

Examination Manual



MAHARAJA BIR BIKRAM UNIVERSITY
AGARTALA, TRIPURA: 799004

<i>CONTENTS</i>	<i>PAGE NO.</i>
CHAPTER-I Introduction	02
CHAPTER-II Functions of Office of the Controller of Examinations	07
CHAPTER-III Pre-Examination Work/Activities	10
CHAPTER-IV Examination Session Timings and Bell Alerts	12
CHAPTER-V Control Room at the Examination Centre	14
CHAPTER-VI Conduction of Examination	16
CHAPTER-VII Misconduct and Malpractices in Examination by Candidates	18
CHAPTER-VIII Post-Examination Work/ Activities	22
CHAPTER-IX Practical/ Clinical/ Viva-voce Examinations	25
CHAPTER-X Post-Evaluation Data Processing/ Tabulation	26
CHAPTER-XI Result Finalization and Publication	27
CHAPTER-XII Miscellaneous	30
ANNEXURE : Different Forms	

CHAPTER-I

Introduction/Preamble:

The first and foremost activity of any higher educational institution is to provide academic support, conduct examinations and declaration of results for its Departments as well as affiliated institutions. And in this regard the Office of the Controller of Examinations of any higher educational institutions and so as to Maharaja Bir Bikram University is the backbone of the examination system. It is of paramount importance that the examinations are conducted with full objectivity and fairness. Here lies the importance of Examination Manual. It is the detailed document from conduction of examination to declaration of results.

1.01 Definitions:

- 1.01.01 **Academic Year:** The Academic Year of the University shall ordinarily be from July to June and shall consist of two semesters. It may, however, be modified by the Academic Council if needs be.
- 1.01.02 **University:** University means the Maharaja Bir Bikram University (MBB University)
- 1.01.03 **Department:** The term ‘Department’ is used to mean a Department of the Maharaja Bir Bikram University and of its affiliated colleges
- 1.01.04 **College:** The term ‘College’ is used to mean an affiliated College of the Maharaja Bir Bikram University.
- 1.01.05 **Centre:** The term ‘Centre’ is used to mean a Centre of Study in Maharaja Bir Bikram University.
- 1.01.06 **Semester:** A semester means a half-yearly term including examinations, vacations and semester breaks. The first and third semester of an academic year shall ordinarily extend from the month of July to December (Odd Semester) and the second and fourth semester shall extend from the month of January to June (Even Semester) each year.
- 1.01.07 **Academic Programme:** An Academic Programme shall comprise of a set of Courses in a particular field of study.
- 1.01.08 **Course:** A course is a unit of instruction or segment of a subject area under any discipline. Each programme shall comprise of a set of courses. A course may be considered as a paper in conventional education system.

- 1.01.09 **Credit:** Each course offered shall carry a specified credit depending upon the quantum of work involved in the course. It determines the number of hours of instructions required per week. One Credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work / field work per week etc.
- 1.01.10 **Credits Earned:** The total credits earned by a student during a programme is the sum of the credits specified for the courses completed by the student securing pass grades.
- 1.01.11 **Core Course:** Core courses shall consist of those courses which a student must take as compulsory requirement for a particular programme in which the student is enrolled. A core course may also take the form of a Dissertation/ Project work/ Practical training/ Field work etc.
- 1.01.12 **Elective Course:** Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.
- 1.01.13 **Discipline Specific Elective (DSE):** Elective courses offered in the main discipline/subject of study is referred to as Discipline Specific Elective.
- 1.01.14 **Open Elective:** Open Electives are courses offered in the University from disciplines not directly related to the programme. The students of a programme are allowed to register for some such courses to enable them to widen their breadth of knowledge/ skills. A student may enroll in open electives like NSS / Self- Defence/ Martial Art / Yoga etc. Credit shall be defined for such open electives and shall be notified accordingly. The grade secured in the Open electives(s) shall be taken into account in calculating SGPA/CGPA.
- 1.01.15 **Generic Elective (GE):** An elective course chosen from an unrelated discipline/subject, with an intention to seek exposure beyond discipline/s of choice is called a Generic Elective.
- 1.01.16 **The Ability Enhancement (AE) Courses** may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC)."AECC" courses are the courses based upon the content knowledge enhancement: (1) AECC: (a) Environmental Science and (b) English/MIL Communication. These are mandatory disciplines. (2) SEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills etc.

- 1.01.17 **Foundation Course (FC):** The Foundation Course based upon the content that leads to knowledge enhancement. This is mandatory for all disciplines.
- 1.01.18 **Internal Assessment:** The word “Internal Assessments” is used to refer to the continuous evaluation within the half-yearly term. Internal Assessment shall be conducted by the respective Course Teachers and marks to be submitted to the Controller of Examinations. Internal Assessment can be Written Test/Assignments/Seminar etc.
- 1.01.19 **End-Semester:** The word “End-Semester” is used to refer to the examinations and evaluations at the end but within the half-yearly term.
- 1.01.20 **Course Teacher:** A Professor/Associate Professor/Assistant Professor/Invited Faculty/Guest Faculty shall be called as Course Teacher.
- 1.01.21 **Admission to an Examination:** ‘Admission to an Examination’ means the issuance of Admit Card provisionally to a candidate by the Controller of Examinations (COE). However, in case subsequently if it is found that all conditions are not fulfilled by the candidate, his admission shall be liable to be cancelled.
- 1.01.22 **‘Answer-booklet’** means a stitched booklet of fixed pages issued to a student by the University in the Examination Hall to write answers to the questions listed in the question paper of a Course of Examination.
- 1.01.23 **‘Applicant’** means a student who has submitted an application in the prescribed format to the Controller of Examinations admission to an examination.
- 1.01.24 **‘Arrear Candidate’** is a student, who have appeared/not appeared in the examination to any course earlier and required to appear the same examination by reason of his failure or absence in examination.
- 1.01.25 **‘Code of Conduct’** means the norms to be followed in conducting oneself in the context of the functions/ duties assigned to an individual.
- 1.01.26 **Examination Centre:**
Each Department of the University shall normally be selected a Centre/Venue for Post-Graduate examinations for students of that department.
Each affiliated College to this University shall be the Centre/Venue for students appearing at the Under-Graduate Examinations.

However, under extraordinary situations, the Controller of Examinations may, with approval of competent authority, decide to change the centre/venue and in such an event the decision of the Controller of Examinations regarding selection of centres/venues shall be final.

- 1.01.27 **‘Examination Fee’** means the fee for registering and securing admission to an examination.
- 1.01.28 **‘Examination Hall’** includes any Room, Laboratory, Workshop or any other premises used for conducting examinations of the University.
- 1.01.29 **‘Examiners’** means teachers of University Departments as recommended by the Departmental Examination Committee (DEC) for Post Graduate Programmes and teachers of Colleges for Under Graduate Programmes appointed by the Controller of Examinations (CoE) with the approval of Vice Chancellor for evaluation of theory/practical papers/UG or PG dissertation etc.
- 1.01.30 **‘Near-Relative’** means wife, son, daughter, son-in-law, daughter-in-law, grandson, granddaughter, grandson-in-law, granddaughter-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.
- 1.01.31 **‘Paper Setter’** means teachers of University Departments as recommended by the Departmental Examination Committee (DEC) for Post Graduate Programmes and teachers of Colleges for Under Graduate Programmes appointed by the Controller of Examinations (CoE) with the approval of Vice Chancellor for setting of question papers of theory/practical papers/UG or PG dissertation etc.
- 1.01.32 **‘Re-evaluation’** means a repeat of evaluation of the written answer-booklet of the Semester End Examination by a different examiner based on submission of appropriate application with due fees thereof by the candidate, after announcement of the result.
- 1.01.33 **‘Reviewers’** means teachers of University Departments as recommended by the Departmental Examination Committee (DEC) for Post Graduate Programmes and teachers of Colleges for Under Graduate Programmes appointed by the Controller of Examinations (CoE) with the approval of Vice Chancellor for review of the answer scripts of Semester End Theory papers.
- 1.01.34 **‘Student’** means and includes a person who is enrolled as such by the University/ Department, to pursue education, receive instructions, write

examination(s) and qualify for any degree, diploma or certificate awarded by the University.

- 1.01.35 **Officer-In-Charge/Centre-In-Charge:** The Head/Head(i/c) /In-Charge of the Department of a Post Graduate Department of the University will be the Centre-in-Charge for conducting examinations in the Department concerned. In his/her absence, the next senior most Faculty member of the Department will act as Centre-in-Charge of the concerned Department. In case of affiliated colleges, the Principal /a senior teacher of the College as recommended by the Principal will act as Centre-in-Charge and Custodian of the concerned centre in the specified examination. The Centre-in-Charge of an examination centre shall make all preparatory arrangements for holding examinations, including seating arrangements for candidates. He/ She shall conduct the examinations under the supervision of the Head of the Department/the Principal, as the case may be, according to the instructions given by the Controller of Examinations of the University from time to time in this regard. He/ She will have to take all necessary measures for the smooth conduct and fairness of examinations at a centre. In the absence of the Centre-in-Charge, the Head of the Department/the Principal or his/her authorized representative shall perform the functions of the Centre-in-Charge with intimation to the Controller of Examinations.
- 1.01.36 **Examination Board:** There shall be an Examination Board as per Clause 37 of the First Regulations 2018 under Maharaja Bir Bikram University Act, 2015. The Powers and Functions of the Examination Board are laid down in the Clause 39 of the First Regulations 2018 under Maharaja Bir Bikram University Act, 2015
- 1.01.37 **Disciplinary Committee:** There shall be a Disciplinary Committee as per Clause 42-43 of the First Regulations 2018 under Maharaja Bir Bikram University Act, 2015. The Powers, Functions and Responsibilities of the Disciplinary Committee are laid down in the Clause 45 of the First Regulations 2018 under Maharaja Bir Bikram University Act, 2015
- 1.01.38 **Departmental Examination Committee (DEC):** There shall be a Departmental Examination Committee (DEC) as per Clause 40 of the First Regulations 2018 under Maharaja Bir Bikram University Act, 2015. The Powers and Functions of the DSE are laid down in the Clause 41 of the First Regulations 2018 under Maharaja Bir Bikram University Act, 2015.

CHAPTER-II

Functions of Office of the Controller of Examinations

- 2.01 **Under the general supervision of the Controller of Examinations the Officers/Assistant Controller of Examinations/Dealing Assistants shall perform the following functions-**
- 2.01.01 Issue of detailed schedule of examinations, notification of examination fees and inviting applications from the candidates for admission into University examination and such other related work.
- 2.01.02 Issuance of notification related to the appointment of Centre-In-Charges, Setting up of Centres of examinations for Theory and Practical Examinations.
- 2.01.03 Scrutiny of examination application forms of candidates forwarded by the Head/Head(i/c)/In-Charge/Principal/Principal(i/c) before the commencement of Practical/Theory examinations.
- 2.01.04 Allotment of Roll Numbers to the applicants.
- 2.01.05 Printing of a list of eligible candidates' and sent the list to the centre of examinations.
- 2.01.06 Preparation of the subject-wise, course-wise and date-wise statement, for printing of question papers. Atleast 10% in excess of what is actually required in each subject, Question Papers to be printed.
- 2.01.07 The question paper packets shall indicate course, subjects, semester, date of examinations, Code and name of examination centre, time of examinations, number of question papers in each packet etc.
- 2.01.08 Maintenance of all records, statistics, stock registers and database of candidates pertinent to examinations.
- 2.01.09 Processing and passing of Bills of remuneration of TA, DA, other Conveyance/Allowance, and Maintenance of correspondence thereon.
- 2.01.10 Arrangements for the work for dispatching and collection of all examination material to examination centres, evaluation centres etc.
- 2.01.11 Issue of appointment orders to the Internal and External Examiners, Paper setters, Scrutinizers, Head Examiners, Reviewers etc.
- 2.01.12 Arrangement for conducting examination, collection of answer papers, evaluation, processing and declaration of results.
- 2.01.13 Preservation and disposal of valued answer scripts at least for 60 days after the announcement of results.

- 2.01.14 Arrangement for preparation and distribution of marksheets and other certificates to the candidates.
- 2.01.15 Collection and maintenance of statistical data regarding the number of examinations, number of candidates registered for each examination, the number of boys, girls, regular candidates and repeaters, percentage of passes, receipts and expenditure on each category of examination etc.
- 2.01.16 Preparation of merit lists and their transmission to appropriate authorities/bodies.
- 2.01.17 Collection of work done statements from the Head Examiners, Scrutinisers, Paper Setters and Examiners, Reviewers and forwarding them to the Finance Section for payment of remuneration.
- 2.01.18 Arrange for re-evaluation of evaluated answer-booklets requested by the candidates on prescribed application form with due fees.
- 2.01.19 Scrutiny and passing of the bills of printing and purchase of stationery etc.
- 2.01.20 Sanctioning of contingent expenditure to departments/evaluation centres to conduct theory and practical examinations.
- 2.01.21 Announcement of results of examinations, dealing the cases of withheld results for future announcement and follow up work in cases of any discrepancies.
- 2.01.22 Issue of duplicate marks card/ duplicate degree certificate, consolidated marks card, provisional Degree certificate, rank certificate, etc.
- 2.01.23 Any other functions assigned by the Vice-Chancellor from time to time.
- 2.02 **Call for Application for Appearing in the Examination:**
- 2.02.01 A notification regarding the time schedule for issue of exam application forms from the University to the Departments/Colleges and deadlines for submission of application forms to the University shall be notified.
- 2.02.02 The Examination fee details shall be provided in a structured manner for theory/ practical/ viva-voce/ project-work etc.
- 2.02.03 Examination forms duly filled and forwarded by the Head/Head(i/c)/In-Charge/Principal/Principal(i/c) should be submitted to the Office of the CoE.
- 2.02.04 All application forms received from the Candidates shall be subject to thorough scrutiny for the validity/correctness of details.

- 2.02.05 All valid applications are processed further for Preparation of Candidates list.
- 2.02.06 A list of all eligible candidates for each examination shall be prepared after thorough scrutiny and accounting for attendance or other deficiencies.
- 2.02.07 The list shall contain the candidate's name, Registration number, Roll Number and the Code numbers of the courses/ subjects in which he/ she has registered for appearing in the Examination.
- 2.02.08 The programme-wise list of candidates shall be sent to the concerned Departments/ Colleges.

CHAPTER-III

Pre-Examination Work/Activities

3.01. Paper Settings and Moderation:

In case of PG departments the Controller of Examinations appoint the paper setters and moderators recommended by the Departmental Examination Committee and approved by the Vice Chancellor. In case of Under graduate examinations the Controller of Examinations appoint the paper setters and moderators approved by the Vice Chancellor.

4.01 Admit Cards:

4.01.01 The Admit Card is issued to all the eligible candidates admitted to the University examination. Any Candidate found ineligible due to valid reasons such as attendance deficiency etc. shall not be issued the Admit Card.

4.01.02 Admit Card shall contain information regarding the Name of the candidate, Roll Number, Registration number, Photograph, Programme of Study, Semester/Year, Department and the Code numbers of the Subject(s) in which he/ she is registered for the current examination.

4.01.03 The office of the CoE shall issue the Admit Cards at least 3 days before the commencement of the examinations so that students can download the Admit Cards from website.

4.02 Scheduling and Time Table of Examinations:

4.02.01 While scheduling examinations all care should be taken to ensure that No overlap in the subjects/ papers of examination occurs for any regular or arrear candidate. The Examination time-table shall be cross validated for any overlap and necessary amendments made.

4.02.02 The scheduling of all Practical Examination shall be provided by the concerned Head/Head(i/c)/In-Charge/Principal/Principal(i/c) to the CoE sufficiently in advance of the scheduled commencement of the examinations.

4.02.03 The Time-table of examinations shall be dispatched sufficiently in advance to the Department/Colleges for record and display on the Notice Boards.

4.02.04 The Time tables shall also be posted on the University website before the commencement of the examinations.

4.03 Initial Preparations for the Theory Examination Period:

4.03.01 The number of Candidates, day-wise, session-wise, shall be ascertained on the basis of the examination schedules, List of Candidates registered and admitted for the University examination.

- 4.03.02 On the basis of the Number of candidates and the seating capacity of halls available, the number of examination halls required should be fixed and necessary steps taken to make arrangements for the conduct of examinations by the Centre-In-Charge.
- 4.03.03 The order of appointment of invigilators be issued and communicated to the invigilators by the Centre-In-Charge.
- 4.03.04 A Control Room and Services Room that is considered accessible and at the same time secure (safe) are identified at the Examination centre for the entire period of examination.
- 4.03.05 Attendance sheets/ register of candidates seated in each of the examination hall are prepared based on the Programme of study and Semester/Year of study by the Centre-In-Charge.
- 4.03.06 Preparation of Answer-booklets Stock register at the examination centre which need to be updated after each session of examination.
- 4.03.07 Specific number of Answer-booklets shall be prepared hall-wise. The University seal shall be affixed.
- 4.03.08 Seating Charts be prepared for each room and displayed in the respective rooms.
- 4.03.09 It should be verified that sufficient quantum of Question Papers of each paper have been received in sealed envelopes. The sealed envelopes are arranged date-wise, hall-wise and paper-wise and kept inside a sealed almirah/safe/locker. A copy of the time table is kept in the almirah/ safe 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.
- 4.04 **Appointment of Support Staff for Examination Centre:** The Centre-In-Charge shall appoint a team of members from various cadres of staff to facilitate the conduct of day-to-day affairs in the conduct of examinations at the Centre.

CHAPTER-IV

Examination Session Timings and Bell Alerts

5.01 Timings:

- 5.01.01 Unless otherwise notified, the forenoon session of theory examination shall be between 10:00 AM to 01:00 PM for all examinations.
- 5.01.02 Unless otherwise notified, the afternoon session of theory examination shall be between 2:00 PM to 5:00 PM for all examinations.
- 5.01.03 The schedules for practical examinations to be conducted in the specified laboratories of the departments/colleges shall be notified in the examination notice boards of the respective departments/colleges in advance before the examination.

5.02 Bell Alerts:

- 5.02.01 In an examination session there will be a total of 6 Bell alerts. The scheme of ringing of the bell during the examination session and the operations linked with it are given below:
- 5.02.02 First Long Bell 15 minutes before the commencement of the Examination. Candidates enter the examination hall and take their respective seats. Answer-booklets are distributed.
- 5.02.03 Second Long Bell at the Scheduled start-time of the examination of the session. Start of Examination. Question papers are distributed. No Candidate should be allowed to leave the examination hall until the first one hour of the commencement of the examination.
- 5.02.04 Third Bell – One Stroke at the end of the first 60 minutes of examination. Invigilator shall also make the consolidated attendance sheet of the Hall. All the absentees should be marked “ABSENT” using RED ink pen in the attendance sheet/ register. No Candidate should be allowed to enter the examination hall.
- 5.02.05 Fourth Bell – Two Strokes at the end of 120 minutes of examination.
- 5.02.06 Fifth Bell –Short Stroke bell at the end of 170 minutes of examination. Warning 10 minutes before the end of the examination. Candidates are alerted about the remaining time. Candidates are reminded to enter the total pages written and strike off the unwritten blank pages in the answer booklet.
- 5.02.07 Sixth Bell – One Long Bell at the end of 180 minutes of examination. End of Examination. Answer papers are collected.

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

CHAPTER-V

Control Room at the Examination Centre

6.01 Control Room:

6.01.01 There shall be a Control room at the Examination centre.

6.01.02 Examinations Control Room: During the periods of University examinations, staff of various ranks in sufficient numbers shall be engaged to attend to the duties related to the conduct of examinations for the entire duration of Examinations. They work from an Examination Control Room at the Centre.

6.02 Summary of functions of the Control Room for each day of examination:

6.02.01 Seating Chart be exhibited on the Notice Board.

6.02.02 Instructions to candidates/examinees are exhibited on the Notice Board.

6.02.03 Candidates are assigned to Examination Halls.

6.02.04 Signature of Invigilators, who report on duty, be taken in the relevant sheet.

6.02.05 Outer Packet containing the Question paper packets for the session is open, 20 minutes before the commencement of the examination.

6.02.06 The Question Papers be taken out of the envelopes. The subject printed on the Question Paper should agree with the subject mentioned in the Time Table.

6.02.07 Materials are issued to the invigilators from the Control Room. Signatures are taken as an acknowledgement of their having received the materials.

6.02.08 The Control Room will collect the following items from the invigilators after one hour of the commencement of the Examination: Attendance sheets of candidates. These should be signed by candidates as well as the Invigilators. Remaining Main Answer Books. Remaining Question Papers.

6.02.09 A record of the usage of Answer-booklets shall be maintained for each session. Session-wise consumption records shall be updated in the Answer-booklets Stock Register at the end of each session with signature of the person concerned.

6.02.10 Account of Question Papers is prepared. Entries are made in the concerned Stock Register. Envelopes are retained in safe custody.

6.02.11 Seating arrangement of the next day is prepared. Four copies of the seating map are prepared.

6.02.12 Packets of Main Answer Books, Loose Sheets, and different proforma are kept ready, for the next day.

- 6.02.13 Centre-In-Charge should take rounds to ascertain the performance of duties by the invigilators.
- 6.02.14 Water should be served to candidates in the Examination Room.
- 6.02.15 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.
- 6.02.16 Session report in two copies, be prepared and signed for each session of Examination.
- 6.02.17 Various examination related Forms filled and signed by invigilators, be placed immediately in the corresponding file covers.
- 6.02.18 Packet of Answer-booklets caught in Misconduct/Malpractice/ Unfair-means is sent separately with the incriminating evidence along with the Invigilators report and Centre-In-Charge report.
- 6.02.19 Perform any other relevant work/ activity that may be necessary.

7.01 Answer-booklets

- 7.01.01 Answer-booklets shall in no case be stamped in larger quantity than required for each session/ day's use so that any misuses/ malpractices are prevented.
- 7.01.02 Only University seal shall be used on all the answer.
- 7.01.03 The Answer booklet stock register should be made available for Inspection by the Observer or any other authority concerned with the Examinations.

CHAPTER-VI

Conduction of Examination

8.01 Hall Arrangements & Seating Arrangement in the Examination:

- 8.01.01 The Examination Hall(s) should have adequate light and ventilation. It should be clean and tidy. Sufficient furniture, viz desk, chairs, tables, benches should be provided to the candidates. It should be ensured that the atmosphere around the Examination Hall remains calm and quiet.
- 8.01.02 The Centre-In-Charge shall prepare well in advance, the statement regarding seating arrangements for the candidates.
- 8.01.03 Each Candidate shall be allotted a definite seat for each paper of the examination. It is preferable to allot the same seat for a candidate for his entire examination. The seat allocation for arrear candidate may vary for each of the arrear paper due to logistics and administrative constraints.
- 8.01.04 Sufficient space is given between two examinees so that the neighbouring candidates may not peep into each others' Answer booklets.
- 8.01.05 Seating charts should be displayed prominently showing the position of candidates (according to their register number) in each room for each day accessible place for the examinees (inside/ outside the room) and copy of the same shall be retained for the sake of documentation and record keeping.
- 8.01.06 On the first day of Examination, the Examination Hall(s) should be opened half an hour before the commencement time in order to enable candidates locate their allotted seat. On the remaining days of the Examination, the rooms should be opened 15 minutes before the commencement of examination.
- 8.01.07 Special care may be taken in providing a seat to a candidate who suffers from any infectious disease so as not cause an adverse effect on the other candidates. Candidates who cannot climb staircase due to their physical condition shall be provided sitting arrangement in a Hall in the Ground floor.

9.01 Packing of Answer-booklets after the examination:

- 9.01.01 Immediately after every session the answer scripts of each paper collected from candidates will be arranged in the serial order of Register Number and after counting them and checking the number of answer scripts with the number of candidates appeared, the same shall be packed in covers of suitable size. The answer scripts must be packed as below:
- 9.01.02 Answer books of only one subject and one examination must be packed in sealed packet(s).

- 9.01.03 Several such packets of answer scripts shall be bundled and wrapped in appropriate material (cloth/ paper).
- 9.01.04 The answer scripts related to Malpractice/ Misconduct shall NOT be mixed or packed with the regular answer scripts. In each case of malpractice, the answer scripts shall be packed along with the confiscated incriminating material (duly signed by the examinee), report of the Invigilator.
- 9.01.05 The consolidated report of the Centre-In-Charge on all cases of reported malpractices/ misconduct shall be placed in the outer cover which shall contain all individual covers of reported malpractice cases.
- 9.02 Documentation of Reports of the Examination Session:**
- 9.02.01 The following records are consolidated, packed and sent to the Office of the COE after each session/ day of the examination at the examination centre.
- 9.02.02 Attendance Statements of Candidates sorted programme-wise/ subject-wise, Attendance statement of Invigilators and all Staff on Examination duty.
- 9.02.03 Attendance Summary Statement programme-wise/ subject-wise be prepared and sent to the Office of CoE.
- 9.02.04 Answer scripts packing list for each bundle/ bag/ box.
- 9.02.05 Record of the instances of Malpractice/ Misconduct and the related materials such as Answer-scripts, incriminating materials and reports of Invigilator & Centre-In-Charge.
- 9.02.06 Transportation of Answer-Scripts from Examination Centre to the Office of the CoE
- 9.02.07 All the Answer-scripts and Reports/ Records of the examination held on the session/ day shall be packed safely and dispatched to the Office of the CoE in the University vehicle securely.
- 9.02.08 The person in-charge of the receipt and safe-keeping of answer scripts after the examination shall receive those bundles from examination centre(s), check for the integrity of the packing. He/ She shall then arrange to keep them safely and securely till taken up for further processing.

CHAPTER-VII

Misconduct and Malpractices in Examination by Candidates

- 10.01 A candidate shall not use unfair means in connection with any examination. The following shall be deemed to be use of unfair means in University examination:
- A. Keeping incriminating material related / unrelated to the subject of the examination concerned in possession.
 - B. Copying either from the possessed material or from a co-examinee.
 - C. Inter-changing of answer scripts.
 - D. Changing of seat for copying.
 - E. Trying to help other candidates.
 - F. Consulting co-examinees.
 - G. Using electronic devices for the purpose of malpractice.
 - H. Writing some other candidate's registration/ roll number in the main answer paper.
 - I. Insertion of pre-written answer sheets (Main sheets or Additional Sheets).
 - J. Taking out or attempting to take out answer sheets from the examination hall.
 - K. Getting answer scripts replaced during or after the examination with or without the help of any person connected with the examination centre, or any agency within or outside the examination centre.
 - L. Threatening the invigilator or insubordinate behaviour as reported by the Officer-in-Charge and / or hall Superintendent.
 - M. Disorderly conduct or causing disturbance in or near the examination hall.
 - N. Carrying any object or instrument which may be used as a weapon during the examination.
 - O. Consulting the invigilator for answering the questions in the examination.
 - P. Approaching directly or indirectly an examiner or any member of the staff of the University with the object of influencing him/her.
 - Q. Cases of impersonation
 - R. Mass copying.
- 10.02 The Vice Chancellor may declare any other act of omission or commission to be unfair means in respect of any or all the examination.
- 10.03 In cases of Unfair means adopted by a Candidate as mentioned in Clause 7.01 and 7.02 the decision regarding the concerned shall be taken by the Disciplinary Committee.

11.01 Handling and Reporting Misconduct, Malpractice at Examinations

- 11.01.01 The following shall be the procedure for dealing with the cases of candidates found using or suspected of using unfair-means or involved in malpractice or misconduct in connection with the examinations:
- 11.01.02 Where a candidate is suspected of using unfair means as defined above, the Invigilator or the Centre-In-Charge or observer shall search the candidate and/ or his/her belongings. Where any written or printed material is found in his/her possession as a consequence of the search, the matter is taken to the notice of the Centre-In-Charge of Examination centre. The candidate's answer booklet shall be confiscated along with the material recovered.
- 11.01.03 The Centre-In-Charge shall hold a preliminary enquiry, record the report of Invigilator, the statement of the candidate in the presence of a teacher other than the Invigilator concerned. On sufficient grounds, the Centre-In-Charge shall forthwith suspend the candidate from writing the particular examination.
- 11.01.04 The Invigilator shall provide his/ her report. The Centre-In-Charge shall countersign the report. Answer scripts of all such cases are packed separately along with incriminating materials used in the malpractice.
- 11.01.05 If the candidate refuses to hand over the incriminating material or destroys or runs away with the material (causes to disappear) the facts shall be noted duly witnessed by two members of the supervisory staff and the matter reported to the Controller of Examinations immediately.
- 11.01.06 In case of Misconduct/ insolent behaviour (i.e. verbal or nonverbal e.g. gestures), the Invigilator or concerned authorized person shall record the facts in writing and shall report the same to the Centre-In-Charge, who shall forward the same to the Controller of Examinations.
- 11.01.07 The answer scripts, relevant question paper(s), statement of the errant examinee and the incriminating materials confiscated shall be packed in a cover and labeled. This packet in turn shall be placed in an outer cover along with the Invigilator Report(s) of all such cases along with the consolidated report of the Centre-In-Charge on cases of malpractices for the session. It is reiterated that these Answer scripts should NOT be packed with the other Answer scripts. They should be placed in a separate packet and sealed. It is the responsibility of the Centre In-Charge to ensure that the malpractice related bundle is securely despatched to the CoE with appropriate labeling.
- 11.01.08 A record of such malpractice shall be maintained at the examination centre in order to prevent such candidates for further action.

- 11.01.09 Based on the reports of Invigilator/ Centre-In-Charge, the CoE shall place such cases before the Disciplinary Committee (constituted as per Clause 42 of the First Regulations 2018 under Maharaja Bir Bikram University) along with all the materials and records received by him/ her.
- 11.01.10 Post-Examination, if the examiner at the time of assessment of answer booklet(s) suspects that there is a prime facie evidence that the examinee(s) whose answer script(s) the examiner is assessing appears to have resorted to malpractice, he/ she shall forthwith stop further evaluation and return the answer script with a report prepared by him under his/ her name and signature to the Head/Head(i/c)/In-Charge in case of PG Departments and Head Examiner in case of Under Graduate Programmes in separate confidential sealed envelope marked as “Suspected Malpractice case”. The Head/Head(i/c)/In-Charge in case of PG Departments and Head Examiner in case of Under Graduate Programmes shall forward the same to the CoE along with his/ her remarks and signature. If the suspicion arises or malpractice is suspected after script is already valued, marks shall not be entered in the marks slip along with other students but enter them in a separate list and hand over to the custodian who in turn shall forward the same to the CoE in a sealed cover.
- 11.01.11 Punishments for Malpractice A candidate found guilty of Misconduct/ Malpractice at, or in connection with an examination shall be subjected to due enquiry by the Disciplinary Committee. If the candidate is found guilty, he/ she may be awarded one or more punishment(s) based on the Committee’s assessment on the nature and severity of the malpractice.
- 11.01.12 The Disciplinary Committee shall meet at the required place specified in the said notice for the purpose of holding the enquiry and the said candidate shall be allowed to be present, and heard in the same.
- 11.01.13 The errant examinee may appear before the Disciplinary Committee on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The examinee himself/herself only shall present his/ her case before the Committee and no other person shall be permitted to represent his case.
- 11.01.14 In no case the candidate shall be allowed to be represented by a lawyer or any other person. Also no adjournment of the hearing will be granted to the candidate unless deemed necessary by the committee.
- 11.01.15 After serving a show cause notice, if the implicated concerned examinee fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the concerned examinee may be given one more opportunity to appear before the Committee in his/her defence. If even after offering two chances, the concerned examinee fails to appear before the Committee, the

Committee shall take decision in his/her case in his / her absentia, on the basis of the available evidence/documents, which shall be binding on the examinee concerned.

- 11.01.16 The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge(s) against the concerned examinee should be shown to him/ her by the Disciplinary Committee, if the concerned examinee presents himself/herself before the Committee. The Committee shall proceed to conduct a summary enquiry by providing a fair and reasonable opportunity to the student. On conclusion of the enquiry the committee shall record its findings about the commission of guilt by the student or otherwise prepare a report along with its recommendations.

12.01 Malpractices/ Misconduct- Some general policies

- 12.01.01 If the Vice-Chancellor receives complaints to the effect that the integrity of a University examination has been violated at the examination centre as a consequence of mass copying or other use of unfair-means, he may after enquiry, order re-examination in one or more papers.
- 12.01.02 Ordinarily, the University shall conclude the issues/ matters related to malpractices and the processes thereof within a period of three months or in any case before the commencement of the next examination.
- 12.01.03 The Vice-Chancellor shall have the power at any time to institute an enquiry and to punish such malpractice/ misconduct or breach of rules by exclusion of such student(s) from any University examination or from any University programme in the University Department or from any Convocation for the purpose of conferring degree either permanently or for a specified period, or by cancellation of the result of the student in the University examination for which the student appeared or by deprivation of any University Scholarship held by him/her or by cancellation of the award of any University prize or medal to him/ her or by imposition of fine or in multiple of the aforesaid ways within a period of six months.
- 12.01.04 Examination Result(s) of the concerned examinee(s)involved in such misconduct/ malpractice cases shall be withheld till the Competent Authority arrives at a final decision in the matter and the concerned examinee(s) and the Department/College to which he/she belongs to, shall be informed accordingly.

CHAPTER-VIII

Post-Examination Work/ Activities

13.01 Pre-Evaluation Processing of Theory Answer scripts

- 13.01.01 Code Number be assigned to each Answer-script as decided by the University if required. The part revealing the identity of the candidate is then cut off from the cover page of the Answer-script in a secure manner and stored safely in the custody of the CoE as quickly as possible.
- 13.01.02 The code number printed Answer-scripts are then packed in packets.
- 13.01.03 On the day of commencement of Central evaluation, the code numbered Answer-script packets shall be transferred to evaluation Centre.

14.01 Central Evaluation of Theory Answer scripts

- 14.01.01 A period of Central Evaluation of answer scripts is finalized by the CoE in consultation with the respective Head/Head(i/c)/In-Charge/Head Examiner of the concerned Subject.
- 14.01.02 The examiners are issued appointment order to evaluate the answer-scripts of the University examination along with a form in which they shall express their acceptance/ decline of the offer within the stipulated period.
- 14.01.03 Only examiners duly appointed by CoE should be assigned evaluation work and none else.
- 14.02.04 The Head Examiner shall ensure that the Registers pertaining to issuing of Answer-scripts to the Examiners, receiving of assessed answer-scripts from the Examiner are maintained properly.
- 14.01.05 Only one packet of answer-scripts shall be given for evaluation, one after another i.e., after completing the evaluation of answer scripts of the previous packets.

14.02 Appointment, Duties and Responsibility of Examiners

- 14.02.01 It shall be the responsibility of the Controller of Examinations to appoint Examiners for evaluation of answer scripts of Post Graduate Departments as per recommendation of the concerned Departmental Examination Committee. Examiners for Under Graduate Programmes be appointed from affiliated colleges.
- 14.02.02 The Examiners shall maintain strict secrecy regarding their appointment and other work allotted in connection with the examinations.

- 14.02.03 The Examiners shall NOT evaluate the answer scripts NOT related to his/ her subjects/course of teaching.
- 14.02.04 No person shall be related with the Examination process, if in that examination there is any candidate appearing is of his/her near relative.
- 14.02.05 The Examiners have to count the number of answer scripts in the packet and ensure that it tallies with the claim on the Packet. Discrepancies, if any, should be brought to the notice of the CoE immediately.
- 14.02.06 The examiners shall evaluate the scripts strictly in accordance with the scheme of evaluation given by the paper setters, if any.
- 14.02.07 The examiner shall evaluate all the answers and take into account the marks of only the maximum required or permitted questions by considering the marks awarded to the questions advantageous to the candidate.
- 14.02.08 The examiners shall write 'ZERO' wherever answers do not deserve any marks. The examiner shall total up the marks.
- 14.02.09 The examiner shall ensure that no answer or part of any answer is left out in evaluation. The examiners should read the answer script in detail and evaluate the scripts.
- 14.02.10 The marks awarded for each question shall be entered in the appropriate row & column on the mark-table on the Front Page of the Answer-booklet. The total marks shall be entered both in figures and words with his/ her signature.
- 14.02.11 The examiner shall not take the answer scripts out of the evaluation centre under any circumstances.
- 14.02.12 The examiner shall report to the CoE, cases of any candidates of other person on his/ her behalf approaching him/ her for any favour or writing letters to him/her indicating the name of the person, the register number/ code number of the candidate, subject/paper etc.
- 14.02.13 The examiner shall prepare marks lists in the prescribed proforma provided for the purpose.
- 14.02.14 After evaluation of Answer-scripts by the Examiner, the packets shall be sent to Scrutinisers. The Scrutiniser shall counts marks awarded to each question, verify whether marks has been given to all valid answers and then make a total of the marks of each question. He/She then sent the the Answer-scripts to the Head Examiner.
- 14.02.15 Head Examiner shall have to evaluate atleast 50 percent of the total Answer-Scripts of each Examiner of the concerned Course same as the Examiner. If

he/she finds any discrepancy may call the Examiner and guide him/ her for further evaluation.

14.02.16 With sufficient reason the Head Examiner may report to the CoE regarding not engage of any particular Examiner.

14.03 Remuneration/ Honorarium/ Allowances

Remuneration/ Honorarium/Allowances etc., shall be paid to the, Paper-setters, Examiners, Members of Board of Moderators, Reviewers and others who have put in work in connection with the conduct of examinations, as per the rates fixed by the University authorities from time to time., after completion of the assigned duties and after necessary documentation, at the University, along with TA/DA, remuneration for evaluation, as applicable.

CHAPTER-IX

Practical/ Clinical/ Viva-voce Examinations

- 15.01 The CoE shall notify the examination schedule of conduct of Practical/ viva-voce examinations at least one weeks prior to the Practical examinations. Detailed time table of the Practical examinations, subject wise, batch wise etc shall be announced by the Head/Head(i/c) /In-Charge/Principal/Principal(i/c), wherever necessary.
- 15.02 The University shall appoint Examiners for Practical examinations for different courses/ subjects. Whenever Internal Examiners are appointed, all efforts should be made to appoint the faculty who handled the practical classes during the respective academic period. When several teachers are involved in handling the classes, they shall be appointed by rotation. The Head/Head(i/c) /In-Charge/Principal/Principal(i/c) shall be responsible for the conduct of the practical/ viva-voce examination(s) in the respective departments/colleges. In case of Undergraduate courses CoE shall appoint Head Examiner for Practical examination and the final marks be awarded by Head Examiner.
- 15.03 The required number of answer booklets and other material shall be demanded and obtained from the University by the Head/Head(i/c) /In-Charge/Principal/Principal(i/c) well in time for practical examinations.
- 15.04 Candidates shall be in possession of Admit Cards on all the days of Practical examinations. In the event of non possession or loss of Admit Card the Head/Head(i/c) /In-Charge/Principal/Principal(i/c) is empowered to permit the Candidate to appear in the examination in exceptional circumstances and after verifying the identity of the candidate.
- 15.05 Practical answer scripts after the practical examination shall be packed in separate covers and sent to the University after completion of all the Practical examinations.
- 15.06 Marks allotted by the Examiners/Head Examiners for the practical and viva-voce examination shall be entered in words and figures on prescribed format and enclosed in covers prescribed for the same.
- 15.07 In cases of practical/ viva-voce examinations, the Examiners shall submit their remuneration claims in appropriate Form along with the marks-sheets, Answer-scripts, attendance statement of candidates to the CoE.

CHAPTER-X

Post-Evaluation Data Processing/ Tabulation

- 16.01 There shall be restricted/ classified zones within the office of CoE with adequate security measures to ensure that no unauthorized person has access to sensitive materials or information that would affect the outcome of examination process. Only authorized persons shall have access to these areas.
- 16.02 All the data processing relevant to the marks shall be done in these restricted/ classified zones.
- 16.03 Marks Tabulation and Validation**
- 16.03.01 The results of each of the examinations shall be tabulated in the Examination Database maintained on well secured Computer server with restricted access. The persons responsible for such activity may be referred to as Marks Tabulators.
- 16.03.02 Marks-Tabulator(s) shall be staff members of the University working in the office of CoE. They shall possess sufficient computer programming and database skill and experience.
- 16.03.03 The marks tabulated by the Marks-Tabulator shall be scrutinized and validated by a Validator who shall be appointed by the CoE.
- 16.03.04 Marks shall have to be verified by the Departmental Examination Committee (DEC) of the respective Departments for PG Programmes.
- 16.03.05 For Under Graduate Programmes CoE shall constitute a Committee of Teachers from Colleges to verify the marks of Marks slips with the Tabulations sheets.
- 16.03.06 The Validator shall: Check the posting made by the Marks-tabulators from the original statement submitted by the examiner. Check totals/aggregates posted by Marks-tabulator; Check the result prepared by the Marks-Tabulator for failures, honors such as Distinction, Pass, Fail, and Absentees etc. Validate the Grades, SGPA and CGPA etc. computed on the basis of the marks obtained by the candidates in examination. Any other discrepancy/ errata/ manipulation/ inconsistency etc. that might have crept into the marks database.

CHAPTER-XI

Result Finalization and Publication

17.01 Examination Board:

- 17.01.01 The Examination Board shall meet at within the University campus on the assigned day.
- 17.01.02 The Examination Board shall scrutinize and publish examination results alter consideration of the recommendation of the Departmental Examination Committee, in case of Post Graduate students; and, of the Controller of Examinations in case of Under Graduate students;
- 17.01.03 To add grace/compensatory marks, if necessary, the result should be placed before the Examination Board and subsequently Final result be placed before the Syndicate and Academic Council on a convenient date after publication for formal adaption.
- 17.01.04 To submit to the Syndicate through the Faculty Council concerned an analytical statement and survey of the results of the different examinations.
- 17.01.05 The members shall consider any moderation issues arising out of wrong/ out of-syllabus questions/ unsolvable problems, etc. and the amount of marks to be awarded to the candidates affected by such issues.
- 17.01.06 The results of the concerned examinations shall ordinarily be declared within 45 days of the last examination and the University shall dispatch the result along with the statement of marks to the Departments/Colleges for distributing. The results shall be published on the University website.

17.02 Results Withheld and their Declaration

- 17.02.01 If there is discrepancy in the subjects mentioned in the examination form and actual examination given by the candidate or for any other reason, the results of an examinee will be withheld and will be declared after due confirmation.
- 17.02.02 The results of those candidates held in reserve for malpractice and/or lapse in the examination will be declared as per the resolution passed by the Disciplinary Committee.
- 17.02.03 The result of the candidate writing wrong subject in the examination form and actually appearing for the different subject shall be withheld. The result of such candidate will be declared after confirming from the Head/Head(i/c)/In-Charge/Principal/Principal(i/c) regarding the subject. The results reserved for dues payable to University and/or College shall be declared on confirmation of payment of the said dues.

17.03 Grievances in Examinations

The examination system of the University shall also provide for mechanisms to redress/ resolve any reasonable and valid issue(s) of grievances and provide relief to the concerned Candidates. All such matters shall be resolved subject to the University rules and regulations.

17.04 Photocopy of Answer-script(s)

17.04.01 After declaration of the examination results with marks, if any candidate wishes to apply for Photocopy/photocopies of theory answer-scripts, he/she shall apply to the CoE by paying the prescribed fees notified by the University from time to time within 10 days from the date of announcement of results of the respective course.

17.04.02 Only the candidate alone shall have to inspect the answer-script only in the Office of the CoE and not allowed to take the photocopy outside the specified room.

17.04.03 The candidate can not take photograph of the photocopy of the answer-script.

17.04.04 During that inspection one dealing assistant will remain present in that room.

17.04.05 The inspection after depositing the requisite fee of Rs. 500/- for each paper is allowed for 30 minutes from receiving the photocopy of the answer-script.

17.05 Re-evaluation

17.05.01 Re-evaluation is applicable only for theory papers and shall not be entertained for other components such as Internal Assessments/Practical/Thesis/Dissertation etc.

17.05.02 Every application for revaluation should be submitted by the candidate in the prescribed form along with the prescribed fee so as to be received by the Controller of Examinations within the notified date.

17.05.03 The application for revaluation shall be submitted to the Controller of Examinations through the Head/Head(i/c) /In-Charge/Principal/Principal(i/c) of the concerned Department of study.

17.05.04 The CoE shall arrange for re-evaluation of such answer-scripts by an examiner from the approved panel of examiners.

17.05.05 The marks secured by the candidate after re-evaluation, more or less from the original marks will be awarded. However, If there is a difference of more than 25% of maximum marks between the first valuation and Re-evaluation, the

script will be sent to the third examiner. The average of the marks of two examiners most nearer shall be awarded to the candidate.

- 17.05.06 The marks awarded by the original examiner if marked on the answer scripts shall be concealed from the answer script and sent for reevaluation.
- 17.05.07 In cases of Re-evaluation(s), the University may provide two Answer-scripts of candidates who have secured high marks in the concerned paper/ subject to serve as bench-mark for re-evaluation.
- 17.05.08 In all cases of Re-evaluation, Fees once paid will not be refunded. Applications which are late and not in the prescribed form and which are found defective in any respect will not be entertained and will be summarily rejected without notice. In the case of applications which are found in order, the University shall take steps to get the answer-scripts re-evaluated.
- 17.05.09 The result of the re-evaluation shall ordinarily be made known to the student through the Head/Head(i/c) /In-Charge/Principal/Principal(i/c) within 2 months of the last date of receipt of applications by the Office of the Controller of Examinations. No interim enquiries of any kind will be entertained in this regard. It may be noted that the University can never set in any case a time limit for the issue of the results of re-evaluation. The University will also therefore, not be liable for loss of any kind sustained by candidates concerned on account of the delay, if any, in issuing the results of reevaluation.

CHAPTER-XII

Miscellaneous

- 18.01 Issue of Duplicate Hall Ticket/ Mark Statement/ Transcripts/ Consolidated Marks Statements/ Degree Certificate may be done after due application process with the necessary fees/ fine.
- 18.02 A student who is currently enrolled may change or alter his/ her full, legal name on the permanent academic record by presenting the appropriate application along with the necessary supporting documentary evidence to the CoE.
- 18.03 Internal Assessment:**
- 18.03.01 The Internal Assessment marks shall be awarded as per the academic regulations of the individual programme.
- 18.03.02 The Internal Assessment marks shall be submitted to the Controller of Examinations at the end of each academic session before the commencement of the University Examinations in the prescribed form provided by the CoE.
- 18.04 Post-evaluation Custody and Disposal of Answer-scripts**
- 18.04.01 The evaluated Answer-scripts shall be preserved safely for a period of at least 60 days from the date of publication of results in their original packets bundled together. The bundles are to be stacked in racks with proper ventilation and free from termites/ pests. The answer-book storage area to be fumigated and aired periodically so that they are preserved without any damage.
- 18.04.02 Appropriate staff shall be assigned the responsibility of safe-keeping of the answer-scripts till they are approved by the Vice Chancellor for safe disposal.
- 18.04.03 Records of all such bundles shall be maintained in appropriate computer database/ Register for easy retrieval at a later stage if necessary. Any retrieval and return of the answer-script(s) shall also be documented with date and time in the Register/ database.
- 18.04.04 Answer-scripts shall be made available from the storage area for purposes such as Photocopying/ Re-totaling/ Re-evaluation etc. Such transactions shall be recorded.
- 18.04.05 The details of all Answer-scripts so shredded/ destroyed/ disposed shall be documented and certified by the CoE.

18.05 Provisions for Disabled Candidates:

- 18.05.01 A student suffering from disability or difficulties can apply to the Controller of Examinations for Reader/Reader cum Writer along with the necessary certificates of disabilities from the competent authority atleast 20 days prior to the commencement of Examination. However, Reader/Reader cum Writer shall be a person with educational qualification one stage below that of the candidate concerned. Arrangements must be made by the Head/Head(i/c)/In-Charge/Principal/Principal(i/c) concerned, for the candidate who has been permitted to get the support of a Reader/Reader-cum-Writer by the University to write the examination in a separate room adjacent to the main Examination Hall under the supervision of a Special Invigilator. The facility of Scribe/Reader/Lab Assistant may be allowed to any person who has disability of 40% or more if so desired by the person. Such candidates may be given compensatory time of one hour for examination of 3 hours duration.
- 18.05.02 Exemption be granted by the Vice Chancellor to a Student from the requirement of the attendance of a particular subject/paper/part of a paper if he/she suffering from disabilities or difficulties and the particular case warrant such an exemption because of the severe nature of the disability/ difficulty of the candidate(s), certified by a competent authority approved by the State/Central Government and acceptable to the University.
- 18.05.03 Additional time allowed to candidates suffering from disabilities or difficulties, certified by a competent authority approved by the State/Central Government and acceptable to the University, shall be @ 30 minutes per hour of the scheduled hours of Examination. However, the concerned Candidate shall have to submit one application along with the necessary certificates of disabilities from the competent authority to the Controller of Examinations at least 10 days prior to the commencement of Examination.
- 18.05.04 If a candidate is suffering from an infectious disease and is declared medically fit to sit for the examination he/she may be permitted to appear for the examination after proper arrangements are made for his/her isolation and separate supervision. The scripts of these candidates should be packed in separate envelopes and the Department/College should seek the advice of a registered medical practitioner with regard to the fumigation of the scripts.
- 18.05.05 When a candidate suffers some injury or bereavement or dire unforeseen circumstance which may adversely affect his or her performance in the examination the case may be forwarded to the Controller of Examinations by the Head/Head(i/c)/In-Charge/Principal/Principal(i/c) of the candidate's Department/College and the candidate's written answer script is then evaluated with special consideration under a Committee to be set up by the

Vice Chancellor. The Committee shall not give a 'blanket' concession but treats every case on its merit.

- 18.05.06 No third party or organisation shall be entitled to claim re-evaluation or disclosure or inspection of the answer scripts or copies of it and other documents as these are treated as most confidential by the University.
- 18.05.07 The University does not undertake to retain answer scripts of candidates beyond 60 (Sixty) days from the date of publication of results of any University Examination

ANNEXURE:

Application form of the Examination:

Sl. No.:-

 <p>MAHARAJA BIR BIKRAM UNIVERSITY AGARTALA, TRIPURA, INDIA, PIN:799004 APPLICATION FOR THE EXAMINATION</p>			
Name of the Examination	Exam Session	Name of the College/University	Registration No.

Name of the Candidate :		<div style="border: 1px solid black; padding: 5px; width: 100px; height: 80px; margin: auto;"> <p align="center">Passport Size Picture</p> </div>
Email :	Caste :	
Name of the Course :		
Father's Name :		<div style="border: 1px solid black; padding: 5px; width: 100px; height: 40px; margin: auto;"> <p align="center">Signature</p> </div>
Mother's Name :		
Mobile No :		
University/College Name :		
Examination Centre :		
Subjects/Papers in which to appear:		

Semester	UnivRollNo	Regular/Back	PaperName	Credit	PaperTypeCode	PaperAbbr

To
The Controller of Examination
MBB University, Agartala
Sir,
I checked the Semester, University Roll No, Name of the Subjects, Credit, Paper Type, and all other details of the "Application for the Examination" mentioned above and declare that all the information is found correct. I request permission to present myself at the ensuing Examination(s) in all subjects along with back paper(s) if any of the semesters made the application is found to be not true or if it appears in the opinion of the University that I have in any way contravened the University rules & regulations relating to the Examination(s), the Examination will be liable to be cancelled by the University.

The 20.....

Yours sincerely,
Signature in full.....

I certify That the particulars made by the candidate in the application are verified and found correct and the candidate has

- Duly completed the course, both Theory and Practical.
- Appeared at all seasonal Examination (s) as per programme and obtained minimum qualifying marks
- Attended % of classes both in Theory and Practical/Completed Industrial Training.
- Maintained good conduct of study in the course of study.

The 20.....

Signature of the Principal/H.O.D/In-Charge
(with seal):.....

(THE AMOUNT PAID AS EXAMINATION AND OTHER FEES SHALL NOT BE REFUNDED)

Examination Manual of Maharaja Bir Bikram University

Admit Card:

	MAHARAJA BIR BIKRAM UNIVERSITY AGARTALA, TRIPURA, INDIA, PIN: 799004 ONLINE ADMIT CARD		
Name of the Examination	Exam Session	Name of the College/University	Registration No.

Name of the Candidate :	<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> Passport Size Picture </div>
Name of the Course :	
Father's Name :	
Mother's Name :	
Mobile No :	
University/College Name :	
Examination Centre :	
Email :	<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> Signature </div>
Subjects/Papers in which to appear:	

Semester	UnivRoll. No.	Regular/Back	PaperName	Credit	Paper/Type Code	PaperAbbr	Signature of the Invigilator

Declaration

I declare that the Semester, University Roll No, Name of the Subjects, Credit, Paper Type, and all other information is verified by me and are found correct.

Signature of the candidate in presence of the Invigilator :

Controller of Examinations

1. The Examination will be held according to the Programme previously notified.
2. The doors of the Examination Hall will be opened on the morning of the first day, one hour & in the afternoon and on the other days 15 minutes earlier than the time appointed for the commencement of the Examinations. The doors will be closed on each day 5 minutes before the commencement of the Examination, after which no candidate will be admitted without the special permission of the Officer-in-Charge. In no case will a candidate be admitted or given a question paper more than 15 minutes after the Examination has commenced.
3. Candidates shall take their seats at least 5 minutes before the time appointed for the commencement of the Examination.
4. No candidate will be allowed to leave the Examination Hall until an hour has elapsed from the time when papers were given.
Except as herein provided, no candidate will be allowed to re-enter the Examination Hall during the hours of Examination after once leaving it, nor to leave the Hall without giving up his/her answer-paper. A candidate may, with the special permission of the Officer-in-Charge, leave the Examination Hall temporarily for a necessary purpose, but only under the surveillance of trust-worthy person to be deputed by the Officer-in-Charge on his behalf and under proper safeguards. A candidate having completed writing his/her answer-paper must hand it over, even if blank, to the invigilator before leaving the Examination Hall. No candidate will be allowed to remain in the Examination Hall after the completion of the Examination, except to allow his/her answer-paper to be collected by the Invigilator.
5. Each candidate shall write in appropriate columns his/her University Registration Number, Roll Number on the cover paper of his/her answer-books, (but not his/her name or the name of his/her College).
6. Candidates are not allowed to carry or have in their possession any books, notes, papers, writing-scribbling, or other materials in the Examination Hall. They can only carry their Admit Card, University Registration Receipts and any other writing requisite or drawing implements in the Examination Hall. Any student found carrying or having in possession of any article, in contravention of the rule shall be liable to be seized by the invigilator(s) on behalf of the Officer-in-Charge, and the candidate shall be liable to expulsion.
7. A candidate during Examination in the Examination hall should not help or try to obtain any help from any candidate or other person. Communication of any sort or any form is strictly forbidden during Examination between a candidate and any other person, whether inside or outside the Examination Hall.
8. Candidates are required to produce their Admit Card and Registration Receipts and to sign their names as and when directed by the Officer-in-Charge.
9. If during and / or after the Examination it is found that the candidate does not fulfill all or any of the Rules & Regulations governing the Examination, his/her Examination is liable to be cancelled.

Application form for review/recheck of marks:

MAHARAJA BIR BIKRAM UNIVERSITY

AGARTALA, TRIPURA, INDIA, PIN: 799004



**APPLICATION FORM FOR REVIEW/
RE-CHECK OF MARKS**

(All should be written in capital letters)

NAME OF THE STUDENT:

FATHER'S NAME:

MOTHER'S NAME:

REGISTRATIONNO:

SEMESTER:

EXAMINATION ROLL NO:

COURSE NAME:

DETAILS OF THE SUBJECTS CHOSEN FOR REVIEWING:

Sl. No.	Full Name of the Paper	Paper Code	Semester	Regular / Back	Total Grade Point (G.P)

I certify that the particulars made by me in this application form are correct and best of my knowledge.

Signature of the Candidate

Address: _____

* **Mobile No.** _____

• Copy of Marksheet and Registration Certificate must be attached along with the submitted application by the student.

For Office Use Only

Date:

Signature of the Principal/ Head of the Institution

General Instructions to the Examiners:

MAHARAJA BIR BIKRAM UNIVERSITY
AGARTALA, TRIPURA

(GENERAL INSTRUCTIONS TO ALL EXAMINERS)

1) **MEETING WITH HEAD EXAMINERS**

On the first day of the evaluation programme, there shall be a meeting of the *head examiner* with the *examiners/evaluators* and *scrutinizers* of the respective subjects in the *evaluation venue*. The meeting will commence at 11 a.m. sharp. Attendance at the meeting is compulsory. Answer scripts of any kind will not be distributed before this meeting.

2) **RECEIVING THE SCRIPTS FOR EVALUATION**

After the meeting held with the head examiners on the 1st day, the *answer scripts/books* will be distributed from the *controller section* of the M.B.B. University to the scheduled/enlisted examiners in the evaluation venue from 2 p.m. onwards on the same day. On the other days the answer scripts will be distributed from the controller section in the venue from 10.00 a.m. The examiners will return the packets of answer scripts after completion within 5:00 p.m. in the same office every day. Necessary entries are to be made in the *issue register* available in the office room.

3) **SCRUTINY OF ANSWERS SCRIPTS BEFORE EVALUATION BY THE EXAMINERS**

The Examiners on receipt of the packet from the venue officials

- a) will check up the number of answer scripts and
- b) will check up the code nos/roll nos. as recorded on the cover of the packet
- c) will report immediately if there is any discrepancy.

4) **EVALUATION PROCEDURE AND AWARD OF MARKS**

a) All examiners will attempt to evaluate a single answer script from the 1st bundle he/she received at the starting point. Thereafter he/she should consult with the head examiners on the procedure & scale of marking based on his/her categorical feedback. On receiving necessary *instructions/guidelines* from the head examiner remaining answer scripts will be evaluated.

b) Examiners will evaluate answer scripts at the *Venue of Centralized Evaluation* only.
c) In no case more than one packet can be issued by the University or evaluated by the examiners on the same day. The examiners will be allowed to examine 25 answer scripts in a day.

d) Examiners will use ball point pens of *red refills* for the evaluation of answer scripts.

NOTE: Coloured pencils or dot pens will not be supplied by the University.

Examiners will underline all mistakes & write short comments in the answer scripts if felt necessary under exceptional situations.

e) The examiners will evaluate an answer strictly in accordance with the instruction given by the concerned head examiner.

f) Marks should be posted (for questions having no part)

- on the left hand margin of the answer book and
- at the bottom of answer: e.g.: Q 3 / 8

g) In case of questions having several parts

- award for parts are to be shown separately and
- the total award for the answer should be shown within a circle (on the left margin of the page) at the bottom of each answer:

e.g.: Q 3 / $1+2+3+0=6$

h) No marks should be erased or over written.

i) If an examiner likes to change the marks already awarded he/she shall

- strike out award already made.
- put signature against it and
- post the award he/she finally decides upon.

5) **CASE OF FRACTIONAL MARKS :**

Fractional mark in grand total should be rounded off to the nearest upper digit.

6) CASE OF EXCESS/EXTRA ANSWERS:

When the Examiner finds that there is answer in excess of no. of answers sought in the question script/booklet under a category, he/she will :

- evaluate those answers,
- find out the best answer (in terms of marks secured),
- draw a vertical line on the left side margin of the 'poorest' answer, and
- write the word 'Excess/Extra' on the left hand side of the vertical line to indicate that the better answer has been evaluated..

7) SOME OTHER RELATED GUIDELINES:

- An Examiner must not under any circumstances strike out answer written by a candidate.
NOTE: If an answer is considered totally wrong or irrelevant the examiner shall put a zero on the left hand margin, with a comment "wrong answer" or "irrelevant" on the left margin.
- No answer should be left unevaluated.
- If the concerned head examiner considers the evaluation of answer scripts by an examiner is not satisfactory, he may ask the examiner concerned to re-evaluate these answer scripts.

8) CHANGING OF MARKS ON THE COVER PAGE:

a) Examiners are required to show the marks awarded for different answers on question to question basis in the cages provided on the cover page of the answer book.

NOTE: An examiner will follow the order in which the candidate has written his/her answer.

b) If the number of questions is more than the number of cages, intermediate horizontal lines may be drawn to increase the number of cages.

NOTE: Before transferring marks to the cages an examiner should check very carefully that all answers have been evaluated.

9) FILLING IN THE MARK FOILS:

a) Before entering the marks in the mark foils an examiner,

i) will check the total/aggregate of marks awarded,

ii) will write the following:

- Batch no. as shown in the cover page of the evaluation packet/bundle at the appropriate space of the mark foils, if not already mentioned.
- Subject title with paper number.
- Code nos./roll nos. in appropriate places of the mark foils.
- In case any examiner does not get the answer script of any candidates the word '**ABSENT**' shall have to be written against his/her code no./roll no, if not already mentioned. This may also be cross checked with the information served at the cover.

b) After entering the code./roll nos. in the appropriate positions of respective mark foils an examiner will enter the marks obtained by the candidate in 1st copy, 2nd copy and 3rd copy of the mark foil

NOTE: If an examiner wants to change any entry in the mark foils then

- he/she will cancel the entry.
- put his/her initial just below the cancelled entry and
- enter the correct entry in small digits/characters.

10) RETURNING THE ANSWERS SCRIPTS AND MARKSLIPS

On completion of evaluation of answer scripts and filling in the mark foils an examiner will

(i) arrange the answer scripts in proper order as shown on the cover packet(s),

(ii) put his/her full signature in a) mark foils, b) answer scripts, and c) cover containing the answer scripts.

The examiner must hand over the packet containing the answer scripts and the mark foil to the authorised staff with proper record in the issue register.

The examiner must not leave any packets of answer scripts received by them in the evaluation room. They must return it to the University's staff whether examined or not before leaving the evaluation venue on each and everyday of evaluation.

Copy to
Head Examiners/Scrutinizers

TERMS OF APPOINTMENT OF EXAMINERS

1. Appointment as an Examiner must be kept strictly confidential. Note : An examiner must not disclose the fact that he/she is an examiner under the University to any person and must not mention it in letter heads, books or note books written by him/her if any. An examiner's name is liable to be removed from the list of examiners if his/her appointment is directly or indirectly disclosed.
2. No examiner shall disclose the marks secured by a candidate to any person except the concerned Head Examiner and Scrutinizer.
3. Examiners are responsible for the custody of answer scripts and mark foils from the time of their receiving them till they return them to the University's officials.
4. Special Instructions issued by the concerned Head Examiner regarding the procedure of evaluation of Answer scripts and the University's instructions must be strictly followed.
5. Examiners should carefully follow the scheme of evaluation while evaluating the answer scripts in case of doubts they should refer it to the Head Examiners.
6. If an examinee does not mention the question number while answering it, the examiner shall ascertain the question number and write it in the margin and evaluate the answer.
7. They should give their full signature with Code Number on the answer scripts at the appropriate place.
8. The marks foil should be filled in by the examiners with reference to the marks awarded by them in the answer book and not by other or on direction by other. Before putting their signature in the marks foil, three parts of mark foils should be carefully checked to ensure that there is no discrepancy. Absent marks should be recorded in all the three parts of marks foil.
9. No advance towards TA & DA or Remuneration will be paid by the University.
10. The University reserves the right to cancel the appointment of any examiner at any time without assigning any reason .
11. Examiners appointed for the purpose should not remain absent from the Evaluation duties without prior intimation to the authority.

12. The Examiners are requested to follow 'General Instruction' enclosed to all Examiners concerned.

Copy to
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