



KANNUR UNIVERSITY
EXC II

No. EXCII/4/24770/GENERAL/2022

KannurDated: 05.11.2024

CIRCULAR

Sub:- Guidelines for the conduct of Examinations and Valuation under Four Year Undergraduate Programme (FYUGP) at the affiliated colleges – Approved and forwarded -Reg:-

- Ref :- 1.UO EXCII/4/24770/GENERAL/2022 Kannur, Dated: 01.11.2024
2. Letter No. B3/385/2022-HEDN dated 08-10-2024 from Higher Education (B) Dept, Thiruvananthapuram.
3. UO No Ex CII/II/6936/CS-SAS/2024 Dated: 07.03.2024
4.UO No. FYUGPSC/FYSC-1/5074/2024 DATED 06-08-2024.

Kannur University introduced Four Year Undergraduate Programmes (FYUGP) in affiliated colleges w.e.f. 2024 admissions. Under FYUGP, the duty of conducting Examination and Evaluation have to be performed at both the University and at the College levels. The evaluation of odd semesters shall be done at college level. Therefore, for the smooth conduct of examination and evaluation at college level, a set of guidelines prepared in accordance with the directions issued by the Department of Higher Education, Govt of Kerala and approved by the Kannur University Syndicate is forwarded herewith for strict adherence by all concerned.

The Examination and Evaluation of FYUGP odd semesters have to be conducted as per the guidelines referred (1) above. However, for even semesters examination and evaluation, the existing practices shall be followed. The odd semester valuation is to be conducted at the colleges. Therefore the answer books have to be packed and kept at the colleges concerned as per the existing directions referred (3) above. The answer books need not to be sent to the University.

The Practical Examinations of all semesters of FYUGP shall be conducted by the colleges concerned as per the FYUGP modified regulation as referred (4) above. The Practical Examinations shall be completed prior to theory examinations and marks are to be uploaded as per the regulations. Accordingly, the practical examinations of first semester FYUGP shall be conducted before 20.11.2024

The schedule for uploading of marks of ESE/CCA/Practical will be communicated in due course.

The formats of Examination Register, Mark list and Issue Register to be used at the time of Examinations and valuation are attached herewith. Sufficient copies may be taken and issued to the department concerned.

The modalities pertaining to the disposal of valued answer books will be intimated later.

Sd/-

Dr. Mohammed Ismail B
CONTROLLER OF EXAMINATIONS

To:

The Principals of all affiliated colleges

Copy to:

PS to VC/PA to CE/ Director IT Centre/DR II/IV /AR I,III,VI,VII,VIII/CP
Camp Coordinator/ BoE Chairpersons of all UG programmes.

(Abstract)

Guidelines for the conduct of Examinations and Valuation under Four Year Undergraduate Programme (FYUGP) at the affiliated colleges - Approved -Orders issued

EXC II

EXCII/4/24770/GENERAL/2022

Kannur, Dated: 01.11.2024

- Read:-1. Letter No. B3/385/2022-HEDN dated 08-10-2024 from Higher Education (B) Dept, Thiruvananthapuram.
2. Minutes of the meeting of the Standing Committee of the Syndicate on Examination and Discipline held on 26-09-2024 and 23-10-2024.
 3. Meeting of the Standing Committee of the Syndicate on Examination and Discipline with the representatives of Teacher's Organizations held on 21-10-2024.
 4. Resolution of the Syndicate vide Item No. 2024. 968 dated 25-10-2024

ORDER

i) Kannur University introduced Four Year Undergraduate Programmes (FYUGP) in affiliated colleges w.e.f. 2024 admissions. Under FYUGP, the duty of conducting Examination and Evaluation have to be performed at both the University and at the College levels. The evaluation of odd semesters shall be done at college level. Therefore, for the smooth conduct of examination and evaluation at college level, a draft set of guidelines was prepared by the Examination Branch and was placed before the Standing Committee of the Syndicate on Examinations.

ii) Subsequently, as per the paper read (1) above, the Higher Education Department, Govt. of Kerala, forwarded a common guidelines for the conduct of examination and valuation under Four Year Undergraduate Programme (FYUGP) for implementation.

iii) As per the paper read (2 &3) above, the Standing Committee of the Syndicate on Examinations and Discipline ,considered the FYUGP Guidelines forwarded by the Higher Education Department and convened a meeting of the representatives of college teacher's Organizations to get their suggestions on the matter. The meeting of the teacher's representatives suggested few modifications in the guidelines and those were incorporated. Subsequently the Standing Committee of the Syndicate on Examinations recommended the modified guidelines for the approval of the Syndicate for its implementation in the affiliated colleges.

iv) As per the paper read (4) above, the Syndicate at its meeting held on 25-10-2024 (vide item no. 2024.968) resolved to approve the Guidelines for the conduct of Examination and Valuation under Four Year Undergraduate Programme (FYUGP) in the affiliated colleges.

v) The resolution of the Syndicate has been implemented by the Controller of Examinations and thereby approved the following guidelines/instructions for strict adherence by all concerned.

FOUR YEAR UNDER GRADUATE PROGRAMME (FYUGP)

GUIDELINES FOR THE CONDUCT OF EXAMINATIONS & EVALUATION IN AFFILIATED COLLEGES

1. The chief superintendent of examination shall be appointed by the University.
2. The Principal/ Principal in Charge or the person entrusted by him/her can be the chief superintendent of examination at college. He/she shall be responsible for the conduct of examinations as per the time table published by the University and they shall ensure the safe custody of the answer scripts for the issuance of the same for valuation.
3. The present practice of providing question papers to the colleges by the University will be continued, until further orders.
4. The present practice of supplying blank answer paper booklets to the colleges by the University will be continued without any change.
5. Conduct of examinations of odd or even semesters at the colleges shall be as per the existing norms subject to further instructions by the University, if any.
6. The fees for the examination will be collected by the University.
7. Remuneration for the invigilation duty shall be paid to the teachers by the University. Remuneration for all exam related works shall be settled and distributed within 60 days from the date of receipt of bills in the university.
8. Valuation of papers shall be part of duty. However, teachers are eligible for admissible remuneration for the valuation of supplementary, improvement and revaluation examinations. Remuneration bills of supplementary and improvement examinations shall be forwarded by the Principal after obtaining counter signature of the chairperson of the subject concerned.
9. The evaluation of answer scripts of odd semesters of FYUG Program (1,3,5,7) will be done at respective colleges where the students are registered for the respective semester examinations.
10. The colleges shall have all necessary infrastructures to conduct the examination and valuation at colleges.
11. Valuation of answer scripts of even semesters (2,4,6,8) will be carried out by the University at the University level as per the existing norms & rules.
12. The Principal/ Principal in Charge of colleges or the person recommended by him and approved by the University shall be the Valuation Camp Directors at the colleges concerned who are vested with the duty of overall supervision and control over the valuation process. The valuation shall be conducted in a common hall. The Principal should ensure that the venue of valuation in the college is under CCTV surveillance. Home valuation shall not be permitted under any circumstances.
13. University shall pay a contingent charge per student to Valuation Camp Directors. CLR assistants may be appointed by them as per the requirements. University shall issue necessary guidelines in this regard, if required.
14. Head of the Department in each subject of the college concerned shall be the Chairperson for valuation of answer scripts and the Chairperson shall appoint sufficient number of Chief/Additional examiners 15 days prior to the commencement of valuation and list be kept in the college and shall be produced as and when the University demands. While appointing

the Chief, seniority shall be the criteria to be taken into consideration.

15. In single faculty departments, the faculty concerned shall be responsible for the conduct of valuation of papers as per the instruction of Principal/ Principal in Charge. University shall prepare a list of single faculty departments from colleges and forward the same to Chairperson BoE Concerned. Chairperson, BoE, concerned, in consultation with the University shall give panel of examiners for chief valuation. Subsequently University shall issue appointment order to the Chief Examiners and intimate the principals of the colleges concerned. For such arrangements chief remuneration shall be made as per existing norms of the University.
16. The duties assigned to the Principal/Chairperson/Chief Examiners/Additional Examiners should be carried out maintaining utmost confidentiality, academic integrity, and decorum throughout the process of conduct of examination, valuation, and online submission of marks to the University. During the days of assigned valuation duty, the concerned faculty shall be exempted from other responsibilities in the college including teaching and he/she shall complete the prescribed number of answer scripts for that day.
17. The present practice of packing/bundling of answer scripts at the close of examination on each day should be done as such and packed/bundled answer scripts with proper authentication of the Chief Superintendent should only be taken for valuation.
18. A scanned copy of the consolidated absentees' statement prepared and duly signed by the Chief Superintendent should be forwarded to the Controller of Examinations of University on close of each day of examination, itself, through E-mail. One copy of the same be kept with the answer paper bundle. This practice to continue till the introduction of a suitable software for the purpose.
19. University shall constitute Board of Examiners for each subject/discipline of study with a Chairperson and a maximum of six members. Chairperson and members shall be appointed based on the seniority in service as per the Teacher Index.
20. The Chairperson of Board of Examiners shall convene an online meeting of the committee one or two days prior to the commencement of valuation to discuss criteria and scheme to be adopted for the valuation in all colleges and same shall be intimated to the Heads of the Departments/chairperson in each college through online meeting before the commencement of the valuation. They must actively participate in the meeting and deliberations is to be carried out to complete the valuation process with academic spirit and to avoid complaints from the students on valuation.
21. An online meeting of Board of Examiners will fix the criteria of moderation and such marks decided by the meeting will be given for all the candidates appeared.
22. All the answer scripts valued by the additional examiners must be checked by the Chief Examiner. A minimum of 20% of the answer scripts valued by the additional examiners shall be revalued by the Chief Examiner at the College level before submitting the marks to the University.
23. The Board of Examiners constituted by the University shall cross check certain number of papers in colleges. If serious discrepancy is found the same shall be reported to the University and the University shall take necessary actions on it. The Chairperson BoE should ensure that a team of two members shall visit at least five colleges for major subjects of odd semester examinations. Remuneration, in such cases shall be paid as that of Examination Inspection Squad.

24. Number of answer scripts to be valued by a teacher per day: Exam duration up to 1.5 hours – 50 papers , up to 2 hours – 40 papers
25. The valuation shall be conducted and completed as per the time schedule fixed by the University and no extension of time will be allowed under any circumstances.
26. Uploading of marks of End Semester Examinations (ESE) shall be completed within the time schedule approved and communicated to the University and the procedure for it will be the same as done in the case of uploading of marks of Continuous Internal Examinations (CIE). Utmost care must be taken while uploading of marks duly verified by the Chief and Chairperson and ensure that all marks entered are correct. Incorrect entry of marks/non submission of marks within the time limit fixed by the University will be viewed seriously by the University and suitable action including fine will be taken against the teacher responsible.
27. All the answer scripts shall be under the safe custody of the Valuation Camp Director concerned and preserved for a period of six months after the publication of results of revaluation by the University. Thereafter, the same shall be disposed. The procedures to be followed for disposal of answer scripts shall be issued by the University.
28. Desiring students shall be permitted to apply for revaluation of answer scripts, as per Regulations within the time limit fixed by the University after publication of results. University will collect the soft copy of answer scripts from the colleges concerned in respect of applications received for revaluation. Revaluation of answer scripts will be done at the University level. The student who wishes to apply for the revaluation may be directed to collect their scanned answer book by payment and review their answer book before applying for their revaluation. The College shall forward the scanned copy of the answer book for revaluation and university shall do an on-screen/physical evaluation of the scripts and the decision shall be intimated to the applicant within three weeks.
29. Results will be declared by the University in tune with the Academic Calendar adopted by the university.
30. The supplementary and improvement examinations shall be conducted by the college within 45 days after the publication of result based on the question paper issued by the university and university shall publish the result within 30 days after the completion of examination.
31. Marksheets / Grade Cards will be prepared as per the existing University norms until further orders.
32. Each Valuation Camp Director shall maintain a register of Examination which includes all the details of examination and another register of valued answer scripts. It has to be submitted to the university as and when required. The university will send a Proforma of registers to colleges.
33. The examination for the first semester of FYUGP (2024-25 academic year) shall be based on the question papers made in conventional mode or through question paper prepared through question banks. The question papers for the examinations from second semester FYUGP shall be based on the question paper prepared through question banks. University shall begin the process for developing question banks for all examinations.
34. For CIE/CCA, teachers shall have right to fix the tool of evaluation as per the outcome of each course. It shall be communicated to the learners in the beginning of the semester itself. However, a proper marksheet with prescribed rubrics shall be published and documented in

the department. It shall have both summative and formative assessments.

35. Conduct of examinations, evaluation, etc in respect of students belonging to 2023 & earlier admissions, irrespective of semesters, shall be as per the existing norms & rules of the University.
36. Appropriate amendments to the Kannur University Ordinance shall be made if necessary in line with these guidelines.

vi) Orders are issued accordingly.

Sd/-

Narayanadas K

JOINT REGISTRAR II

For CONTROLLER OF EXAMINATIONS

To: 1. The Principals of all affiliated colleges
2. BoE Chairpersons/Subject Coordinators/Chief Examiners/Additional Examiners
3. JR/All DRs and ARs (Exam Branch) / Camp Officers/ Computer Operators/ Camp Coordinator.

Copy To: 1. Convenor, Standing Committee of the Syndicate on Examinations (for information)
2. Director IT Centre/ Computer Programmer.
3. PA to Registrar/PA to CE/PA to FO/EG III/ EG 1/ EX IX/EX X Section

Forwarded / By Order

SECTION OFFICER