

No. EXCII/4/26072/NOV24 BOE/2024

Dated: 23.11.2024

From

The CONTROLLER OF EXAMINATIONS

To

BoE Chairpersons and BoE Members of all Four Year Undergraduate Programmes (FYUGP)

Sir/Madam

Sub:- FYUGP - Conduct of Practical Examinations and Valuation at colleges – Reg.

Ref:- 1.FYUGP Guideline No. EXCII/4/24770/GENERAL/2022 Kannur, Dated: 01.11.2024.

2.FYUP Modified Regulations -.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. In this regard for the smooth conduct of examination and evaluation at college level, a set of guidelines prepared by the Kannur University has already been forwarded to you. In order to ensure that the examinations and valuations of Four year under graduate Programme (FYUGP) are conducted smoothly, as per University stipulations/ instructions and to keep up the integrity of the same, University has appointed BoE Chairperson and members and authorized them to visit various colleges at the time of valuation of Odd semester FYUGP Examinations. Therefore, further instructions in tune with the FYUGP guidelines are issued for its strict compliance, as detailed below.

### **Valuation**

The Examination and Evaluation of FYUGP odd semesters have to be conducted as per the guidelines referred (1) above. The odd semester valuation is to be conducted at the colleges. The valuation at the colleges shall be managed by the Camp Director (Principal/Principal -in -charge) with the duty of overall supervision and by the Chairperson (HoD) for the concerned subject of the department. In colleges for the subjects where there are 2-3 faculties only, the chairperson of the concerned subject in the college shall also perform the duty of the chief examiner and appoint other examiners as additional examiners. Prior to the valuation, the BoE chairperson shall forward a panel of teachers for conducting valuation at single faculty Departments in the colleges as per the list of colleges with single faculty provided by the university. In such cases, University shall appoint the Chief Examiners and intimate the principals of the colleges concerned. The duty certificate for the chief examiners shall be issued by the chairperson, BoE. and the remuneration bills shall be counter signed and forwarded to the university by the chairperson, BoE.

Further, the BoE chairperson and members appointed by the University shall arrange an online meeting of all examiners of all colleges concerned (Chairperson/ Chief/ Additional at College level) , immediately after the completion of examination of each course to finalize the modalities of valuation of the subject concerned . Answer key, marking pattern and other requirements may be finalized in the meeting. During valuation days, the Chairperson shall arrange surprise visit either by a member/chairperson of the Board of Examiner or a team of two, to the colleges where valuation is going on .The member/ chairperson BoE shall visit , a maximum of five colleges all together to ensure the transparency in valuation of the concerned subject at the colleges . They are required to revalue or scrutinize the papers valued by the examiners randomly, to ensure that the valuation conducted is with strict compliance to the University valuation norms. If any discrepancy noticed, shall report the same to the university without fail with documents if any. The member/team visiting the college may obtain the signature in the visit sheet format provided by the university from the Principal/Camp Director of the college or from the Chairperson of the concerned subject . The duty certificate for the members in the Board shall be issued by the chairperson BoE and the remuneration bills shall be counter signed and forwarded along with visit sheet to the university.

### **Practical Examinations**

The Practical Examinations of all semesters of FYUGP shall be conducted by the colleges concerned as per the FYUGP modified regulation as referred (2) above. The Practical Examinations shall be completed prior to theory examinations and marks are to be uploaded as per the University schedule. From the second semester onwards , prior to the commencement of the practical examinations, BoE chairperson and members shall convene an online meeting of all examiners to finalize the modalities. If required questions paper of practical examination and uniformity in marking pattern may also be finalized in such meeting . BoE chairperson and members shall have to give necessary instructions to all examiners to ensure the practical examinations at the colleges are conducted at par with the University Examinations standards and the norms specified in the regulation /syllabus of the concerned subject is adhered to . The marks of the practical examinations have to be uploaded online to the K-REAP Portal as per the schedule forwarded.

Yours faithfully

Sd/-

Narayanadas K  
JR II (CE incharge)  
(For The CONTROLLER OF  
EXAMINATIONS)

Copy To

The Principals of all Affiliated Colleges offering UG programmes (For information and necessary action & circulation among all teachers)

