

# SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE

Official Publication of Sant Gadge Baba Amravati University.



**PART-ONE**

**Thursday, the 22nd March 2007**

**ORDINANCE No. 16 of 2007**

## **The procedure for providing photo copy/ies of Answer-book/s to an examinee and the procedure for Redressal Mechanism Ordinance, 2007.**

WHEREAS, it is expedient to provide “The Procedure for providing photo copy/ies of Answer book/s to the examinee and the Procedure for Redressal Mechanism” for the purposes hereinafter appearing, the Management Council is hereby pleased to make the following ordinance.

1. This Ordinance may be called “The Procedure for providing photo copy/ies of Answer-book/s to the examinee and the Procedure for Redressal Mechanism Ordinance - 2007.”
2. This Ordinance shall come into force with effect from the Summer-2007 Examinations.
3. In this Ordinance, unless the context otherwise requires-
  - a) “Act” means Maharashtra Universities Act,1994.
  - b) The “University” means the Sant Gadge Baba Amravati University.
  - c) The “Management Council” means the Management Council constituted u/s 27 of the Act.
  - d) The “Board of Examinations “ means the Board of Examinations constituted u/s 31 of the Act.
  - e) The “32(6)(a) Committee” means a committee constituted by the Board of Examinations in accordance with the provision of Clause (a) of Sub section (6) of Section 32 of the Act.
  - f) “Examinee” means an examinee who has appeared for the examination/s conducted by the University.
  - g) “Answer book/s” means the answer book/s used by an examinee for the theory paper/s of the current examination conducted by the University.
  - h) “Redressal” means the reassessment of the Answer book/s of an examinee based on the grievance put-forth regarding evaluation for which the photo copy/ies has/ have been provided by the University

### **PART - I**

The procedure for providing photo copy/ies of Answer-book/s to the examinee.

- 4 (i) The prescribed application form (Appendix-A appended herewith) can be obtained either from the University or from the affiliated colleges at the cost prescribed by the University. This application form shall also be available on the University’s website, the cost of which shall have to be paid by an examinee along with the fees prescribed for photo copy/ies.
- (ii) The prescribed application form shall have to be filled and signed by the applicant examinee him/herself. The application form should be submitted to the confidential section of the University within **fifteen days** from the date of the declaration of general result of the relevant examination. Late or incomplete application form in any respect shall be rejected and the fees paid for the same shall not be refunded on any pretext.

- (iii) The Photo Copy/ies shall be provided to an examinee on payment of non-refundable fee prescribed by the University. The payment should be made either in cash or by D.D. drawn in favour of "The Registrar, Sant Gadge Baba Amravati University, Amravati."
  - (iv) An examinee may demand photo copy/ies of maximum **two theory** papers only.
  - (v) The photo copy/ies of answer-book/s of internal assessment, practical examination, sessional marks, viva-voce, dissertation, thesis, field work, aptitude test and entrance test etc. shall not be supplied to an examinee.
  - (vi) Any examinee, whose result has been withheld for any valid reasons/discrepancies, shall not be entitled to apply for obtaining photo copy/ies of the subjects/papers.
5. The University shall endeavour to provide photo copy/ies of Answer-book/s within **thirty days** from the due date of the submission of the application form. The delay in providing the same due to unforeseen or unavoidable circumstances shall not confer any right upon the candidate for admission to next higher class.
6. The Photo copy/ies shall be provided to the applicant examinee in person or to his/her authorised nominee recommended by the Principal of an affiliated college of the University. Nominee shall have to produce any one of the following documents for identification before the concerned officer of the University.
- a) Driving licence.
  - b) Election card
  - c) Identity card
  - d) Hall Ticket (Admission card)
- The Principal or his representative of the concerned college may also collect photo copy/ies of the answer book/s personally for early disposal of their student's process of redressal.
7. On the receipt of photo copy/ies, the applicant examinee shall be the sole custodian of it/ them and under any circumstances it/they shall not be transferred to any third person including the media for the trial or for any other purpose/s whatsoever. Since the mechanism for redressal is provided to him/her under this ordinance with a view to bring transparency & credibility in the examination system, it is the duty of the applicant examinee to refrain himself/herself from misusing this additional facility so that it will not jeopardize the reputation of the University.
- Any deviation in following the aforementioned procedure by the applicant examinee shall be construed as an unfair act on the part of him/her and shall make him/her liable for punishment by the university.
8. It is the duty of the concerned officer of the Confidential Section to ascertain that the identity of the examiner/s, moderator/s shall not be disclosed and the photo copy/ies of assessed answer book/s to be provided to the applicant examinee/s, shall be bereft of such identity.
9. If an examinee is found guilty of any misuse of photo copy/ies, he/she shall attract the provisions of Section 32(6)(a) of the Act, and shall be liable for the punishment ranging from debarring him/her from appearing at any examination to confiscation of his/her degree/s conferred.

## PART-II

### The Procedure for Redressal Mechanism

- 10. On receipt of photo copy/ies of desired answer book/s, if the examinee is not satisfied with the marks awarded to him/her, he/she may apply for redressal to the University in the prescribed form.
- 11. The prescribed application form (Appendix-B appended herewith) can be obtained either from the University or from the affiliated colleges at the cost prescribed by the University. This application form shall also be available on the University's website the

cost of which shall have to be paid by an examinee along with the fees prescribed for the redressal mechanism.

12. An examinee shall have to furnish all information clearly in the application form, provided as per Appendix-B.
13. The prescribed application form duly filled in and signed by an applicant examinee himself/herself shall be submitted to the confidential Section of the University within **ten days** from the prescribed date of the collection of photo copy/ies of answer book/s along with the following documents-
  - a) Receipt of non-refundable fees as prescribed by the University to be paid in cash or Demand Draft drawn in favour of The Registrar, Sant Gadge Baba Amravati University, Amravati.
  - b) The certified photo copy of the marksheet.

Late and /or incomplete application form in any respect shall be rejected and fees paid for the same shall not be refunded on any pretext.

14. Appointment of Examiners for reassessment shall be made from the list of examiners recommended by 32(5)(a) committee and approved by the Board of Examinations. The answer book/s for redressal shall be reassessed by the valuers other than original valuer / moderator who had valued/moderated them initially.
15. The Subjectwise / Paperwise total lot of answer books for reassessment shall be masked, concealing all the marks and / of the identity of an examinee as well as the marks awarded by the original examiner in accordance with the provisions of the concerned Ordinance /Scheme.
16. Answer book/s received for redressal shall be handed over to the Chief Officer, CAP Centre and he shall get the answer book/s assessed by the Subsequent examiner/s from the panel of examiners of the concerned subject and approved by the Board of Examinations. Such subsequent examiner shall not be the original examiner / moderator.

Provided further that in respect of answer books not covered in the above provision or in case of urgency, or if it is expedient; he may get the assessment done by the teacher/s from the subject expert from the University or and other University with the prior permission of the Vice-Chancellor

17. The remuneration for assessing the answer books by the subsequent examiner/s appointed as per para 16 above shall be Rs.25/- per paper and shall be entitled for T.A. & D.A. as per the rates, laid down in Central Assessment Programme System.
18. If the marks awarded by the subsequent examiner vary/deviate on either side, by less than 4 percent (including 4 percent) of the total marks prescribed, determined on the basis of marks given in the original result then the original marks of the applicant examinee shall remain unchanged and “no-change” result shall be communicated to him/her by the University.”
19. If the marks awarded by the subsequent examiner vary/deviate on either side by more than 5 percent (including 5 percent) of the total marks prescribed and less than 15 percent (including 15 percent) of the total marks prescribed, determined on the basis of marks given in the original result then the original marks of the applicant examinee shall be changed and marks awarded by subsequent examiner shall be awarded to the examinee.
20. If the marks awarded by the subsequent examiner vary/deviate on either side by more than 16 percent (including 16 percent) of the total marks prescribed then the answerbook/s shall be reassessed by the second subsequent examiner and the mean of the higher two examiners be considered to award the marks to the examinee.

21. If there occurs any fraction in calculating percentage of marks or total marks, the fraction of mark shall be converted into next higher integer.

Provided that the marks of an examinee who has secured Pass or more marks in original evaluation, shall not get lowered in any case than the level of Pass marks after redressal in the paper concerned.

22. The change of marks after redressal, if any, shall be communicated to the applicant/s and revised statement of marks shall be given to him/her only on surrendering of his/her original statement of marks to the Asstt.Registrar(Exam.) of the University.
23. The whole process of redressal shall be completed as far as possible within a period of forty days from the due date of the receipt of application for the redressal.
24. The photo copy/ies of the answer books after redressal shall not be provided to any examinee in any case/reason.
25. After the preparation of the result/s the cases of redressal having deviation on either side by more than 25 percent of the total marks prescribed shall be referred to 32(6)(a) committee to verify and ascertain the negligence if any, on the part of examiner/s or moderator/s. Such case/s shall be recommended to Board of Examinations for necessary action. The decision of the Board of Examinations regarding the same shall be final.
26. After redressal if there is a change in the result of an examinee, he/she may be permitted, if eligible for seeking admission to next higher class OR avail the facility of the provision of A.T.K.T. within 10 days from the date of communication of the result to him/her. The concerned examinee shall have to seek special permission for admission from the Vice-Chancellor through the Principal of the college.

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