



## RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY

(Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1<sup>st</sup> of August, 1923 & presently a State University governed by Maharashtra Universities Act, 1994)

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### DIRECTION NO 16 OF 2015

**SUBJECT:** PROCEDURE AND PROCESS FOR SUPPLY OF ONLINE SOFT COPIES OF ASSESSED ANSWER BOOKS AND ITS REASSESSMENT TO THE EXAMINEES ON DEMAND IN ALL THE FACULTIES IN THE UNIVERSITY (EXCLUDING THE FACULTY OF ENGINEERING AND TECHNOLOGY)

Whereas, the Maharashtra Universities Act, No. XXXV of 1994 has come into force with effect from 22-7-1994,

AND

Whereas, as per section 31(2) of the said Act, the Board of Examinations shall deal with the matters in relation to examinations and shall hear and decide the complaints received pertaining to any matter arising out of conduct of examinations and the procedure to be followed by the Board in their deliberations shall as may be prescribed,

AND

Whereas, the examinees at times are apprehensive about the quality of valuation and carry doubts about its fairness and such doubts in the minds of examinees defeat the very object of transparency so vital in the objective assessment of answer books,

AND

Whereas, in the meeting of J.B.V.C. on 4.8.2001, the Hon'ble Chancellor observed that the consensus amongst the Vice-Chancellors was in favor of making available photo copy of the answer books to examinees on demand by charging adequate fees,

AND

Whereas, it is expedient to make available the certified photo copies of the assessed answer books to the examinees on demand, the Hon'ble Vice-Chancellor had issued Direction No. 5 of 2004 on 7.6.2004,

AND

Whereas, the committee, appointed by the Board of Examinations, for suggesting measures to avoid delay in the process of declaring the results of revaluation, submitted its report to the Hon'ble Vice-Chancellor and requested him to issue fresh Direction, replacing the Direction No. 5 of 2004 for implementing the suggestions made by the committee,

AND

Whereas, the committee's report was accepted by the Hon'ble Vice-Chancellor on behalf of Board of Examinations considering the interest of the students in general and for removing the difficulties in implementing the provisions of Direction No. 5 of 2004,

AND

Whereas, Direction No. 24 of 2014 was issued by the Vice-Chancellor in respect of procedure and process to supply of online soft copies of assessed answer books and its reassessment to the examinees on demand in the Faculty of Engineering & Technology, Direction 2014,

AND

Whereas, Direction No. 24 of 2014 mentioned in above para was made effective from 22.8.2014 for the examinee in the Faculty of Engineering & Technology whose result of summer 2014 examination were declared on or after 22.8.2014,

AND

Whereas, the Vice-Chancellor desires to adopt the procedure and process provided in Direction No. 24 of 2014 relating to supply of online soft copies of



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assessed answer books and its reassessment for the examinees belonging to all the Faculties in the University,

AND

Whereas, Direction No. 24 of 2014 is already issued for the examinees in the Faculty of Engineering & Technology in the University, the said Faculty is required to be excluded while issuing Direction to be made applicable to all the Faculties in the University,

AND

Whereas, the Direction to be issued in this regard for the all Faculties in the University (Excluding the Faculty of Engineering & Technology) is to be made effective for the examinees who shall appear in winter 2014 examinations,

AND

Whereas, the matter is required to be regulated by an Ordinance,

AND

Whereas, making of an Ordinance in this regard is time consuming process.

AND

Whereas, an Ordinance can not be made before commencement of winter examinations 2014,

AND

Whereas, an opportunity regarding to provide online soft copy to an examinee and its online reassessment is to be provided to an examinee to be appeared in winter 2014 Examinations.

Now, therefore, I Dr. S.P.Kane Vice Chancellor, Rashtrasanta Tukadoji Maharaj Nagpur University, in exercise of the powers vested in me, vide Section 14(8) of the Maharashtra Universities Act, 1994, do hereby issue the following Directions:

1. This Direction may be called "PROCEDURE AND PROCESS FOR SUPPLY OF ONLINE SOFT COPIES OF ASSESSED ANSWER BOOKS



AND ITS REASSESSMENT TO THE EXAMINEES ON DEMAND IN ALL THE FACULTIES IN THE UNIVERSITY (EXCLUDING THE FACULTY OF ENGINEERING AND TECHNOLOGY), Direction 2015”

2. This Direction shall come into force from winter Examinations 2014.
3. In this direction, unless the context otherwise requires:-
  - i) “Faculties in the University” means the Faculty of Arts (including Fine Arts), Science, Law, Medicine (including Pharmaceutical Sciences, Dentistry and Homoeopathy), Commerce, Education, Social Sciences, & Home Science.
  - ii) “Examinee” means the person who has appeared in full or part of immediately preceding university examinations & his/ her performance, which is to be counted towards passing the examination leading to the degree in the faculties in the University.
  - iii) “Soft copy” means online copy of the assessed answer book of the theory paper.
  - iv) “College” means conducted/affiliated college including university department/ university institution/ university school/ university centre.
  - v) “Principal” means Principal of conducted/affiliated college, including Dean/ Director/ Head of the University Department/ university institution/ university school/ university centre.

4. Eligibility:

- i) The examinee shall be entitled to apply, in prescribed form along with requisite fees, for soft copies only of his/her assessed answer book(s) of such immediately preceding university examination(s) in which he/she has appeared.
- ii) The examinee shall be eligible to apply for soft copy of Maximum two answer books of each immediately preceding university examination(s) for which he/ she had appeared.



- iii) The examinee shall not be eligible to apply for the soft copy of assessed answer books pertaining to the practical, sessional, viva-voce examinations, dissertation, thesis and also of such university examinations where only grade is awarded instead of numerical marking.

5. Procedure for application:

- i) The examinee, (hereinafter referred to as "Person"), alone shall be entitled to procure the online soft copy of the assessed answer book.
- ii) The person desirous of procuring the online soft copy of assessed answer book shall be required to apply in the prescribed form. The person shall be required to submit separate application for each examination.
- iii) The application form shall be made available, on Website viz. [www.nagpuruniversity.org](http://www.nagpuruniversity.org), by the University.
- iv) The person shall have to submit application form within 5 days (excluding the day of declaration of the result) from the date of declaration of result of the concerned examination.
- v) The person shall have to submit application at the same college where he/she had submitted the examination form for the concerned examination. The concerned Principal should take care that all the received forms must be uploaded online on or before 7<sup>th</sup> day.
- vi) An application form received after the last date shall not be accepted by the Principal of the concerned college.
- vii) Application form shall be accompanied by the prescribed non-refundable fee of Rs. 300/- per answer book or such fee as may be prescribed by the university from time to time payable in cash or Demand Draft, drawn in the name of Finance & Account officer, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur. Out of Rs. 300/- received from the person, Rs 50/- may be utilized by the



college towards downloading, printing, scrutiny & other miscellaneous expenses.

- viii) The application must be accompanied with the photo copy of the mark list of the concerned examination attested by the Principal of the College/ full time approved teacher of the college.
  - ix) The Principal of the College, in receipt of such application(s), shall scrutinize and submit them online to the university, examination-wise and the hard copies of the such forms, in separate covers along with fees so collected by D. D. in the name of. Finance & Account officer, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur, not later than 3 (three) days of the last date of submission of application form of the concerned examination.
  - x) Application(s) received after the due date shall not be accepted by the university.
  - xi) Application, incomplete in any respect, shall be liable to be rejected.
6. Upon receipt of the application forms by the university from the colleges, the Revaluation section of the University shall immediate requisite, in writing, the concerned answer books of the examinees from the godown of the assessed answer books of the university and the in-charge of the godown of assessed answer books of the university will hand over the concerned answer book(s) to the revaluation section for uploading scanned answer books on the university website.
7. The supply of online soft copy of the answer books, under this direction, is an additional facility made available to the candidate. Therefore, any delay in uploading soft copy of the answer book and consequent delay in declaration of result of assessment, due to reasons beyond the control of the university shall not confer any right upon the person for admission to the next higher class.



8. The person being the sole custodian of the procured online soft copy of the answer book, shall not be entitled to transfer the same to anybody for any purpose whatsoever as the same is supplied to him for his personal reference alone.
9. If any person is found guilty of any misuse of the soft copy, he shall attract the provisions of section 32(6) (a) of M.U. Act. 1994 and shall be liable for the award of punishment ranging from cancellation of performance at the concerned examination with debarring him from appearing at future examination or to confiscation of his degree (s) conferred.
10. Challenge to Valuation:  
Upon receipt of the online soft copies of the demanded answer books:
  - i) If any person is not satisfied with the marks awarded to him, he may challenge the same by applying to the university through the Principal of his college in the prescribed form, which is made available on university website within 3 days from the date of receipt of the intimation regarding the uploading of the soft copy on the university website.
  - ii) The concerned Principal should ensure that all the forms received are uploaded online within two working days from the receipt of application for reassessment of his answer book.
  - iii) The application for reassessment shall be submitted by the person concerned to the same college where he had submitted the application for procuring the soft copy.
  - iv) The person shall be required to submit separate application form for each examination.
  - v) An application form for reassessment shall be accompanied by the prescribed non-refundable fee of Rs. 150/- per answer book or such a other fee as may be prescribed by the university from time to time, payable in cash or demand Draft, drawn in the favor of the Finance



& Accounts Officer, Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur.

- vi) The Principal of the College shall forward the hard copies of all the application (s) for reassessment received by him to the university, examination-wise, in separate covers along with the fees collected by him within two working days of the university, after uploading of such application (s) on university's website.
- vii) After receipt of the application online, the person authorized by the university shall make necessary arrangements for Yes/No committee.
- viii) All the cases for reassessment, received by the university, shall be placed before the Yes/ No committee consisting of the following persons:-
- (a) Dean of the Faculty concerned-( Chairman)
  - (b) Chairman of the relevant Board of Studies (Member).
  - (c) Head of the University Department in the concerned subject, if any-(Member).
  - (d) Teacher, with not less than 15 years teaching experience in the subject nominated by the Pro Vice-Chancellor-(Member).

Provided firstly, that the presence of the teacher nominated by Pro- Vice-Chancellor under para 10 viii) (d) in the meeting shall be mandatory.

Provided ,Secondly, that if the Dean of the Faculty, Chairman of the Board of Studies and Head of the University Department are one and the same person, then an additional subject teacher, having 15 years teaching experience, shall be nominated by the Pro Vice-chancellor.

Provided thirdly, that if the Dean of the Faculty/Head of the University Department/Chairman of the Board of studies belong to





the same subject, then they shall also be considered as subject teachers in absence of the teacher mentioned under para 10 viii)(d) above.

Provided Fourthly, that teacher mentioned under para 10 viii) (d) above with requisite teaching experience is not available, then Pro Vice- Chancellor shall be competent to nominate a retired teacher or any other expert in the subject, with the prior permission of the Vice-Chancellor.

- ix) Each person included under sub-clauses 10 viii) (d) above shall have to give an undertaking, in writing; in the prescribed form to the effect that none of his near relative has applied for reassessment in the concerned examination.
- x) The committee shall evaluate whether the case is made out for reassessment of the answer book and if so shall make recommendation to that effect by providing reasons in writing.
- xi) All the recommendations of the committee shall be placed before the Pro-Vice-Chancellor.
- xii) The Pro -Vice-Chancellor shall take final decision on the recommendations made by the aforesaid committee.
- xiii) In case, the Pro Vice-Chancellor does not approve the recommendations made by the aforesaid committee; he shall record his reasons for the same and his decisions shall be final.
- xiv) If the recommendations for reassessment is approved by Pro-Vice-Chancellor, then the university shall get the said answer book assessed by an examiner from the list of the examiners recommended by the committee constituted as per provision of Section 32(5)(a) of the Maharashtra Universities Act, 1994 for the concerned subject and appointed by the Board of examination, who shall not be the original valuer or the moderator.



Provided where an examiner from the above said list is not available then the Pro-Vice-Chancellor or the person so designated shall be competent to nominate a retired teacher or any other expert in the subject with the prior permission of the Vice-Chancellor.

11. Reassessment Process:

- i) Re-assessment of the answer books under this Direction shall be done at an appropriate place, designated by the Pro-Vice-Chancellor. This place shall be under the supervision of a person designated as Chief Spot Assessment Supervisor, who shall be custodian of all the passwords to be issued to examiners for accessing the relevant answer books for reassessment.
- ii) Re-assessment will be done online at the above centre.
- iii) The agency authorized by the university shall be responsible for the masking of answer books, by using appropriate software, so as to conceal the identity of the candidate i.e. his Roll Number, Enrolment Number, Centre Number, Name and Signature and also any mark on the answer book which is capable of identifying the examinee. The agency shall also conceal the marks awarded by original valuer as well as the moderator both on the front page as well as inside the answer book. Further, agency shall also conceal the signatures of the officer-in charge and invigilator and also the stamp put by the officer-in charge of the examination centre.
- iv) If the marks awarded by the subsequent examiner vary/deviate by more than 10% on either side determined on the basis of the marks awarded by the original examiner/ moderator, then alone the marks awarded by the subsequent examiner shall be awarded to the concerned person.

Provided that fraction if any, in calculation shall be made to next higher integer.



- v) The change in mark as above, if any, shall be communicated to the person concerned through a suitable notification which shall be binding on him.
  - vi) The revised mark sheet shall be issued to the person within the period of fifteen days from the date of notification, as far as possible.
  - vii) The revised mark sheet to the examinee in such cases shall be given only on surrendering of his/her original mark sheet to the same college wherefrom he/she has earlier submitted the prescribed application form through the concerned Principal, who shall obtain acknowledgement while issuing the revised mark sheet and obtain the original mark sheet from the candidate which will be sent by the Principal to the University.
  - viii) The alteration accrued to the applicant person shall be counted towards award of merit, medals and prizes, if any.
12. Provided further that for any cogent/contingent reason the manual modality can be available subject to approval of the Vice Chancellor.
13. The Direction No. 5 of 2004 shall stand modified in its application to the Faculties mentioned under para 3 i) of this Direction.

Nagpur  
Dt. 4/9/2015

  
(S.P. Kane)  
Vice-Chancellor

