



**MAA SHAKUMBHARI UNIVERSITY,
SAHARANPUR**

EXAMINATION INSTRUCTIONS BOOKLET

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1. SENIOR SUPERINTENDENTS

The Senior Superintendents are requested to read the instructions and take all steps to ensure that these are observed-

(i) The principal of the college shall be the Senior Superintendent at each examination centre who shall be responsible for the safe custody of question papers and satisfactory conduct of all examinations.

(ii) In certain special cases, with the permission of the Vice- Chancellor, another teacher may be appointed the Senior Superintendent of examination centre from amongst the incharges of the department Professors. However, the overall responsibility for safe and fair conduct of examination shall be of the Senior Superintendent of the college/examination centre concerned.

(iii) In certain cases, with the permission of the Vice- Chancellor, Requisite number of persons may be appointed as the Additional Senior Superintendent of Examination Centre by rotation from amongst the senior most teachers of the college with a minimum Experience of 20 years. Normally, the overall responsibility for safe and fair conduct of examinations shall be of the Principal/Senior Superintendent of the college.

(iv) In Case number of examinees is more than 100 in any examination shift than Additional Senior Superintendents may work in such case.

It would be an option to the Principal to recommend one person by rotation from amongst the senior most teachers of the College to act as Additional Senior Superintendent in Colleges where the number of Examinees is (5,000) five thousand and two persons in case of the colleges where the strength of Examinees is exceeded. In a self finance college/examination centre if university appoint Senior Superintendent from outside the college/examination centre than the principal of the college will act as Additional Senior Superintendent.

The correspondence pertaining to the University Examinations shall be carried out with and by the Principal before the commencement of examination and subsequently with and by the Senior Superintendent. If Senior Superintendent is not present in a particular examination shift than he may authorise Additional Senior Superintendent for signature on examination related documents.

In case, some printing mistakes are found in a question paper, the same be got corrected by the Senior Superintendent of the examination centre, from the teacher of the subject. concerned and copy of the correction announced in the examination shall be sent to the Controller of Examination (by name) Maa Shakumbhari University, Saharanpur for transmission of the University Examiners. In case a portion of any paper is out of course, Examinees be advised to solve the paper as best as possible, and the report of the teacher concerned with the remark of the Senior Superintendent there-on be sent to the Controller of Examination (by name) Maa Shakumbhari University, Saharanpur for action. In view of this the Senior Superintendent should ensure that at least one senior teacher of the course concerned should be on invigilation duty on the day the paper is held. The Senior Superintendent will be incharge of the arrangements and discipline at the examination centre.

If a paper is not printed in bi-language (where required) than Senior Superintendent can be translated it with the help of concerned teacher(s).

The bottom of the page features several handwritten signatures and initials. On the left, there is a signature that appears to be 'Maa' with a blue stamp. To its right is a large, stylized signature. Further right, there are several smaller signatures and initials, including one that looks like 'B' and another that is a large, flowing script. The page number '2' is printed in the center below the signatures.

2. ASSISTANT SUPERINTENDENTS

(i) An Assistant Superintendent at the examination centre shall be appointed by the Principal subject to the approval by the University from amongst the teachers by rotation in order of seniority not below than 10 years maintained in the college. But for the such colleges, where sufficient teachers are not available the limit of 10 years seniority may be relaxed upto 5 years.

(ii) If necessary, on the recommendation of the Principal, the Vice-Chancellor may appoint not more than one Assistant Superintendent in college without following the principle of rotation but following the above norms will be within the prescribed limit.

Appointment of Assistant Supdts.:

S.No.	No. of examinee	No. of A.S.
1	1 - 50	01
2	51 - 200	+1
3	201 - 500	+1
4	501 - 1000	+1
5	1001 & More	+1 (Max 5)

The Assistant Superintendent shall perform such duties as are assigned to him by the Senior Superintendent for examination centre. He will particularly be responsible for checking the absentee statements and then dispatch to Asstt./Deputy Registrar (Confidential) in one lot after the examination is over.

3. INVIGILATORS/HELPER INVIGILATORS

Invigilators shall be appointed by the Superintendent in a manner that their ratio to examinees at any centre does not exceed **one invigilator to 20 candidates** registered at any particular session **with a minimum of two invigilators in a room** even if the number of examinees is less than 20 in the concerned room. In case the number of invigilators appointed in any room exceeds the prescribed ratio 1:20 the college will submit following:

1	2	3	4	5	6
Date of Exam	Room No.	Capacity of the room	No. of examinees allotted in the room	No. of invigilators appointed in the room	Reason

In special circumstances sanction of the Vice-Chancellor be obtained for providing additional hands.

Appointment of Helper Invigilator:

In addition to the prescribed number of invigilators one helper invigilator may be appointed for a particular session when the total number of candidates registered is more than 20 and less than 100, two helper invigilators when the number exceeds 100 but upto 249 and three helper invigilators when the number exceeds 250 as follows:

One on 21 to 99 Examinees

Two on 100 to 249 Examinees

Three on more than 250 Examinees.

The Senior Superintendent of the examination centre should invite the invigilators from such college from where regular students come at his centre for taking examination.

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The Senior teachers belonging to intermediate classes may be engaged as Invigilators by the Senior Superintendent on heavy days only on the following conditions if teachers, librarian and other non-teaching staff of Degree/Post Graduate Colleges are not available but any person who is not a teacher shall not be allowed for invigilator in any case.

4. WATCH AND WARD/INTERNAL FLYING SQUAD: (ADDITIONAL ASSISTANT SUPRINTENDENT /HELPER INVIGILATORS)

Where the number of examinees exceeds 300 in a session there shall be an Additional Assistant Superintendent as provided in point no. 2, whose function shall be to maintain discipline outside the examination hall/halls. He may be assisted by additional invigilators who may be appointed in the manner prescribed below:

(i) For first 300 candidates one invigilator in addition to the helper invigilators as provided in item No. (3)

(ii) One additional helper invigilator for every subsequent 100 registered candidates subject to a maximum of 05.

5. Remuneration Rate:

The remuneration payable for performing duties of Senior Superintendent, Invigilator, Helper invigilator/Additional Invigilator etc. shall be as under:

(i) Invigilator/helper invigilator/ Additional Invigilator	Rs.120/-per shift
(ii) Asstt. Supdt.	Rs.130/-per shift
(iii) Sr. Supdt./Addl.Supdt./Observer	Rs. 145/-per shift

Note: Where Senior Superintendent is appointed from outside, the remuneration shall be the same as of Sr. Supdt. The Principal of that college will act as an Addl. Senior Supdt. The observer/Sr. Supdt. Shall be paid T.A/D.A. by the university as per govt. T.A. rules under the head of expenditure "Conduct of Examination". The payment of remuneration of the observer/ Sr.Supdt. will be paid at the centre.

6. DISCIPLINARY CONTROL / UNFAIR-MEANS CASE

During the examination the candidates shall be under the disciplinary control of the Senior Superintendent of the centre and they shall obey his instructions. If a candidate disobeys the instructions of the Senior Superintendent/ Observer/ Inspector or any of the invigilators or misbehaves towards any of the examinee he/she be excluded from that day's examination and if he/she persists in misbehaviour, he/she may be excluded from the rest of the examination by the Senior Superintendent of the examination centre. After taking disciplinary action, all such cases with full report of each case shall be sent to the University. The University may, according to the gravity of the offence, further punish the candidates as per University UFM rules.

No candidate shall bring any objectionable material for the purpose of being used for answering the question paper in the examination hall. The invigilators or supervisory staff shall be competent to search any student to find out as to whether the student has got any objectionable material with him or not. Refusal of the candidate to be searched would raise a presumption against him that he is in possession of objectionable material to be used in the examination hall.

Candidate should be asked to put his signature and Roll No. on all the material recovered from him. It may also be ensured that the candidate has filled his address in unfair means reporting proforma as per Admit Card. The relevant papers and material recovered from the candidate should also be signed by the Senior Superintendent.

The cases of unfair means shall be sent to the A.R./Dy. Registrar (Confidential) (by name), Maa Shakumbhari University, Saharanpur under registered cover.

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All the answer books of unfair means, together with the material recovered from the student duly signed by the candidate/ invigilator and by the Senior Supdt. be sent to the AR/Dy. Registrar- Confidential (by name) Maa Shakumbhari University, Saharanpur separately under sealed cover. These answer books be despatched to the university on the same day just after the examination is over.

7. BLIND STUDENT

Blind student be allowed half an hour more time than the scheduled time for examination.

8. AMANUENSIS

Amanuensis should not be allowed to any candidate in any circumstance except with the prior permission of the Vice-Chancellor. In case of emergency, the Vice-Chancellor should be contacted on phone and if contact is not possible the Senior Superintendent may use his discretion and may permit amanuensis to the candidate provisionally subject to the approval of the Vice Chancellor and forward the case to the University at once sending full particulars of the amanuensis on the prescribed proforma. Amanuensis must be below degree class holder.

The prescribed proforma have been sent with the centre material. The payment for the amanuensis, if any, shall be borne by the candidate.

9. QUESTION PAPERS

Sealed envelopes containing, question papers, will be sent to the Principal/ Senior Superintendent in a bag through university messenger. He shall note carefully the stag in which the envelopes have been received, if tampered with or opened, it should be brought to the notice of the Controller of Examination (by name) immediately.

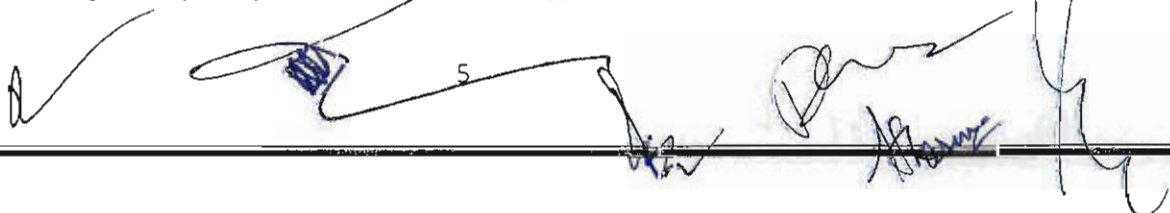
Just before the time for distribution of question papers, the question papers shall be taken out without breaking seal. Such envelopes along with undistributed question papers (if any) should be sent to the Controller of Examination.

The envelope containing the question papers should be opened by the senior Superintendent in the Examination office in presence of at least two invigilators / University observer and Asstt. Superintendent, the envelopes should be slit opened and the seals be left unbroken. The invigilators /observer/Asstt. Superintendent and the senior superintendent should affix signatures at the place provided on each cover after being satisfied that correct envelope is being opened and no envelope is found tampered with.

The question papers should be counted and the number should be tallied with the figures given on the face of envelope of the question papers, before distribution question papers to candidates. Kindly make sure either by personal inspection or through invigilators that the correct question paper for the session is given to the candidates in the examination hall. This precaution is very necessary since the possibility of wrong paper being packed in one of the packets can not be ruled out. If the number of the question- papers in any envelope falls short of the required number, the question may be dictated and the Controller of Examination should immediately be informed of the fact by phone/e-mail/fax. Students shall be given the usual time for answering questions after the paper has been dictated.

10. BLANK ANSWER BOOK

Stitched blank Answer Books have been sent to the Principal/Senior Superintendent of examination centre. Immediately after the receipt of the blank answer books, the Principal/Senior Superintendent shall get their number checked and if there is any shortage or excess, he/she shall inform the Asstt. Registrar (Store) for the same with a copy to the Controller of Examination.

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IMPORTANT: The invigilators are required to sign on each answer-book on the space provided after checking the entries on the Answer book in the Examination Hall.

Further, the centre has to fix the date stamps on the answer books supplied each day. These date stamps should be affixed on specified space only. The spoiled answer books should be returned to Asstt. Registrar (store) immediately after the examination. After completing the examination, full details of used/unused and spoiled/cancelled answer books record must be kept by principal/ Senior Superintendent and should be sent to Asstt. Registrar (store)/ Controller of Examination.

11. PROVISIONAL PERMISSION:

The candidates who have not been permitted by the university or whose name or paper code nos. are not printed in the Roll List he should not be allowed to sit in the examination. In some cases if Sr. Supdt. is satisfied with the candidate's statement he may grant provisional permission in one or two papers and report the matter to Asstt./Dr. Registrar (Exam) by name through messenger.

IMPORTANT:

The attendance of the students be counted up-to-date as already circulated. No student shall be allowed to appear at the examination whose attendance is less than 75% in the course(s) concerned.

12. EXAMINATION HALLS AND ROOMS

The doors of the Examination Hall and rooms should be opened each day 15 minutes before the time fixed for the commencement of the examination and on the first day at least half an hour before the examination.

Roll Numbers of candidates may kindly be written on desks with chalks or through roll cards. A seating plan of the examination showing the measurement of each room used and the position of each candidate relatively to the other should invariably be supplied to the University and a copy of the same should be maintained in the College records for inspection as and when necessary.

A space of not less than 25 square feet should be assigned to each candidate. In case of non-availability of adequate space/accommodation, the space limit may be reduced to 20Sq. Feet per candidate.

Seating arrangement for candidates should be properly notified at some prominent place and it should also be displayed outside the examination room.

Changes made in seating arrangement on any particular day should be notified at least one day earlier.

If any candidate enters the examination room without his admission card, he/she should be allowed to take the examination only on condition that he/she brings his/her card on the following day. His/Her particulars should be noted and in case the admission card is not produced on the day his/ her next examination is to be held, he/she should be debarred from taking the examination.

Invigilators kindly be asked to check all the entries filled in by a candidate on the cover of answer-book with the help of admission card of the candidate and put signature on the right hand top corner of the answer book. They should ensure that the candidate has written correct Roll No. in figures as well as in words. The students have written their Roll No's in words as follows:

240561520113 (in figure)

Two Four Zero Five Six One Five Two Zero One One Three (in words)

They should also ensure that the cover page of Answer Book bear the date stamp on specified space.

An announcement be made at the start of each examination to the effect that if incorrect or incomplete Roll No. is found written on the Answer Books at any stage, the University may not declare the result of such students.

The candidates shall not be allowed to take books for reference of any kind in the examination hall/rooms.

The candidates should be told that the possession of such material is strictly prohibited and will amount to use of unfair means. Any communication with each other during the examination is to be strictly prohibited and violation of this rule should be taken as unfair means case and the same be reported to the University.

No candidate shall, after the question paper has been distributed be allowed to leave the examination hall until after the expiry of at least one hour. If a candidate leaves the examination hall after one hour before the prescribed time he/she shall hand over the question paper along with the answer books to the invigilator.

No candidate shall be entitled to be admitted in the Examination Hall after the time fixed for the commencement of examination. In exceptional cases, however the Senior Superintendent may at his discretion, allow candidate to take the examination within half an hour of the starting of the examination.

Arrangement should be made for the requisite number of urinals close to the examination hall/rooms.

13. DISPATCH OF ANSWER-BOOKS AND OTHER MATERIALS

It as been observed that in some cases, candidates do not write their full roll no. and other particulars on the title page of the answer books. The responsibility in such case will be solely of the Senior Superintendent of the centre. Before the Answer books are despatched, the Senior Superintendent should ensure that the title page has been filled in correctly by the candidate and signed by the invigilator concerned.

The detailed instructions for the despatch of Answer Books will be issued separately before the commencement of the examination by the A.R./Dy. Registrar (confidential).

After the examination is over Senior Superintendent is requested to return the used and unused envelopes of the question papers containing surplus question papers, the wooden patterns bags, locks and keys in which the question papers, where sent by the Controller of Examination, Maa Shakumbhari University, Saharanpur.

14. DISPATCH OF UFM ANSWER-BOOKS

The UFM Answer books should be sent separatory in a sealed packet to the Dy. Registrar (Confidential) through messenger just after the examination is over of the concerned code.

15. DISPATCH OF ATTENDANCE SHEETS

Attested copy of the attendance sheet be sent to A.R./Dy. Registrar (confidential) through messenger, soon after the examinations are over.

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16. CONTINGENT CHARGES

The Senior Superintendent are requested to sent the bills for contingent charges and office expenses in the prescribed form supported by sub-Vouchers there in. Kindly see that item of expenditure is the lowest possible, consistent with the efficiency in the conduct of the examination. Postal receipt for registered letters of parcels have been sent for which postage has been used. In case receipt for which postage stamps have been used on bonafide University examination work should be sent.

The details of items of expenditure under every head of expenses should be sent with the contingent bills this should be signed by the Senior Superintendent of the examination centre it is desirable that prior permission of the University be obtained for using Shamianas or Kanats, Diesel used in Generator at the centres otherwise amount of these items may be held under objection. A list of articles of permanent values mentioning the prices and number purchased for the examination may also be supplied with the bills. Articles required for the conduct of examination in Drg. & Ptg. Should preferably be obtained on hire. In case it is not possible to do so, such articles may be purchased and auctioned after the examination is over for price not less than of the price paid and be credited to contingent charges account.

17. IMPORTANT

The following certificate/documents should also be recorded/ attached where ever necessary:

- (A) Stock entries have been made in respect of all stock items.
- (B) The purchases have been made after inviting quotations of lowest and reasonable market rates as per U.P. Government procurement rules.
- (C) The durable items have been retained in the College for the next examination.
- (D) All the attached vouchers have been actually paid by the college and in the interest of University Examination.
- (E) A pre-stamped receipt of the total amount of the bill paid.
- (F) Actual payees receipts of all payments.
- (G) The detailed room-wise statement for engaging invigilators etc.
- (H) If the number of candidates appeared differs from those showing in numerical return the following details be furnished:

Date	Time	Papers	Figures As Per N.R.	Figures As Per Claim	Differences
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The University pays Rs. 15/- per registered student for office expenses, for class III & class IV employees at the University Examination centre in addition to the actual contingent expenses incurred at a centre for the conduct of University examination.

Office expenses includes all payment which may be made by a college to its clerical staff as well as servant for conduct of the University examination. T.A. & D.A. if paid or to be paid to any invigilator/outside Sr. Spdt./Observer under the ordinance, may kindly be claimed along with contingent expenses.

18. PAYMENT OF CONTINGENCIES

- (1) 001 TO 200 Students
- (ii) 201 to 500 students
- (iii) 501 to above

Rs. 7.00 per student

Rs. 5.00 per student

Rs. 4.50 per student

Note: Only Markeen Cloth must be used for packets of Answer Books. Plastic Bags/Envelopes are not allowed for putting the Answer Books.

19. DECLARATION OF RESULTS:

To expedite the declaration of result, the following precaution may kindly be taken to help the University in the successful publication of result:

- (i) The code no. of each paper along with the description to be written by each candidate on the answer book and got checked properly.
- (ii) The Roll No. allotted contain numerical code.
- (iii) The answer books for one course be packed examination wise.
- (iv) The numerical code to each centre and the each college attached to it.

20. INVIGILATION AS A PART OF DUTY

No teacher should absent himself/herself from invigilator's duty without the prior permission of the Principal of the College concerned or without the prior Permission of the Senior Superintendent of the centre at which he/she has been deputed for invigilation work.

IMPORTANT POINT TO BE OBSERVED

- (i) The use of centre stamps on the answer books is strictly prohibited.
- (ii) Date stamp shall be affixed on the specified space of answer book.
- (iii) Roll No. shall not be written any where in the answer book except on the place specified of the first page, Mentioning the Roll No. at any other place shall be treated as U.F.M. case.

Controller of Examination

MAA SHAKUMBHARI UNIVERSITY, SAHARANPUR

EXAMINATION CENTRE/NODAL CENTRE CHARGES RATE

TYPE OF WORK/DUTY	NO. OF STUDENTS	LIMIT	RATE
SR SUPDT/OBSERVER		1	145/-
ADDITIONAL S.S	1 TO 4999	1	145/-
	5000 ONWARD	1+1=2	
ASSTT. SUPDT	1 TO 50	1	130/-
	51 TO 200	+1	
	201 TO 500	+1	
	501 TO 1000	+1	
	1001 OR More	+1 (Max 5)	
ADDITIONAL A.S/ WATCH & WARD/IFS	300 TO 500	1	130/-
	500 ONWARD	+1 (Max 2)	
INVIGILATOR	1:20	(MIN. 02 IN A ROOM)	120/-
HELPER INVIGILATOR	21 TO 99	1	120/-
	100 TO 249	2	
	250 ONWARD	3	
ADD. HELPER INVIG./ WATCH & WARD (MAX. 05)	FOR FIRST 300	+1	120/-
	301 TO 400	+1	
	401 TO 500	+1	
	501 TO 600	+1	
	601 ONWARD	+1	
CLASS III	1 TO 200	2	15/- per student
	FOR EVERY 100	+1	
CLASS IV	1 TO 100	2	
	FOR EVERY 50	+1 (MAX. 06)	
WATER MAN	1 TO 100	1	
	FOR EVERY 30	+1	
SWEEPER	1 TO 50	1	
	EVERY 45	+1	
TECHNICAL			
CONTINGENCY CHARGES	1 TO 200		Rs. 7.00/- PER STUDENT
	201 TO 500		Rs. 5.00/- PER STUDENT
	501 TO ABOVE		Rs. 4.50/- PER STUDENT

NODAL OFFICER	01	800/- (PER DAY)
ASSSTANT NODAL OFFICER	01	600/- (PER DAY)
CLASS III	02 (01 to 05 Centre)	250/- (PER DAY)
CLASS IV	04 (01 to 05 Centre)	175/- (PER DAY)
PACKING/DISTRIBUTION EXPENDUTURE	As per Actual bill	4000/- (MAX)
TAXI	01 to 05 attached Center	01
	upto 10 attached Center	+1
	More than 10 attached Center	+1

**REMUNERATION FOR EXAMINATION RELATED WORK OF TEACHING AND NON-TEACHING STAFF OF
MAA SHAKUMBHARI UNIVERSITY/COLLEGES**

S.NO.	PARTICULARS	REMURENATION (IN RUPEE)
1	2	3
1	REMUNERATION OF EXAMINATION CENTRE	
	INVIGILATOR	120.00
	ASSISTANT SUPRIDENDENT	130.00
	SENIOR SUPRIDENDENT	145.00
2	CENTER CHARGES	
	1. CLASS III AND CLASS IV EMPLOYEE (PER EXAMINATION)	15.00
3	PRACTICAL EXAMINATION	
	1. LAB. ASSISTANT (PER DAY)	30.00
	2. LAB. ATTENDENT	20.00
4	EVALUATION OF ANSWER BOOK	
	1. GRADUATION (PER ANSWER BOOK)	20.00 200.00 (MINIMUM)
	2. POST GRADUATION (PER ANSWER BOOK)	25.00 250.00 (MINIMUM)
5	QUESTION PAPER SETTING	
	1. GRADUATION	800.00
	2. POST GRADUATION	1200.00
	3. MULTIPLE CHOICE QUESTION BASED (PER QUESTION/ITEM)	
	i. ONLY IN ONE LANGUAGE	40.00
	ii. BOTH IN ENGLISH & HINDI LANGUAGE	50.00
6	REMUNERATION FOR FLYING SQUAD MEMBER (PER INTERNAL MEMBER)	120.00
7	THESIS READING AND ORAL EXAMINATION OF Ph.D/D.Lit.	
	1. Ph.D. (THESIS READING)	1000.00
	2. Ph.D. (ORAL EXAMINATION)	900.00
	3. D.Lit. (THESIS READING)	1400.00
	4. D.Lit. (ORAL EXAMINATION)	1000.00
8	PRACTICAL EXAMINATION	
	1. GRADUATION/B.Ed. (PER STUDENT)	16.00 (600.00 MINIMUM)
	2. POST GRADUATION (PER STUDENT)	25.00 (900.00 MINIMUM)
9	RESEARCH PROJECT (PER STUDENT)	80.00
	1. GRADUATION	800.00 (MINIMUM)
	2. POST GRADUATION	1000.00 (MINIMUM)
10	EXTERNAL FLYING SQUAD	
	1. CONVENOR	
	i. PER SHIFT	800.00
	ii. MAXIMUM (PER DAY)	1500.00
	2. MEMBER	
	i. PER SHIFT	700.00
	ii. MAXIMUM (PER DAY)	1300.00