



भारतीय समुद्री विश्वविद्यालय
INDIAN MARITIME UNIVERSITY
(Central University, Govt. of India)

IMU/AS/EC-39-09/2017

Dated:03-08-2017

CIRCULAR 1737

Sub: Ordinance prescribing the 'Roles, Duties, and Responsibilities of the various Authorities responsible for conduct of the University Examination'.

Ref: 1. AC resolution vide Agenda Item Number: AC 2017-18-13 dated 08.06.2017

2. EC resolution vide Agenda Item Number : EC 2017-39-09 dated 14.06.2017

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The Executive Council in its 39th Meeting vide Agenda Item Number EC-2017-39-09, as per the recommendation of Academic Council in its 18th meeting dated 08.06.2017, has resolved to approve the Ordinance prescribing the 'Roles, Duties, and Responsibilities of the various Authorities responsible for conduct of the University Examination', as below:

1. Authorities: The authorities for the conduct of the University Examinations shall be as follows:

- a. Question Paper Setters
- b. Moderators
- c. Zonal Coordinators
- d. Evaluators
- e. Chief Superintendents

- f. Invigilators
- g. Observers
- h. Flying Squads

2. Appointments, Roles and Responsibilities of the various authorities:

a. Question Paper Setters

- (i) The Question Paper Setters shall be appointed by the Controller of Examinations from a panel of names approved by the Vice-Chancellor.
- (ii) Any person who is working as a permanent/contract/visiting Faculty in any of the IMU Campuses or from among the top 5 ranked Affiliated Institutes atleast for a semester, shall be eligible to be appointed as a Question Paper Setters.
- (iii) The 'Question Paper Setter' will be responsible for setting the question papers and answer keys for the various examinations complying with the syllabus. The detailed instructions issued by the Controller of Examinations to the 'Question Paper Setter' regarding the setting of the question papers and answer keys must be strictly complied with.

b. Moderators

- (i) The Moderators shall be appointed by the Controller of Examinations from a panel of names approved by the Vice-Chancellor.
- (ii) Any person who is working as a permanent/contract/visiting Faculty in any of the IMU Campuses or from among the top 5 ranked Affiliated Institutes atleast for a semester, shall be eligible to be appointed as a Moderator.

- (iii) The Moderator will be responsible for moderating the Question Papers and Answer Key keeping the following in mind (a) degree of difficulty, (b) Correction in language and (c) Whether marks allocated to the question commensurate with the difficulty level of the questions.

c. Zonal Coordinators

- (i) The evaluation shall be carried out in IMU Campuses under the supervision of a 'Zonal Coordinator'.
- (ii) The 'Zonal Coordinators' shall be appointed by the Controller of Examinations from a panel of names approved by the Vice-Chancellor.
- (iii) It shall be the responsibility of the Zonal Coordinator to distribute the Answer Scripts to the Evaluators and to ensure that the evaluation is done in a free and unbiased manner, and within the stipulated time. The detailed instructions issued by the Controller of Examinations to the 'Zonal Coordinator' regarding the evaluation of the question papers must be strictly complied with.

d. Evaluators

- (i) The Evaluators shall be appointed by the Controller of Examinations from a panel of names approved by the Vice-Chancellor.
- (ii) Any person who is working as a permanent/contract/visiting Faculty in any of the IMU Campuses or from among the top 5 ranked Affiliated Institutes atleast for a semester, shall be eligible to be appointed as an Evaluator.
- (iii) The Evaluators will be responsible for responsible for the fair evaluation of the Answer Scripts.

e. Chief Superintendents

- (i) The Chief Superintendents shall be appointed by the Controller of Examinations from a panel of names approved by the Vice-Chancellor.
- (ii) The 'Chief Superintendent' shall generally be any Associate Professor or a higher officer in IMU Campuses/ Principal of the Affiliated Institute. If for any reason the Principal is not available, the next senior most faculty shall be given the charge of the 'Chief Superintendent'. However, this option shall be invoked rarely and not as a matter of routine.
- (iii) The 'Chief Superintendent' shall be responsible for the smooth and fair conduct of the examination. He shall be responsible to report all cases of malpractice to the Controller of Examination in writing. He shall be responsible for the despatch of the Answer Scripts after each examination without any delay.
- (iv) The detailed instructions issued by the Controller of Examinations with regard to the duties and responsibilities of the 'Chief Superintendent' must be strictly complied with.
- (v) The Chief Superintendent shall be responsible for the appointment of the 'Hall Superintendent' or 'Invigilators' for the examinations. The Hall Superintendent' or 'Invigilator' shall be responsible to make the students aware of the rules to be followed while writing their exams, ensure sufficient distance between the students and to curb any form of malpractice.
- (vi) The 'Hall Superintendent' or 'Invigilators' may be remunerated as per the latest Ordinance No. 19 of 2015 prescribing the Fees and

Remunerations for Examinations, Convocation and for various other purposes.

f. Hall Superintendents (Invigilators)

- (i) 'Hall Superintendent' (Invigilators) shall be appointed by the Chief Superintendent for individual halls of the examination centre.
- (ii) The Hall Superintendents shall be responsible to make the students aware of the rules to be followed while writing their exams, ensure sufficient distance between the students and to curb any form of malpractice.

g. Observers

- (i) University Observers shall be appointed by Controller of Examinations from a panel of names approved by the Vice-Chancellor.
- (ii) They will be selected from among the Faculty or Academic Support Staff of the IMU Campuses or top 5 ranked Affiliated Institutes.
- (iii) The Observers shall be responsible for overseeing the fair and smooth conduct of examinations in Affiliated Institutes as per the guidelines and regulations issued the University from time to time.

h. Flying Squads

- (i) Flying Squads shall be appointed Controller of Examinations from a panel of names approved by the Vice-Chancellor.
- (ii) The members of the Flying Squads will be drawn from among the Group A Officers and Faculty of the University.

- (iii) The constitution of the flying squads will be kept confidential and members will be informed at short notice.
- (iv) The members of the Flying Squads shall make their own arrangements for travel and shall not reveal details of their visits to anyone except their fellow members on the squad and Controller of Examinations.
3. Any person [*appointed as one of the above authorities*] not complying with the instructions issued by the Controller of Examinations or commits any form of malpractice shall be debarred from all examination related duties for a duration as specified by the Vice Chancellor and shall also be liable for disciplinary action as per IMU's Statute and Ordinances.
4. The remuneration and allowances payable to the various authorities shall be as per the Ordinance prescribing the Fees and Remunerations for Examinations, Convocation and for various other purposes, amended from time to time.
5. The Vice Chancellor shall have the power to lay down the procedure in respect of any matter not mentioned in this Ordinance.



REGISTRAR

To

All Directors of IMU Campuses