OFFICE ORDER

As per the decision taken by the Academic Council in its meeting held on 10 October 2020 against the Agenda item No.21, the Academic Council approved the ordinance of examination committee (Attached) as prepared by the committee vide O/o No. HNBGU/Academic/2019/2075 dated 7.11.2019.

Academic Council directed the university to send it to UGC/MHRD for their consent after approval of Executive Council.

Controller of Examination and all other concerned are hereby directed to take necessary action as per above order.

By Order
Vice Chancellor

Hemvati Nandan Bahuguna Garhwal University, Srinagar Garhwal
(A Central University)

Ref. No. : HNBGU/Academic/2020-21/ 397

Copy to: For kind information and necessary action please:-

1. Controller of Examination
2. All Deans of Schools, H.N.B. Garhwal University, Srinagar Garhwal.
3. All HoDs, H.N.B. Garhwal University, Srinagar Garhwal.
4. Finance Officer.
5. All Campus Director/Director-IQAC/Director-FDC.
7. System Manager to please upload the above office order on the University website.
8. PS to VC, for kind information of Hon’ble Vice Chancellor, please.
9. PS to Registrar, to save above office order in the Guard file.

Prof. (N.S. Panwar)
Registrar
Minutes of the Meeting

A meeting of the Committee constituted vide O/o No. HNBGU/Academic/2019/2075 dated 7.11.2019 was held in the Committee Room of the Registrar Office.

Following were present:

1. Prof. S.C. Bagri, Dean, School of Management  - Convener
2. Prof. M.C. Nautiyal, Dean, Agriculture  - Member
3. Prof. R.C. Dangwal, Dean, School of Commerce  - Member
4. Prof. H.P. Bhutti, Dean, School of Earth Sciences  - Member
5. Prof. N.S. Panwar, Dean, School of Engineering & Technology  - Member
6. Prof. D.S. Negi, Dean, School of Sciences  - Member
7. Prof. S.C. Sood, Dean, School Humanities & Social Sciences  - Representative of Dean, School of Law
8. Prof. S.C. Gupta  - Member
9. Prof. R.C. Bhatt, Controller of Examinations  - Secretary
10. Shri A. Zaman, DR. [Exam]

Deans: School of Arts, Communication & Languages / Education / Life Sciences / Students’ Welfare could not attend the meeting.

At the very outset, the Convener welcomed all the members and apprised the committee the terms of reference of the committee as per the office order regarding the constitution of the committee. The Committee also gone through the agenda and the minutes of the meeting of the Academic Council held on 23rd October, 2019. As per the resolution of the Academic Council under Agenda Item No. 20, the Vice Chancellor has been authorised to nominate a committee for framing the Ordinances for Examination Committee. Accordingly, the committee unanimously decided to abide by the decision of the Academic Council to frame Ordinances for Examination Committee.

A draft Ordinance for Examination Committee is enclosed at Annexure - I.

[Signatures of Deans and Convener]
Draft Ordinance for Examination Committee

The Examination Committee of the University shall consist of the following:

1. The Vice-Chancellor (Chairperson)
2. All the Deans of the Schools
3. Directors of Campuses
4. Dean of Students’ Welfare
5. Principals of two affiliated Colleges of the University, one from the Government Colleges & another from the non-Govt. aided colleges, in order of seniority by rotation for every two years.
6. One senior most faculty from each School among the departments of concerned school by rotation for two years duration.
7. Two eminent educationists of the area (not belonging to the University Services), nominated by the Vice-Chancellor.
8. The Registrar
9. The Controller of Examination shall be the Member-Secretary of the Examination Committee.

Following shall be the functions of the Examination Committee:

(a) 50% of the members of the Examination Committee shall form a quorum for a meeting of the Examination Committee.

(b) The Examination Committee shall authorised to supervise the university examination work including operation, collection, tabulation from time to time.

(c) Examination Committee shall holds at least one meeting during every Semester (even/odd).

(d) Scrutinise the panel of examiners and moderators suggested by BoS and if necessary shall be empowered to remove them.
Audit the process of university examination, result declaration process and submission of reports, thereon forward for the consideration of the Academic Council.

(i) Make recommendations to the Academic Council for the improvement of the examination system.

(ii) Finalise the dates of examinations of university study programmes.

(iii) Consider the issue of judicious distribution of students appearing in the examination at various centres of university examinations.

(iv) To suggest the nature and level of punishment to the students apprehended by the examination centres for involving in unfair means practices while appearing in his/her subject examination.

(v) To suggest alteration in the mark sheets/degrees and other certificates issued to the students on completion of study programmes.

(vi) Empowered to review the existing process of conducting practical and viva-voce examinations prescribed in the university courses subject to the approval of the university Academic Council.