

# MADHYA PRADESH BHOJ (OPEN) UNIVERSITY

## ORDINANCE NO. 60

### Conduct of Examinations

1. All arrangements for the conduct of examinations to be held by the University shall be made by the Registrar in accordance with such directions as may be issued by the Board of Management in consultation with the Academic Council.
2. The Registrar shall prepare and duly publish a program for the conduct of examinations specifying the date of each examination and the last dates by which applications and fee for examinations shall be paid by the intending examinees.
3.
  - (i) The Board of Management shall determine in consultation with the Academic Council, the Centres of Examination and the Registrar shall, in consultation with the Head of the Institution where there is an Examination Centre, appoint Superintendent who will appoint invigilators as per norms
  - (ii) The Superintendent of the Examination at each Centre shall be personally responsible for the safe custody of question papers and the answer-books sent to him/her and shall render to the University Office a complete account of used and unused question papers and answer-books.
  - (iii) The Superintendent shall supervise the work of invigilators working under him/her and shall conduct the examination strictly according to the instructions issued to him by the University.
  - (iv) The Superintendent of the Examination shall, wherever necessary, send a confidential report to the Registrar about the conduct of examination, mentioning there in the performance of the invigilators and the general behaviour of the examinees. He/she shall send a Daily Report on the number of examinees attending each of the examinations, absentee numbers and such other information relating to the examinations being held at the Centre as may be considered necessary, along with any other matter which he/she thinks fit to be brought to the notice of the University. He/she shall also be responsible for maintenance and submission, to the Registrar of the University, of the account of advance of money received and expenditure incurred in connection with the conduct of the examinations.
  - (v) The Centre Superintendent shall have the power to expel an examinee, from the examinations on subsequent examination days, on any of the following grounds :