

MADHYA PRADESH BHOJ (OPEN) UNIVERSITY

STATUTE NO. 16

APPOINTMENT OF EXAMINERS AND MODERATORS

(Refer Section 25(a))

[As approved by the coordination committee in the 60th meeting held on June 25,1999 at item (8)-5 and adopted by the Board of Management in the 8th meeting held on July 3, 1999]

1. The office of the Director (Evaluation) in collaboration with the Regional Directors and the Directors of the Departments shall prepare for every programme, a list of names of persons, qualified for appointment as examiners.
2. The list shall contain, as far as possible, information relating to the persons included therein on the following points, namely:
 - (a) The academic qualifications and teaching/counselling experience at degree and post graduate levels;
 - (b) Field of Specialization.
3. The list so prepared shall be made available to the examination committee concerned constituted as under in clause 4, together with the names of persons appointed as examiners in the University during the two preceding years. The committee may add to the list the names and experience of persons qualified for appointment as examiners but not included therein.
4. The constitution of the examination/moderation committee for each department is given as under:
 - (a) Chairman of concerned Board of Studies—Chairman.
 - (b) One expert in the relevant area to be nominated by the Kulapati from a panel of five names to be submitted by the Board of Studies concerned, Member.
 - (c) One teacher of the University to be nominated by the Kulapati, Member.

The term of this committee shall be two years from the date of its notification.

5. The office of the Director (Evaluation) shall also give the examination committee the approximate number of candidates expected to appear at each examination and the list of centres of each Practical/Viva-voce examination together with the estimated number of candidates thereat.
6. The Examination Committee shall, recommend a list of names for appointment of the paper setters/examiners in theory/practical/Viva-voce for each programme with at least 50% in excess of the number to be appointed.

7. The Kulapati shall appoint paper setters, examiners, in theory/practical/Viva-voce ordinarily from amongst persons recommended by the examination committee. He may however, appoint a person whose name is not included in the list of names recommended by the Examination Committee, if he is satisfied that the person in question possesses the minimum qualification and his appointment will not be contrary to the provisions of the following paragraph.
8. The qualification of the paper-setters and examiners shall be as follows namely—
 - (i) Post Graduate level examinations: Experience of teaching/counselling in the relevant subject at post graduate level for at least five years; for paper setters and three years for other examiners.
 - (ii) Degree level examinations: Experience of teaching/counselling in the relevant subject at least for five years; for paper setters and three years for other examiners.
 - (iii) Undergraduate level Diploma Examinations: Experience of teaching/counselling in the relevant subject for at least three years at graduate or postgraduate level.
9. Examinership:
 - (i) No one shall ordinarily be given more than one theory examinership. In case the examination committee considers it necessary to recommend more than one examinership in case of any person, it shall specify its reasons for doing so for the consideration of the Kulapati.
 - (ii) In case of written examination, an examiner shall not ordinarily, value more than 300 scripts.
 - (iii) While recommending names for examinership in programmes where English is not the sole medium of examination, the examination committee shall ensure that the examiners recommended can value the scripts written in Hindi also.
10. The period of appointment:
 - (i) The examiners shall be appointed for the examination of one year only, but they shall be eligible for reappointment.
 - (ii) Any person who has acted as an examiner for three consecutive years shall, ordinarily, not be eligible for reappointment until a period of one year lapses between the year in which he last acted as an examiner and the year in which he is reappointed.

Provided also that on the recommendation of the examination committee, a specialist or expert may be continued for two years more after the expiry of the three years period without a gap.

- (iii) An examiner may be discontinued any time even before the expiry of the three year period if his work is found unsatisfactory. An examiner's work shall be deemed to be unsatisfactory if:

- (a) Mistakes of such nature are found in his work in the course of checking and scrutiny which affect the result or
 - (b) He is found by the Board of Management to have delayed the work without good cause or;
 - (c) In the opinion of the Board of Management there are reasonable doubts about his integrity or suspicion that he is accessible to examinees or their relations and if there are serious complaints against his paper, e.g. that his paper was much above or below the standard or contained questions outside the prescribed syllabus.
11. (i) In a paper for which there is only one examiner, he shall set the paper and value the answer books received by him.
- (ii) In a paper for which more than one examiner have been appointed the paper setter shall draw up and send detailed memorandum of instructions regarding the valuation of answer books including solution of numerical questions alongwith the question paper set by him. The detailed memorandum of instructions, moderated if necessary by the Moderation Committee shall be sent by the University to all examiners in the paper. All examiners shall value the answer books allotted to them strictly in accordance with the instructions contained in the memorandum of instructions.
 - (iii) Even though a paper set for any examination is not utilised in that year, the paper setter shall be entitled to receive the full fee for setting the paper.
 - (iv) If in any Programme, term-end viva voce examination is prescribed, it shall be conducted by a Board of two examiners of whom one shall be an external examiner and the other shall be one of the counsellors/coordinators etc.
12. For research degree programmes, the Board of Studies concerned, shall submit a panel of 8 names for examination for the consideration of the Chairman, Research Council who shall ordinarily nominate the valuers from, such a list.
13. (i) No person shall act as paper setter or examiner either in theory/practical or Viva voce examination if any of his near relations is taking the examinations, provided that this provision shall not debar a person from active as an examiner for practical at a centre other than which his relation is appearing.
- (ii) No person shall act as moderator or tabulator for examination if any of his near relation is appearing/ has appeared at that examination.