

THE FOURTH SCHEDULE
THE EXAMINATION ORDINANCES

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Examination Ordinance relating to general definitions and interpretations

Whereas it is expedient to define and explain various terms used in connection with examination, they are formulated hereunder

Unless the context otherwise requires,

- “Examination” means any examination (Oral/Project Oriented/Online/Written) conducted by the University either at the end of Semester or at the end of the year or on any specific occasion as the case may be.
- “Examination Centre” means the place/s earmarked by the University to conduct its examinations.
- “Examiner” shall mean an examiner who is to set the end-term examination question papers/moderator/evaluation of answer sheets/dissertation and thesis etc. and/or act as a practical examiner in the University.
- “Grading systems” means allotting defined letters’ grades based of the marks secured by a student in an examination.
- “Headquarters” means the main campus situated at Tirupati.
- “Improvement” means the facility given to a candidate to improve his/her marks in a programme or all the programmes in an examination of a particular year/semester conducted by the University.
- “Internal Assessment” means a process of testing a student enrolled in a programme of the university, by the faculty member concerned.
- “Moderation of Marks” is a measure adopted by the University for establishing justification for awarding grace marks through a duly constituted committee.
- “Recognised Institution” means an educational institution/Board/University/Deemed to be University recognised by the Academic Council of the University.
- “Result” means the output of the examinations written by a student, evaluated by the examiner based on his/her performance in grades/divisions.
- “Student” shall mean a person admitted to any academic programme of the University.

ORDINANCE - 1

APPOINTMENT OF EXAMINERS

(In accordance with and in furtherance to the provisions contained in Section 29(1)(g) of the Act section 12(2)(xiv) of the Statutes)

1. The continuous internal assessment shall be conducted by the concerned faculty member and end semester/annual and all other examinations shall be conducted by the Controller of Examinations.
2. The examiners shall be appointed from the panel of experts proposed by Board of Studies concerned and approved by the Academic Council.
3. The adjudicators for the evaluation of thesis shall be appointed from the panel of experts proposed by the research supervisor and Head of the department. Provided, the adjudicators may be selected by the persons concerned who are not less than the cadre of Associate professor. However in special cases, eminent/ reputed traditional scholars shall be appointed without the prescribed cadre.
4. Persons with not less than four years of teaching experience in a college/institution, shall be eligible for appointment as Examiners.
5. Examiners shall be appointed for one year and eligible for reappointment.

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ORDINANCE - 2

CONDUCT OF EXAMINATIONS

(In accordance with and in furtherance to to the provisions contained in Section 29 (1)(g) of the Act)

1. Examinations of the University, other than the doctoral examination shall be open to eligible students studying in Regular, Evening, Online, Distance and unique traditional streams, i.e. such students who have undergone a programme of study in the University for a duration specified for that programme after fulfilling the minimum attendance and credit requirements as laid down by the University.
2. Examinations of all streams of the University shall be conducted at headquarters and other such places as specified and approved by the university from time to time as per the regulations framed for the purpose. The format and timing of continuous internal assessment shall be decided by the faculty member concerned and the format and timing/duration of the end-semester/annual/other programmes examinations shall be decided by the Board of Studies with the concurrence of Academic Council. The examinations for the programmes offered by Institutions having MoU with the NSU shall be conducted in the respective institutions under the supervision of NSU.
3. The format of the entrance examination shall be decided by the Schools concerned or as decided by the competent authority in case of conduct of national level entrance examination by participating/consortium of Universities. The Entrance Examination shall be held at headquarters and other such places as specified and approved by the university/consortium from time to time.
4. Discipline among the students in University examinations, grading systems and conversion of percentage of marks to grade points shall be prescribed in the regulations governing as prescribed by the Board of Studies.

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ORDINANCE - 3**EXAMINATION COMMITTEE**

(In accordance with and in furtherance to the provisions contained in Section 29(1)(o) of the Act)

1. There shall be an Examination Committee in the University.

The Committee shall consist of the following persons:

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| (i) The Vice-Chancellor or his nominee | - Chairman |
| (ii) Dean Academic Affairs | - Member |
| (iii) All Deans of Schools | - Members |
| (iv) Two persons appointed by the Academic Council | - Members |
| (v) The Controller of Examinations | - Member Secretary |

2. The nominated members and the members appointed by the Academic Council shall hold office for a period of three years and shall be eligible for re-nomination/re-appointment.

3. One-third of the members shall form quorum for a meeting of the Committee.

4. The Committee shall have power to award grace marks in addition to the marks given by moderation committee in deserving cases.

5. The Committee shall submit a report every year to the Academic Council on the working of the University examinations and make recommendations for effecting improvement.

6. The Committee shall make recommendations regarding disciplinary action to be taken against candidates using unfair means in examinations.

7. It shall perform such other duties and functions as may be assigned to it by the Academic council: Provided that the Examination Committee may delegate any or all of its powers mentioned above to any officer of the University.

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ORDINANCE - 4
DECLARATION OF RESULTS

(In accordance with and in furtherance to the provisions contained in Section 6 (1) (xxviii) of the Act section 7 (5) of the Statutes)

1. Results may be declared classifying the results either into Divisions or Grades according to the regulations made for the purpose.
2. Revaluation shall be done according to the regulations.
3. Failed candidates shall be permitted to appear for the supplementary Examinations conducted by the University.
4. In case no Supplementary Examination is conducted by the University, the failed candidates shall appear as Supplementary candidates/Private candidates for the next examination conducted for regular candidates.
5. Passed candidates shall also be permitted to appear for such examinations to improve their performance in the earlier Examinations either for a single course or any number of courses prescribed for the Under Graduate and Post Graduate programmes.

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ORDINANCE - 5
TRANSFER OF CREDIT

(In accordance with and in furtherance to the provisions contained in Section 6(2) (iv) of the Act)

The university shall facilitate and promote;

- (a) transfer of credits earned by the students of this University to other Universities/educational institutions;
- (b) policy framework, procedure and conditions for accepting transfer of credits earned by a student from other Universities/educational institutions/SWAYAM.

Academic Bank of Credit (ABC) system shall be implemented under aegis of UGC which would digitally store the academic credits earned by the students from various recognized Universities/educational institutions. (NEP-2020, 11.9, page 37)

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ORDINANCE - 6

CONVOCATION

(In accordance with and in furtherance to to the provisions contained in Section 29(1)(o) of the Act section 31 of the Statutes)

1. Convocation for the purpose of conferring Degrees shall be held on such date and place as may be fixed by the Executive Council/Vice-Chancellor.
2. Provided also that in case the Convocation could not be held in a particular year, the Vice-Chancellor shall be competent to admit candidates to the respective degrees without waiting for formal Convocation but on payment of prescribed fees.
3. Provided that in case the Convocation is not held in a particular year, the Vice-Chancellor shall be competent to authorize admission of successful candidates in the year to their respective Degrees in absentia and issue the degrees on payment of prescribed fee.
4. The name of the recipients of medals and prizes shall be read by the Registrar or the person nominated by the Vice-Chancellor.

5. Special Convocation

- i. A special Convocation may be held at such time as may be decided by the Executive Council for the purpose of conferring Honorary Degrees in accordance with the procedure or for the purpose of conferring other Degrees under special circumstances on the recommendation of the Academic Council.
- ii. The Convocation shall consist of the body corporate of the University. The Chancellor shall preside over at the Convocations of the University held for conferring Degrees.

6. Notice

- i. Not less than four weeks' notice shall be given by the Registrar for meetings of the relevant statutory authorities for the Convocation.
- ii. The officer concerned shall, with the notice, issue to each member of the Convocation, a programme of the procedure to be observed there at.
- iii. The candidates who have passed their examinations in the years since the last Convocation shall be eligible to be admitted to the Convocation.

7. Application

- i. A candidate for the Degree must submit to the Officer concerned his/ her application on or before the date prescribed for the purpose for admission to the Degree at the Convocation in person along with the prescribed fee.
- ii. Such candidates who are unable to present themselves in person at the Convocation shall be admitted to the Degree in absentia by the Chancellor and their Degrees shall be given by the Controller of Examinations on application and payment of the prescribed fee.

8. Fees

- i. The fee for convocation to the Degree at the Convocation in person and in absentia shall be fixed by the University.

10. Academic Dress

- i. The Academic Dress of the University for the Convocation shall be as prescribed by the University. Candidates at the Convocation shall wear Academic Dress appropriate to their respective Degree as specified by the University. No candidate shall be admitted to the Convocation without proper Academic Dress as prescribed by the University.
- ii. Whenever Ministers of the Indian Union, Ministers of State Governments, Ministers of the Union Territories, Speaker of LOK SABHA / State Legislatures / Union Territory Legislatures, attend the Convocation, they shall be provided special robes according to their status, as may be decided by the Vice-Chancellor in individual cases, and like other authorities / officers of the University, they may attend the Convocation with their academic robes on.

11. Convocation Procedure

- i. For the award of degree at the Convocation, candidates present shall be formally presented to the Chancellor or in his/her absence to the Vice Chancellor for admission to their respective degrees. The Deans of respective Schools of Studies will present the candidates for admission to the respective Post-Graduate degrees. Senior-most professor will present the candidates for admission to the doctoral degree. The names

of the recipients of medals and prizes shall be read out by the Registrar or the by the person appointed for the purpose.

- ii. Degree/ Certificate shall be supplied to the candidates in a manner to be prescribed by the Vice Chancellor after the Convocation is over.
- iii. The Chancellor, The Chief Guest, The Vice-Chancellor, the Pro-Vice-Chancellor, the Registrar, the Controller of Examinations, the Finance Officer, the Deans of Schools and the members of the University Authorities shall wear their special convocation dress as prescribed by the University.
- iv. The Chancellor, The Chief Guest, The Vice-Chancellor, The Pro-Vice Chancellor, The Registrar, The Controller of Examinations, The Finance Officer, The Deans, The members of the Court and Executive committee shall assemble in the meeting room at the appointed hour and shall walk in procession to the Convocation Hall:
 - The Chancellor
 - The Chief Guest
 - The Vice Chancellor
 - The Pro Vice-Chancellor
 - The Registrar
 - Members of the Court
 - Members of the Executive Council
 - The Deans of Schools
 - The Finance Officer
 - The Controller of Examination

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