



EXAMINATION MANUAL

[EFFECTIVE FROM 01.04.2010]



**MAKHANLAL CHATURVEDI
NATIONAL UNIVERSITY OF JOURNALISM AND
COMMUNICATION, BHOPAL**



FOREWORD

Reforms in the process of evaluation remain a desired goal in our educational policy, to which we remain deeply committed. However, at present examinations continue to be the most critical point in evaluation process. It is, therefore, of paramount importance that the examinations are conducted with utmost precision, fairness and objectivity. The system should be clear to all, participating in the process, in any category whatsoever.

It is with this end in view that I am placing this new edition of the Examination Manual in your hands. It deals with the various steps that have to be taken at all the levels associated with the holding of the examinations. Proformae for use in the preparation of records have been well drawn out.

I sincerely feel that all rules and procedures relating to the examinations should be so well delineated so as to leave nothing to chance. This Manual is symbolic of our effort in that direction.

Issues have been dealt with in this Manual from the point of view of the students, the University, the Examination Centres and the persons engaged in various operations associated with the examinations.

Suggestions for improvement in the system are always welcome.

Rector

Bhopal, 01.04.2010



PREFACE

1. The MANUAL lays down the procedure adopted for conduct of examinations at various examination centres of the University. These provisions are binding in nature.
2. The directions and the guiding principles aim at achieving uniformity of procedure and standard. Fairness in conduction, grace in performance, dignity in approach, excellence in supervision, speed in disposal and efficiency in output shall be secured under the spell of this manual.
3. The system evolved is grateful to Study Institutes, Examination Centres, Teachers, Students and Observers whose suggestions have lent expression to the present text. Their continued suggestions and communications are invited for sanctity, decency and the decorum of examination..
4. This Manual shall be in force from 01/04/2010. The contents shall guide and bind the academic fraternity.
5. This supersedes the previous Examination Manual.

Registrar

Date : 01.02.2010



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MAKHANLAL CHATURVEDI NATIONAL UNIVERSITY OF JOURNALISM AND COMMUNICATION BHOPAL

GENERAL INFORMATION

(1) The University

- 1.1 This University is established by the Government of M.P. under the M.P. Makhanlal Chaturvedi Rashtriya Patrakarita Vishwavidyalaya Act No. 15 of 1990.
- 1.2 It is a statutory University. The UGC has issued memorandum (N. 9-4/92 CPP- 1 dated 27th Nov. 92) In that respect.
- 1.3 It is a member of the Association of Commonwealth Universities, London (ACU)
- 1.4 The University is a member of the Association of Indian Universities (AIU), New Delhi.

(2) The University is offering the following courses :

S.No.	COURSES	ABBREVIATION
(A) JOURNALISM AND ALLIED COURSES :		
1.	Master of Arts Journalism	M.A.(J)
2.	Master of Arts in Digital Journalism	MA(DJ)
3.	Master of Arts (Broadcast Journalism)	M.A. (BJ)
4.	Master of Arts (Mass Communication)	M.A. (MC)
5.	Master of Arts (Advertising and Public Relations)	M.A. (APR)
6.	Master of Arts (Marketing and Management Communication)	M.A. (MMC)
7.	Master of Arts (Audio - Visual Communication)	M.A. (AVC)
8.	Master of Science (Electronic Media)	M.Sc. (EM)
9.	Post Graduate Diploma in Media	P.G.D.M.
10.	Post Graduate Diploma in Video Production	P.G.D.V.P.
11.	B.A. in Mass Communication	B.A. (MC)
12.	B.Sc. in Electronic Media	B.Sc. (E.M)
13.	Master of Business Administration (Media Management)	M.B.A (MM)



14.	Master of Business Administration (Entertainment Communication)	M.B.A (EC)
15.	Master of Business Administration (Advertisement and Marketing Communication)	M.B.A (AMC)
16.	Master of Business Administration (Corporate Communication)	M.B.A (CC)
17.	Master of Philosophy (Media Studies)	M.Phil. (MS)
18.	Master of Science in Media Research	M.Sc.(MR)
19.	Master of Science in New Media	M.Sc. (NM)
20.	Master of Science in Cloud Computing	M.Sc. (CC)
21.	Master of Science in big data Analytics	M.Sc (BDA)
22.	Master of Science in Information and Cyber Security	M.Sc. (ICS)
23.	Master of Arts in New Media Content Design	M.A.(NMCD)
24.	Master of Science in Film Production	M.Sc. (FP)
25.	Master of Business Administration (Media Business Management)	M.B.A (MBM)
26.	Master of Library & Information Science	MLIS
27.	Bachelor of Science in Multimedia	B.Sc. (MM)
28.	Bachelor of Science in Graphics and Animation	B.Sc. (GA)
29.	Bachelor of Technology in Printing and Packaging	B.Tech. (PP)
30.	Bachelor of Technology in Printing and Packaging	B.Tech. (PP)-LE
31.	Bachelor of Business Administration (Advertising and Public Relations)	B.B.A(APR)
32.	Bachelor of Business Administration (Mass Communication)	B.B.A(MC)
33.	Bachelor of Business Administration (E-Commerce)	B.B.A(EC)
34.	Post Graduate Diploma in Web Communication	P.G.D.W.C
35.	Post Graduate Diploma in Yogic Health Management and Spiritual Communication.	P.G.D.Y.H.M.S.C
36.	Post Graduate Diploma in Digital Photography	P.G.D.D.P
37.	Post Graduate Diploma in Event Management	P.G.D.E.M
38.	Post Graduate Diploma in Film Journalism	P.G.D.F.J
39.	Post Graduate Diploma in Rural Journalism	P.G.D.R.J
40.	Bachelor of Library and Information Science	B.LIS



(B) COMPUTER COURSES :

1.	M.Sc. in information Technology	M.Sc (IT)
2.	M.Sc. (Computer Science)	M.Sc. (CS)
3.	Master of Computer Application	M.C.A
4.	Master of Computer Applications (Lateral Entry)	M.C.A(LE)
5.	Post Graduate Diploma in Computer Applications	P.G.D.C.A
6.	Bachelor of Computer Applications	B.C.A.
7.	Bachelor of Commerce in Computer	B.Com (Computer)
8.	Diploma in Computer Applications	D.C.A.

(C) HONORS (4 Year) COURSES :

1.	Bachelor of Arts in Mass Communication	B.A (MC)(Honors)
2.	Bachelor of Science in Electronic Media	B.Sc. (EM)(Honors)
3.	Bachelor of Science in Multimedia	B.Sc. (MM)(Honors)
4.	Bachelor of Business Management	B.B.M.(Honors)
5.	Bachelor of Computer Applications	B.C.A(Honors)
6.	Bachelor of Arts In Journalism And Creative Writing)	B.A(JCW)(Honors)
7.	Bachelor of Arts (Advertising and Public Relations)	B.A(APR)(Honors)



MANUAL FOR HOLDING EXAMINATIONS

1.0 CONTROL ROOM

- 1.1 Every Examination centre, chosen by the University, shall have a Control Room which shall oversee the entire process of the conduction of the Examination.
- 1.2 The Control Room will be under the charge of Superintendent of Examination of the Centre concerned.
- 1.3 One Superintendent and one or more Assistant Superintendent (depending upon the strength of candidates registered) shall regulate the activities from the Control Room of the Examination Centre.
- 1.4 Additional Invigilator shall relieve an Invigilator when needed. He/She will assist the Superintendent in the performance of his/her duties vis-a-vis the Examination and the activities of the Control Room.
- 1.5 Only such persons will be authorized to enter the Examination Centre who have been duly authorized by the University for this purpose.
- 1.6 No teacher or incharge of any Study Institute shall be permitted to enter the Control Room or the premises of the Examination Centre.
- 1.7 **On Line Exam Manual :- A Seperate Online Exam Manual for Computer Based Exam is already issued by University. It is available on University Website www.mcu.ac.in & www.mcnujc.ac.in**

2.0 SUPERINTENDENT

- 2.1
 - (a) There will be one Centre Superintendent in each shift.
 - (b) The same person or two different persons may act as Centre Superintendents in two shifts.
 - (c) Remuneration of the Superintendent will be paid as fixed by university from time to time.
- 2.2 No person shall act as Centre Superintendent if his/her near relative is appearing at the examination. Persons regarded as near relations are indicated in Para 5.0 of this Manual.
- 2.3 The Centre Superintendent shall be responsible for the smooth conduction of the examination at the Centre, in accordance with the norms, instructions directives and policies of the University. His/Her attention is invited to para-29, 30 & 31 for essential implementation



and compliance.

2.4 He/She will take full care of the safe custody of Question Papers, Answer Books and other materials relating to the examination.

2.5 Instead of providing Advance, University is now - a - days allotting Grant as per total number of registered candidate, in the semester Exam per exam centre.

2.6 (a) The bill for remuneration to the Centre Superintendent, Assistant Superintendents, Invigilators, Office Assistants and Peons should be prepared in two copies in the prescribed proforma. The Bill should be sent to the University in original single copy, the second copy will serve as the office copy.

(b) The statement of the examination expenditure should be sent to the University in prescribed format (Ex-6) on the last day of the examination, or the following day .(**New format of Ex-6 is attached with the title “ACCOUNTS LEDGER”.**)

3.0 ASSISTANT SUPERINTENDENT

3.1 (a) An Assistant Superintendent will be permissible for each shift up to 200 registered candidates or a part thereof.

(b) The same person or two different persons, may be appointed as Assistant Superintendents for the two shifts.

(c) Remuneration, as may be fixed by the University from time to time, would be payable to the Assistant Superintendent.

3.2 No person shall act as Assistant Superintendent, if any of his/her near relative is appearing in the examination. He/she should inform the Centre Superintendent about this fact in case he/she is offered the assignment.

3.3 The Assistant Superintendent shall work under the overall guidance and supervision of the Centre Superintendent and shall comply with such instructions as he/she may give.

3.4 He/she shall relieve an Invigilator, for a short time, as and when needed.

4.0 INVIGILATORS

4.1 (a) Two Invigilators will be appointed up to 24 examines, or part thereof.

(b) Invigilators will be paid remuneration as may be fixed by the university from time to time.



- 4.2 (a) The Centre Superintendent will appoint the invigilators, according to norms prescribed by the University.
- (b) Additional invigilators, may be appointed only after seeking prior approval of the Registrar/Controller Examination who will have the discretion to decide each case separately on merits.
- 4.3 No one who is not a graduate of a Recognised University will be appointed as an invigilator.
- 4.4 Suitable retired and in-service teachers, lecturers, Gazetted Officers or persons of equivalent cadres may be appointed as invigilators.
- 4.5 No one will act as an invigilator if his/her near relative (Please see Para 5.0 of this Manual) is appearing in the examination, in his/her shift. The Centre Superintendent should obtain a written statement from the invigilators likely to be appointed to the effect that their near relatives are not appearing in the examination at the Centre.
- 4.6 There will be one Invigilator in each room even when the candidates in the room are less than 24. It is, therefore, smaller rooms, having a seating capacity for less than 24 examines should not be chosen as examination rooms as far as possible.
- 4.7 All Invigilators and Additional Invigilators shall work under the pleasure and guidance of the Centre Superintendent.
- 4.8 As far as possible, a teacher of a subject will not be appointed for invigilation in a room, on a particular day, where the examination of his/her subject is being held.
- 4.9 If female examinees are appearing at a Centre, at least one lady invigilator may be appointed, as far as possible.
- 4.10 The invigilators are allotted certain duties, they have to fill some proforma and have to complete certain formalities. They are required to check certain points. The Superintendent will exercise proper super vision over the performance of duty by the Invigilators.

5.0 NEAR RELATIVES

- 5.1 Son, daughter, son-in-law, daughter-in-law, grand son, grand daughter, grand son-in-law, grand daughter-in-law, sister-in-law, brother-in-law, cousin, nephew, niece, brother, sister, uncle, aunt and such ones as may be indicated by the University, are regarded as near relations for the purposes of the Manual.



6.0 MAIN ANSWER BOOKS

- 6.1 (a) The details of main answer books received should be entered in the Stock Register maintained for the purpose. (Proforma Ex-64/con-7.).
(b) Entries in this Register should be made regularly.
(c) This Register should be made available to the Inspection Team/Observer of the University for their scrutiny.
- 6.2 Main Answer Book is of 36 pages including the cover page. 32 pages are used for writing answers. The candidate makes entries on the cover page of the Main Answer Book. The invigilator is required to check all the entries made on the cover page and sign at the specified place on the cover page.
- 6.3 There are perforations of MCNUJC at the left top of each Main answer Book.
- 6.4 Candidates must NOT write their Roll Numbers anywhere inside the answer book or at the end of the answers in the main Answer Books or Supplementary Answer Books as the case may be. The Roll Number should be written only on the Cover Page at the specified place.
- 6.5 Candidates should not tear out any page or part thereof from the Answer Books.
- 6.6 The candidates must draw a line across the answer which they do not want to be valued by the examiner.
- 6.7 Candidates should neither write their names nor make any identification marks on any part of the Answer Book.
- 6.8 Candidates should write on both sides of the sheets in the Answer Books.
- 6.9 The name of the Examination Centre/College or the place of the Exam Centre should not be indicated anywhere in the Answer Books, the rubber stamp of the name and place of the Exam Centre should not be affixed anywhere in the Answer Books.
- 6.10 Generally 35 Answer Books should be provided in a packet between two invigilators who were incharge of 35 candidates. These Answer Books should be arranged in the ascending order of serial numbers printed there upon. These serial numbers should be indicated on the proforma captioned 'ACCOUNT OF ANSWER BOOKS BY INVIGILATOR' The Answer Books should be arranged in a continuous sequence.
- 6.11 The invigilator should sign after the last answer in the Answer Books and also indicate the date. This would indicate that the answers by the candidates are over and the remaining



sheets are blank.

- 6.12 The invigilator should indicate, on the cover page of the main Answer Book, at the specified place, the number of Supplementary Answer Books attached.
- 6.13 All the Answer Books, used or unused, should be kept under the confidential custody of the Centre superintendent.
- 6.14 The Superintendent will enter into the Stock Register of the Answer Books, the details of the number of Answer Books 'received', 'used' and also work out the balance, every day after the exams are over [See Proforma Ex-64/Con-7]
- 6.15 The Superintendent should retain the remaining unused Answer Books in his/her custody after the examinations are over. An entry, to this effect, be made in the Stock Register of the Answer Books and the Answer Books may be used at the next semester/annual Examination, after affixing signature seal of the Centre Superintendent as usual.
- 6.16 In case there is a change in the venue of the Examination Centre at a place, the stock shall be transferred from the old venue to the new one else, the old venue shall return the stock to the University and the University will send the required stock to new venue or as otherwise decided and directed by the University.

7.0 ANSWER BOOKS

- 7.1 There is no provision of Supplementary Answer Books and candidate has to finish his /her Examination in one Main Answer Book only.

8.0 QUESTION PAPER

- 8.1 On the basis of information available from "CANDIDATES' ATTENDANCE SHEET" and the list of candidates, sent to the Centre, the Superintendent should estimate, much in advance, the number of question papers needed for each course or class to obviate confusion at the eleventh hour.
- 8.2 The Centre Superintendent should exercise utmost care for the safe custody of the sealed envelopes of question papers received by him/her. Even when the examination of the question paper is over, the envelopes should be retained under careful custody. Entries should be made every day in the Stock Register pertaining to Question Papers, (See Proforma : Ex-65/Con-8)
- 8.3 Up-to date and the latest information should be furnished to the Inspection Teams or the



Authorised Officer of the University.

- 8.4 The Superintendent should check the class, code no. & title/heading of a Question Paper, name of the subject, number of Question Papers, date of examination, shift of the examination on the sealed envelopes immediately on their receipt, with the help of the copy of examination programme. The 'Candidates Attendance Sheet' and list of candidates indicate the number of candidates subject-wise. It should be ensured that Question Papers have been received in requisite numbers. Errors, if any, should be communicated to the University immediately.
- 8.5 The sealed envelopes containing Question Papers, should be arranged date-wise, shift-wise and Paper-Code Number-wise and kept under strict secrecy and vigil. The Almirah in which these Question Papers are kept, should be sealed every times as & when it is opened.
- 8.6 Relevant sealed envelopes containing the Question Papers should be taken out of the confidential almirah strictly in accordance with the Examination Programme. Envelopes should be counted and an entry be made in the Stock Register before the envelopes are carried to the Control Room or to the Examination Room.
- 8.7 Before opening the sealed envelope, entries relating to class, subject. Question Paper and code number should be checked with the Examination Programme to ensure that only the right envelope is being opened. The Centre Superintendent and two Invigilators should certify that the seals on the envelopes are intact.
- 8.8 The sealed envelopes be cut along the edge and Question Papers be taken out and counted 15 minutes before the commencement of the examination. The number of Question Papers should be the same as indicated on the envelope. The Superintendent should read the heading of the Question Paper and verify that it is according to the time table of the Examination. Seals of the envelopes should not be broken. They should remain intact. These envelopes should also be retained under the safe custody of the Centre superintendent.
- 8.9 The Question Papers, in requisite numbers, should be delivered to the Invigilator in the Examination Room.
- 8.10 All the remaining/unused Question Papers and the envelopes not opened should be retained in safe custody.
- 8.11 The Centre Superintendent and invigilator should daily announce to the candidates that



they should verify and ensure that the correct Question Paper is received by them. This precaution is necessary so that the candidate may not suffer due to the delivery or receipt of wrong Question Papers.

- 8.12 If the number of Question Papers received is less than the number of candidates, photocopies in requisite numbers, be made available to the candidates. Photocopies should be got prepared by the Centre Superintendent under his/her own supervision, in the presence of the Assistant Superintendent and two trustworthy invigilators. A PANCH-NAMA should be prepared and signed by the Superintendent, Assistant Superintendent and two Invigilators. Information to this effect should be communicated to the University by telegram/fax/e-mail and also by speed post.
- 8.13 All the envelopes of Question Papers, whether opened or sealed, should be checked by the Flying Squad/Observer or the Inspection Team of the University. The Stock Register of the Question Papers should also be checked.
- 8.14 Despatch of sealed envelopes of Question Paper to Examination Centres :
1. The Sealed envelopes of Question Papers may contain: 100, 50, 25, 20, or 10 Question Papers. This denomination will be mentioned on the corresponding envelope.
 2. The number of Question Papers sent to each Examination Centre is generally greater than the number of candidates registered for the paper at the Centre.
 3. On each envelope of Question Papers date, day, shift/time of shift, Code No. of the Question Paper, name of the subject, denomination shall be clearly mentioned.
- 8.15 The following Certificate shall be printed or pasted on each envelope duly signed by two Invigilators and the Centre Superintendent.

CERTIFICATE

1. It is certified that the class, Question Paper Code, Subject, Shift, Day and Date mentioned on the envelope are the same as those mentioned in the Examination time table.
2. The seals are intact.
3. The envelope is being opened in our presence.
4. The envelope has been cut along the edges and the seals are neither broken nor damaged.
5. The Question Papers taken out from the envelope, so opened, bear the same class. Paper Code Number and the subject name, as mentioned in the Time Table.
6. The number of Question Papers inside the envelope agrees with the denomination indicated



on the envelope.

7. Time of opening the envelope. -----

8. Signature on Envelope with date. -----

(SUPERINTENDENT)

(INVIGILATOR)

(INVIGILATOR)

8.16 The sealed envelopes of Question Papers will be sent to the proposed Examination Centres by Registered Post/Speed Post.

8.17 The Centre Superintendent is requested to distribute the remaining Question Papers, amongst the various Study Institutes falling under his/her Examination Centre. This should be done only after all the papers are over. The Study Institute may be instructed to pick up, upon the basis of equitable distribution, the Question Papers from the Examination Centre for their libraries. It is emphasized that the Study Institute will receive the Question Papers as an extra facility and not as a claim. They should cooperate with the Centre Superintendent. The Centre Superintendent would not be answerable to the Study Institute for the number of Question Papers. He/She should not be compelled to reveal the stock position to them. The Centre Superintendent should distribute the Question Papers on an equitable basis, according to his/her best judgment. During the period of examination, however, no teacher or incharge of Study Institute will be permitted to enter the campus of the Examination Centre. The person Incharge of the study Institute are advised to contact the Superintendent one week before the examination for a preliminary introduction and discussion on this point.

8.18 Guide Lines For Equitable Distribution of Question Papers among Study Institutes.

1. After the last day of the Examination, the Centre Superintendent should complete the entries in the Stock Register of Question Papers. The papers in balance should be recorded.

2. List of the students, sent to the Examination Centre from the study Institute the Centre Superintendent should tabulate information as below:-

Name of Study Institute	No. of registered examinees who belonged to the Study Institute	No. of Question Papers given to the Study Institute
A	E (A)	Q (A)
B	E (A)	Q (B)
C	E (A)	Q(C)



D

E (A)

Q(D)

-
3. If Question Papers available are in adequate number, they will be distributed among the Study Institute, associated with the Examination Centre in the ratio of the examinees (belonging to the Study Institutes) as indicated below:

$$E (A) : E (B) : E (C) : E (D) : = Q (A) : Q (B) : Q (C) : Q (D)$$

Fraction will be suitably rounded to higher or lower integer. An entry to this effect should be made in the Stock Register. The details of distribution and final stock will be communicated to the University.

4. (a) At least, one Question Paper of each subject of each class should be given to each Study Institute, if sufficient number of Question Papers are available in the stock.
- (b) If less number of Question Papers are available in the stock. the Study Institute should be permitted to get the photocopies made at their own cost.

9. SEATING ARRANGEMENT IN THE EXAMINATION ROOM

- 9.1 The Examination Room should have adequate light and ventilation. It should be clean and tidy. Neat and clean furniture, viz. Desks, chairs, tables, benches should be provided to the candidates. It should be ensured that the atmosphere around the Examination Room remains calm and quiet.
- 9.2 On the first day of the Examination, the Examination Rooms should be opened half an hour before the commencement time. On the remaining days of the Examination, the rooms should be opened 15 minutes before the examination hour.
- 9.3 Seating map/chart should be displayed outside the room. Class subject, name of Question Paper, Code Number of Paper and roll numbers should be indicated in the seating map/chart. The roll numbers be typed in vertical columns and horizontal rows on a sheet of paper.
- 9.4 Between two examinees, sufficient space be left so that the neighbouring candidates may not peep into the Answer Books of others.
- 9.5 As far as possible, a candidate of a different subject or paper will be seated between two candidates of the same paper.
- 9.6 Roll Numbers shall be marked on the desk/table. The examinee will occupy his/her proper seat in the room. The Roll Number on the Admission Card of the examinee should tally



with the Roll No. marked on the seat. The same Roll Number should be written, in words and figures, on the first pages of the Main and Supplementary Answer Books.

- 9.7 The Centre Superintendent should keep a watchful supervision over the neatness and cleanliness of wall, roof, floor, furniture, chair, desk and corridors/verandahs.
- 9.8 Special care be taken in providing a seat to a candidate who suffer from any infectious disease to avoid an adverse effect on the other candidates.
- 9.9 Except for disable candidates (blind etc.) seating arrangement in a separate room will not be provided to any candidate. In case of very special and emergent conditions, the consent of the University be obtained beforehand.

10. PROVISIONAL ADMISSION CARD

- 10.1 The Provisional Admission Card grants permission to the candidate for appearing in the specified papers of the course. The University sends Admission Cards of the candidates to their Study Institutes. The candidates should pick them up from Study Institutes. An Admission card is merely an interim, adhoc, provisional permission granted in the academic interest of the student. It does not testify that the student is bonafide, genuine and eligible for the course.
- 10.2 In case the Admission Card of a candidate is lost, a duplicate Admission Card should be issued by the Centre Superintendent on the basis of roll list and attendance sheet after obtaining a written statement from the candidate concerned. The work 'Duplicate' should be written on the admission card so issued.
- 10.3 The information pertaining to the issue of Duplicate Admission Card should be communicated to the University instantly.
- 10.4 The Admission Cards of all the candidates should be checked by the invigilators everyday. The candidates must keep their Admission Cards safely, till the end of the Examination and produce the same before the invigilators as and when demanded by them.
- 10.5 No student will be allowed to appear at the Examination without a proper Admission Card. In case a student, whose name figures in the list of examinees sent by the University, has not received his/her Admission Card, the Centre Superintendent should issue to him/her a duplicate admission card under his/her signature, after getting a declaration from him/her about the non receipt of the Admission Card.
- 10.6 If a candidate has received his/her Admission Card but his/her name has not figured in the list of examinees then, after a declaration, the candidate may be allowed to appear at the



Examination. A photocopy of his/her Admission Card be obtained and attached to the list of the examinees and sent to the University.

- 10.7 No student will be allowed to appear at the examination unless he/she has a reasonable claim and a logical case. His/her result will not be declared until the University is convinced, beyond doubt, about his/her eligibility.
- 10.8 The Invigilator should ensure about the identity of the person appearing at an examination by seeing his/her photograph, Scanned on his/her Admission Card and also on the Attendance Sheet.
- 10.9 The following instructions are indicated on the reverse side of the Admission Cards of candidates: (The Exam Centre Superintendent should transmit to the University the photocopy submitted by the candidate under instruction number 3 below)

10.10 INSTRUCTIONS, FOR THE STUDENTS ON PROVISIONAL ADMISSION CARD

1. Please bring the Admission Card in original with you in Examination. Candidates with no photograph on the Admission Card will not be permitted to appear at the Examination. Preferably, the Study Institute Incharge may attest the photograph.
2. Before coming for the Examination, please ensure that you are eligible according to the eligibility criteria stipulated in the prospectus of the course. If you are not eligible, your application shall lapse automatically whatever be the stage of the Examination process, please note that even if you qualify in the Examination and subsequently it is found that you do not fulfil the eligibility criteria, your examination shall be treated as cancelled.
3. You are advised to check that your name and father`s/mother`s/husband`s name and paper/course name in which you are appearing are printed correctly on the Admission Card. If there is any mistake, please make correction neatly on a photocopy of the Admission-Card and hand it over to the Exam Centre Superintendent at the time of exam without fail. The information printed on the card will be treated as final and no change will be accepted later on.
4. The Admission card issued is only provisional. It is merely an adhoc, interim and temporary permission granted in academic interest of the student. It does not denote that the student is bonafide, eligible and genuine. It also does not indicate that his/her Study Institute has the approval of the university for the course.

11. ATTENDANCE SHEET/ATTESTATION FORM OF CANDIDATES

- 11.1 The Attendance Sheet is an attendance/attestation form on which the candidate signs on all



days of his/her Examination and the Invigilator attests his/her signature.

- 11.2 Although the computerized admit-cards and attendance sheets have been sent duly checked even then if any discrepancy in admit-card of any roll number and attendance sheet regarding Examination Centre, Subject, Paper Code etc. noticed or any such discrepancy is brought to the notice either by the candidate or study institute In-charge these should be amended (corrected) in attendance sheets and allow the candidates to appear in the Examination.
- 11.3 The In-charge of the study institutes have also been informed that before delivering the admit-cards these should be examined and should be distributed to the candidates only after corrections, if any. A list of such corrected discrepancies be given to the In-charge of the Centre Superintendent. Thus the corrections made by the study institute should be accepted and the candidates be allowed to appear in the examination.
- 11.4 If in some cases photographs were not printed either on Admit Card or on Attendance Sheet. Such candidates have been informed to paste photographs on their admit-card and attendance sheet duly attested by a Gazetted officer Such candidates should also be permitted to appear in the examination after due scrutiny.
- 11.5 The candidate should sign the attendance sheet daily, indicating the date, in front of the invigilator in the corresponding row against the subject. His/her signature is an evidence that he/she has appeared for the subject in the Examination. The invigilator should also sign, with date. in the last column provided on the sheet, thus verifying that the candidate has appeared in the Examination of the subject on the particular date. The invigilator writes "ABSENT" preferably, in red ink if the student has not appeared at the examination on that day.
- 11.6 This attendance sheet is a document of great importance and, therefore, the candidate as well as the Invigilator should sign in the specified columns, on all the days of the Examination.

12. INVIGILATOR'S DIARY

The Invigilator should record, on the proforma Ex-39/EC-11 the Roll Number of such candidates :

- a. who are permitted to leave the room for short relief for availing themselves of toilet facility.
- b. who do not bring their Admission Cards.
- c. who are caught using unfair means.
- d. who are punished by the Centre Superintendent.



Relevant details should be recorded.

13. ACCOUNT OF ANSWER BOOKS

- 13.1 The centre superintendent will provide to each invigilator one sheet of proforma of 'Account of Answer Books' Ex-37/EC-9.
- 13.2 Each Invigilator should individually fill in the proforma separately.
- 13.3 The Invigilator should record complete entries regarding the main and Supplementary Answer Books.
- 13.4 The Invigilator should be careful in recording the roll numbers of absentees in particular Question Paper. The invigilator should draw this information from the CANDIDATES ATTENDANCE SHEET upon which, each candidate present is required to sign.

14. DAILY REPORT

- 14.1 The Daily Report is in fact the forwarding letter from the Centre Superintendent. The Centre Superintendent should prepare the Daily Report, for every Question paper/Paper Code separately and in duplicate in Proforma Ex-36/Ec-8. Entries of more than one Question Paper should not be made on the same Daily Report.
- 14.2 One copy of the Daily Report should be kept in the packet of the written Answer Books of the concerning Question Paper. The second copy should be retained in the records of the Examination Centre.
- 14.3 The Centre Superintendent should take utmost care while recording the roll numbers of absentees in a particular Question Paper. This should be verified daily. The roll numbers of absentees should be written in ascending order in each DAILY REPORT.
- 14.4 Two copies of the relevant Question Paper should be enclosed with each copy of the Daily Report.

15. RECEIPT OF ANSWER BOOKS FROM THE INVIGILATORS

- 15.1 The invigilator should collect written Answer Books from candidates.
- 15.2 These Answer Books should be arranged in the ascending order of roll numbers for each paper separately.
- 15.3 The invigilator should submit the paper-wise packets of Answer Books to the Control Room where the Centre Superintendent and his/her colleagues/collecting team should receive them, after thorough counting and verification.
- 15.4 The number of Supplementary Answer Books attached with the Main Answer Book should also be checked and counted by the collecting team of the Superintendent.



15.5 The counting team should verify that the Invigilator has signed on the Main and Supplementary Answer Books.

16. DISPATCH OF ANSWER BOOKS.

16.1 The team in the Control Room should check that the Answer Books of all the candidates present in a particular paper are received from the invigilators. The total number of Answer Books for the particular Question Paper/Subject should be counted.

16.2 The Superintendents are required to see that the Answer Books are separated course-wise/class-wise/paper-wise and arranged in the ascending order of roll numbers.

16.3 When all the Answer Books of a given Question Paper/Subject are received from various rooms/invigilators, the team should consolidate them and pack them into one cover, maintaining the sequence of roll numbers in the ascending order.

16.4 The Answer Books of different courses should be packed into strong cloth covers of different colours, Addresses etc. be written thereupon by sketch/other pens in **different links**. The Exam Centre Code Number (E.C.C.) should invariably be indicated duly suffixed to course symbol.

S.No.	Name of Course	Colour of cloth	Colour of Ink	Code Word
1.	BCA	White	Blue	B-Examination Centre Code (ECC) Number
2.	DCA	White	Red	D-E.C.C. No.
3.	PGDCA	White	Black	P-E.C.C. No.
4.	All Other Courses	White	Green	M-E.C.C. No.

16.5 The written Answer Books should be packed in bundles, properly sealed and dispatched to the Controller of Examination Makhanlal Chaturvedi National University of Journalism&Communication, Bhopal, by name.

16.6 A copy of The Daily Report along with two copies of relevant question paper should be placed in the sealed packets of written Answer Books. Daily report be filled in carefully. Computerised Present-Absent Statement be also packed with Daily report.

16.7 For different question papers, separate Daily Reports should be prepared and packed with relevant answer books.

16.8 These sealed bundles of used Answer Books must be sent through Speed post OR Registered Post as far as possible immediately after the examination of a shift. In case it is



not possible to do so due to exceptional circumstances such as postal holidays, the Answer Books should be retained in safe custody till their dispatch, immediately after the said circumstances are over.

- 16.9 Small packets up to about 500 gms. be sent by **Registered Post Parcel.**
- 16.10 Bigger packets of written Answer **Books be sent by SPEED POST.**
- 16.11 **Bundles of Answer Books should not be sent by Railway Parcel OR Courier Services.**

17. ENTRY AND EXIT OF CANDIDATES

- 17.1 No candidate should be admitted to the Examination Room, half-an-hour after the commencement time of the examination.
- 17.2 No candidate should be permitted to leave the Examination Room during the first hour of the examination.
- 17.3 During the short relief allowed to the candidate to avail himself/herself of toilet facilities he/she continues to be under the control of the Invigilator. He/she should not talk to any one and should not refer to notes etc.
- 17.4 The roll number of the candidates granted relief should be recorded in the PROFORMA of the INVIGILATOR`S DIARY (SHORT RELIEF) ETC.
- 17.5 During the Course of Examination one hour after the comencement and 30 minute before its complition the examinee may be permitted for 2 short leaves only of maximum 5 minute duration.
- 17.6 No. candidate / Examinee should he permitted to leave the Examination Room except for short relief during the complete duration of a particular Examination.

18. UNFAIR MEANS-PROVISIONS OF THE ACT

The Madhya Pradesh Examination (Amendment) Act, 1966 provides as under :-

- a. In the Examination Hall the candidate shall be under the disciplinary control of the Superintendent of the Centre and he/she shall obey his/her instruction. in the event of a candidate disobeying the instruction of the Superintendent, or his/her indisciplined conduct or insolent behaviour towards the Superintendent or any invigilator the candidate may be excluded from that day`s Examination and if he/she persists in misbehavior, he/she may be excluded from the rest of the Examination by the Superintendent of the Centre.



- b. If a candidate acts in a violent manner or uses force or makes a display of force towards the Superintendent or and invigilators at the Centre, or in its precincts, endangers the personal safety of either of them, or acts in a manner likely to hinder the authorities in the discharge of their duties, the Superintendent may expel the candidate from the Centre and he/she may take police help.
- c. If a candidate brings any dangerous weapon within the precincts of the Examination Center he/she may be expelled from the Centre and/or handed over to the Police by the Superintendent of the Centre.
- d. A candidate expelled on any of the grounds mentioned in (b) or (c) above will not be allowed to appear in the subsequent papers.
- e. In every case where action is taken by the Superintendent under (a), (b) or (c) above, a full report shall be sent to the University and the Vice Chancellor may, according to the gravity of the offence, further punish a candidate by cancel his/her examination and/or debar him/her from appearing at the examination of the University for one or more years after giving the candidate an opportunity to show cause considering any explanation submitted by the candidate.
- f.
 - (i) If a candidate is found guilty of using or attempting to use or having used unfair means at an examination such as copying from some book or note or from the answer of some other candidate or helping or receiving help from any other candidate or keeping within the examination hall material connected with the Examination or failure of an examinee to hand-over his/her Answer Book to the Superintendent/Invigilator or taking away his/her own Answer Book, walking out of Examination Hall or in any other manner whatsoever, the Vice Chancellor or the Committee appointed for the purpose by the Vice Chancellor may cancel his/her examination of the University for one or more years, according to the nature of the offence.
 - (ii) The Vice Chancellor/UFM Committee may cancel the examination of a candidate and/or debar him/her from appearing at an examination of the University for one or more years, if it is discovered afterwards with his/her examination and/or was instrumental in or has abetted that the candidate was in any manner guilty of misconduct in connection the tampering of University records including the Answer Book, Mark sheets, results, diplomas and the like.



(iii) The Vice Chancellor/UFM COMMITTEE may cancel the examination of a candidate and/or debar him/her from appearing at an examination of the University for one or more years, if it is discovered afterwards that candidate has obtained admission to the examination by misrepresenting facts or by submitting false or forged certificates/documents.

(iv) When the University intends to award any of the aforesaid penalties under Clause (i), (ii) or (iii) Above it shall give the candidate concerned an opportunity to show cause in writing within 15 days of the issue of such “Show-Cause” letter as to why the proposed penalty, may not be imposed on him/her and shall consider the explanation, if any, if filed within the specified time, before awarding the penalty. (iv) A list of such candidates so disqualified shall be circulated to all the Universities in India requesting them not to admit the students during the period of their disqualification.

(g) The action taken by the University referred to above, will be over and above the action which the police might take under the provisions of the M.P. Recognised Examination Act, 1937 (as amended from time to time) and the Examination Acts of the State concerned where the examinee is found using unfair means as mentioned above in India.

19. REPORT OF CASES OF UNFAIR MEANS

- 19.1 The Superintendent and the Invigilator should submit the report of the cases of use of Unfair means in the prescribed proforma Ex-40/Ec-12.
- 19.2 All material found during UFM, Answer Book/Books, Invigilator`s Report Superintendent`s Reports clearly stating the facts and if the case is reported to the Police, a copy of FIR, must be dispatched to the Controller of Examination on the same day positively by Registered post.
- 19.3 The candidate caught using UFM is allowed to have a second Answer Book if there is time left. On the top of the 2nd Answer Book, : UFM-II Copy”, should be written.
- 19.4 Both the Answer Books must be sent to the University, along with the material utilized in using unfair means. All these should be packed into a bundle sealed separately. It is reiterated that these Answer Books should not be packed with other Answer Books. They should be placed in a separate packet and sealed. A copy of relevant question paper should be packed inside the bundle.
- 19.5 It has been observed that the Centre Superintendent in some UFM cases, did not send complete report, and sometimes, did not sign at the relevant places. It is desired that the



Centre Superintendent should properly check the report before it is dispatched to the University.

- 19.6 The MP Ordinance (Examinations) provides imprisonment for three years or with fine which may extend to five thousand rupees or with both. If there is any provision of this type in similar Acts of other states, the same will be applicable to the candidates of those states.

20. AMANUENSIS FACILITY FOR EXAMINEES/SPECIAL CASE

20.1 The following categories can avail themselves of the facility of amanuensis :

- (a) Blind examinees. (Completely blind)
- (b) Examinees who are unable to write because of fracture of bone (s) in attestation where of they will have to provide a certificate from a Medical Officer not below the rank of the District Medical Officer or Civil Surgeon. In a very special cases, Superintendent may permit such examinees help of an amanuensis on the strength of the Medical certificate.

20.2 The educational qualificaion of the writer should be at least two classes/standards lower than that of the examinee. The writer will have to provide a written proof to this effect, before he/she is permitted to function as a writer for the candidate.

20.3 The examinee and his/her writer will be allotted a separate room under one invigilator. The examinee will speak and the writer will take the dictation. The invigilator should be alert all the while and keep a watch over the process.

20.4 The Centre Superintendent will immediately inform the Controller Examination & about such situations on telephone and confirm the same in writing. He/she should send all the documents to the University in original. All the details of the candidate, such as roll number, class, subject, paper, day, date should be communicated, to the Controller of Examinations.

20.5 The Answer Books written by writers, should also be packed with other answer Books. These are not to be packed or sent separately.

21. BELL

21.1 The bell will be rung to mark the commencement and the end of the examination.

21.2 The scheme of ringing of bell and the operations linked with it are given below:-

- (a) **First Long Bell**



- **30 minutes before, on the first day-**
 - (i) Candidates occupy their seats.
 - (ii) Distribution of Answer Books.
- **15 minutes before, on other days-**
 - (i) Candidates occupy seats.
 - (ii) Distribution of Answer Books.
- (b) Second Long Bell-**
 - (i) Start of Examination
 - (ii) Distribution of Question papers.
- (c) Third Bell : One Stroke –** Completion of One Hour.
- (d) Fourth Bell – Two Strokes :** Completion of two hours.
- (e) Fifth Bell – Three Strokes :** 15 minutes before completion of the examination.
- (f) Sixth Long Bell -**
 - (i) End of the examination
 - (ii) Collection of Answer Books.

21.3 The ringing of bells will be according to the time indicated by the clock in the Control Room. Different watches may show different time but, for the purpose of the examination, the clock of the Control Room will be treated as authentic.

22. INSTRUCTIONS TO THE INVIGILATORS

22.1 General Directions

- (1) Invigilators will be appointed by the Centre Superintendent, under the norms laid down by the University.
- (2) If an invigilator is unable to attend his/her duty, he/she should inform the Centre Superintendent well in advance, so that an alternative arrangement may be made.
- (3) On the first day of the examination, invigilators should report on duty, 45 minutes before the scheduled hours. On other days, the invigilator should report on duty, 25 minutes before the scheduled hour of the commencement of the examination.



- (4) The invigilators shall work under the guidance of the Centre Superintendent. Any violation of the procedure of instructions should be immediately brought to the notice of Examination Superintendent by them. They will co-operate in the conduct of the examination. They will obey the orders and directives issued by the Centre Superintendent or Assistant Superintendent or an Office of the Control Room, from time to time. In addition to invigilation in a room, they will do such allied work as may be entrusted to them by Centre Superintendent.
- (5) The invigilators shall report to the Examination Control Room and ascertain the details of their duties and the Room Number/Hall, assigned to them for invigilation work.
- (6) The invigilators will obtain the following material from the Control room, 30 minutes before the commencement of the examination:
 - (a) Seating Chart/Map of the room, in duplicate.
 - (b) Attendance Sheet/Attestation Form
 - (c) Main Answer Books
 - (d) Proforma for Invigilator's Diary.
 - (e) Proforma of Account of Answer Books by Invigilators.
 - (f) Proforma of Statement of Attendance.
 - (g) Instructions to Invigilators.
 - (h) Other material, if any.
- (7) During the full period of the examination, the invigilator shall be present on his/her duty and shall not leave it without the permission of the Centre Superintendent.
- (8)
 - (a) During the period of invigilation, the invigilators will keep on moving inside the room, exercising due caution and care.
 - (b) They will not engage themselves in any work other than the exam work.
- (9)
 - (a) Two invigilators will be incharge of 35 students or a fraction thereof, allotted to them.
 - (b) Invigilator shall issue the Main and Supplementary Answer Books after getting the signature of the examinees on the Statement of Attendance. The serial numbers of the Main and Supplementary Answer Books will be recorded on the prescribed statement.
 - (c) He/She will record special events, if any on the proforma of Invigilator's Diary (Ex-39/EC-II).



- (d) He/She will keep account of Main and Supplementary Answer Books.
- (e) He/She will obtain the signatures of the examinees on the Attendance Sheets/Attestation Forms. He/She will match the signatures on the Admission Card and the Attendance Sheet.
- (f) He/She will identify the examinee with the help of the photographs pasted on the Attendance Sheet and on the Admission Card.
- (g) Ordinary calculator will be allowed to examinee where it is specified in question paper.
- (h) He/She will check the actual seating arrangement with the Seating Chart/Map.
- (i) In case there is more than one invigilator in the Examination Room, they will be individually, as well as jointly, responsible for the work.

22.2 Answer Books

- (1) Each Answer Book will bear the signature seal of the Centre Superintendent. Name and place of the Examination Centre should not be exhibited on any part of Answer Books. The invigilator will check the same.
- (2) The invigilator should check all the entries made by the examinee on the pages of the Answer Books. Thereafter he/she should sign on the cover page. He/she should also sign at the end of the last answer.
- (3) After half an hour of the commencement of the examination, he/she will record the Roll Number of the absentees and return the remaining Answer Books. This would be entered in the prescribed proforma of ACCOUNT OF ANSWER BOOKS.
- (4) No Supplementary Answer Book will be provided to the candidate.
- (5)
 - (a) The invigilator should arrange the written Answer Books in the ascending order of the Roll Numbers of the Candidates.
 - (b) If candidates of more than one Question Paper/Class/Courses are sitting in a given room, the invigilator shall arrange their respective Answer Books separately and submit the separate packets to the Centre Superintendent in his/her Control Room.
- (6) The invigilator should verify that each Answer Book bears the signature seal of the Centre Superintendent.
- (7) The identity of the Centre i.e. the name of the Examination Centre and its place should not



be exhibited on any part of the Answer Book in any way. The invigilator should verify this.

22.3 Question Paper

- (1) Two Invigilators should verify that the seals of the envelopes of the Question Papers are intact. They should see the examination programme and ensure that the sealed envelope contains the correct Question Papers of the particular subject, class and shift, on a specific day.
- (2) The invigilators should, while distributing the Question Papers in the Exam Room, announce to the candidate every day that they should verify the fact of having received the correct Question Paper. In case of receipt of a wrong Question Paper, they should inform the invigilator immediately and ask for the correct Question Paper.
- (3) During the Examination, the invigilators should attend to the complaints or difficulties of the candidates sitting in his/her room, regarding arrangements made etc. He/She should bring the same to the notice of the Centre Superintendent. This should be recorded in the Room Diary of the Invigilator. Reasonable complaints should be attended to and resolved.

22.4 Attendance Sheet/Attestation Form

- (1) The invigilator should verify the identify of the candidates present with their photographs on the attendance Sheet and the Admission Card.
- (2) The absentees should be recorded in RED INK under the signatures of the Invigilators.
- (3) The roll numbers of absentees should be encircled in RED INK on the Seating Chart/Map and the same should be signed by the invigilator.
- (4) The list of the roll numbers of the absentees should be prepared in the ascending order.

22.5 ADMISSION CARD

- (1)
 - (i) The Invigilators should check the Admission Cards of the candidates under his/her charge daily. If any candidate does not possess his/her Admission Card, the Invigilator should direct him/her to the Centre Superintendent. The Centre Superintendent should deal with the case as per the rules of the University.
 - (ii) The Roll Number written on the Admission Cards should be the same as the Roll Number marked on the desk/table and as those written on the Main and Supplementary Answer Books. There should be no divergence, disparity or difference in these.
 - (iii) The student should occupy his/her correct seat and write his/her correct Roll Number



on the Main and Supplementary Answer Books. This should be verified with the help of Admission Card in which roll number is mentioned.

- (2) If a candidate does not present his/her Admission Card on any day except the first day, he/she may be permitted to appear at the examination on the condition that he/she brings it on the succeeding day. This fault of the candidate should be recorded by the invigilator in the Room Diary. It may be reiterated that such a concession can not be granted to candidate appearing in his/her first paper.
- (3) (a) If a candidate loses his/her Admission Card, the duplicate copy will be used by the Centre Superintendent, after careful verification.
- (b) Information pertaining thereto should be communicated to the University by the Centre Superintendent.

22.6 INVIGILATOR'S SUBMISSION IN THREE PROFORMAE

The Invigilator should regularly and carefully fill three proformae of 'INVIGILATOR'S DIARY (SHORT RELIEF) ETC.' AND 'STATEMENT OF ATTENDANCE OF EXAMINATION' AND 'ACCOUNT OF ANSWER BOOKS' daily. Utmost care should be exercised in mentioning absentees and their roll numbers in all the relevant documents. This record is of paramount importance and plays a decisive role in the preparation and declaration of results.

22.7 UNFAIR MEANS AND INDECENT BEHAVIOUR

The Invigilator should ensure that the candidate do not use unfair means. The case of use of unfair means should be reported to the University through the Superintendent. The prescribed proforma captioned "UNFAIR MEANS REPORT" should be carefully filled and signed. The copying material should also be signed and sealed and sent to the University.

22.8 BEHAVIOUR OF CANDIDATES

The invigilator should report to the Centre Superintendent the cases of insolent, indecent, indisciplined and undignified behaviour of candidates. The Centre Superintendent should act as per the prescribed procedure and take appropriate action under the relevant rules.

23. INSPECTION TEAM/FLYING SQUAD/OBSERVER

- 23.1 These teams consist of retired and in-service senior professors, principles and experienced officers of equivalent cadre who were not associated directly or indirectly with any Study Institute.



- 23.2 There may be one member or more than one member in the team. There may be one team or more than one team for an Examination Centre.
- 23.3 These teams exercise all the powers of the Centre Superintendent. Envelopes of Question Papers, Main and Supplementary Answer Books, their stock registers, seating arrangements of candidates and all aspects of the examination fall under the purview of their inspection.
- 23.4 The team should watch the performance of the invigilators inside the examination rooms. Cases of copying or the looseness of invigilation should be strictly dealt with. The team member should stay at the exam centre for the full duration of the shift. He/She should observe both the shifts, each time staying for the full duration. The TOUCH AND GO practice will be prohibited.
- 23.5 Due dignity, decorum and decency should be maintained at the Examination Centre under the prescribed norms of the University. This is the activating principle and actuating spirit underlying the formation of teams.
- 23.6 The Centre Superintendents should extend full co-operation to the team/ observer.

23.7 REMUNERATION/HONORARIUM

Each member of Inspection Team/Flying Squad/Observers is equated with the Superintendent of the Exam Centre in terms of duties and rights. He/she shall be entitled to an honorarium at a rate Rs. 325/- per Shift Subject to maximum of Rs. 650/- per day. For T.A. & conveyance rules please refer Ex- 50 (T.A.Rules)

- 23.8 The person should obtain a certificate of attendance mentioning date and place, from the Centre Superintendent in duplicate. One copy should be attached with his/her honorarium bill. One copy should be retained in his/her records.

24. LIST OF MATERIAL FOR INVIGILATORS ISSUED FROM THE CONTROL ROOM.

24. The Centre Superintendent should provide the following material to the invigilators, from the Control Room, 45 minutes before the commencement hour of examination on the first day and 25 minutes before the commencement of examination on the subsequent days :

- (1) Seating Map/Chart of the room in duplicate.
- (2) The Proforma "CANDIDATE'S ATTENDANCE SHEET"
- (3) Main Answer Books - serially arranged.
- (4) The Proforma for "INVIGILATOR'S DIARY (Short Relief etc.)"



- (5) The Proforma of “ACCOUNT OF ANSWER BOOKS BY INVIGILATOR”
- (6) The Proforma “STATEMENT OF ATTENDANCE OF EXAMINATION”.
- (7) Instructions to Invigilators.
- (8) Question Paper- To be delivered to the Invigilator inside the room of his duty.
- (9) Supplementary Answer Books- to be delivered to Invigilator inside the room half an hour after of the commencement of the Examination.
- (10) Twine/Thread for tying up the Supplementary Answer Books with Main Answer Books.
- (11) Any other material deemed to be necessary.

25.0 Instructions to examinees/Candidates

25.1 Admission Card

- (1) The examinee should bring his/her Admission Card daily, without fail.
- (2) In case candidate fails to bring his/her Admission Card in a particular shift he/she should obtain the permission of the Centre Superintendent entering the examination room.
- (3) If the Admission Card is lost, the duplicate copy will be issued upon his/her request, by the Centre Superintendent, as per the procedure prescribed by the University.
- (4) If the candidate has the Admission Card but his/her name does not appear in the list of examinees, sent by the University to the Centre, he/she should submit a photocopy of his Admission Card to the Superintendent for inclusion of his/her name in the list.
- (5) If the name of the candidate is included in the list, but the examinee does not possess the Admission Card, he/she should obtain the Duplicate Admission Card from the Centre Superintendent after submitting an undertaking to this effect.
- (6) The University sends Admission Cards to the Study Institute from where the candidates should collect the same seven days before the exam.

25.2 Candidates Attendance Sheet

- (1) The candidate must sign the attendance sheet on all the days of his/her examination.



- (2) He/She should sign in the specified “row and column” before the subject already written by him/her at the time of filling in the application form for the University Examination.
- (3) He/She should mention date below his signature.
- (4) It is an important document which decides his/her presence or absence in the examination on a particular date. He/She should, therefore, sign the sheet carefully, without fail, on all the days of the exam.

26. Seating Arrangement

- (1) The examinee should check the seating map/chart and locate the actual position of his/her seat on a particular day in a particular room.
- (2) The examinee should occupy his/her correct seat in the Examination Room. He/She will check up the Roll Number marked on the desk/table with his/her Roll Number on the Admission Card.

26.1 Entry and Exit

- (1) No entry in the Exam Room after half an hour.
- (2) No exit for the first hour from The Examination Room.
- (3) After the first hour, the examinee may submit his/her Answer Book to the invigilator and leave the room, in case he/she feels that his/her answers are over.

26.2 Question Paper

- (1) The candidate knows the Subject Code and Subject Name, as provided on the “Candidate’s Attendance Sheet” and Admission Card. As soon as he/she receives the Question Paper, he/she should carefully verify that he/she has received the correct Question Paper of the relevant subject. If not, he/she should request the invigilator and demand the correct paper, in which he/she wished to appear.
- (2) Consequent upon the examinee’s request, the invigilator shall refer to the “List of Candidates”, “Admission Card” of the examinee and the ‘Candidates’ Attendance Sheet’ and shall act under the directions of the Centre Superintendent to guide the candidate.

26.4 Behaviour at the examination centre

- (1) The candidate will follow the code of conduct laid down by the University. His/Her behaviour at the Centre shall not be insolent, rude, indecent, undignified and undisciplined. He/She shall be polite and humble to all. He/She shall obey the instructions of the invigilator and



Superintendent.

- (2)
 - (i) If a candidate acts in a violent manner or uses force or makes a display of force towards the Centre Superintendent or any Invigilator at the Centre or in its precincts, endangering the personal safety of either of them or acts in a manner likely to hinder the authorities in the discharge of their duties, the Superintendent may expel the candidate from the Centre and he/she may take police help.
 - (ii) If a candidate brings any dangerous weapon within the precincts of the Examination Centre, he/she may be expelled from the Centre and/or handed over to the Police by the Centre Superintendent.
 - (iii) A candidate expelled on any of the grounds mentioned in (i) or (ii) above will not be allowed to appear in the subsequent papers.
- (3) He/She may file his/her objections and protests, regarding the Question Paper and other arrangements, peacefully and humbly, in writing, with the Centre Superintendent.
- (4) The candidate should not bring books, pages of books, note books, written pages, purses, scientific calculators, cellphone and such other objectionable materials at the Exam. Centre. In fact except Admission Card and Identity Card, no other papers be brought in. No arrangements for their safe custody will be made at the Centre. They will be kept outside the Campus at the risk and responsibility of the candidate himself/herself. The Examination Centre shall not be responsible, in any way, for their loss or damage.

27.0 Projects and practicals

- 27.1 The Practicals and Project Viva may be held at a centre different from Centre of Theory Papers.
Some associated Study Institute, and UTD determined by the University, will conduct these practical and project examinations.
- 27.2 The time table for these exams will be prepared by the examiner (appointed by the University) in consultation with the Study Institute In-Charge, where the practicals are scheduled to be conducted.
- 27.3 The Theory Examination Centre Superintendent should be informed and approached to ensure that the students appearing for Theory Exams are communicated well in time about the schedule and venue of the practicals and project Viva Voce exams.
- 27.4 The Theory Centre Exam Superintendent may provide sufficient supplementary Answer Books for Practical and Project Exam Supplementary Answer Books will be used for Practical Exams.
- 27.5 The Answer Books used should be duly packed, sealed and sent to the University, by the



examiner, immediately after the exam is over.

27.6 All the Project Reports, be sent to the University immediately after the completion of the evaluation work. Other materials should also be sent there with.

27.7 Practicals/Project/Minor Project Marks

(a) The F and CF be prepared in the ascending order of Roll Numbers. All the digits of Roll Numbers be written correctly and legibly.

(b) The marks obtained be written in figures as well as in words. The marks be awarded in whole integers and not in fractions.

(c) The maximum marks should be indicated, without fail.

(d) Other columns regarding subject, Question Paper, University/Centre, examiner's name etc. on F and CF be carefully filled.

(e) F and CF should be compared to ensure that the contents thereof do not differ. Infact, there should be no divergence between insertions on F and CF.

(f) All the F and CF should be sent to the University, duly packed and sealed, immediately after the exam.

27.8 The entire responsibility of sending the following items lies on the Examiner. :

(a) Written Answer Books

b) Project Reports

(c) Foils and Counter-Foils

(d) Other relevant materials including his/her remuneration bill and T.A. bill.

27.9 The practical examiner may, however, seek the co-operation of the in charge of Practical Exam Centre for these dispatches. But this does not absolve him/her of his/her responsibility and the examiner will be accountable to the University.

28. RATES OF REMUNERATION

28(a) For theory examination centre from Dec. 2014 - Jan. 2015 Exam and onward.

1. Exam Centre Superintendent :-

One in each shift.

a) Rs. 250/- is payable towards Remuneration, per shift of Examination.

b) Extra Remuneration equivalent to one shift only, for pre-examination work of the whole Examination.

c) Extra Remuneration equivalent to one shift only, for post-examination work of the whole Examination.



2. Assistant Superintendent :-

One upto 200 candidates or a part thereof in each shift.

- a) Rs. 200/- is payable towards Remuneration, per shift of Examination.
- b) Extra Remuneration equivalent to one shift only, for pre-examination work of the whole Examination.
- c) Extra Remuneration equivalent to one shift only, for post-examination work of the whole Examination.

3. Invigilator :-

Two Invigilators upto 24 students or a part thereof. One additional Invigilator per Shift in corridor.

- a) Rs. 125/- is payable towards Remuneration, per shift of Examination.
- b) No remuneration will be permissible for pre & post Exam work. Before the commences of Examination, all the Invigilators may be invited for a briefing session.

Those who attend the briefing session shall be entitled to conveyance allowance but no remuneration will be paid for the briefing session.

4. Office Assistant :-

One upto 350 candidates or a part thereof.

- a) Rs. 125/- per shift of Examination as Remuneration.
- b) Extra Remuneration equivalent to one day only, for pre-examination work of the whole Examination.
- c) Extra Remuneration equivalent to one day only, for post-examination work of the whole Examination.

5. Stock Entry Clerk :-

One person daily for Exam Days.

- a) Rs. 150/- per day towards Remuneration.
- b) No remuneration will be paid for pre & post Exam work.

6. Peon :-

One upto 100 candidates or a part thereof and one for Control Room . Peons so engaged will also work as waterman.

- a) Rs. 100/- per shift of Examination.
- b) Extra Remuneration equivalent to one shift only, for pre-examination work of the whole



Examination.

- c) Extra Remuneration equivalent to one shift only, for post-examination work of the whole Examination.

7. Sweeper :-

One person daily for Examination Days.

Rs. 100/- per day as remuneration.

8. Conveyance Charges :-

Conveyance charges shall be payable to Examination Centre Superintendent, Asstt. Superintendent, Invigilators, Office Asstt., Stock Entry Clerk, Peon & Sweeper at following rates :-

- (i) At district and Tehsil places - Rs. 150/- per day.
(ii) At Divisional level places - Rs. 250/- per day.
(iii) In State Capitals (Non-Metro) - Rs. 250/- per day.
(iv) For Metro-Cities - Rs. 300/- per day.

9. Incidental Expenses :-

Rs. 25,000=00 maximum as Incidental/Generator charges.

If there is, inadequacy of light in a room due to power-cut at some places, Generator or Partromax may be hired, The original bill and receipt along with proper justification of expenditure and the formalities completed for quotations and work order, should be sent to University. **Verification by observer/Flying squad is necessary.**

10. Hiring charges for premises :-

This covers and includes furniture, building, seating, electricity, fans, light, water, waterman, toilet, sweeping, dusting and cleaning arrangements alongwith other facilities for students for theory Examination, Temporary sheds, if necessary, be prepared for toilet facilities to students. Following hiring charges are permissible for the premises.

- a) Rs. 5/- per day per student **registered** for the Examination.
b) Minimus Rs. 500/- for the whole Exam period subject to 100 candidates.
c) For the KV premises, norms laid down by KVS Delhi shall apply.
d) Pricipal of KV shall claim as per (C) and not as per (A).
e) **One utilization certificate be given to this effect. Detailed vouchers**, if any may be retained at the Examination Centre.
f) According to the number of students, separate toilet arrangement for Boys and Girls



examinees should be made. The expenses so incurred for such toilet arrangement will be met by the University.

- g) According to the number of students, temporary toilet for Boys and Girls separately may be erected in case regular toilets for ladies and gents are insufficient. The expenses so incurred for such toilet arrangement, will be reimburse on production of bills and vouchers.

11. Stationery, cloth and Packing Material alongwith the following items :-

- (A) (1) Stapler (2) Staple Pins (3) Twines (4) Stamp Pads (5) Candles (6) Match Box (7) Craft Papers (8) Typing Paper (9) Duplicating Paper (10) Photo-copy Paper (11) Envelopes (12) Pencils (13) Ink (14) Scale (15) Polythens Sheets to warp the Cartons to make them water-proof (16) Strong & stout Cloth for bundles of answer books (17) Sewing materials (poker, sutli, thread, etc.) (18) Gunny beg to cover cartons (19) Other materials
- b) Registered number of student/examinees upto 500 maximum Rs. 4000/- for the whole exam period. If registered number of student/examinees are 500 upto 1000 maximum Rs. 5000/- & registered number of student access of 1000 maximum Rs. 6000/- for the whole exam period. In case the expenses incurred is more than the limit prescribed, prior sanction of Registrar of the University would be necessary.
- c) One utilization certificate only be given to this effect. Detailed vouchers may be retained at the Examination Centre.
- d) OMR answer books should be sent in cardboard box. Answerbooks should be packed paper code-wise in an envelope and then put into the cardboard box. The cardboard box should be sealed in corresponding coloured cloths. Envelopes and cardboard box can be purchased from the advance which is given for this purpose as follows.
- | | | |
|------------------------|---|----------------------------|
| 1. Upto 500 Students | : | 750 for whole examination |
| 2. Upto 1000 Students | : | 1000 for whole examination |
| 3. Above 1000 Students | : | 1500 for whole examination |

N.B. Colours of stout cloth and ink are mentioned in para 17.4 of the manual. The packing should be done accordingly.

12. Postal Charges :-

- (i) **Actual expenditure on production of original receipts. Consolidated expenditure may kindly be listed. Anticipated expenditure will not be allowed without postal receipt.**
- (ii) **Local conveyance charges of Rs. 100/- Per day is payable for carrying answer sheets from exam centre to the post office. This expenditure will be approved on the basis of certification of exam superintendent.**

13. Deduction @5% :-



For every Honorarium/ Remuneration paid by the University for Examination Purposes, the recipient of the Honorarium/ Remuneration will have to pay an amount @5% as deduction for Teacher/Officer/Employee Welfare Fund. This amount is to be paid by way of Bank Draft or can be adjusted against advance amount.

- Note :-** (1) The format (Ex-41/EC-13) prescribed for remuneration Bill should be completely filled and duly signed by superintendent, AS, Invigilators, Clerk/Class III and Peon/Class IV persons claim and receipt of remuneration. Room number, Class and Strength of the student must be necessarily mentioned for each shift day on each day.
- (2) In case the Examination Centre Superintendent requires any amount other than the heads prescribed he should submit, headwise expenditure with full justification prior to the commencement of the examination for additional requirement. The University will consider the proposal received keeping the financial aspect in view and will intimate their decision at the earliest.

Registrar

28(b) **An appropriate amount will be sent to Theory Exam Centre to meet expenses for conduction of Examination.** Within 15 days after completion of Examination the exam centre Supdt. will have to submit the expenditure account statement in prescribed format (Ex-6) along with original bills, receipts and utilization certificate as per norms in separate envelop.

28(c) **Rates of Remuneration and Charges for Practicals and Projects.**

(A) **APPLICABLE TO EXAMINERS OF COMPUTER PRACTICAL EXAMS.**

- 1.0 For Project Evaluation and Viva-Voce.
- 1.1 The number of candidates associated with one Project shall be 3 or 4. Candidates can not be permitted to be associated if their number is less than this.
- 1.2 The examiner of practical exams, should mention, in his/her remuneration bill, the number of Projects and the number of candidates separately. Merging and overlapping are not permissible.
- 1.3 For Major Project/Dissertation and Viva-Voce..... Rs. 50/- per Project Work.
- 1.4 For Minor Project/BCA and Diploma Courses and Viva-Voce Rs. 30/- per Project work.
- 1.5 Minimum remuneration payable to examiners for Project of class = Rs. 100/-
- 2.0 FOR PRACTICAL EVALUATION**
- 2.1 Remuneration to Examination = Rs. 10 per candidate.
- 2.2 Minimum remuneration payable to Examiner for Practical Exam of class = Rs. 100/-
- 3.0 The Practical Examiner should submit his/her T.A. and Remuneration bills to the University.



These bills should be sent with counter-foils in the bundle of valued Answer-Books and Projects. Foils and marks should be sent under a separate registered cover.

(B) APPLICABLE TO PRACTICAL EXAMINATION CENTRE

4.0 Computer Hiring Charges for Practicals.

4.1 Rs. 20/- per candidate for those who appeared in Practical Examination at the Exam centre will be payable to Practical Exam Centre for candidates who belong to other study institutes, subject to submission of the bills for hiring computers and payment receipts acknowledgement.

4.2 Minimum charges = Rs. 500/- only.

4.3 a) A list of Roll Numbers of candidates who appeared in the Practical Exam must be attached with the bill of Computer Hiring. This list should be duly signed by the examiner and the invigilator or head of the Study Centre.

b) Absentees should be clearly indicated in **red ink** on the list.

5.0 For Invigilators (for practicals) = Rs. 75/- per batch.

5.1 One invigilator shall be appointed for every batch of 25 candidates or a part thereof. Unless the strength of the students is lower another batches of less students should not be formed. They shall not be approved for payment of invigilator charges.

5.2 The In-Charge of Study Centre, where the Practical Exams are held, may himself/herself act as invigilator or he/she may appoint, in consultation with the examiner, some other teacher of his Institute as invigilator.

5.3 No conveyance allowance is payable to the invigilator.

5.4 Timing fixed batchwise should be notified. One copy be attached with the Remuneration Bill of the invigilator.

6. For stationery, alongwith packing and sealing material including cost of cloth and envelopes for accommodating Answer Books, project reports, counterfoils, examiners, report and other things.

6.1 Rs. 2/- per candidate for candidates appeared in practical exam at the Centre.

6.2 Minimum charges payable for 100 candidates.

7.0 The Practical Exam Centre In-Charge should submit to the University his/her claim for Computer-Hiring, Invigilation & Stationery in the prescribed format within



15 days after completion of exam.

- 7.1 The in-charge of practical exam centre shall not pay TA or remuneration to the practical examiner. He/She is not permitted to do so.

29.0 Extract/Summary of Pre-Examination Work

- (1) Strength of candidates shift-wise and day-wise be ascertained on the basis of “List of Candidates” and “Candidates’ Attendance Sheet”. A record be kept on the basis of the strength of candidates and the size of rooms available the Superintendent of an Exam Centre may demand some extra hands for invigilation duties and/or clerical assistance. A case should be prepared enunciating the reasons for the demand, for a particular shift or day. The power to sanction extra persons vests in the Registrar/Exam Controller of the University.
- (2) Names of Superintendent and Assistant Superintendent be finalized.
- (3) Control Room be allocated depending upon the registered number of candidates, shift-wise and day-wise.
- (4) Invigilators and Additional Invigilators be appointed in requisite numbers.
- (5) Superintendent should prepare his/her Register. One sheet may be reserved for a day. (Ex-59/Con-2)
- (6) Register of candidates of each class be prepared separately indicating the PRESENTEES and ABSENTEES with ‘P’ and ‘A’ on all days of examination (See Ex-60/con-3)
- (7) Register of attendance of invigilators be prepared. (See Ex-61/con-4)
- (8) Register for taking signature of Invigilators when Main and Supplementary Answer Books are supplied to them be prepared. (See Ex-62/con-5)
- (9) Stock Register of Main and Supplementary Answer Books, be prepared. (See Ex-64/con-7)
- (10) Stock Register of Question Papers be prepared. (Ex-65/Con-8)
- (11) Packets of 25 Main Answer Books be prepared invigilator-wise. The signature seal of the Supdt. Of Exam Centre be affixed.
- (12) Packets of 10 Supplementary Answer Books be prepared for onward transmission to invigilators after half an hour of the commencement of the examination. The signature seal of the Exam Centre Supdt., be affixed.



- (13) 'Attendance Sheet of Candidates' be arranged invigilator-wise. The packet should be placed with 11 above.
- (14) 'Account of Answer Books by Invigilator'. The proforma be placed with 11 above.
- (15) 'Statement of Attendance of Examination' be provided to each invigilator with Main Answer Books. (11 above).
- (16) 'Invigilator's Diary (Short Relief) etc. be provided to each invigilator with Main Answer Books. (11 above).
- (17) Order of appointment of invigilators be issued and communicated to invigilators.
- (18) Seating Chart/Maps be prepared for each room in four copies. One copy be placed in the packet of Main Answer Books, one copy be displayed on the General Notice Board, one copy be pasted in the Exam Room and one copy be kept in record/reserve.
- (19) It should be verified that sufficient number of Question Papers have been received in sealed envelopes. The sealed envelopes be arranged date-wise, class-wise and paper-wise inside the sealed almirah/safe. A copy of the time table be kept in the almirah with the envelopes of Question Papers. This should be available for ready reference everyday. It should be seen every day before taking out the envelopes before the scheduled time of the examination.
- (20) Co-operation of local administration be requested. Copies of time table, showing strength of candidates, be sent to district and local authorities.
- (21) For each proforma, one file be prepared. Everyday, after examination, the proforma duly filled in and signed, should be placed in the file.
- (22) Notices should be exhibited on the Notice Board. Seating Chart/Map be exhibited everyday.
- (23) General articles and stationery be purchased.
- (24) Temporary sheds for toilet facilities be prepared from the contingency allotted under hiring charges. Phenyl be used daily in the toilet.
- (25) The following items should be obtained from the University :
 - (1) Examination Manual
 - (2) List of Candidates
 - (3) Examination Grant with Acoount Ledger
 - (4) Main Answer Books



- (5) Supplementary Answer Books
- (6) Copies of Time Table
- (7) Spare proforma of Admission Cards
- (8) Candidate's Attendance Sheets
- (9) Proforma of :
 - (a) Account of Answer Books.
 - (b) Invigilator's Diary.
 - (c) Statement of Attendance.
 - (d) Daily Report.
 - (e) Foil/Counter-Foil for practicals and project.
 - (f) Report of use of Unfair Means.
 - (g) Remuneration Bill for Supdtt. AS, Invg. etc.
- (10) Information about Flying Squad/Observer/Inspection Teams be kept in record.
- (11) Please note that Exam Bills Should not be sent alongwith the other Examination material. It should always be sent in separate Envelope by speed post /courier.

30.0 EXTRACT/SUMMARY OF WORK TO BE DONE ON THE DAY OF EXAMINATION

- (1) Seating Map/Chart be exhibited on the Notice Board.
- (2) Instruction to candidates/examinees be exhibited on the Notice Board.
- (3)
 - (a) Time for ringing of bell be notified.
 - (b) A copy of time table be also notified.
- (4) Candidates be assigned to invigilators and their rooms be allocated.
- (5) Signatures of invigilators, who report on duty, be taken in the relevant register.
- (6) Signatures of Two Invigilators be taken on sealed envelopes of Question Papers to verify that the seals thereon are intact. A copy of the Time Table should be seen by invigilators and Supdt. again.
- (7) The seal envelopes contain the question paper these should be cut along edges, 15 minutes before the commencement of the examination.
- (8) The Question Papers be taken out of the envelopes. The subject printed on the Question Paper should tally with the subject mentioned in the Time Table.
- (9) Materials be issued to the invigilators from the Control Room. Signatures in token of their



- having received the materials, be obtained.
- (10) Question Papers be delivered to the invigilators in the room of his/her duty.
 - (11) Declaration be made to the candidates asking them to :
 - (a) Keep away objectionable and superfluous articles.
 - (b) Abstain from unfair means.
 - (c) Verify that they have received the correct Question Paper.
 - (12) The Control Room will collect the following items from the invigilators after half an hour of the commencement of the Examination :
 - (1) Attendance sheets of candidates. These should be signed by candidates as well as the invigilator.
 - (2) Room Chart/Map upon which the invigilator marks “Present” by a tick mark and “Absent” by a red circle around the roll number. The Invigilator should sign it.
 - (3) Remaining Main Answer Books.
 - (4) Remaining Question Papers.
 - (13) Ten Supplementary Answer Books be sent to the invigilator. Twine pieces should also be sent.
 - (14) The position of “Absentees” and “Presentees” should again be verified in the Control Room with the help of Attendance Sheet of candidates and Room Maps. Thereafter `As` and `Ps` be marked in the class-wise Attendance Register of candidates. Red ink be used for marking `Absentees`.
 - (15) Account of Main Answer Books be prepared. Entries be made in the concerning Stock Register.
 - (16) Account of Question Papers be prepared. Entries be made in the concerning Stock Register. Envelopes be retained in safe custody.
 - (17) Seating arrangement of the next day be prepared. Four copies of the seating map be prepared.
 - (18) Packets of Main Answer Books, Supplementary Answer Books, different proformae be kept ready, for the next day.
 - (19) Superintendent should take rounds to ascertain the performance of duties by the invigilators.
 - (20) Water should be served to candidates in the Examination Room.
 - (21) After three hours, the Control Room should collect the Answer Books, check them, count



them and send them to the University in sealed covers as per the prescribed instructions.

- (22) Daily Report in two copies, be prepared and signed for Each Question Paper:
 - (1) One copy should be placed in the bundle of Answer Books. Two Question Papers be enclosed.
 - (2) One copy should be retained in the records of the Exam Centre.
 - (3) Computerised Present-Absent Statement be also attached with Daily report.
- (23) Unused Supplementary Answer Books should be received back from the invigilators and after counting, entries be made in the concerning Stock Register.
- (24) Various proformae filled and signed by invigilators, be placed immediately in the corresponding file covers.
- (25) Packet of Unfair Means- Main Answer Books and Supplementary Answer Books-be sent separately with the copying material.
- (26) Copies of F.I.R., if reports are lodged with police, be also sent.
- (27) A record of visit of Inspection Team, Flying Squads/Observers be kept date-wise. The details of the Inspection Teams should be noted carefully.
- (28) Special incident, if any, be communicated to the Deputy Registrar (Exam) of the University.
- (29) Remuneration be paid to the Superintendent, Asstt. Superintendent, Invigilator, Clerk and Peon and their signatures be obtained for payment receipt every day. The bill be prepared in two copies. One copy be sent to University after the last day. One copy be retained in the records of the Examination Centre.

31.0 SUMMARY/EXTRACT OF POST-EXAMINATION WORK.

- (1) The proforma 'Candidates Attendance Sheet' be signed by the Supdt. after the last day of the Examination. These be packed Class-Wise (BCA, PGDCA, DCA, Etc.) and sent to the University.
- (2) Consolidated Absentee Statement be prepared and sent to the University. Separate proforma be filled for each class. (Ex-63/Con-6)
- (3) Stock Register of Answer Books be completed. Remaining Answer Books (Main and Supplementary) be kept in safe custody with their account.
- (4) Stock Register of Question Papers be completed.
- (5) Account of Grant received and amount spent be sent with the concerning vouchers/bills in the prescribed format.



- (6) The following proforma be sent to university, immediately after the exam is over, after affixing the seal of exam centre.
- (i) (a) Ex-36/EC-8 Daily report should be sent daily.
(b) PRESENT-ABSENT STATEMENT on computerized sheet be sent daily.
 - (ii) Ex-40/Ec-12, Report of UF Means on the day of the incident.
 - (iii) Ex-41/EC-13 Remuneration bill along with the account of total expenditure.
 - (iv) Ex-63/Con-6, Consolidated Absentee Statement.
 - (v) Account of Answer books based on Ex-64/Con-7.

*** Please do not sent the bill with Exam Material but send if in a seperate Envelope.**



(EX-1)

Makhanlal Chaturvedi
Rashtriya Patrakarita Evam Sanchar Vishwavidyalaya, Bhopal

ACCEPTANCE LETTER

[Persons appointed in the capacity of Setters, Moderators, Valuers (Practicals and Theory Exams), Exam. Centre Superintendents, Members of Inspection Teams, Flying Squads, Observers, OSD (Examinations) or appointed in some other capacity in connection with the examinations of the University should convey their acceptance/consent in this proforma.]

They will also submit a 'Declaration' about non-appearance of any relative in the exam and attach it with the Acceptance/Consent letter.

SUBJECT - Appointment in the capacity of

REFERENCE - University letter No..... dated.....

1. I (Name and Address) _____

hereby convey my acceptance/consent for the work assigned to me by the University confidential letter no. _____ dated _____.

2. I accept the terms and conditions of the University.
3. Declaration that no relative of mine is appearing in the exam. is enclosed.

SIGNATURE

1. NAME : _____
2. ADDRESS : _____
3. TELEPHONE NO. WITH STD CODE : _____
MOBILE NO. : _____
4. E-MAIL(If any) : _____



(EX-2)

**Makhanlal Chaturvedi
Rashtriya Patrakarita Evam Sanchar Vishwavidyalaya, Bhopal**

DECLARATION FORM

DECLARATION THAT NO RELATIVE APPEARS IN EXAM.

- (1) The declaration be signed by the Superintendent, Asst. Supdt., Invigilator, Observer, Valuer, Setter, Moderator, Examiner and other persons connected with the Examination.
- (2) It should be attached with Acceptance/Consent Letter.

I (Name and Address)

.....

.....

.....

solemnly declare that none of my near relatives is appearing in the Examination with which I am proposed to be associated.

[N.B. Near relatives, among others, include Son, Daughter, Son-in-Law, Daughter-in-Law, Grand-Son, Grand-Daughter, Grand Son-in-Law, Grand Daughter-in-Law, Sister-in-Law, Brother-in-Law, Cousin, Nephew, Niece, Brother, Sister, Uncle, Aunt and the like.]

SIGNATURE

-
1. NAME
 2. ADDRESS
 3. TELEPHONE NO. WITH STD
 4. CAPACITY IN WHICH PROPOSED
TO BE CONNECTED



(EX4)

**Makhanlal Chaturvedi
Rashtriya Patrakarita Evam Vishwavidyalaya, Bhopal**

REMUNERATION BILL FOR THEORY PAPERS

For Setting, Moderation, Valuation and Revaluation

1. Month and year of Examination
2. Numerical Code of Quesiton Paper
3. Course
4. Name of Exam/Class
5. Subject of Question Paper
6. Name of the Claimant
7. Full postal Address
8. Telephone no with STD Code (Office) (Res.).....
9. Code no of claiment/Letter no of university

S.N.	WORK DONE	AMOUNT Rs.
1.	Paper Setting including translation instruction and modelanswers (a) Rate ----- (b) No of sets of QP	
2.	Translation of Question paper set (a) Rate ----- (b) No of sets of QP	
3.	Moderation of Question Paper (a) Rate ----- (b) No of sets of QP =	
4.	Valuation of Answer scripts (a) Rate ----- (b) No of answer scripts =	
5.	Special work : (Please Define)	
6.	Local conveyance Allowance From ----- to ----- = No of days	
7.	Postal Expenses (enclose receipts)	
8.	Cheque collection Charges	
	Total Claim	

Place

.....

Date

Signature of Claiment



Ex-5

**Makhanlal Chaturvedi
Rashtriya Patrakarita Evam Sanchar Vishwavidyalaya, Bhopal**

Exam Section

PROFORMA FOR BIO-DATA

- (1) Name (In Capital Letters)
- (2) Date of Birth
- (3) Present office address and Designation
- (if in service)
- Telephone Number
- (4) (a) Designation at the time of retirement
- (if retired)
- (b) Scale of Pay
- (5) Residential Address with
- Mobile No.
- Telephone No.
- (6) Educational Qualification
- Please give details (Bachelor Degree onwards)

Sr.	Course	University	Year of Passing	& of marks obtained	Subject of specialisation

- (7) Field of Specialisation
- (For computer field, please be specify)



(8) Experience

Academic/Professional Experience

Sr.No.	Name of organisation	No. of Years	Posts held	Nature of Work
1				
2				
3				
4				
5				
6				

(9) Preference for taking the examination assignment:

- i) Paper setting
- ii) Moderation
- iii) Valuation of theory papers
- iv) Valuation at Practical/Project exams.

(10) REFERENCES :

Name & Address with i)

Telephone number

Name & Address with ii)

Telephone number

(11) Have you been associated with any Study institute MCRPS University, Bhopal.

- i) Yes, in the past for _____ years, From _____ to _____.
- ii) Yes, At present, since _____.

(12) i) A person cannot be appointed examiner at the study institute where he teaches.

- ii) A person whose near relative appear in an examination can not be entrusted with a confidential work of the examination.



TABLE OF SPECIALISATION FIELDS

(Please tick (ii) your fields of specialisation)

Category code	Category/Description	Please Tick
1.	PROGRAMMING/LOGIC DESIGN/OOPS C ++ /C PROG.	
2.	HARDWARE/NETWORK & COMMUNICATION/ MICROPROCESSOR/ARCHITECTURE	
3.	FUNDAMENTALS OF COMPUTER	
4.	MATHS/DISCRETE MATHEMATICS/NUMERICAL TECHNIQUE	
5.	FINANCIAL ACCOUNTING	
6.	CLIENT SERVER DBMS (D2K, ORACLE)	
7.	OPERATING SYSTEM	
8.	PC UTILITY (DOS,WINDOWS,WIN NT,WORD,EXCEL, POWER POINT)	
9.	ENGLISH COMMUNICATION/MANAGEMENT SKILL	
10.	DATA STRUCTURE	
11.	DTP	
12.	MULTIMEDIA TOOLS /GRAPHICS ANIMATION/ COMPUTER GRAPHICS	
13.	INTERNET, WEB, E-COMMERCE	
14.	SAD/SOFTWARE ENGG./MIS	
15.	COM DCOM/NET TECHNOLOGY/XML/ C #	
16.	COMPUTER CENTER MANAGEMENT	
17.	ELECTRONICS	
18.	UNIX /LINUX /SHELL PROG.	
19.	DBMS /FOXPRO/ORACLE/DATA WERE HOUSE & MINING	
20.	GUI USING VB	
21.	WINDOWS NT ADMINISTRATION/LINUX SERVER ADMINISTRATION	
22.	VISUAL C++	
23.	JAVA PROGRAMMING	
24.	WEB PROGRAMMING /PPRL/ASP/ASP. NET	
25.	EMBEDED SYSTEM	
26.	BIO INFORMATICS	
27.	ARTIFICIAL INTELLIGENCE	
28.	COMPILER DESIGN/THEORY OF COMPUTATION (TOC)	



NOTE : PLEASE TICK (ü) YOUR SPECIALISATION SUBJECTS

S.No.Subject	S.No.Subject
1. Development of Journalism	31. Library Management
2. Introduction to Mass Communication	32. Library Automation Theory
3. Hindi	33. Library Automation Practice
4. Functional English	34. English First Language
5. Political Science	35. English Second Language
6. Basic Economics	36. Introduction to Sociology
7. News Collection and Correspondents	37. Foundation of Psychology
8. Interview Theory and Practice	38. Introduction to Communication
9. Photo Journalism	39. Indian Social Structure
10. हिन्दी और अंग्रेजी अनुवाद	40. Psychology
11. Web Journalism	41. Broadcast Communication
12. Advance Reporting	42. Advertising
13. Media Law and Ethics	43. Public Relations
14. Communication Research	44. Comparative Journalism
15. सम्पादन	45. Inter - Culture Communication
16. समाज और पत्रकारिता	46. Ideas, Contemporary Issues and Challenges
17. संचार का स्वरूप एवं विधि	47. Magazine Journalism
18. भारत में जनसंचार माध्यमों का विकास/लेखन	48. Media Management
19. संचार माध्यम एवं जनसंपर्क	49. Communication & Mass Communication
20. विज्ञापन एवं जनसंपर्क	50. Principles & Practice of Management
21. समाचार प्रकाशन एवं प्रबंधन	51. Research Methodology
22. प्रेस विधि एवं आचरण संहिता	52. Communication for Development
23. सूचना एवं प्रौद्योगिकी से परिचय	53. Business Communication
24. Classification Theory	54. Introduction to Broadcast Media-Ratio
25. Classification Practice	55. Introduction to Broadcast Media-Television
26. Cataloguing Theory	56. Introduction to Human Communication
27. Cataloguing Practice	57. Radio Current Affairs Programme and Production
28. Library and Society	58. Television Current Affairs Programme and Production
29. Reference Service and Sources	
30. Documentation	

**S.No.Subject****S.No. Subject**

59. Advertising In Electronic Media	87. Consumer Behaviour and Customer Relationship Management
60. Multimedia and Authoring Tools	88. TV News & Current Affairs
61. Introduction to Electronic Media	89. TV Productions Fiction Based
62. Script Writing for Electronic Media	90. Advanced Journalism (Reporting. Writing Chitiquing, Editing)
63. Production Management	91. Cyber Media-Front End /Back-End
64. Media Economics and Marketing	92. Creative Writing & Magazine Journalism
65. Fundamental of Communication	93. Visual Communication & Digital Photo Journalism
66. Written and Oral Communication	94. Corporate Communications
67. Introduction to Mass Media	95. Event Management
68. Reading & Writings on Current Affairs	96. Universe of Knowledge Subjects
69. Radio Programmes and Production	97. Advance Indexing
70. Video Communication	98. Advance Classification
71. Web Communication	99. Advance Abstracting
72. Reading & Writing On Social Issue	100. Research Methods in LIS
73. Basic Communication Skills and Theories of Communication	101. Information and Communication
74. Print Journalism	102. Liberation Automations (Internet and CDS / ISIS)
75. Development Communication	103. Foundation of Journalism & Writing Skills
76. Introduction to Management Principle & Practice	104. Editing Lay Out & Designing
77. Communication Software	105. Research Development & Media
78. General Studies	106. Economic Business and Financial
79. Radio	107. Gender Studies
80. TV-News Current Affairs and Documentaries	108. Still Photography
81. Advanced Print Journalism	109. Video Camera
82. Creative Advertising	110. Production Techniques
83. Visual Communication and Advanced Photography	111. Advance Editing & Post Production
84. Cinema Studies	112. Visual Communication
85. Sales Promotion & Personal Selling	113. Basic of Digital Video Technology
86. Brand Management	114. Application of Computer in Video Production



Ex-6

माखनलाल चतुर्वेदी राष्ट्रीय पत्रकारिता एवं संचार विश्वविद्यालय
(मध्य प्रदेश विधानसभा के अधिनियम क्रमांक 15, 1990 द्वारा स्थापित)

MAKHANLAL CHATURVEDI NATIONAL UNIVERSITY OF JOURNALISM & COMMUNICATION
(Setup by Act No.15, 1990 of M.P. Legislative Assembly)

ACCOUNTS LEDGER

FOR THE EXAMINATION HELD IN SESSION

Exam Centre Code :

Exam Centre Name :

.....

.....

Name of Centre Supdt.:

& Address

.....

.....

बी-38, विकास भवन, प्रेस कॉम्प्लेक्स, एम.पी. नगर, जोन-1, भोपाल (म.प्र.) 462011, फोन : (0755) 2574536, 2574520

ई-मेल: mcudre.rajesh@gmail.com

B-38, Vikas Bhawan, Press Complex, M.P. Nagar, Zone-1 Bhopal (M.P.) 462011, Phone-(0755) 2574536, 2574520

Website - www.mcu.ac.in



Ex-6

Makhanlal Chaturvedi National University of Journalism and Communication Bhopal M.P.

No./ Exam / 2015/ 3489

Bhopal, Dated 28/9/2015

ORDER

The Rules and Procedure regarding payment of grant to Exam Centers for expenses for the conduct of University examinations and its adjustment / appropriation thereof, are hereby being declared as follows. These rules and procedure shall come into effect from the Examination Session December 2015 – January 2016.

- (1) The rates of remuneration, conveyance, stationary, packing and postage charges are decided on the basis of total number of examinees allotted to the exam centre on per student basis. Exam Centers will be paid grant on the above basis for expenses for conduct of University exams.

S.No.	No. of Students at the Exam Centre.	For District and Tehsil Level	For Divisional H.Q. and State Capitals (Except Metros)	For Metro Cities
		Amount (Rs.) per Student per shift.	Amount (Rs.) per Student per shift	Amount (Rs.) per Student per shift
1	1 To 480	99/-	120/-	131/-
2	481 To 960	61/-	74/-	81/-
3	961 To 1440	49/-	59/-	64/-
4	1441 To 1920	42/-	51/-	55/-
5	1921 To 2400	40/-	48/-	52/-
6	2401 To 2880	37/-	44/-	48/-
7	2881 To 4320	34/-	42/-	45/-
8	4321 and above	30/-	37/-	40/-

(2) It is mandatory for Exam Centre Superintendents to safely maintain in their office, all vouchers, ledgers and necessary records of expenses /payments of a particular exam for a period of two years. If and when required by the University, these records shall necessarily be produced for verification by the Exam Centre Superintendents before the University.

(3) For expenses incurred on arrangement of furniture under special circumstances, payment shall be approved on basis of recommendation of the Controller of Examination and approval of Rector/Registrar. For this it will be necessary for the Exam Centre Superintendents to follow finance rules such as availability of three quotations, recommendation of the committee, authentic original receipt etc.

(4) The maximum limit of amount of Incidental /Generator charges is Rs. 25,000/-. For payment/ reimbursement of above expenses by the University to the Exam Centre Superintendents, it is necessary to produce three quotations, recommendation of the committee authentic original bill and original receipt as per Exam Rules. These should necessarily be verified / authenticated by the Observer / Flying squad appointed at the Exam Centre.



- (1) Payment / Reimbursement of expenses incurred on Building / Room Rent (Hiring charges) will be done on the basis of production of Utilization Certificate and Original Receipt as laid down in Examination Rules.
- (2) Exam Centre Superintendents appointed by the University shall submit in the prescribed format, bill of examination expenses against Grant issued, within one month to the Controller Examination, Makhanlal Chaturvedi Rashtriya Patrakarita Evam Sanchar Vishwavidhyalaya Bhopal M.P. Reimbursements / Payment of Remuneration, Conveyance, Stationary, Packaging and Postage charges shall be done according to the total number of examinees at the Exam Centre on per student basis and on production of Utilization Certificate. Ledger of original vouchers should be prepared and submitted along with the bill for payment of expenditure done in other heads.
- (3) Utilization Certificate of Honorarium, Local Conveyance, Stationary, Packaging and Postage Expenses. Utilization Certificate & Original Receipts of Building / Room Hiring Charges and original Vouchers of expenses done in other heads should be sent in a separate envelope to the Controller of Examination. The Exam Centre Superintendents should ensure that one copy of the same is necessarily maintained in their office for two years. Expenditure bills should not be sent along with other examination materials. Bills / Payment Voucher etc, sent along with other exam materials are not received by the concerned department resulting in difficulty and adjustment of Exam Account settlement. Bank draft of remaining amount should be sent in the name of the Registrar, Makhanlal Chaturvedi Rashtriya Patrakarita Evam Sanchar Vishwavidhyalaya Bhopal M.P.
- (4) In case of payment of Rs. 5,000/- & above, receipt should be taken on revenue ticket.
- (5) In case expenses exceed the amount of Grant given to the Examination Centre, original expenditure vouchers should necessary be produced before the University.
- (6) Clauses and procedure described in pt. 28 (a) of the Exam Manual "Rates of Remuneration" shall stay in force. These are as follows :-

28.

RATES OF REMUNERATION

(a) For theory examination centre from Dec. 2015-Jan. 2016 Exam and onward.

1. Exam Centre Superintendent:-

One in each shift.

- a) Rs. 250/- is payable towards Remuneration, per shift of Examination.
- b) Extra Remuneration equivalent to one shift only, for pre-examination work of the whole Examination.
- c) Extra Remuneration equivalent to one shift only, for post-examination work of the whole Examination.

2. Assistant Superintendent:-

One upto 200 candidates or a part thereof in each shift.

- a) Rs. 200/- is payable towards Remuneration, per shift of Examination.



- b) Extra Remuneration equivalent to one shift only, for pre-examination work of the whole Examination.
- c) Extra Remuneration equivalent to one shift only, for post-examination work of the whole Examination.
3. **Invigilator :-**
Two Invigilators upto 24 students or a part thereof. One additional Invigilator per shift in corridor.
- a) Rs. 125/- is payable towards Remuneration, per shift of Examination.
- b) No remuneration will be permissible for pre & post Exam work. Before the commences of Examination, all the Invigilators may be invited for a briefing session. Those who attend the briefing session shall be entitled to conveyance allowance but no remuneration will be paid for the briefing session.
4. **Office Assistant :-**
One upto every 350 candidates or a part thereof.
- a) Rs. 125/- per shift of Examination as Remuneration.
- b) Extra Remuneration equivalent to one day only, for pre-examination work of the whole examination.
- c) Extra Remuneration equivalent to one day only, for post-examination work of the whole examination.
5. **Stock Entry Clerk :-**
One person daily for Exam Days.
- a) Rs. 150/- per day towards Remuneration.
- b) No remuneration will be paid for pre & post Exam work.
6. **Peon :-**
One upto 100 candidates or a part thereof and One for Control Room. Peons so engaged will also work as waterman.
- a) Rs. 100/- per shift of Examination.
- b) Extra Remuneration equivalent to one shift only, for pre-examination work of the whole Examination.
- c) Extra Remuneration equivalent to one shift only, for post-examination work of the whole Examination.
7. **Sweeper :-**
One person daily for Examination days.
Rs. 100/- per day as Remuneration.
8. **Conveyance Charges :-**
Conveyance charges shall be payable to Examination Centre Superintendent, Asstt. Superintendent, Invigilators, Office Asstt., Stock Entry Clerk, Peon & Sweeper at following rates:-
- (i) At district and Tehsil places - Rs. 150/- per day.
- (ii) At Divisional level places - Rs. 250/- per day.
- (iii) In State Capitals (Non-Metro) - Rs. 250/- per day.
- (iv) For Metro-Cities - Rs. 300/- per day.



8. **Incidental Expenses :-**

Rs. 25,000=00 maximum as Incidental/Generator charges.

If there is, inadequacy of light in a room due to power-cut at some places, Generator or Partromax may be hired. The original bill and receipt along with proper justification of expenditure and the formalities completed for quotations and work order, should be sent to University. **Verification by observer/Flying squad is necessary.**

10. **Hiring charges for premises :-**

This covers and includes furniture, building, seating, electricity, fans, light, water, waterman, toilet, sweeping, dusting and cleaning arrangements along with other facilities for students for theory Examination. Temporary sheds, if necessary, be prepared for toilet facilities to students. Following hiring charges are permissible for the premises.

- a) Rs. 5/- per day per student **registered** for the Examination.
- b) Minimum Rs. 500/- for the whole Exam period subject to 100 candidates.
- c) For the KV premises, norms laid down by KVS Delhi shall apply.
- d) Principal of KV shall claim as per (C) and not as per (A).
- e) **One utilization certificate be given to this effect. Detailed vouchers**, if any may be retained at the Examination Centre.
- f) According to the number of students, separate toilet arrangement for Boys and Girls examinees should be made. The expenses so incurred for such toilet arrangement will be met by the University.
- g) According to the number of students, temporary toilet for Boys and Girls separately may be erected in case regular toilets for ladies and gents are insufficient. The expenses so incurred for such toilet arrangement, will be reimbursed on production of bills and vouchers.

11. **Deduction @5% :-**

For every Honorarium/ Remuneration paid by the University for Examination Purposes, the recipient of the Honorarium/ Remuneration will have to pay an amount @5% as deduction for Teacher/Officer/Employee Welfare Fund. This amount is to be paid by way of Bank Draft or can be adjusted against advance amount.

- Note:** (1) The formate (Ex-41/EC-13) prescribed for Remuneration Bill should be completely filled and duly signed by superintendent,, AS, Invigilators., Clerk/Class III and Peon/Class IV persons claim and receipt of remuneration. Room number, Class and Strength of the student must be necessarily mentioned for each shift day on each day.
- (2) In case the Examination Centre Superintendent requires any amount other than the heads prescribed he should submit, headwise expenditure with full justification prior to the commencement of the examination for additional requirement. The University will consider the proposal received keeping the financial aspect in view and will intimate their decision at the earliest.

Sd/

(Dr. Sachchidanand Joshi)
Registrar



माखनलाल चतुर्वेदी राष्ट्रीय पत्रकारिता एवं संचार विश्वविद्यालय भोपाल म.प्र.

परीक्षा अनुदान उपयोगिता प्रमाण पत्र परीक्षा सत्र

(मानदेय, स्थानीय आवागमन, स्टेशनरी एवं पैकिंग, पोस्टेज व्यय, के लिये)

प्रमाणित किया जाता है कि मुझे पद परीक्षा केन्द्र क्रमांक
..... नाम:- एवं पता:-
..... परीक्षा सत्र में इस केन्द्र पर कुल परीक्षार्थियों की संख्या
.....के आधार पर परीक्षा संचालन हेतु पारिश्रमिक, स्थानीय आवागमन, स्टेशनरी एवं पैकिंग तथा
डाकव्यय मद (जिसमें केन्द्राध्यक्ष, सहायक केन्द्राध्यक्ष, कार्यालय सहायक, स्टॉक एन्ट्री क्लर्क, वीक्षक, भृत्य एवं
स्वीपर आदि के भुगतान सम्मिलित है।) के लिये अनुदान राशि रुपये.....चेक/डी.डी.नम्बर.....
.....दिनांक द्वारा **माखनलाल चतुर्वेदी राष्ट्रीय पत्रकारिता एवं संचार विश्वविद्यालय
भोपाल म.प्र. से प्राप्त हुये है।**

विश्वविद्यालय से प्राप्त राशि परीक्षा संचालन में निर्धारित मापदण्डों के अनुसार व्यय की गई है व्यय सम्बन्धी वारुचर्स
आदि मूल रूप से सुरक्षित है जिन्हें दो वर्ष तक सुरक्षित रखा जायेगा।

1. परीक्षा की तिथियाँ कुल परीक्षा पाली.. एवं कुल परीक्षा दिवस .
..... है। इस परीक्षा केन्द्र में कुल पंजीकृत परीक्षार्थियों की संख्या है। जो कि परीक्षार्थियों
की संख्या के आधार पर निर्धारित दर रुपये प्रति विद्यार्थी के अन्तर्गत है। परीक्षा संचालन हेतु प्राप्त
परीक्षा अनुदान के संबंध में कुल वास्तविक व्यय राशि रुपये (अंकों में) (शब्दों में)
..... हुआ है।
2. विश्वविद्यालय से प्राप्त अनुदान राशि में से शेष धन राशि रुपये एवं मानदेय राशि पर
5 प्रतिशत की दर से वेलफेयर फण्ड की राशि रुपये कुल राशि रुपये (अंकों में)
..... (शब्दों में) बैंक ड्राफ्ट क्रमांक
दिनांक द्वारा संलग्न कर वापस की जा रही है।

स्थान : केन्द्राध्यक्ष के हस्ताक्षर :

दिनांक : केन्द्राध्यक्ष का नाम :

केन्द्र क्रमांक :

केन्द्र नाम की (मुद्रा) :



**Makhanlal Chaturvedi National University of Journalism and Communication, Bhopal Ex-6
Grant Settlement /Account Statement**

For the Examination held in (Month) :..... (Year)

Examination Centre Code and Name:

Address & Tel. Nos. of Examination Centre :

Name of Exam Centre Superintendent :

Grant Amount Received Rs. :D.D. No. :.....Date :.....

Expenditure Detail

S.No	Head of Expenses.	Expenditure Amount Rs.	Check List	Enclosure
1	(A) Remuneration		Enclose Utilization Certificate	Enclose Utilization Certificate
	(B) Conveyance (E. C. Supt., A. Supt. Invig. Off. Asstt. S.E.C., Peon & Sweeper)			
	(C) Stationery & Packing Material,			
	(D) Postal Charges			
	(E) Postal Local Conveyance Charges			
2	Incidental Expenses (Generator/Petromax)		Enclose Original Bills and Receipts, Quotations & Work Order	Vr. No. to Vr. No.....
3	Hiring Charges for premises		Enclose Room Rent/Hiring Charge Calculation chart with Original Receipt/ Utilization Certificate. (As per Norms mentioned in Exam Manual)	Vr. No. to Vr. No.....
4	Any Other Expenditure (Please Specify)		Enclose Original Bills/ Receipt & Prior Permission with Proper Justification of Expenditure	Vr. No. to Vr. No.....
	Total Expenditure Rs.			
Less	Amount Deduction for University Welfare Fund @5% on Remuneration Paid Rs.			
	Net Expenditure Rs.			
Less	University Exam Grant Received Rs.			
	Balance Payable/Refundable Rs.			

Refundable Balance (If any) Draft No. : Date : Amount Rs. :

Date :

Signature of Cent. Supt. :

Place :

Seal :

Note : Expenditure in Excess of the laid down norms as contained in the Examination Manual is not admissible. However, the University may allow such excess expenditure in exceptional case where proper, justified and adequate reason is furnished and prior approval is obtained. All Bill & Vouchers should be presented for adjustment in such situation.



Ex-8

**Makhanlal Chaturvedi
Rashtriya Patrakarita Evam Sanchar Vishwavidyalaya, Bhopal**

(Set up by Act No. 15, 1990 of M.P. Legislative Assembly)

UTILIZATION CERTIFICATE

For Stationery, Cloth, Photocopy & Packing Material

(Examination Month _____ Year _____)

Examination Centre Name _____

Exam Centre Code No. _____

Certificate that the Amount of Rs..... (in words

Rs.)

has been Utilized as per norms in the head of Stationery, Photocopy, Cloth & Packing material used for
conduction of Examination.

**Signature of
Exam Centre Supdt. _____
Seal**



EX-29/EC-1

**MAKHANLAL CHATURVEDI RASHTRIYA PATRAKARITA EVAM
SANCHAR VISHWAVIDYALAYA BHOPAL**

No. Exam Centre/ Bhopal,

Dated.....

To,

The Principal / Head of Institution,

.....
.....
.....

Sub : Setting up of a exam centre for theory exams-offer.

Sir,

1. This university of national status, shall hold examinations for its various courses during the period from to in two/three shifts.
2. The enclosed sheet reveals the rates of honorarium/remuneration.
3. It is proud privilege of the university to request your eminence to kindly accept our offer for setting up an exam center at your esteemed institution of rich reputation.
4. We will deem it a privilege to appoint you as the superintendent for this exam. You will kindly appoint Assistant Superintendent, Invigilators, Clerk and Peon of your confidence and choice, as per the terms and conditions of the university. No body, however can be appointed if his/her near relative is appearing in the exam.
5. Depending upon the infrastructure, furniture, rooms, teachers, kindly indicate the approximate strength of candidates which can be conveniently accommodated. with decorum and decency, at your institution for our examination.
6. An advance amount will be sent by D.D. towards the expenditure, according to norms of the university.
 - (a) Kindly indicate- In whose favour should the D.D. be drawn.
 - (b) If branches of CBI or SBI are not serving your area, kindly mention the names of the banks which may be requested for issue of D.D. in your favour.
7. The university requests you to kindly convey your worthy consent in the enclosed format. We shall be obliged if the consent letter reaches the university in about a week. (Ex-30/EC-2)
8. Thereafter, the university will be pleased to issue the confirmation of the offer.
With warm regards and respect.

Yours sincerely,

.....

Controller Exams

- Encl :** (1) Rates of Remuneration
(2) Proforma of Consent letter (Ex-30/EC-2)



EX-30/EC-2

**Makhanlal Chaturvedi National University of Journalism and
Communication, Bhopal**

CONSENT- LETTER

1. I hereby give my consent for setting up of an examination centre of MCRPSV, Bhopal for exams scheduled to be held from in two shifts.
2. The terms and conditions of the university are acceptable to me.
3. Strength of candidates which can be accommodated. Depending upon our infrastructure. Teacher, rooms and furniture etc. is indicated below :
 - (a) Morning Shift :
 - (b) Evening Shift :
4. I agree to be the Superintendent of exam centre.
5. I shall appoint Assistant Superintendent, Invigilator, Clerk and Peon as per the norms of the university.
6. **(a) School's /College's / Institute's Bank Account details:-**
 - (i) Name of Account Holder(ii) Bank A/C No.
 - (iii) IFSC Code(iv) Branch & Bank Name
 - (v) Branch Code: (Vi) Place:.....

* Photocopy of first page of the School's /College's /Institute's Bank Passbook Should be attached.
*Please ensure that the Name appearing in the Passbook is same as Mentioned above.
* Grant for Examination expenditure will be transferred in the Bank account of the School /College /Institute.
- (b) The D.D. for Grant amount for expenditure may be drawn in favour of:-**

.....
7. Information about me and institution is given below :

- 7.1 Name :
- 7.2 Designation :
- 7.3 Name of Institution :
- 7.4 (a) Full Postal Address :
- of Office(with Pin Code) :
- (b) Telephone Number :
- (with STD Code) of Office :
- (c) Fax Number :
- (d) E-mail Address :
- 7.5 (a) Address of Residence :
- (With Pin Code) :
- (b) Mobile No. :

Place :

Date :

Szignature

Name.....



EX-31/EC-3

**MAKHANLAL CHATURVEDI RASHTRIYA
PATRAKARITA EVAM SANCHAR VISHWAVIDYALAYA**

No. Conf / EC./

Date :

ECC

From :

Controller Examination

To.

.....
.....
.....

Sub : Appointment of examination Centre Superintendent for theory exams

Month Year

Sir / Madam,

The university honours your consent and takes pleasure in endorsing your appointment as the exam centre Superintendent at the nodal exam centre noted above. Your worthy skill, academic stature and administrative experience will ensure fair conduction of examination. The instructions laid therein be kindly followed in toto, 'from dawn to dusk' in examinations. Please refer to the 'Manual' frequently for uniformity of performance at all exam centre. There may be a few departures and deviations from the usual mode/pattern in exams generally followed at your institution. Hence you are hereby requested to kindly bridge the gap with extra care and caution. A keen study of the 'Manual' by the Superintendent/Assistant Superintendent and Invigilators shall immensely facilitate the implementation of the system uniformly at all of exam centre. Let no discrepancy be permitted to creep in. Let no gap be left. In brief, the university significantly confides in you with abundance of faith.

With respects

Gratefully Yours,

Controller Examination

1. Copy of time table.
2. Copy of Manual for conduction of examination.



EX-32/EC-4

**MAKHANLAL CHATURVEDI RASHTRIYA
PATRAKARITA EVEM SANCHAR VISHWAVIDYALAYA**

No. Conf /EC

Bhopal, Dated :

To.

Sub : Appointment as Observer for the University Examination.

Dear Sir / Madam,

We are Privileged to appoint you as Observer for the University Examination Commencing from

2. You are kindly requested to appreciate that these Examinations are to be carried out at the Exam Centre strictly according to the rules and regulations contained in the manual given by the University. The Exam Schedule, address of the Exam Centre, rates of remuneration time-table and a copy of the Exam Manual are enclosed for your perusal.
3. Though the examination is to commence on, we would request you to reach the place of exam on itself, so that you have a look at the venue well before the commencement of the exam in such a way that you are there before the opening of the question papers and at the time of sealing of the exam copies.
4. Your report may kindly be submitted to the University in the format prescribed. You are also requested to address all the queries made in the report, so that we can have a clear picture of the examination. Your assessment shall help us in future planning of the examination.
5. Kindly obtain the certificate of attendance in the prescribed format as issued by the Superintendent of the Exam Centre with your bill of Honorarium and Travelling Expenses.
6. The University lays immense trust in you. Kindly convey your acceptance and oblige. With warm regards.

Your sincerely

.....
Registrar / Controller (Exams)

-
- Encl :**
- | | |
|--|---|
| 1. Acceptance letter (Ex-1) | 7. Proforma of certificate of attendance. |
| 2. Declaration From (Ex-2) | (Ex-33/EC-5) |
| 3. Addresses of exam centres to be visited | 8. Proforma of Report of visit to exam |
| 4. Rules of T.A. Ex-50 | centres. (Ex-34/EC-6) |
| 5. Rates of honorarium/remuneration | 9. Remn. Bill form (Ex-35/EC-7) |
| 6. Copy of Manual for Conduction of | 10. T.A. Bill Form (Ex-51/Prac-6) |
| examination. | 11. Time table of examination |



MAKHANLAL CHATURVEDI **EX-34/EC-6**
RASHTRIYA PATRAKARITA EVAM SANCHAR VISHWAVIDYALAYA
BHOPAL

(See Para 23.0)

REPORT OF INSPECTION OF EXAM CENTRE

One : General Information

1. Name and Place of Exam Centre
 2. Code Number of Exam Centre
 3. Day and Date of Inspection
 4. Shift of exam Morn./Noon / Even
 5. Class Paper Codes.....
 6. Name of exam. Centre Supdt.
 7. Name of Asstt. Supdt. of exam centre
 8. Time of arrival at exam centre
 9. Time of departure from exam centre
- N.B.: The observer should stay at exam centre for the full duration of the exam.
10. Name of the observer
 11. Address of the observer
 12. Number and date of letter of university issued to observer

Two : Regarding Question Paper

1. Are the sealed envelopes of question papers arranged date-wise?
2. For a date, are they arranged classwise ?
3. Are the arranged envelopes kept in safe custody ?
4. Is a copy of exam programme placed in almirah ?
5. For Envelopes of Question Papers already opened
- (a) Are the seals on envelopes intact ?
- (b) Is the certificate of INTACT SEALS signed by Invigilator ?
- (c) Are they arranged datewise ?
- (d) Are they kept away from envelopes not opened ?
- (e) Does their number agree with entries in stock register ?
6. Are the entries in stock register up-to-date ?
7. Whether the envelopes opened before you ?
8. Did you ensure the compliance of para 8 of Manual ?
9. Any other relevant information

Three- Regarding answer books - Main and Supplementary.

1. Are the answer books kept in safe custody ?
2. Do the answer books bear signature seal of Supdt ?
3. Do the invigilators sign on the answer books ?
4. Are the entries in stock register up-to-date ?
5. Any other relevant information



Four - Regarding seating arrangement in exam rooms

1. Are the hygienic conditions maintained well ?
2. Is the furniture up to the mark
3. Do the candidates occupy seats allotted to them ?
4. Are the seating maps pasted on rooms ?
5. Is the space sufficient between neighbouring candidates ?
6. Are the books, notes etc. of candidates kept far away ?
7. Is the facility of drinking water proper ?
8. Is the facility of toilet proper ?
9. Is the light inside rooms adequate ?
10. Are the rooms free from noise pollution ?
11. Any other relevant information

Five - Regarding Invigilation

1. Is the Invigilation tight and effective ?
2. Does an invigilator keep on moving inside room ?
3. Is some case of U.F.Means reported on the day ?
4. Is there any indication of mass copying ?
5. Any other observation

Six - Regarding despatch of answer scripts.

1. Is a separate Daily Report prepared for each question paper ?
2. Does a Daily Report contain information for more than one paper ?
- (This is essential. One sheet for one paper only be filled)
3. Is each daily report accompanied with computerised Present- Absent Sheet whereon Absentees are marked in red ink ?.....
4. Is the packing done as per para 16 of the Manual ?
5. Did you watch the implementation personally ?
6. Are the answerbooks despatched daily by Speed Post or Registered Post ?.....
7. Any other observation

Seven - Remarks after Observation

.....
.....
.....

Place :

Signature of Observer

Date :

Name

Address

Telephone No. (with STD Code)



EX-35/EC-7

Makhanlal Chaturvedi National University of Journalism and Communication, Bhopal
HONORARIUM/REMUNERATION BILL

(See Para 23.7/Manual)

Inspection Team/Flying Squad/Observer
Remuneration/Honorarium

Each member of Inspection team/Flying Squad/Observer is equated with superintendent of exam centre in terms of duties and rights. He/She shall be entitled to an honorarium/remuneration at a **rate of Rs. 325/- per shift (Subject to Maximum of Rs. 650/per day).**

1. Name of the Observer:
2. Full Postal Address with Pin Code:
3. Telephone Number with STD Code:
4. Letter Number and Date whereby you are appointed (Copy of letter must be enclosed):
5. Details of inspection days.

Date of Visiting Exam Centre	Morning Shift	Evening Shift	Place of Exam Centre

1. Amount of Honorarium/Remuneration claimed:
Amount in Words:
2. Certified that I Stayed at the exam centre for full duration of exam on the days and shift specified above. I have observed the entire procedure with special reference to para 8 and para 16 of the manual, and I also have submitted the report of inspection of exam centre.

Dated :

Place :

Signature



EX-36/EC-8

MAKHANLAL CHATURVEDI
RASHTRIYA PATRAKARITA EVAM SANCHAR VISHWAVIDYALAYA
BHOPAL
DAILY REPORT

Note : Separate sheet should be used for separate question paper

From Centre Superintendent Centre Exam Center Code	To, Exam Controller Makhanlal Chaturvedi Rashtriya Patrakarita Evam Vishwavidyalaya, Bhopal - (M.P.)
1. Year of Examination Winter / Summer	
2. Course	
3. Class/Semester	
4. Subject /Paper.....	5. Code No.of paper
6. Date of Examination	
7. Shift M/N/E	
8. Total number of candidates registered	
9. Number of candidates present	
10. Number of UFM cases	
11. Total Number of absentees	
12. Roll Number of absentees (All the digits be kindly written)	
.....	
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.....	



13. U.F.M. Cases

1. (a) Name of Candidate
- (b) Roll Number
2. (a) Name of Candidate
- (b) Roll Number
3. (a) Name of Candidate
- (b) Roll Number

N.B. Roll Number of ABSENTEES be kindly written in full digits i.e. if the roll number runs in five digits, all the five digits be kindly written.

Place :

Date :

.....

Signature of Centre Superintendent

Exam Centre Code.....

Phone No. (with STD Code)

Note :

- (1) This Sheet should indicate details of only one question paper of a particular code number
- (2) For different question papers, different sheets should be used.
- (3) Details of more than one question paper should not be filled on one sheet.
- (4) Computerised Present-Absent statement should be filled, signed and attached with the Daily report in each shift.
- (5) Absentees be indicated in red ink.
- (6) UFM Cases should not be considered as absentees. All the UFM answer books should be packed in a separate bundle along with the reports of UFM Cases and question paper.



EX-37/EC-9

Makhanlal Chaturvedi

Rashtriya Patrakarita Evam Sanchar Vishwavidyalaya, Bhopal.

ACCOUNTS OF ANSWER BOOKS/INVIGILATOR'S STATEMENT

Exam Centre (Name and Code No.) TimeDate

Room No..... Shift (M/N/E).....

S.No.	Subject, Paper & Paper Code No.	Main Answer Books Account			Supp. Answer Books Account		
		Received	Used	Returned	Received	Used	Returned
1.							
2.							
3.							
4.							

Absentee Candidates

S.No.	Subject, Paper & Paper Code No.	Absentees' Roll Nos.				
1.						
2.						
3.						
4.						

Supplementary Answer Books Issued to Roll No.

Roll No.	A.B. No.	Roll No.	A.B. No.	Roll No.	A.B. No.	Sign. of Inv.

Note :-

Seal of
Exam Centre

Signature of Invigilator/s

Name 1 _____

Name 2 _____



EX-38/EC-10

Makhanlal Chaturvedi
Rashtriya Patrakarita Evam Sanchar Vishwavidyalaya, Bhopal.

ISSUE OF MAIN ANSWER BOOKS TO CANDIDATES

Exam Centre (Name and Code No.) Examination/Class

Subject Paper Paper Code No.....

Room No. Time Session..... Date

Roll No.	Main Answer Book No.	Signature of Examinee	Roll No.	Main Answer Book No.	Signature of Examinee

**Seal of
Exam Centre**

.....
Signature of Invigilator



EX-39/EC-11

Makhanlal Chaturvedi

Rashtriya Patrakarita Evam Sanchar Vishwavidyalaya, Bhopal.

INVIGILATOR'S DIARY (Short Relief) etc.

Name of the Exam/Class..... Date

Exam Centre (Name and Code No.) Time Session M/E

Class/Room No.	Roll No. of Examinees

Seal of Exam Centre

Date :
Place :

.....
Signature of Invigilator

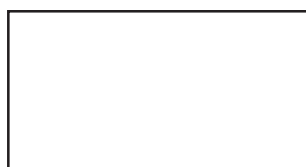


EX-40/EC-12

Makhanlal Chaturvedi
Rashtriya Patrakarita Evam Ssanchar Vishwavidyalaya, Bhopal.

REPORTS OF USE OF UNFAIR MEANS

1. Name of Examination Year.....
2. Name of Candidate
3. Roll No.
4. Subject Paper Question Paper Code No.
5. Date of Examination
6. Session Morn/Noon/Evening Time
7. Time when candidate was found copying
8. Detailed report of copying material
.....
.....
9. Material seized from candidate
10. Signature of Invigilator Signature of Supdt.
Name Name
Post Post
11. Statement and explanation of candidate
.....
.....
12. Signature of candidate
13. If candidate refuses to sign, report of the Exam Centre Supdt.
.....
.....



Exam Centre Seal

Signature of Supdt.
Name of Institution
Centre Seal
Exam Centre No.
Phone No. with STD Code

- Note :**
- (i) Invigilator should give detailed statement.
 - (ii) Centre Supdtt. must give his/her comments.
 - (iii) Enclose one copy of Question Paper with the answerscript.
 - (iv) Answer scripts of U.F. means cases should be separately packed.



EX-47/PRAC-2

**MAKHANLAL CHATURVEDI RASHTRIYA
PATRAKARITA EVAM SANCHAR VISHWAVIDYALAYA**

No.-Conf/Prac. Exams/

Bhopal, dated.....

Controller Examination

To,

.....
.....
.....

Sub : Setting up of an exam centre for Practical and Project exams.....

Sir / Madam,

- (1) The University has finally approved the list of exam centres, for practical and project exams, for holding exams in
- (2) Your worthy institution is one amongst them. University places immense confidence in your calibre and contents. Your active participation and co-operation is essential for the smooth conduction of these exams.
- (3) The theory exams of candidates shall be held from..... to The practical and project exams will be held during or soon after the theory exams. Kindly keep the convenience of candidates under consideration.
- (4) The practical examiner appointed by the university for conduction of exams at the Study Institute shall intimate to you in advance about his/her programme. Alternately, you may also hold correspondence with him to ascertain and fix his programme. A copy of letter appointing the examiner is endorsed to you.
- (5) The list of students appearing for practicals and project exams, course-wise, will be sent to you before the exams. The addresses of the Study Institutes, the students of which shall appear in practical exams from your exam centre, will also be sent along with the list of candidates.
- (6) You are requested to kindly collect supplementary answer-books, for the practical exams, in adequate number, from the Superintendent of theory exams.
- (7) (a) You kindly submit the bill of practical exams which shall include computer hiring charges, remuneration to invigilator appointed for practicals, and stationery items as per rates approved.
(b) Proprietor intimation of time and date ought to be given to the students in advance for practical



exams.

- (c) The practical and project exams may be held soon after all the theory papers of the class are over. If candidates and the examiners find it convenient, the practical exams may be held during the period of theory exams also.
 - (d) For every batch of 25 students or part thereof one invigilator will be appointed.
 - (e) Computer hiring charges shall include the services of lab instructor, clerk and peon, if any.
 - (f) There is no provision of Superintendent, Assistant Superintendent, Office Assistant, Internal Examiner and Peon for practical and project exams.
 - (g) Remuneration bill and T.A. bill of the examiner shall not be paid by the exam centre. The University will make the payment after receiving the bills of the examiner.
- (8) The exams of BCA Sixth semester should be held on top priority basis as these students have to seek admission or take up jobs. Their marks (Foil/Counter Foil) be sent immediately to the university, PRACTICAL EXAMS should be written on the envelopes in BOLD LETTERS.
- (9) The time table of the practical and project exams should be attached with the bill of computer hiring charges which should be duly signed by the practical examiner and the Study Institute in-charge.
- (10) (a) The Foil should be sent in separate envelope and the answer books, counterfoil, projects, examiner's report alongwith relevant exam material should be sent in a separate packet/bundle to the university immediately after the practicals and project exams. This shall be the sole responsibility of the practical examiner. The Study Institute in-charge should ascertain and ensure that the practical examiner has sent the same to the university immediately after the exams. Please co-operate and co-ordinate with him/her in packing, sealing and forwarding the same. PRACTICAL EXAMS should be written in BOLD LETTERS on the bundles/packets.
- (b) The marks (Foil and Counter Foil) should be sent immediately to the university after completion of exams. The answer books of practical exams and the project work report should necessary be sent with their respective foil and counter foil. These may please be addressed to Mrs. Poonam Patel, I/c Deputy Registrar (Exams.)
 - (c) The marks obtained in practical exams must be necessarily entered at the specified place i.e. on the front page of answer book by the examiner and the examiner must sign on this format before submission of Foil and Counter Foil the Examiner should get it compared from attendance sheet so that the position of candidates present is clear in Foil and Counter Foil.
 - (d) The marks obtained in the project work exams must necessarily be entered in the specified format by the examiner and the examiner must sign on this format.
 - (e) It must be ensured that the Paper code & Paper name is clearly and correctly written on the Foil



& Counter Foil. Codes written incorrectly may lead to incorrectly, may lead to incorrect results.

- (f) All the proformae of examinations must be filled up very carefully. The record of students present and of those absent must be filled up in the specified forma after through scrutiny and verification as a small mistake can lead to big problems in result preparation work.
- (g) The study institute must allot marks of Internal Assessment. Professional Personality Skills and Summer Assignment.
- (h) The marks of Practical and Project work exams are to be allotted by the examiner as per the scheme of examination.
- (i) Marks of practical exams, project work exams, internal assessment, professional personality skills will not be accepted after declaration of results. Re-processing charges will be levied on the study institute if the marks are received after the exams.

(11) Enclosed please find the following :

1. Foils & Counter Foils for practicals
2. Foils and Counter Foils for projects
3. Rules of T.A.
4. T.A. bill form for practical examiners
5. Rates of Remuneration for practicals & projects
6. Remuneration bill form for examiners
7. Biodata form for practical examiners
8. Attendance Sheet for candidates- Presentees to sign it.
9. Para 27, Manual of Examination
10. Time Table of theory examination
11. Addresses of Theory Exam Centres
12. Address of Study Institutes students of which shall appear in practical exams
13. Strength and list of candidates-Study Institute wise
14. Copy of appointment letter of practical examiner
15. Proforma of Acceptance form
16. Proforma of Declaration form
17. Rates of remuneration/charges for Practical/Projects
18. Remuneration bill form for practical exam centre/For computer hiring charges Remuneration to invigilator appointed for practical exams and stationary.
19. Ex-55/Prac-10



- N.B. (a) The examiner, after the conclusion of examination shall send his/her T.A. Bill and Remuneration Bill duly filled and signed, to University in the bundle containing the valued answer scripts, along with the counter foils, project reports, examiners report. The claims shall be examined and passed in the university office for before payment to the examiners.
- (b) The Study Institute incharge shall not make payment of T.A. Bill and Remuneration Bill of examiner. In fact, he/she is not authorized to do so.
- (c) The Practical exam centre incharge will forward claims of computer hire, stationery and invigilator's remuneration in the prescribed proforma to university.
- (d) The marks awarded to students should be written in figures, as well as works on:
- (i) Answer scripts
 - (ii) Foils
 - (iii) Counterfoils.
- (e) The answer scripts should be arranged in ascending order of Roll Numbers. The examiner should put his/her signature on the answer script after awarding marks. The lapse will be penalized by deduction from remuneration bill.
- (f) Marks should be entered in foils and counterfoils in ascending order of Roll Numbers. All entries on foil and counterfoil should be made with care and caution. There should be no discrepancy in entries made there upon.

Thanking you while inviting your co-operation.

Yours faithfully,
Controller Examination



Prac-11(a)

**Makhanlal Chaturvedi Rashtriya Patrakarita Evam Sanchar
Vishwavidyalaya, Bhopal.**

PRACTICAL EXAMS FOIL/COUNTER FOIL

(The proforma should be filled in duplicate-F/CF)

N.B. : This format should be filled in duplicate. One copy be marked as Foil. Another copy be marked as Counter Foil.

1. Name of the Course :
2. Class : Paper Code
- (Please write clearly the class and paper code so that marks can be easily segregated)
3. Name of the Exam Centre 4. Exam Centre code No.
5. Name of the study Centre 6. Study Centre code No.
7. Maximum Marks (As per Scheme) 8. Minimum Pass Marks 40%

S.No.	Roll No.	Enrollment No.	Name of the Student	Marks obtained in Figures	Marks obtained in words
			TOTAL		

- Note :**
1. The marks-sheets should necessarily be in duplicate. One copy be marked as foil and the other copy as counter Foil. **This proforma should therefore be filled in duplicate.**
 2. The marks must be entered in the ascending order of roll numbers. Any candidate not examined must be mentioned as absent.
 3. Please immediately post the marks under registered cover to Deputy Registrar (Exams) of the University. The delay in posting will cause delay in declaration of result.

Place of Exam
Date of Exam
.....
Signature of Scrutinizer

Signature of Examiner :
Name of Examiner :.....
Address :
Phone No with STD Code



Prac-11(b)

**Makhanlal Chaturvedi Rashtriya Patrakarita Evam Sanchar
Vishwavidyalaya, Bhopal.**

PROJECT EXAMS FOIL/COUNTER FOIL

(The proforma should be filled in duplicate-F/CF)

N.B. : This format should be filled in duplicate. One copy be marked as Foil. Another copy be marked as Counter Foil.

- 1. Name of the Course :
- 2. Class : Paper Code
- (Please write clearly the class and paper code so that marks can be easily segregated)
- 3. Name of the Exam Centre 4. Exam Centre code No.
- 5. Name of the study Centre 6. Study Centre code No.
- 7. Maximum Marks (As per Scheme) 8. Minimum Pass Marks 40%

S.No.	Roll No.	Enrollment No.	Name of the Student	Marks obtained in Figures	Marks obtained in words
			TOTAL OF MARKS		

- Note :**
- 1. The marks-sheets should necessarily be in duplicate. One copy be marked as foil and the other copy as counter Foil. **This proforma should therefore be filled in duplicate.**
 - 2. The marks must be entered in the ascending order of roll numbers. Any candidate not examined must be mentioned as absent.
 - 3. Please immediately post the marks under registered cover to Deputy Registrar (Exams) of the University. The delay in posting will cause delay in declaration of result.

Place of Exam
Date of Exam
.....
Signature of Scrutinizer

Signature of Examiner :
Name of Examiner :.....
Address :
Phone No with STD Code



Prac-14

**Makhanlal Chaturvedi Rashtriya Patrakarita Evam Sanchar
Vishwavidyalaya, Bhopal.**

PRESENT/ABSENTEE STATEMENTS

(For Practical Exam)

S.I. Code

Exam Center Code

S.No.	Paper Code/ Class	No. of Regd. Students	No. of Present Students	No. of Absentee Students with Roll No.

Place :

Date :

Signature with seal of

Practical Exam Center

Full Name.....

Signature of Examiners

with Seal

Full Name



माखनलाल चतुर्वेदी राष्ट्रीय पत्रकारिता एवं संचार विश्वविद्यालय, भोपाल

यात्रा भत्ता नियमावली

EX-50

(दिनांक 08 जनवरी 2018 से प्रभावशील)

माखनलाल चतुर्वेदी राष्ट्रीय पत्रकारिता एवं संचार विश्वविद्यालय के अध्यापक, अधिकारी, पर्यवेक्षक (Observer/Flying squad/Inspector/Examiner/Inspection Team etc.) परीक्षा केन्द्र के अधीक्षक एवं विश्वविद्यालय द्वारा निरीक्षण, जाँच एवं अन्य कार्यालयीन कार्य हेतु समय-समय पर सौंपे गये दायित्व के निर्वहनकर्ता तथा तृतीय एवं चतुर्थ श्रेणी कर्मचारियों के लिए वर्तमान में प्रचलित यात्रा भत्ता नियम में एतद् द्वारा निम्नानुसार यथा संशोधन किया जाता है।

नियम –

1. विश्वविद्यालय के हित में यात्राकर्ता द्वारा की गई यात्रा पर हुए वास्तविक व्ययों की प्रतिपूर्ति करने के लिए ही यात्रा भत्ता दिया जाता है। यह एक मूल सिद्धांत है कि, भत्ता आय का स्रोत नहीं है, गन्तव्य स्थान के लिये की गई यात्रा यथा संभव निकटतम मार्ग से की जानी चाहिये।
2. रेल/वायुयान/बस किराया, दैनिक भत्ता, होटल व्यय, स्थानीय आवागमन व्यय एवं टैक्सी/निजी वाहन से यात्रा के व्यय की गणना एवं पात्रता निर्धारण के प्रयोजनार्थ म. प्र. वेतन पुनरीक्षण नियम 2009 के अन्तर्गत प्राप्त होने वाले ग्रेड वेतन (Grade- Pay) के आधार पर यात्राकर्ता को निम्नलिखित श्रेणियों में वर्गीकृत किया जाता है।

श्रेणी	ग्रेड वेतन
ए	रु. 7600/- एवं अधिक
बी	रु. 6600/- एवं अधिक पर रु. 7600 से कम
सी	रु. 4200/- एवं अधिक पर रु. 6600 से कम
डी	रु. 2400/- एवं अधिक पर रु. 4200 से कम
ई	रु. 2400 से कम

- (अ) विश्वविद्यालय के कर्मचारियों के अतिरिक्त यात्रा भत्ता देयक के निर्धारित स्थान पर वेतनमान एवं ग्रेड-पे का स्पष्ट रूप से उल्लेख एवं सक्षम प्राधिकृत द्वारा हस्ताक्षरित नवीनतम वेतन प्रमाण पत्र संलग्न किया जाना अनिवार्य होगा।
- (ब) जहाँ ग्रेड-पे लागू नहीं है तथा यात्राकर्ता को केन्द्र निरीक्षण/ऑर्बवर/फ्लाईंग स्क्वाड/परीक्षक (प्रायोगिक एवं सैद्धांतिक) के रूप में नियुक्त किया गया है वहाँ यात्राकर्ता को "बी" श्रेणी मानकर यात्रा भत्ते का निर्धारण किया जायेगा।

3. रेल /वायुयान/बस किराये की पात्रता

श्रेणी	हवाई	रेल	बस
ए	हाँ (इकॉनामी)	समस्त श्रेणी	सभी श्रेणी
बी	नहीं	ACI को छोड़कर	सभी श्रेणी
सी	नहीं	ACI/एकजीक्यूटिव श्रेणी को छोड़कर	सभी श्रेणी
डी	नहीं	ACI/AC II/एकजीक्यूटिव श्रेणी को छोड़कर	AC डीलक्स के अलावा अन्य श्रेणी
ई	नहीं	केवल स्लीपर/कुर्सीयान गैर AC	AC डीलक्स के अलावा अन्य श्रेणी

- केवल कुलपति को वायुयान की एकजिक्यूटिव क्लास (Executive Class) से हवाई यात्रा करने की पात्रता होगी।
- कुलाधिसचिव को "ए" श्रेणी की पात्रता होगी।



4. दैनिक भत्ते की दर एवं पात्रता

(अ) पात्रता :

कर्तव्य पर मुख्यालय से अनुपस्थित रहने के दौरान यात्रा में होने वाले प्रासंगिक व्यय की पूर्ति हेतु देय दैनिक भत्ते की पात्रता निम्नानुसार होगी। यात्रा में व्यतीत समय के लिए साधारण दर से केवल एक दैनिक भत्ता स्वीकार्य होगा।

मुख्यालय से अनुपस्थिति	देय दैनिक भत्ता
(i) 6 घण्टे से कम होने पर	कोई दैनिक भत्ता देय नहीं
(ii) 6 घण्टे अथवा इससे अधिक परन्तु 12 घण्टे से कम होने पर	आधा दैनिक भत्ता
(iii) 12 घण्टे अथवा इससे अधिक परन्तु 24 घण्टे से कम होने पर	पूर्ण (एक) दैनिक भत्ता

(ब) दैनिक भत्ते की दर (प्रतिदिन)

श्रेणी	म.प्र. राज्य के भोपाल, इंदौर, जबलपुर, ग्वालियर को छोड़ कर प्रदेश के अन्य स्थानों के लिए दैनिक भत्ते की दर (साधारण दर)	(i) म. प्र. राज्य के भोपाल, इंदौर, जबलपुर, ग्वालियर शहर के लिये तथा (ii) अन्य राज्यों के सभी स्थानों के लिये	दिल्ली, मुम्बई, कोलकता, चैन्नई, बेंगलूरु, हैदराबाद, अहमदाबाद, कानपुर एवं पुणे के लिये दैनिक भत्ते की दर
ए	250 / -	375 / -	500 / -
बी	200 / -	300 / -	400 / -
सी	150 / -	225 / -	300 / -
डी	125 / -	185 / -	250 / -
ई	85 / -	130 / -	175 / -

(स) कुली भाड़ा एवं अन्य आकस्मिक व्यय की पूर्ति हेतु मुख्यालय से बाहर 12 घण्टे से अधिक की यात्रा अवधि होने पर साधारण दर से एक दैनिक भत्ता देय होगा।

5. ठहरने (होटल व्यय) की पात्रता प्रतिदिन:

- कार्यस्थल पर न्यूनतम छः घंटे ठहरने पर होटल व्यय देय होगा।
- होटल देयक एवं भुगतान की रसीद प्रस्तुत करना अनिवार्य होगा अन्यथा इस मद के दावे की राशि पर न्यूनतम देय राशि का भुगतान किया जायेगा।

श्रेणी	दिल्ली, मुम्बई, कोलकता, चैन्नई, बेंगलूरु, हैदराबाद, अहमदाबाद, कानपुर एवं पुणे के लिये दर	(i) म. प्र. राज्य के भोपाल, इंदौर, जबलपुर, ग्वालियर शहर के लिये तथा (ii) अन्य राज्यों के सभी स्थानों के लिये	म.प्र. राज्य के भोपाल, इंदौर, जबलपुर, ग्वालियर शहर को छोड़ कर म. प्र. राज्य के अन्य स्थानों के लिए	स्वयं की व्यवस्था
ए	5000 / -	3750 / -	2500 / -	500 / -
बी	3750 / -	2800 / -	1875 / -	450 / -
सी	2500 / -	1875 / -	1250 / -	375 / -
डी	1250 / -	925 / -	625 / -	300 / -
ई	625 / -	475 / -	300 / -	250 / -



6. स्थानीय आवागमन की पात्रता एवं दर (प्रतिदिन)

मध्यप्रदेश राज्य के बाहर दिल्ली, कलकत्ता, मुंबई, चैन्नई, बेंगलोर, हैदराबाद, अहमदाबाद, कानपूर, एवं पुणे में विष्वविद्यालय के कार्य से यात्रा करने पर स्थानीय आवागमन की दर (कॉलम A)		कॉलम A में उल्लेखित 9 शहरों को छोड़ कर मध्य प्रदेश राज्य एवं देश के अन्य राज्यों के शहरों के लिए स्थानीय आवागमन की अधिकतम सीमा (प्रतिदिन)		
श्रेणी	आवागमन के संबंध में व्यय किये गये वास्तविक व्यय के भुगतान का मूल देयक/रसीद प्रस्तुत करने पर अधिकतम देय स्वीकार्य योग्य राशि (प्रतिदिन)	स्वयं व्यवस्था करने पर स्वीकार्य योग्य राशि (प्रतिदिन)	आवागमन के संबंध में व्यय किये गये वास्तविक व्यय के भुगतान का मूल देयक/रसीद प्रस्तुत करने पर अधिकतम देय स्वीकार्य योग्य राशि (प्रतिदिन)	स्वयं व्यवस्था करने पर स्वीकार्य योग्य राशि (प्रतिदिन)
ए	1500/-	325/-	450/-	250/-
बी	1000/-	250/-	400/-	200/-
सी	625/-	185/-	350/-	150/-
डी	375/-	125/-	250/-	100/-
ई	185/-	60/-	200/-	100/-

7. विष्वविद्यालय की बैठक या कार्यालयीन कार्य के अतिरिक्त किसी अन्य संस्था (जहाँ यात्रा भत्ता देय है) के कार्य से भी संबंधित कर्मचारी/अधिकारी/पिक्क एक ही यात्रा करते हैं तब उन्हें एक ही संस्था से यात्रा व्यय प्राप्त करने की पात्रता होगी।

8. (अ) रेल से यात्रा करने पर रेल टिकट अथवा छायाप्रति संलग्न करना अनिवार्य होगा। PNR No./टिकट प्रस्तुत नहीं करने पर स्लीपर किराया राशि से प्रतिपूर्ति की जावेगी।

(ब) हवाई यात्रा की दशा में बोर्डिंग पास प्रस्तुत किया जाना अनिवार्य होगा।

9. यात्रा भत्ता के निर्धारित स्थान पर PAN No. का स्पष्ट रूप से उल्लेख किया जाना एवं PAN CARD की छायाप्रति संलग्न करना अनिवार्य है। साथ ही ECS के माध्यम से भुगतान करने के लिये निर्धारित स्थान पर बैंक का विवरण दिया जाना अनिवार्य है।

10. अ. टैक्सी द्वारा यात्रा करने पर पात्रता एवं देय राशि की नियमावली :-

- ए, बी, सी श्रेणी को टैक्सी से यात्रा करने की पात्रता होगी।
- टैक्सी से यात्रा करने पर अधिकतम स्वीकृत दर रु. 9/- (नौ रुपये मात्र) प्रति कि.मी. होगी।
- टैक्सी से यात्रा करने पर व्यय भुगतान का वास्तविक देयक, ड्यूटी-स्लिप एवं टोल टैक्स की मूल रसीद तथा उक्त सभी दस्तावेजों पर यात्राकर्ता द्वारा स्वयं प्रमाणिकरण करना अनिवार्य होगा।

4. "यात्रा का स्थान रेल मार्ग से जुड़ा नहीं है" इसका स्वहस्ताक्षरित प्रमाण पत्र दिया जाना अनिवार्य है भुगतान योग्य राशि एवं पात्रता निम्नानुसार होगी :-

टैक्सी द्वारा 55 KM तक की यात्रा (यात्रा के स्थान रेल मार्ग से जुड़े हैं अथवा नहीं)	टैक्सी द्वारा 55 KM से अधिक दूरी की यात्रा (यात्रा के स्थान रेल मार्ग से जुड़े होने पर)	टैक्सी द्वारा 55 KM से अधिक दूरी की यात्रा (यात्रा के स्थान रेल मार्ग से जुड़े नहीं होने पर)
(i) टैक्सी के यात्रा व्यय की वास्तविक राशि। अथवा (ii) निर्धारित दर से 55 KM तक की राशि। उपरोक्त (i) एवं (ii) में जो राशि कम होगी उसका भुगतान देय होगा।	(i) टैक्सी के यात्रा व्यय की वास्तविक राशि। अथवा (ii) निर्धारित दर से 55 KM तक की राशि। अथवा (iii) यात्रा के कुल कि. मी. तक के लिए AC-2 का किराया उपरोक्त (i),(ii) एवं (iii) में जो राशि कम होगी उसका भुगतान देय होगा।	(i) टैक्सी से की गई यात्रा की वास्तविक राशि। अथवा (ii) यात्रा के वास्तविक कि.मी. के लिये निर्धारित दर 9/- (नौ रुपये) प्रति कि.मी. के हिसाब से देय राशि। उपरोक्त (i) एवं (ii) में जो राशि कम होगी उसका भुगतान देय होगा।



ब. निजी वाहन द्वारा यात्रा करने पर पात्रता एवं देय राशि की नियमावली

1. ए,बी,सी श्रेणी को 55 KM (आना जाना) तक निजी वाहन से यात्रा करने की पात्रता होगी। तथा इस यात्रा के लिये यात्रा के स्थान का रेलमार्ग से जुड़ा होना अनिवार्य नहीं होगा।
2. निजी वाहन से यात्रा करने पर अधिकतम स्वीकृत दर रु 5.50/- (पाँच रूपये पचास पैसे मात्र) प्रति कि.मी. होगी।
3. निजी वाहन से यात्रा करने पर वाहन की रजिस्ट्रेशन नं. की फोटो प्रति, टोल टैक्स, पेट्रोल/डीजल की भुगतान की रसीद एवं स्वहस्ताक्षरित प्रमाण-पत्र संलग्न करना अनिवार्य होगा।

निजी वाहन द्वारा 55 KM तक की यात्रा करने पर देय राशि	निजी वाहन द्वारा 55 KM से अधिक यात्रा करने पर देय यात्रा राशि
निर्धारित दर रु. 5.50/- (पाँच रूपये पचास पैसे मात्र) प्रति कि.मी. के अनुसार भुगतान देय होगा।	(i) 55 KM तक की यात्रा के लिए निर्धारित दर रु. 5.50/- (पाँच रूपये पचास पैसे मात्र) प्रति कि. मी. के अनुसार देय राशि। अथवा (ii) यात्रा के कुल कि.मी. के लिये देय AC-2 का किराया। उपरोक्त (i) एवं (ii) में जो राशि अधिक होगी उसका भुगतान देय होगा।

स. टैक्सी द्वारा अथवा निजी वाहन से यात्रा करने पर स्थानीय आवागमन व्यय देय नहीं होगा।

11. विष्वविद्यालय की महापरिषद/प्रबंध समिति/विद्यापरिषद/वित्त समिति की बैठकों में आमंत्रित सदस्यों को वायुयान से यात्रा की इकानॉमी श्रेणी की पात्रता होगी।
12. अधिकृत मान से उच्च स्तर की ठहरने की सुविधा एवं विष्वविद्यालय कार्य से आने-जाने के लिए स्वीकृत राशि से अधिक के वास्तविक टैक्सी किराए का दावा करने की स्थिति में प्रशासनिक स्वीकृति प्रदान करने का अधिकार कुलपति को होगा। कुलपति को यात्रा के वास्तविक व्यय की पात्रता होगी।
13. मेट्रो / एन. सी. आर. के परीक्षकों/निरीक्षकों के लिए राशि रु. 1,000/- एक हजार प्रतिदिन टैक्सी व्यय की पात्रता होगी, जिसका स्वप्रमाणित प्रमाण पत्र प्रस्तुत करना आवश्यक होगा।
14. पर्यवेक्षक, वीक्षक, परीक्षकों, केन्द्र अधीक्षक, उड़नदस्ते एवं परीक्षा संबंधी समस्त मानदेय भुगतान राशि में से 5 प्रतिषत कटौती अध्यापक/अधिकारी/कर्मचारी कल्याण कोष मद में की जावेगी।
15. यदि कर्मचारी उत्तरपुस्तिकाएं एवं परीक्षा सामग्री परीक्षा केन्द्रों तक पहुंचाता है तो दुलाई व्यय अधिकतम राशि रु. 15/- (पंद्रह रु. मात्र) प्रति बोरी (बंडल) देय होगी, जो कि न्यूनतम प्रति केन्द्र रु. 50/- (पचास रु. मात्र)होगी। परीक्षा केन्द्र निरस्त होने तथा बदलने की स्थिति में रसीद प्रस्तुत करने पर उसके परिवहन पर किये गये वास्तविक व्यय की प्रतिपूर्ति की जावेगी।
16. संबंधित यात्राकर्ता द्वारा यात्रा देयक के साथ यात्रा के लिये सक्षम अधिकारी द्वारा प्रदान की गई स्वीकृति की छाया प्रति संलग्न करना अनिवार्य है।
17. विष्वविद्यालय कार्यों से की गई किसी भी अधिकृत यात्रा के लिये सम्पन्न यात्रा के अंतिम दिन से छह माह की समयावधि के भीतर देयक /स्वत्व प्रस्तुत कर दिया जाना चाहिये, अन्यथा स्वत्व/देयक समयबाधित होकर व्ययगत (लैप्स) माना जायेगा तथा कोई भुगतान नहीं किया जायेगा।
18. अपने प्रदेश से तात्पर्य उस प्रदेश से है जहां कार्य करने वाले व्यक्ति इस समय कार्यरत है।
19. विष्वविद्यालय के कर्मचारियों को यात्रा (प्रवास हेतु) किसी भी प्रकार का अग्रिम प्रदान नहीं किया जावेगा।

कुलपति के आदेशानुसार
हस्ता.
(प्रो० संजय द्विवेदी)
कुलसचिव



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माखनलाल चतुर्वेदी राष्ट्रीय पत्रकारिता एवं संचार विश्वविद्यालय, भोपाल
यात्रा भत्ता देयक

नाम.....पद.....
Mobile No.....PAN No.....ग्रेड-पे (Grade Pay)
पता
यात्रा का उद्देश्य
यात्रा की अनुमति देने वाले अधिकारी का नाम :-पद

बैंक खाते के विवरण का प्रमाण पत्र

मैं प्रमाणित करता हूँ कि, मेरे बैंक खाते का विवरण निम्नानुसार है :-

Name (As per Bank Pass Book) :-
Bank Account No. :-
IFS Code :-
Name and Address of the Bank :-

- Please attach the photocopy of the first page of Bank Pass Book or Cancelled cheque.

1. किराये का विवरण :

प्रस्थान			पहुँचना							राशि (रुपये)
दिनांक	स्थान	समय	दिनांक	स्थान	समय	साधन	दूरी	श्रेणी	PNR No.	

2. होटल व्यय :

होटल का नाम एवं पता	होटल का बिल क्रमांक/दिनांक

3. दैनिक भत्ता :

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4.	स्थानीय आवागमन :	
5.	आकस्मिक व्यय : (Incidental Charges)	
6.	परीक्षा कार्य का मानदेय – (i) प्रोजेक्ट मूल्यांकन का मानदेय (ii) प्रायोगिक परीक्षा मूल्यांकन का मानदेय	
7.	सैद्धांतिक एवं प्रायोगिक परीक्षा केन्द्र के केन्द्राध्यक्ष का मानदेय	
8.	निरीक्षण कार्य का मानदेय – (i) संबद्ध अध्ययन केन्द्रों के निरीक्षकों का मानदेय (ii) परीक्षा केन्द्र के पर्यवेक्षकों (Observer/Flying squad) का मानदेय (iii) परीक्षा केन्द्र निर्धारण हेतु निरीक्षक का मानदेय	
		कुल राशि रुपये

यात्रा देयक का प्रमाण पत्र

मैं प्रमाणित करता हूँ कि :

1. इस यात्रा के लिये मैंने रु.....का अग्रिम लिया था, जिसका समायोजन किया जाये।
2. यह कि, मेरे द्वारा की गई यात्रा का प्रथम बिल है और इसके पूर्व मैंने इस यात्रा के लिये कोई भुगतान प्राप्त नहीं किया है।
3. इस यात्रा के लिये किसी अन्य संस्था या विभाग से कोई राशि प्राप्त नहीं की गई है और न ही इस प्रकार की राशि दावेदार को देय है।
4. इस यात्रा के लिये यात्रा भत्ता देयक राशि रु. (अंको में).....
(शब्दों में) के लिये प्रस्तुत किया गया है।
5. प्रदान की गई उपरोक्त समस्त जानकारी मेरे निजी ज्ञान एवं विश्वास के आधार पर सत्य है।

दिनांक

(प्रवासकर्ता के हस्ताक्षर)



Ex-53/Prac-8

**Makhanlal Chaturvedi Rashtriya Patrakarita Evam Sanchar
Vishwavidyalaya, Bhopal.**

**BILL FOR CHARGES FOR COMPUTER PRACTICALS AT EXAM
CENTRE**

- (1) Exam month Year
- (2) Name of Practical Exam Centre
- (3) Study Centre Code (Exam centre for practicals)
- (4) In whose favour should the cheque of payment be drawn
- (5) Day of Practical Examinations. this is useful for calculating the number of invigilation duties.

Date	Time for Batches		
	Batch 1	Batch 2	Batch 3

- (6) Date wise allotment of candidates. This is useful for calculating Computer-Hiring charges and Stationery charges.

S.No.	Date	Study centre Code	Class	Strength	
				Allotted	Attended
Total					

- (7) Details of the claim
1. Computer-Hiring charges
 2. Invigilation Remuneration
 - (a) Number of Batches in all =
 - (b) Number of Invigilation Duties =
 - (c) Remuneration =
 3. Stationery Charges
 4. (a) Total claim in figure =
 - (b) Total claim in words =
 5. Signature of claimant with seal of the study centre. =



For Practical Examination Centre

Name and Place of Practical Exam Centre.....

(1) The claim is verified for Rs.....

Date.....

Asstt./Deputy/Registrar (Exams)

AUDIT SECTION

The Claim is examined

May be approved for Rs.....

In words Rs.....

Date.....

Signature

SANCTION AND PAYMENT ORDER

Passed for Rs.....

In Words Rs.

Date.....

Controller (Exams)

ACCOUNTS SECTION

(1) The Cheque is drawn in favour of Shri

- a) Amount sanctioned =
- b) Advance granted =
- c) Balance to be paid =
- d) Cheque No. =
- e) Recovery =

Date.....

Signature

Presented for signature of competent authority.

Date.....

Casher

2. Signed the above cheque

Date.....

F.O./AO.

3. Voucher no. =

Cash Book page no. =

Paid and cancelled =Date.....

Date.....

Cashier



Ex-54/Prac-9

Makhanlal Chaturvedi Rashtriya Patrakarita Evam Sanchar Vishwavidyalaya, Bhopal.

Computer Practical Exams-Remuneration Bill for Examiners

N.B. The bill should be verify the Head/Incharge of the Computer Practical Exam Centre

1. Month and Year of Examination
2. Name of claimant (use capital letters)
3. Postal Address with pincode
4. Telephone Number with STD Code (O).....
(R).....
5. Name of Practical exam centre
6. Number and Date of Appointment letter
7. Details of Practical Examination

S.No.	Date	Study Centre Code students of which appeared in exam	Class	Number of Students present	Number of Projects examined
			Total		

N.B. (a) Three to four students should join to perform one project.

(B) Head/Incharge of Practical exam centre should verify the contents mentioned above.

8. Remuneration for examining students
9. Remuneration for examining projects
10. (a) Total Remuneration claimed Rs.
- (b) Amount in words Rs.

Date.....

.....

.....

Place.....

Signature of Incharge
of Practical exam centre

Signature of claimant

Affix seal of Centre



Ex-54/Prac-9 Contd.

For Practical Examination Centre

Name of the Claimant

EXAM SECTION

- (1) The claim is verified.
- (2) Necessary corrections, if any, have been made.
- (3) Forwarded for payment of Rs.
In words, Rupees

Date.....

.....
Asstt./Deputy/Registrar (Exams)

AUDIT SECTION

Examined the bill. Approved for payment of Rs.....

Date.....

.....
Signature

SANCTION AND PAYMENT ORDER

Passed for payment of Rs.....

In Words Rs.

Date.....

.....
Controller (Exams)

ACCOUNTS SECTION

- (1) Cheque/DD No. Dated for Rs.....
..... Drawn in favour of Shri.....
is presented herewith.

Date.....

.....
Cashier

- 2. Signed by me

Date.....

.....
F.O./AO.

- 3. Voucher No..... Cash book page No.....
dated Recorded & Cancelled.

Date.....

.....
Cashier

RECEIPT

Received Rs. (In figures and words)

by Cheque/DD No..... Dated..... by cash.....

Date.....

.....
Signature of Claimant



Ex-58/Con-1

Makhanlal Chaturvedi

Rashtriya Patrakarita Evam Sanchar Vishwavidyalaya, Bhopal.

Conduct of Examination At Exam Centre

(See Para 29 : Sub-Para 1)

Number of Candidates

Shift

Class	Subject	Question Paper	Number of Candidates	Remarks



Ex-59/Con-2

Makhanlal Chaturvedi

Rashtriya Patrakarita Evam Sanchar Vishwavidyalaya, Bhopal.

Conduct of Examination At Exam Centre

(See Para 29 : Sub-Para 1)

SUPERINTENDENT'S REGISTER

SHIFT Morning/Noon/Evening

Date :

Class Subject PaperStrength of Candidates

Class Subject PaperStrength of Candidates

Class Subject PaperStrength of Candidates

Class Subject PaperStrength of Candidates

Room No.	Strength of Candidates	Name of Invigilators		Remarks
		One	Two	



Ex-60/Con-3

Makhanlal Chaturvedi

Rashtriya Patrakarita Evam Sanchar Vishwavidyalaya, Bhopal.

Conduct of Examination At Exam Centre

(See Para 29.0 : Sub-Para 6)

REGISTER OF CANDIDATES PRESENT/ABSENT

Class.....

S.No.	Write the Roll Numbers Top Downwards						(i) Question Papers (From Left to Right) (ii) Dates of Exams (From Left to Right) (iii) In the vertical column "P" or "A" be Recorded Against the Roll Nos.	
		Left to Right- Question Paper-						
DATE OF EXAM (LEFT TO RIGHT)-						LAST		
1.	2.	3.	4.	5.	ETC.	ETC.		



Ex-61/Con-4

Makhanlal Chaturvedi

Rashtriya Patrakarita Evam Sanchar Vishwavidyalaya, Bhopal.

Register of Attendance of Invigilators

(See Para 29.0 : Sub-Para 7)

Shift- Morning/Noon/Evening

Date.....

S.No.	Name of Invigilator	Room/Hall No.	Signature of Invigilator	Remarks



Ex-62/Con-5

Makhanlal Chaturvedi

Rashtriya Patrakarita Evam Sanchar Vishwavidyalaya, Bhopal.

EXAMINATION SECTION

(See Para 29.0 : Sub-Para 8)

SUPPLY OF MAIN AND SUPP. ANSWER BOOKS TO INVIGILATORS

Room Number	Strength of Students	Main Answer Books Serial Nos.			Supplementary Answer Books Serial Nos.			Invigilator	
		From	to	total	From	to	total	Name	Signature



Ex-63/Con-6

Makhanlal Chaturvedi

Rashtriya Patrakarita Evam Sanchar Vishwavidyalaya, Bhopal.

Consolidated Absentee Statement

(See Para 31.0, : Sub-Para 2)

N.B. This document is of great importance. It should be filled, signed and sent to university immediately after the examination.

- (1) Name of Examination Centre
- (2) Code Number of Examination Centre.....
- (3) Class-BCA/PGDCA/DCA/...../...../.....
- (4) Roll Numbers of candidates who were "Absent" in all the papers.

Roll No.	Roll No.	Roll No.	Roll No.	Roll No.

- (5) Roll Numbers of candidates who were "Absent" in some question papers.

Roll Numbers	Question Paper In which "Absent"	Roll Number	Question Paper in which Absent

Seal of Exam Centre

N.B. This should be sent to the university as soon as the exam is over.

Name of Supdt.....

Telephone No. (Office)

Telephone No. (Residence)

.....

Signature of Superintendent of Exam Centre.



Ex-64/Con-7

Makhanlal Chaturvedi

Rashtriya Patrakarita Evam Sanchar Vishwavidyalaya, Bhopal.

EXAMINATION SECTION

CONDUCT OF EXAMINATION AT A CENTRE

STOCK REGISTER OF ANSWER BOOKS

(See Para 6.1)

- (i) Regular entries should be made in this register to keep it up-to-date. This Register should be made available to the inspection Team of the University for checking.
- (ii) The extract i.e. last entry after updation be sent to university immediately after the examination.

Date	Main Answer Books			Supplementary Answer Books			
	Received from the University Serial Number From to total	Used at the Exam Centre	Balance (number)	Received from the University Serial Number From to Total	Used at the Exam Centre	Balance (number)	Signature for Supdt.



Makhanlal Chaturvedi

Rashtriya Patrakarita Evam Sanchar Vishwavidyalaya, Bhopal.

**CONDUCT OF EXAM. AT CENRRE
STOCK REGISTER OF QUESTION PAPERS
(See Para 8.2)**

(i) The Proforma should be used fro preparing a Stock Register of Question Papers. Regular entries be made to keep it up-to-date. This should be produced before the Inspection Team of the University for verification and signatures.

(ii) The extract i.e. the last entry after updation be sent to university immediatly after the examination. Para 9.17 and 9.18 may kindly be seen and incorporated in the Report sent to university.

Date	Supplied by University				Used at Centre		
	Clas	Code No. Question Paper	No. of Envelopes	Total No. of Question Papers	No. of Question Papers used	Number of Question Papers in Balance	Signature of the Centre Supdt.