

GUIDELINES FOR TABULATORS

RULES OF TABULATION OF MARKS AND DECLARATION OF RESULTS

1. The names of the candidates be written clearly in the Tabulation Register alongwith his father's name.
2. Names should be written in the T.R., on alternate lines.
3. The paper maximum should be indicated in the columns printed in the Tabulation Register.
4. The scheme of exam and marks allotted to each paper (TH/PR) should be shown on the first page of the T.R.
5. Posting of marks in the Register should be carried over individually, Don't copy from the register of your Co-Tabulator.
6. While posting the final awards, AVERAGE OF TWO NEAREST AWARDS ONLY BE TAKEN (in the cases of three valuations).
7. Grace marks maximum (2) can be given to help the candidate
i) improve his Division ii) for getting 55% aggregate (only for Final year students) Pre & Final put together
iii) To reduce the Backlog iv) To pass the exam and get the Degree.
8. Grace marks: 0.5%

0.5% of the total maximum marks can be added only incase the candidate passes and obtain the Degree by adding 0.5% marks. No grace of (2) marks and grace of 0.5% be given together.
9. Improvement:

The candidate can sit for improvement exam in on or more papers in the immediate next year exam, alongwith the regular students.
10. Improvement marks can be considered for improving division but not for Award Distinction or any Gold Medal.
11. Minimum pass marks in individual paper shall be 36% either in theory or practical.
12. Minimum 40% aggregate, theory and practicals put together, for passing the Previous or Final year exam.
13. For Promotion to Final year the candidate should pass 50% of the Total Papers (Theory and Practical should be treated as separate paper and not as the component of each other).
14. After completion of tabulation the tabulators are requested to prepare paperwise result analysis in a prescribed proform and submit it for on ward approval of the university.
15. The Tabulators should also prepare "Result Sheet" showing Roll Numbers of candidates with class obtained, promoted, result withheld, M.P.case number etc.
16. After completion of the Tabulation, the Tabulator should compare his register with the Co-Tabulator's register and both should put their signatures with name, designation and department on the last page of the register.

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OSMANIA UNIVERSITY
HYDERABAD-500 007.

Dated: 4-11-89.

No. 5016 /A/3/89/Acad.

To
All the members of the Standing Committee,
Osmania University,
Hyderabad.

Sir/Madam,

Sub:- Minutes of the 7th meeting of the Standing
Committee held on 5-6-1989. Amendment to
Resolution on item E-21 - Communicated.

Ref:- This Office Lr.No.2840/A/3/89/Acad, Dt.26-9-89.

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Kindly refer to this office letter cited, communi-
cating the minutes of the Standing Committee held on 5-6-1989.

A modification was suggested by a member to the
Resolution on item E-21 i.e. (Award of grace marks).

The University has considered the suggestion and
approved the same. Accordingly, the Resolution on item E-21
shall be modified to read as follows:-

Award of Grace marks - Consideration of:-

E-21: After a detailed discussion, it was Resolved that
the existing rule for award of grace marks and
adjustment be continued in respect of promotion
examinations and in the final stage when candidates
become eligible for award of degree the following
be made applicable:

" If a candidate is failing in one or more number
of papers in any of the University Examinations,
and is likely to become eligible for the award
of degree by addition of marks, GRACE MARKS
upto a maximum of 0.5% (half percent) of the
total aggregate marks of the course concerned
may be added. This rule is in addition to the
existing rule of adjustment. In no case this
rule shall be extended alongwith the existing
rule of grace marks (maximum of 2) simulta-
neously. Also, this rule is not applicable,
if it leads, to alteration of result(s)
declared already."

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for information
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Hyderabad

The modified rule be given effect from annual
1989 examinations.

Yours faithfully,

(Signature)
ASSISTANT REGISTRAR
(Academic)

Copy to:-

- 1. The Secretary to the Vice-Chancellor, OU.
- 2. The F.A. to Registrar/Director, Academic Audit Cell, OU.

dvd.

Dated: 6.11.1989.

No. 5018/M/1141/DRD/89/Acad.

To
The Controller of Examinations,
Osmania University,
Hyderabad.

Sir, Sub:-Award of grace marks-Change in the rule-Reg.

As per the existing rules if a candidate is likely to be promoted/complete/pass or improve his/her division by adding one or two marks, grace marks can be added upto a maximum of two marks.

The Standing Committee at its meeting held on 5.6.1989 has considered the representations made by students that addition of only two grace marks without any consideration of the maximum marks of the course is causing hardship to the students especially in cases where the students have one or two backlog papers to be passed for obtaining their degrees. It has been decided by the Standing Committee that the existing Rule for award of grace marks and adjustment be continued in respect of promotion examinations and in the final stage when candidates become eligible for award of degree, the following be made applicable.

"If a candidate is failing in one or more number of papers in any of the University examinations, and is likely to become eligible for the award of degree by addition of marks, GRACE MARKS upto a maximum of 0.5% (Half percent) of the total aggregate marks of the course concerned may be added. This rule is in addition to the existing rule of adjustment. In ~~two~~ case this rule shall be extended along with the existing rule of grace marks (maximum of 2) simultaneously. Also this rule is not applicable, if it leads to alteration of results declared already".

The Standing Committee has also decided that the above Rule for award of grace marks be implemented with effect from the Annual 1989 examinations and the Ordinance be prepared and submitted to the Executive Council for approval.

You are therefore requested kindly to take necessary action in the matter.

Yours faithfully,
Sd/-
ASSISTANT REGISTRAR,
(Academic)

Copy to:-

1. The Dean, Faculty of _____, O.U.
2. The Head, Dept. of _____, O.U.
3. The Chairman, Board of Studies, in _____, O.U.

//True copy//

OSMANIA UNIVERSITY
STATUTES, ORDINANCES & REGULATIONS

Controller of Examinations:

The Controller of Examinations shall be a whole time paid officer of the University appointed by the syndicate/ Vice-Chancellor. The Controller of Examinations shall act as directed by the Vice-Chancellor in all matters related to all the examinations conducted by the University.

The duties of the Controller of Examinations shall be as follows:

- a) to issue the notifications concerning all the examinations conducted by the University;
- b) to call for and receive applications from eligible candidates for various examinations and to take appropriate action;
- c) to identify the centres for holding various examinations and allot the candidates to the respective centres;
- d) to regulate and monitor the conduct of University examinations in all centres;
- e) to take all such actions as may be found necessary for the ^{smooth & fair conduct of exams.} ~~smooth & fair~~ conduct of examinations and announcement of the results;
- f) to sign the Provisional Certificates, Migration Certificates, attestation certificate in respect of original diploma and degree certificates lost by the candidates and holders of Memoranda;
- g) to exercise all such powers and perform all such duties related to the University examinations as may be directed by the Vice-Chancellor from time to time.

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PART I: Pre-Examination Arrangements

1. PAPER SETTING

- a) The Chairman, Board of Studies in the concerned subject shall send a panel of names approved by the Board as paper setters/examiners separately for each paper* of the yearwise examinations/three months before the start of the semesterwise exams.
- b) No one shall ordinarily be appointed as examiner in theory and practicals unless he has put in (3) years of teaching experience at the University/Constituent/Affiliated or recognised colleges of this University except in the case of external examiners. However, the Vice-Chancellor will have the power to relax this rule wherever it is deemed necessary;
- c) The paper-setters/examiners shall be appointed for the various examinations in accordance with the respective regulations in force;
- d) The Vice-Chancellor may, at any time cancel, withhold or suspend the appointment of any examiner without assigning any reasons and make alternate arrangements without reference to the concerned Board of Studies.

2. MODERATION:

- a) In all such instances where regulations provide for moderation, there shall be Boards for moderation of question papers. The Board would normally consist of the Chairman, Board of Studies and two other faculty members to be appointed by the Vice-Chancellor. If the Chairman, Board of Studies feels that additional technical assistance is needed for moderating the question papers, he may be permitted to Co-opt other Faculty members by the Vice-Chancellor on a request made to that effect through the Controller of Examinations.
- b) The Moderation Board shall meet at the place and time indicated by the Controller of Examinations and shall moderate the question papers and will be responsible for ensuring the following points:
 - 1) maintenance of the standards of examinations;

* of the subject, mediumwise, six months before the start

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choice

- ii) adequacy of/in the questions in subjects and in papers:
~~where~~ such choice is usually permitted;
 - iii) distribution of the questions covering the entire syllabus in the paper;
 - iv) eliminate questions which are outside the syllabus and which asks for an expression of opinion on religious or political nature unless it is a part of the syllabus;
 - v) removal of ambiguity or obscurity in the wording of a question (a) so as to define clearly and precisely the scope of the answer(s) expected for the question(s);
- iv) to verify that the duration of examination, maximum marks and the marks for each question are clearly indicated.

The Board is liable for disciplinary action for any lapses/defects in this regard. The Moderation Board will keep all the proceedings strictly confidential.

3. TRANSLATION:

Wherever there is University approval, the theory question papers shall be translated from English to the other approved languages by a Board of Translators appointed by the Vice-Chancellor from the panel recommended by the Board of Studies. The translators shall keep all the proceedings strictly confidential.

4. CONDUCT OF EXAMINATIONS:

Examinations will be conducted as per the procedures and regulations approved by the University/Vice-Chancellor.

5. FLYING SQUADS/OBSERVERS:

- a) The Director, Academic Audit Cell (AAC)/ Controller of Examinations/any person authorised by the Vice-Chancellor, is authorised to constitute flying squads/observers, wherever necessary for monitoring and ensuring a fair and clean conduct of examinations at various centres;
- b) The necessary instructions and guide lines regarding the duties and powers of the flying squads/observers, etc., will be issued from time to time by the Director, Academic Audit Cell, Controller of Examinations/ any person authorised by the Vice-Chancellor with the prior approval of the Vice-Chancellor.

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6. MALPRACTICE COMMITTEE:

All instances of malpractices relates to the Examinations, detected and reported by Chief Superintendents/Flying squads/Observers Investigators/Valuers/Tabulators shall be examined and disposed off by a Malpractice Committee appointed by the Vice-Chancellor, as per the rules approved by the Vice-Chancellor.

PART-II Post-Examination arrangements:

(applicable to U.G., P.G., M.Phil. and Pre-Ph.D. Examinations of all faculties except the faculties of Medicine and Indian Medicine, as per the regulations in force).

1. The Controller of Examinations on receipt of the answer scripts from various centres shall take necessary steps to get them evaluated by duly appointed examiners after due scrutiny and coding wherever prescribed.
2. Valuation, etc.
 - a) The valuation work will be supervised by a Chief Examiner who shall normally be the paper setter in the concerned subject, wherever necessary, additional Chief examiners will be appointed.
 - b) In all Post-Graduate examinations, each answer book shall be valued independently by two persons of whom one shall ordinarily be an external examiner.
 - c) For the purpose of this Ordinance, "External Examiner" for the valuation of theory papers, shall mean a person who is not a teacher of any of the University constituent, affiliated and the recognised colleges under this University.
 - d) The Chief Examiners/ Additional Chief Examiners perform the duties as per the guidelines and instructions issued by the Controller of Examinations from time to time.
 - e) Scrutiny of the valued answer scripts shall be done by Scrutinisers appointed by the Vice-Chancellor and such scrutinisers shall act as per the guidelines and instructions issued by the Controller of Examinations.

* * *

f) The Vice-Chancellor shall appoint a Board of Examiners in each subject or a group of allied subjects which shall consist of not more than (5) three members. The Chairman of the Board shall be nominated by the Vice-Chancellor.

Alternatively, the Board of Examiners may be appointed by the Vice-Chancellor comprising of:

- i) Chairman, Board of Studies Chairman
- ii) Head of the Department Member
- iii) One other member of the Department Member

g) The Board of Examiners shall be responsible for the maintenance of standards in the valuation. The concerned Board shall meet to consider and pass the award lists before they are forwarded to the Controller of Examinations. Every member of the Board unless exempted by the Vice-Chancellor for special reasons shall attend the meetings.

h) Wherever necessary, the Board, after review of some valued scripts or on the recommendation of the Chief Examiner(s), may make suitable recommendations to the Vice-Chancellor for fresh valuation of specific scripts or all the scripts.

i) In all the cases where the percentage of passes in a particular paper is less than 30, the concerned Board of Examiners shall add moderation marks to all the candidates who have appeared for that paper and secured atleast one mark, as per the following norms:

<u>Max. Marks of the paper</u>	<u>Moderation Marks to be added</u>
50 or less	3
51 to 75	4
75 and above	5

j) The Chairman, Board of Examiners will forward the proceedings of the meeting to the Controller of Examinations immediately after the meeting.

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*DRS - Defective's Review is required
Custody - (Comm. by) the strength of infrastructure
in relation to P.S.*

k) In addition to and independent of the action stipulated in rule 2(i) if the number of candidates securing 55% marks in a paper is less than 70% of the total number of candidates who have taken the examination in that paper, the Results Committee shall add marks to all candidates as per the norms given in rule 2(i).

3. TABULATION:

Tabulators will be appointed by the Vice-Chancellor from amongst the teachers of the University, affiliated colleges. There shall be two sets of tabulators (in case of manual tabulation), one set will handle the original register and the other set will handle the duplicate register independently, and they shall scrupulously follow the guidelines issued by the Controller of Examinations in this regard.

4. ADJUSTMENT OF MARKS:

- a) Where a candidate is failing in any examination for want of a few marks in one or more papers, adjustment of marks shall be made as follows, provided such adjustment or adjustments together with grace marks permissible under rule (5) enable the candidate to pass/complete/get promoted in the examination.
- b) The adjustment of marks shall be confined to the papers in which the candidate has appeared, whether backlog or regular, without disturbing the marks in any examination conducted earlier where the results have already been declared.
- c) The total marks to be adjusted shall not exceed 1% of the aggregate marks of the papers of the examination(s) in which the candidate has appeared, subject to the condition that the total marks to be adjusted, shall not exceed five. The adjustment of marks in individual papers will be subject to the following:

- 3 marks where the paper maximum is 50 and below
- 4 marks where the paper maximum is between 51-75.
- 5 marks where the paper maximum is 76 and above.

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GRACE MARKS:

- a) If a candidate is likely to be promoted/complete/pass or improve his/her division by adding 1 or 2 marks, grace marks be added upto a maximum of 2 marks. In this context, division includes pass to 2nd class/2nd class to 55% aggregate for P.G. Examinations only 2nd class to 1st class/1st class to distinction. Further, wherever the aggregate required for a pass works out to be a fraction, the fraction has to be rounded off to the next lower integer. If necessary, the benefit of adjustment and grace marks together may be extended to a candidate.
- b) Grace marks will not be given for mere reduction of number of backlogs.

6. ANNOUNCEMENT OF RESULTS:

The results as tabulated shall have to be approved by the Results Committee which consists of the following before publication:-

1. The Vice-Chancellor (Chairman).
2. The Dean of the Faculty concerned.
3. The Chairman of the Boards of Examiners of subjects included in the Faculty.

PART III: Review and Revaluation:

1. Candidate(s) may apply for revaluation in the prescribed proforma within two weeks of the publication of results, after which no application for revaluation shall be entertained by the University. The candidate on application for revaluation shall give a written under-taking to the effect that he would not hold the University responsible for any delay and consequences resulting from the revaluation.
2. The revaluation shall be done independently by two examiners, appointed by the Vice-Chancellor.
3. Results of the revaluation will be considered as per the regulations approved by the University from time to time.
4. Review of post-graduate examination results shall be followed as per the norms laid down by the Vice-Chancellor, from time to time.
5. The Vice-Chancellor is authorized to issue necessary guidelines and instructions to all the functionaries and individual involved in the organization and conduct of all the examinations.

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