic session 2016-18 and onwards:

**M. Ed.**

Percentage of Marks	Grade Letter	Grade Point	Description of Performance
90 – 100	O	10	Outstanding
80 – 89	A+	9	Excellent
70 – 79	A	8	Very Good
60 – 69	B+	7	Good
50 – 59	B	6	Average
40 – 49	C	5	Pass
<40	D	0	Fail

**Those who gain 'O' to 'C' Grade are considered successful whereas, the ones scoring below Grade 'C' are considered as fail or dropped for different components of the course.**

#### **27. DEGREE**

- a) All the successful candidates shall be supplied with Degree Certificate/s signed by the Controller of Examinations and the Vice-Chancellor University of Jammu at the College Convocation in accordance with the provisions of the Statutes relating to the College Convocation or as approved by the Competent Authority from time to time;
- b) The name of the College shall be incorporated in the Degree.
- c) A candidate eligible for receiving University Degree shall have to pay the fees, if any, prescribed for issuing a Degree Certificate notified by the Competent Authority from time to time.

#### **28. PROVISIONAL CERTIFICATES**

A candidate having passed an examination of the College may, after the declaration of his/her result apply to the Controller of Examinations for a Provisional Certificate of having passed the examination. Such an application shall be accompanied with a fee as may be notified from time to time.

#### **29. APPEARANCE CERTIFICATE**

A certificate to the effect that a candidate has appeared in a particular examination of the College whose result has not been declared may be issued on payment of a fee as may be prescribed by the Competent Authority from time to time.

#### **30. DUPLICATE DEGREE**

Duplicate of a Degree Certificate shall be issued by the University of Jammu provided the candidate fulfils the required formalities as prescribed by the University of Jammu.

#### **31. DISPOSAL OF ANSWER-BOOKS AND AWARD ROLLS**

The College may dispose off the evaluated answer books and other relevant record after a gap of at least **6 months period** after the evaluation/re-evaluation (if any) process of the respective examination is completed. Provided there are no legal implications. However, the award rolls shall be **destroyed one year after the declaration of the results** relating to the respective examinations to which the award rolls pertain.

## **32. PAPER –SETTING AND EVALUATION**

The Controller of Examinations shall submit the panels of paper setters and examiners/evaluators for approval of the Board of Studies.

For each semester examination, the number of question papers to be set shall be worked out in such a way that the Controller of Examinations may have a pool of question papers in that subject / course equal to the number of examinations to be held in the year plus at least one additional set.

- 33.** No one shall be appointed a paper-setter or Head Examiner or Single Examiner for any examination, unless he/she has at least five years' experience of teaching the subject for an examination of the standard for which he/she has been appointed a paper-setter/Head examiner/Single Examiner.
- 34.** No one shall be appointed as sub-examiner/practical examiner for any examination unless he/she has at least two years' experience of teaching the subject for an examination of the standard for which he/she has been appointed Examiner/Evaluator/Sub-examiner/Practical Examiner.
- 35.** A paper-setter will ordinarily act as Head Examiner /Examiner for evaluating the answer-scripts in the subject in which he/she set the question paper. However, if the paper-setter is unable to evaluate the answer-scripts, another suitable person shall be appointed as an Examiner out of the approved panel.
- 36.** In a subject where the number of answer-scripts does not exceed 200, all the answer-scripts shall be evaluated by the paper-setter or the single examiner. Where the number exceeds 300, a sub-examiner or sub-examiners shall be appointed to evaluate the answer-scripts under the direction of the paper-setter/Head Examiner.
- 37.** No paper-setter/examiner shall, as far as possible, continue for more than three consecutive years for a particular examination. There shall be a gap of at least one year before he/she is re-appointed.
- 38.** No one shall be examiner for more than one paper for a particular examination.
- 39.** If it is found, after sample checking of assessment at any stage that an examiner has been indifferent or erratic in his/her marking, he/she may be debarred/ disqualified from such an assignment.

#### **40. MODERATION OF QUESTION PAPERS**

Unless otherwise prescribed, the moderation of question paper/s shall be got done by the Controller of Examinations from the subject-experts approved for the course.

In case, the assistance of some specialist is taken for moderation of a paper/s, he/she ordinarily do it in the presence of the Convener, Board of Studies. However, a Senior Professor when asked to moderate a question paper by the Convener, Board of Studies, would do it of his/her own, if he/she so desires.

#### **Note:**

An external examiner for the examinations conducted by the MIER College of Education shall be a Professor or Associate Professor or Assistant Professor with more than five years of teaching experience in the subject.

- 1. Governing Body Resolution No. 20 dated 16-12-2015***
- 2. Governing Body Resolution No. 5 dated 17-05-2017***
- 3. Governing Body Resolution No. 7 dated 17-05-2017***
- 4. Governing Body Resolution No. 4 dated 07-04-2018***
- 5. Governing Body Resolution No. 5 dated 07-04-2018***
- 6. Governing Body Resolution No. 6 dated 03-09-2020***
- 7. Governing Body Resolution No. 3 dated 09-12-2022***
- 8. Governing Body Resolution No. 4 dated 09-12-2022***