

(As Approved by the Coordination Committee in its meeting held on 25/10/2017 and Adopted by Devi Ahilya Vishwavidyalaya in its EC meeting held on 04/12/2017).

STATUTE NO. 29

APPOINTMENT OF EXAMINERS

[Refer Section 44]

1. In this Statute:
 - (i) "Internal Examiner" means:
 - (a) in case of a Theory Paper, an examiner including a paper setter who is a teacher in a University Teaching Department, School of Studies. Or College maintained by or affiliated to the University.
 - (b) In case of practical and viva-voce examination an examiner who is a teacher in the Institution whose candidates are being examined at the examination center.
 - (ii) "External Examiner" means an examiner other than an internal examiner.
 - (iii) "Co-examiner" means an examiner in a written paper other than the paper- setter.
2. The office of the Controller of Examination shall prepare for every subject an institution wise list of names of persons qualified for appointment as examiners. The list shall be in two parts, the first part containing the names of persons working as teachers in the University Teaching Departments, School of Studies or College maintained by or affiliated to the University and the second part containing names of persons other than teachers of the University qualified for appointment as examiners, whose names shall be obtained by the Controller of Examination office from other Universities on its own initiative or under the direction of the Chairman of the Board of Studies concerned.
3. The list shall contain, as far as possible, information relating to the persons included therein on the following points, namely
 - (a) The academic qualifications and teaching experience at degree and post graduate levels.
 - (b) The field of specialization.
 - (c) The examinations of the University and years in which they have acted as examiners in the past.
4. The list so prepared shall be made available to the Examination Committee concerned constituted under Section 44 of the Adhiniyam together with the names of persons

		experience at the degree and/or Post- graduate level for at least ten years.
(ii)	L.L.M. For M.B.A.	(ii) Master's degree or higher degree in Law and teaching experience at LL.M Level for at least seven years. Or Experience as High court Judge. Or Standing of atleast fifteen year at the Bar. A person with three years' experience of teaching the subject concerned at the Post-Graduate level.
(iii)	Degree examinations in all Faculties other than Engg. Medicine and Ayurveda.	(iii) Teaching the subject at degree and post graduate level for atleast seven years.
(iv)	Degree examination in faculties of Engineering, Journalism and Mass Communication forming for part of Arts Faculty.	(iv) Teaching experience at Degree / Post-graduate level and/or Professional experience of atleast seven years.
(v)	Degree examination in the Faculty of Ayurveda.	(v) Teaching experience in the subject at degree and/or post-graduate level for atleast live years.
(vi)	LL.B.	(vi) Teaching experience of LLB. and/or LL.M. classes for atleast seven years. Or Judicial experience as District Judge for atleast five years. Or Standing of atleast twelve years at the Bar.
(vii)	Diploma examination in all Faculties other than those in the faculty of medicine and postgraduate Diploma examination in business Administration	(vii) Teaching experience of atleast three years of Degree and five years of Diploma classes. Or Ten Years professional experience.
(viii)	Diploma examination in Post-graduate Diploma of a recog University or an equivalent qualification in the subject and atleast five years teaching experience in the subject in any University or college recognized by the Medical Council of India.	(viii) A Doctor's or Master's Degree or a the Faculty of Medicine.
(ix)	Post-graduate Degree/Diploma in Business Administration	(ix) Atleast seven years teaching experience at the degree level or atleast five years teaching experience of Post graduate/Degree/Diploma classes in the subject.

(B) Co-examiners:

The qualifications shall be the same as for Paper setters but the minimum teaching/professional experience required shall be less by two years than that prescribed in case of the Paper-setter.

Provided that in case of degree examinations where sufficient number of internal co examiners in a subject with the aforesaid qualifications are not available, teachers in the University Teaching Department/School of Studies and College in the University with atleast three years teaching experience at the degree/postgraduate level in the subject shall be eligible for appointment as Co-examiners.

9. (1) In case of Practical and Viva-Voce examinations at the post-graduate level.
The external examiner shall be a person not below the rank of a Associate Professor.
- (2) In case of Practical and Viva-voce examinations at the first degree level the external examiner shall be a teacher of the subject with not less than three years experience of teaching the subject at the degree and/or post-graduate level.
- (3) The internal examiner in case of Viva-Voce examination at the post-graduate level shall be the Head of the Department in the subject in the Institution whose regular candidates are to be examined at the Centre and where the Head of the Department is not available a teacher of the Institution recommended by the Head of the Institution shall be the internal examiner.
- (4) The internal examiner in case of practical examination both at the degree and the post-graduate level shall be appointed from amongst the teachers of the Institution, whose regular candidates are to be examined at the Centre, on the recommendation of the Head of such Institution.
- (5) The external examiner at the post-graduate level in case of a Practical/Viva-Voce examination shall not ordinarily be a teacher in a University Teaching Department/ School of Studies or college maintained by or affiliated to the University.
- (6) Except in the Faculties of Medicine, Ayurveda, Engineering, Technology, Education and Physical Education all external examiners in case of practical examination at the first degree level shall as far as possible be appointed from

amongst the teachers in any University Teaching Department, School of Studies or College maintained by or affiliated to the University.

10. (1) Ordinarily not more than 50 percent of the paper setters at the post-graduate examination and not than 25 percent of the paper setters at the first degree examination in any subject shall be external. All more external paper setters for the first degree examination and atleast 50 percent of the external paper setters at the postgraduate level shall ordinarily be from Madhya Pradesh.
 - (2) Where in any paper more than one examiner is appointed, the paper setter shall be the Head-examiner. Examiners other than the paper-setter shall be the Co- examiners.
 - (3) All Co-examiners shall be internal, provided that if sufficient number of qualified teachers in a subject is not available for appointment as Co-examiners, external Co-examiners may be appointed.
 - (4) For appointment as Paper-setters and Co-examiners teachers in the University Teaching Departments, Schools of Studies and College maintained by or affiliated to the University shall be ordinarily considered on the basis of seniority, subject to fulfillment of other conditions for such appointment.
11. (1) No one shall ordinarily be given more than one theory examinership (paper-setting or Co-examiner ship). In case the Examination Committee considers it necessary to recommend more than one examinership (one for the first degree examination and one for Post-graduate examination) in case of any person, it shall specify its reasons for doing so for the consideration of the Kulpati.
 - (2) Ordinarily not more than one paper-setter shall be appointed from any one University Teaching Department, School of Studies or College in the same subject at any one examination.
 - (3) No one who is paper-setter at any Post-graduate examination shall be appointed as an external Viva-Voce examiner at that examination.
 - (4) No one shall ordinarily be given more than two external practical examination ship, provided that in case of Centre where the total strength of candidates appearing at Part I, II and III of a first degree examination is less than 120, one external examiner may be appointed for all the three examinations.
 - (5) In case of under graduate practical examinations, one external examiner shall not ordinarily examine more than 120 candidates.

- (6) In case of written examination, an examiner shall not ordinarily value more than 250 scripts and a Co-examiner shall be appointed if the number of candidates appearing in the paper is more than 300.
 - (7) While recommending names for examiner ship in faculties where English is not the sole medium of examination the Examination Committee shall ensure that the examiners recommended can value the scripts written in Hindi.
 - (8) The provisions of sub-paragraphs (1) and (2) above shall not apply in case of Examinations in the Faculties of Engineering, Technology, Education, Physical Education, Medicine and Ayurveda.
12. (1) Examiners shall be appointed for the examination of one year only but they shall be eligible for re-appointment.
- (2) Any person who has acted as an examiner (Paper setter. Co-examiner or external Viva-Voce examiner) for three consecutive years shall, ordinarily not be eligible for re-appointment until a period of one year elapses between the year in which he last acted as an examiner and the year in which he is re-appointed.
- Provided that such a gap will not be necessary in case of internal examiners if the number of eligible examiners in the subject concerned is less than the number of internal examiners required.
- Provided, also that on the recommendation of the Examination Committee a specialist or expert may be continued for two years more after the expiry of the three years period without a gap.
- (3) An examiner may be discontinued any time even before the expiry of the three year period if his work is found unsatisfactory.
- An examiner's work shall be deemed to be unsatisfactory if (i) mistake of such nature are found in his work in the course of checking and scrutiny which affect the result or (ii) he is found by the Executive Council to have delayed the work without good cause or (iii) there is an adverse report from the Head Examiner; or (iv) in the opinion of the executive council there are reasonable doubts about his integrity or suspicion that he is accessible to examinees or their relations and (v) if there are serious complaints against his paper e.g. That his paper was much above or below the standard or contained questions outside the prescribed course.

13. (1) In a paper for which there is only one examiner, he shall set the paper and value the answer-books received by him.
- (2) In a paper for which more than one examiner has been appointed, the Head examiner shall:
 - (i) Set the paper;
 - (ii) Forward a memorandum of instructions for the guidance of the Co-examiners to secure conformity with his own standard in the valuation of the answer-books by his co-examiners.
 - (iii) Forward to each Co-examiner at least five answer-books duly marked by him to serve as models;
 - (iv) take care to see that the model answer-books shall, as far as possible, be representative of all grades of candidates, i.e. failure and third, second and first division;
 - (v) Assign duties to the Deputy-Head Examiners, if there be any
 - (vi) Value such number of answer-books as may be allotted to him;
 - (vii) Examine the latest installments of answer-books received from the co-examiners in accordance with the succeeding sub-para and convey his approval of the marking or issue such instructions as may be necessary to secure uniform standard in valuation;
 - (viii) Report to the Registrar on the work of the co-examiner and state whether he has observed the instructions received from the Head Examiner.
- (3) A Deputy head Examiner shall act as a co-examiner in relation to the Head Examiner and perform the functions of the Head Examiner with respect to the co-examiners that may be allotted to him. He shall, however, forward a copy of the memorandum which he received from the Head Examiner to each of his co-examiners. Where the number of co-examiners is more than six, a Deputy Head Examiner shall be appointed.
- (4) (i) The Head examiner shall, as soon as he receives answer books may forward to his co-examiners a memorandum of instructions and within three days from the date on which he receives scripts forward to each

co-examiner model scripts as provided for in clause (iii) of sub-para (2) above.

- (ii) A Co-examiner shall, on receipt of the memorandum of instructions start valuation of the answer-books allotted to him. He shall within two days from the day of the receipts of model answer-books from the Head Examiner send to the Head Examiner first test installment often marked answer books for re-examination. The (Jo-examiner shall continue his valuation work; but shall adjust his valuation according to the standard set by the Head Examiner.
 - (iii) The Co-examiner shall forward to the Head Examiner a further installment of five answer Books.
 - (iv) The Co- examiner shall comply with all instructions given to him by the Head Examiner.
 - (v) In case the Co-examiner does not receive the memorandum of instructions with in a week of the date of examination, from the Head Examiner, he shall remind the Head Examiner under intimation to the registrar. If the Head Examiner does not receive the first test installment and subsequent installment of answer-hooks, each in due time, he shall remind the co-examiner concerned telegraphically under intimation to the Registrar.
- (5) The Head Examiner, the Deputy Head Examiner, if any, and every co-examiner shall carry out all the instructions received by them from the University in the matter of receipt, and dispatch of answer-books. Their valuation and all other matters incorporated in the instructions.
- (6) Notwithstanding the provisions of sub-paras (2) to (5) above where the Academic Council so decides, in case of a paper where for more than one examiner is required, the paper setter shall draw up and send detailed memorandum of instructions regarding valuation of answer-books including solution of numerical questions along with the question paper set by him. The detailed memorandum of instructions, moderated if necessary by the Moderation Committee, shall be sent by the University to all examiners in the paper. All examiners shall value the answer books allotted to them strictly in accordance with the instructions contained in the memorandum of instructions.

There shall be no exchange of model answer books and installments marked answer-books between the Paper-setter and other examiners.

14. If for any reason an examiner becomes unable to value the answer-books or to perform the duties of the Head Examiner, after setting the question paper, he shall be entitled to receive only one-half of the amount of fees for paper setting, the balance being payable to the examiner who values the answer books or acts as Head Examiner.

Provided that if the paper-setter dies before he is able to take up or complete the valuation of answer-books, full fee prescribed for paper-setting shall be paid to the heirs of such paper setter.

15. Even though a paper set for any examination is not utilized in that year, the paper-setter shall be entitled to receive the full fee for setting the paper.
16. In case of examination, where the Ordinances provided for a Second/Supplementary examination the paper-setter may be required to set two papers any one of which may be used for the Main examination, the second being used for the Second/Supplementary examination. The paper setter shall be an examiner at both the Main and the Second/Supplementary Examination. The other examiner ships may go to other qualified teachers who could not be provided with theory examiner ship at the Main examination.
17. (1) In any subject, if a Viva-Voce examination is prescribed, it shall be conducted by a Board of two examiners of whom one shall be an external examiner and the other internal.
- (2) Except in the case of M. Sc. (Previous) Examination in Chemistry, there shall be a Board consisting of two examiners, one internal and the other an external for conducting the practical examination in each subject or in each special branch of the subject as the case may be,
- (3) In the case of M.Sc. (Previous) Examination in Chemistry, the Board shall consist of three examiners, of whom one shall be internal examiner and two shall be external examiners. The board shall be so constituted so as to represent all the three branches of Chemistry, namely, Inorganic, Organic and Physical.

Note: In the case of Viva-Voce for LLM. (Final) there will be two external examiners and one internal examiner.

18. In the ease of a subject for M.A., M.Sc., M.Com. and M.P.E. Examinations, where thesis is permissible in lieu of a paper there shall be a Board of two examiners for

reading the thesis. The Maximum number of marks for the thesis shall be equally divided between the two examiners each of whom shall mark the thesis independently. If the valuation of these two examiners differs by 20 percent, the thesis shall be referred to the third examiner, (other than a teacher of the University) who shall award marks out of half of the maximum marks for the thesis. The aggregate of two of the three awards nearest to each other and to the best advantage of the candidate shall be taken as the correct valuation.

19. Notwithstanding anything contained in the foregoing paragraphs:
 - (a) the examination in written papers and the practical and oral and clinical or sessional test, in each subject or group of subjects for an examination in the Faculty of Medicine shall be conducted by a board of two or four examiners one or two be, as the case may be, of whom shall be external examiner(s) and the other/s internal examiner/(s).
 - (b) There should be a Board consisting of four examiners, of whom atleast 50 percent shall be external examiners in each of the subject for M.D./M.S. Examinations for written papers and the practical's, oral and clinical tests. (Amendment approved by the Co-ordination Committee on 05.04.1981)
 - (c) In the Faculty of Medicine, no person shall ordinarily be appointed as an examiner in any subject unless he has taken at least five years previously a Doctor's or Master's Degree or a Post-graduate diploma of a recognized University or an equivalent qualification, and thereafter has had at least five years teaching experience in the subject in a University or an affiliated college of a University recognized by the Medical Council of India. In each subject there shall be at least one internal examiner (the Head of the Department).
 - (d) The internal paper-setter for examination in each subject in the faculty of Medicine shall be appointed by rotation from amongst the Heads of the Departments of Medical Colleges affiliated to the University. If there is only one Medical college and the Head of the Department cannot be an examiner, the next senior most teachers in the subject shall be the internal paper setter and examiner.
20. Ordinarily the external examiner of the Board shall be the Chairman of the Board concerned. The marks shall be submitted under the signature of all the members of the Board concerned but the report on the working of the examination, the equipment of

laboratories, and the thesis, shall be submitted by the external examiner of each Board under his signature only.

21. In case of an examination for a research degree, the Examination Committee shall recommend for each thesis to be examined a panel of atleast six names of persons who;
 - (a) Possess a research degree in the subject and atleast ten years teaching experience at the postgraduate level, or
 - (b) A Scholars of repute in the subject?
22.
 - (i) No person shall act as paper-setter or examiner either in theory, Viva-Voce or practical examination if any of his relations is taking the examination, provided that this provision shall not debar a person from acting as an examiner for practical at a Centre other than which his relation is appearing.
 - (ii) No person shall act as moderator or tabulator for examination if any of his relations is appearing/has appeared at that examination.