



# **Anwarul Uloom College (Autonomous)**

New Mallepally, Hyderabad  
Affiliated to Osmania University

## **STATUTES, REGULATIONS**

The Controller of Examinations shall be a whole time paid officer of the College appointed by the Hon. Secretary. The Controller of Examinations shall act as directed by the Principal in all matters related to all the examinations conducted by the University.


The duties of the Controller of Examinations shall be as follows:

- a) To issue the notifications concerning all the examinations conducted by the University.
- b) To call for and receive applications from eligible candidates for various examinations and to take appropriate actions.
- c) To identify the centers for holding various examinations and allot the candidates to the respective centers.
- d) To regulate and monitor the conduct of College examinations at all centers.
- e) To take all such actions as may be found necessary for the smooth and fair conduct of examinations and announcement of the results.
- f) To sign the Provisional Certificates, Migration Certificates, Substitute Certificates in respect Original Diploma and Degree Certificates lost by the candidates and Marks of Memoranda.
- g) To exercise all such powers and performs all such duties related to the University examinations as may be directed by the Principal from time to time.

### **PART – I: Pre-Examination arrangements:**

#### **1. PAPER SETTING:**

- a) The Chairman Board of Studies in the concerned subject shall send a panel of names approved by the Board as Paper Setters / Examiners separately for each paper of the subject, medium-wise, six months before the start of the year-wise examinations / three months before the start of the semester-wise exams.
- b) No one shall ordinarily be appointed as examiner in theory and practicals unless he has put in (three) years of teaching experience at the University / Constituent / Affiliated or recognized colleges of this University except in the case of external examiners. However, the Vice-Chancellor will have the power to relax this rule wherever it is deemed necessary.
- c) The Paper Setters / Examiners shall be appointed for the various examinations in accordance with the respective regulations in force.
- d) The Vice-Chancellor may, at any time cancel, withhold or suspend the appointment of any Examiner without assigning any reasons and make alternate arrangements without reference to the concerned Board of Studies.

  
**Chief Superintendent**  
Anwar Uloom College Centre, Hyd.

## 2. MODERATION:

- a) In all such instances where regulations provide for moderation, there shall be Boards for Moderation of Question Papers. The Board would normally consist of the Chairman, Board of Studies and two other faculty members to be appointed by the Vice-Chancellor. If the Chairman, Board of Studies feels that additional technical assistance is needed for moderating the Question Papers, he may be permitted to Co-opt other faculty members by the Vice-Chancellor on a request made to that effect through the Controller of Examinations.
- b) The Moderation Board shall meet at the place and time indicated by the Controller of Examinations and shall moderate the Questions Papers and will be responsible for ensuring the following points:
  - Maintenance of the standards of examinations.
  - Adequacy of choice in the questions in subjects and in papers where such choice is usually permitted.
  - Distribution of the questions covering the entire syllabus in the papers.
  - Eliminate questions which are outside the syllabus and which asks for an expression of opinion on religion or political nature unless it is a part of the syllabus.
  - Removal of ambiguity or obscurity in the wording of a question (s) so as to define clearly and precisely the scope of the answer (s) expected for the questions (s).
  - To verify that the duration of examination, maximum marks and the marks for each question are clearly indicated.

The Board is liable for disciplinary action for any lapses / defects in this regard. The Moderation Board will keep all the proceeding strictly confidential.

## 3. TRANSLATION:

Wherever there is College approval, the theory question papers shall be translated from English to the other approved languages by a Board of Translators appointed by the Principal from the Panel recommended by the Board of Studies. The Translators shall keep all the proceedings strictly confidential.

## 4. CONDUCT OF EXAMINATIONS:

Examinations will be conducted as per the procedures and regulations approved by the College / Principal.

## 5. FLYING SQUAD / OBSERVERS:

- a) The Directors , Academic Audit Cell (DAAC) / Controller of Examinations / any person authorized by the Vice-Chancellor, is authorized to constitute Flying Squads / Observers, wherever necessary for monitoring and ensuring a fair and clean conduct of examinations at various centers.
- b) The necessary instructions and guidelines regarding the duties and powers of the Flying Squad / Observers etc. will be issued from time to time by the Director, Academic Audit Cell, Controller of Examinations / Any person authorized by the Principal with the prior approval of the Principal.

## 6. MALPRACTICE COMMITTEE:

All instances of Malpractices relates to the Examinations, detected and reported by Chief Superintendent / Flying Squad / Observers / Invigilators / Valuers / Tabulators shall be examined and disposed off by a Malpractice Committee appointed by Principal, as per the rules approved by the Principal

**PART – II: Post-Examination arrangements:**

(Applicable to U.G., P.G., M.Phil. and Pre-Ph.D. Examinations of all faculties except the faculties of Medicine and Indian Medicine, as per regulations in force).

1. The Controller of Examinations on receipt of the answer scripts from various centers shall take necessary steps to get them evaluated by duly appointed examiners after due scrutiny and coding wherever prescribed.
2. **Valuation etc.**
  - a) The Valuation work will be supervised by a Chief Examiner who shall normally be the paper setter in the concerned subject, wherever necessary, additional Chief Examiner will be appointed.
  - b) In all Post-Graduate examinations, each answer book shall be valued independently by two persons of whom one shall ordinarily be an external examiner.
  - c) For the purpose of the Ordinance, "External Examiner" for the valuation of theory papers, shall mean a person who is not a teacher of any of the University Constituent, affiliated and the recognized colleges under this College.
  - d) The Chief Examiners / Additional Chief Examiners perform the duties as per the guidelines and instructions issued by the Controller of Examinations from time to time.
  - e) Scrutiny of the valued answer scripts shall be done by Scrutinizers appointed by the Principal and such Scrutinizers shall act as per the guidelines and instructions issued by the Controller of Examinations.
  - f) The Principal shall appoint a Board of Examiner in each subject or a group of allied subjects which shall consists of not more than (3) three members. The chairman of the Board shall be nominated by the Principal. Alternately, the Board of Examiners may be appointed by the Principal comprising of:
    - Chairman, Board of Studies                      Chairman
    - Head of the Department                      Member
    - One other member of the Department      Member
  - g) The Board of Examiners shall be responsible for the maintenance of standards in the valuation. The concerned Board shall meet to consider and pass the award lists before they are forwarded to the Controller of Examinations. Every member of the Board unless exempted by the Vice-Chancellor for special reasons shall attend the meetings.
  - h) Wherever necessary, the Board after review of some valued scripts or on the recommendations of the Chief Examiner (s) may make suitable recommendation to the Vice-Chancellor for fresh valuation of specific scripts or all the scripts.
  - i) In all the cases where the **percentage of passes in a particular paper is less than 30**, the concerned Board of Examiners shall add moderation marks to all the candidates who have appeared for that paper and secured at least one mark, as per the following norms.

Maximum marks of the paper	Moderation marks to be added
50 or less	3
51 to 75	4
75 and above	5

- j) The Chairman, Board of Examiners will forward the proceedings of the meeting to the Controller of Examinations immediately after the meeting.
- k) In addition to and independent of the action stipulated in rule 2 (i) if the number of candidates securing 55% marks in a paper is less than 70% of the total number of candidates who have taken the examination in that paper, the Results Committee shall add marks to all candidates as per the norms given in rule 2 (i)

### 3. TABULATION:

Tabulators will be appointed by the Principal from amongst the teachers of the University, affiliated colleges etc. There shall be two sets of Tabulators (in case of manual tabulation), one set will handle the original register and the second will handle the duplicate register independently, and they shall scrupulously follow the guidelines issued by the Controller of Examinations in this regard.

### 4. ADJUSTMENT OF MARKS:

- a) Where a candidate is failing in any examination for want of a few marks in one or more papers, adjustment of marks shall be made as follows, provided such adjustment or adjustment together with grace marks permissible under rule (5) enables the candidate to pass / complete / get promoted in the examination.
- b) The adjustment of marks shall be confined to the papers where at the candidate has appeared, whether backlog or regular without disturbing the marks in any examination conducted earlier where the results have already been declared.
- c) The total marks to be adjusted shall not exceed 1% of the aggregate marks of the papers of the examination (s) in which the candidate has appeared, subject to the condition that the total marks to be adjusted, shall not exceed five. The adjustment of marks in individual papers will be subject to the following:
  - 3 marks where the paper maximum is 50 and below.
  - 4 marks where the paper maximum is between 51 and 75.
  - 5 marks where the paper maximum is 76 and above.
- d) **GRACE MARKS:**
  - If a candidate is likely to be promoted / complete / pass or improve his / her division by adding 1 or 2 marks, grace marks be added up to a maximum of 2 marks. In this context division include Pass to Second Class / Second Class to 55% aggregate for P.G. Examinations only Second Class to First Class / First Class to Distinction. Further wherever the aggregate required for a pass workout to be a fraction, the fraction has to be rounded off to the next lower integer. If necessary, the benefits of adjustment (**No adjustment now**) and grace marks together may be extended to the candidate.
  - Grace Marks will not be given for mere reduction of number of backlogs. **(1 or 2 marks can be added even to reduce the backlog)**

### 5. ANNOUNCEMENT OF RESULTS:

The results as tabulated shall have to be approved by the Results Committee which consists of the following before publications:-

- a) The Principal (Chairman)
- b) The Dean of the Faculty concerned.
- c) The Chairman of the Board of Examiners of subjects included in the Faculty.

### PART – III: Review and Revaluation:

  
**Chief Superintendent**  
 Anwar Uloom College Centre, Hyd.

1. Candidate (s) may apply for Revaluation in the prescribed proforma within two weeks of the Publication of Results, after which no application for Revaluation shall be entertained by the University. The candidate on application of Revaluation shall give a written under-taking to the effect that he would not hold the College responsible for any delay and consequences resulting from the Revaluation.
2. The Revaluation shall be done independently by the Examiners, appointed by the Principal.
3. Results of the Revaluation will be considered as per the regulation approved by the University from time to time.
4. Review of Post-graduate examination results shall be followed as per the norms laid down by the Principal from time to time.
5. The Principal is authorized to issue necessary guidelines and instructions to all the functionaries and individuals involved in the organization and conduct of all the examinations.



**Chief Superintendent**  
**Anwar Uloom College Centre, Hyd.**