

Madhabdev University
Regulations for the Examinations, 2019



(As recommended by the 1st meeting of the Under Graduate and Post Graduate Board held on 04.12.2021, approved by the 1st meeting of the Academic Council held on 17.12.2021 and the 1st meeting of the Executive Council held on 18.12.2021)

Narayanpur
PO: Dikrong
Lakhimpur, Assam, Pin- 784164



Office of the Registrar
MADHABDEV UNIVERSITY
মাধবদেব বিশ্ববিদ্যালয়

(A State University established under the Assam Act No. XXXV of 2017)

Narayanpur, P.O.: Dikrong (784164), Dist.: Lakhimpur, Assam
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Ref. No.: MDU/22/Exam-Regulation/44/260

Date: 18.05.2022

Notification

As recommended by the 1st meeting of the Under Graduate and Post Graduate Board held on 04.12.2021, approved by the 1st meeting of the Academic Council held on 17.12.2021 and the 1st meeting of the Executive Council held on 18.12.2021, the Madhabdev University Regulations for the Examinations, 2019 is hereby notified with effect from the Academic Session 2019-20.

Issued with due approval.

Registrar
Madhabdev University

Ref. No.: MDU/22/Exam-Regulation/44/260-A

Date: 18.05.2022

Copy to:

1. The Hon'ble Vice Chancellor
2. The Academic Registrar
3. The Controller of Examinations
4. All HoDs
5. Notice Board
6. The System Administrator, to upload in the University Website
7. Office file

Registrar
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1. Preamble: In exercise of the powers conferred by Section-48 of the Madhabdev University Act 2017, the Vice-Chancellor with approval of the Executive Council approves the Examination Regulation of the Madhabdev University as follows-

1.1. *Title:* The Regulation shall be called Madhabdev University Examination Regulation 2021

1.2. *Commencement:* They shall come into force w.e.f. the Academic Session 2019-20.

1.3. *Definitions:* In this regulation unless there is anything repugnant to the subject or context-

- (a) "The Act" means Madhabdev University Act 2017
- (b) "The Article" means an article of this Ordinance
- (c) "Faculties" means the Faculty of Science, the Faculty of Humanities and Social Sciences and such other Faculties
- (d) "Examination" means the conduct of examination to grant and confer degree(s), diploma(s), certificate(s) and other academic distinctions etc.
- (e) Examination means an examination conducted by Madhabdev University.
- (f) The year means the Academic Year (July to June).

2. General Rules for Examination: Applications for admission to examinations conducted by the University shall be made in the prescribed format offline mode and forwarded to the Controller of Examinations through the Chairperson of the School.

The Controller of Examinations shall issue the Admit Card or Hall Ticket to all eligible candidates.

Provided that if practical examination in any subject is held before the examination of theory papers, it shall not be necessary for the Controller of Examinations, in respect of candidates who are pursuing a regular course of study, to issue Admit Card to enable them to take such practical examination, and it shall suffice if he/she sends a list containing the roll numbers of such candidates to the Chairperson of the School or the Dean of the Faculty of the University, as the case may be, for being put up on the notice board of the Department/ Institution concerned to enable such candidates to take their examination on the basis of the Roll Numbers assigned to them. Such candidates shall take the practical examination provisionally subject to their Admit Card being issued later in terms of the foregoing provision.

2.1. (1) Application for admission to examinations shall be accompanied by the prescribed fees.

- (a) Each candidate shall be required to pay the following fees which will be decided by the Executive Council from time to time-
 - (i) Examination Fee (ii) Mark sheet Fee (iii) Practical Fee (iv) Centre Fee

- (2) A candidate who fails to sit for any examination due other reason whatsoever shall not been in titled to claim for refund of his/her fees.
 - (3) Subject to the provisions contained in the Regulations, every candidate whose application has been accepted by the University for admission to an examination shall be given an Admit Card showing the name of the candidate, subjects of name of the examination, Registration Number and the Roll Number assigned to him/her for the admission to the examination.
 - (4) The card shall be sent to the Chairperson of the Schools who will give it to the candidate after obtaining his/her signature on the card.
 - (5) In the case of candidates, from affiliated colleges, the Admit Cards shall be issued by the Controller to the Principals of respective colleges and the Principal will issue the Admit Card to the students after obtaining their signatures on the card.
- 2.2. A candidate may not be admitted into the examination hall, if he/she fails to present to the Officer-in-Charge of the examination his/her admit card.
 - 2.3. The Officer-in-Charge of the Examination shall have power to call upon any candidate appearing at an examination to give a specimen signature for the purpose of identification.
 - 2.4. Permission to appear at a University examination may be withdrawn before or during the course of the examination for any conduct which, in the opinion of the Vice-Chancellor, justifies the exclusion of the candidate.
 - 2.5. If a candidate fails to clear all dues to the University and fails to pay the money, or has borrowed or has in his/her possession any book, apparatus, or any other property belonging to the University, or any kit supplied by the NCC/NSS/Student Union and fails to return the same, the Vice-Chancellor may withhold or authorize the withholding of the admit card of the candidate, or, if the admit card has already been issued suspend the order of admission till all such dues have been paid or such property returned by the candidate.
 - 2.6. Notwithstanding anything contained expressly or impliedly in these rules, the Vice-Chancellor may, on being satisfied after such enquiry as he/she may deem fit, withdraw retrospectively, prior to the publication of the final result of a candidate in a course, the permission granted to such candidate to pursue that course or to appear at a University examination in relation thereto, on the ground that or cancel the result of such candidate, if it comes to his/her notice, within 4 months of the publication of the said final result that: (i) the candidate was ineligible for admission to the course but was wrongly admitted, or (ii) the candidate was ineligible to take the examination on account of shortage of attendance but was permitted to do so inadvertently, or (iii) a discrepancy was found in the attendance record on account of which the candidate who had taken the examination was in fact ineligible, or (iv) a discrepancy was discovered in the award of marks etc. which rendered that result of the candidate is liable to be cancelled to his/her disadvantage. Provided that no such action shall be taken by the Vice-Chancellor without giving an opportunity to the concerned candidate to show cause against the proposed action and provided further that such action shall require the confirmation of the Academic Council.
 - 2.7. Subject to the provisions of the Act, the Statutes and the Ordinances, the regulations may provide for all other matters relating to conduct of examinations including those concerning examination committees, tabulation of marks and results, fee for re-checking

examination results and for the supply of marks, dates for submission of examination forms, directions to candidates for examinations, directions to superintendents of examinations and duties of invigilators.

3.1 Disorderly Conduct and Use of Unfair Means in Examination

Candidate includes an examinee taking any examination in a particular year/ semester and, wherever the context so permits, every student on the rolls of the University: No candidates will make use of dishonest or unfair means or indulge in disorderly conduct in examination.

3.1.1 The use of dishonest or unfair means in the examination includes:

- (i) Assisting in any manner whatsoever any other candidate in answering the question paper during the course of the examination;
- (ii) Taking assistance from any other candidate or any other person or from any book, paper, notes or other material in answering the question paper during the course of the examination;
- (iii) Carrying into the examination room any book, paper, notes, or other material whatsoever likely to be used directly or indirectly by the candidate in connection with the examination;
- (iv) Smuggling in an answer book or a continuation sheet;
- (v) Taking out or arranging to send out an answer book or its any page or a continuation sheet;
- (vi) Replacing or getting replaced an answer book or its any page or continuation sheet during or after the examination;
- (vii) Getting impersonated by any person in examination;
- (viii) Deliberately disclosing one's identity or making any distinctive mark in the answer book for that purpose;
- (ix) Communicating with or talking to any other candidate or unauthorized person in or around the examination room during the course of the examination;
- (x) Communicating or attempting to communicate directly or through a relative, guardian and friend with an examiner with the object of influencing him in the award of marks;

3.1.2 Disorderly conduct in the examination includes:

- (i) Misbehavior in connection with the examination, with any officer, the Invigilator on duty or the other staff on duty at the Examination Centre, or with any other candidate, in or around the examination centre, before, during or after the examination hour;
- (ii) Leaving the examination room before the expiry of half an hour or without handing over the answer book to the Invigilator-in-Charge or without signing the attendance sheet;
- (iii) Intentionally tearing off the answer book or a part thereof or a continuation sheet;
- (iv) Disturbing or disrupting the examination by any means;
- (v) Inciting others to leave the examination room or attempting to disturb or disrupt the examination;
- (vi) Carrying into the examination centre any weapon of offence.

3.1.3 Candidate found guilty of the use of dishonest or unfair means or disorderly conduct in the examination may be disqualified from passing the examination for which he/she was a candidate, and may, in addition, be debarred from appearing in any future examination of the University for a further period to be stated or be expelled from the University and

declared not a fit and proper person to be admitted to any further examination of the University.

- 3.1.4 (a) Any candidate who, in the opinion of the Invigilator on duty or the Examiner conducting a practical or oral examination or the Officer In-Charge of the Examination Centre, contravenes or is suspected of contravening in the examination room, shall be forthwith challenged by such Invigilator, Examiner or the Officer In-Charge who shall ask for assigned statement from the candidate. The candidate may be subjected to a search of his/her person to recover any incriminating material by the examination staff on duty.
- (b) Without prejudice to the provision contained in sub-clause (a) above the Officer In-Charge of an Examination Centre or the Examiner conducting practical or oral examination shall also have the power to expel a candidate, who in his opinion has contravened, from the examination centre for the remaining duration of the paper.
- 3.1.5 (a) The Officer-in-Charge of the Examination Centre or the Examiner or any Officer of the University, as the case may be, shall report in writing to the Controller of Examinations the case of every student who has contravened the examination regulations.
- (b) The reporting authority shall give full facts of the case in his report and forward with it the statement if any, made on the occasion by the candidate and the Invigilator on duty and papers, books and other material recovered from the candidate, if any.

3.2 Examinations Committee

There shall be an Examination Committee of the University. The committee will comprise of

1. Chairman : Vice Chancellor
2. Member Secretary: Controller of Examinations
3. Members : (i) Registrar
(ii) Academic Registrar
(iii) Deans of the Faculties
(iv) The senior most Chairperson of the Schools

The Examination Committee shall have the following powers and functions:

- (i) The Examination Committee shall discuss and decide all the important provisions and issues relating to Examinations of the University.
- (ii) Date(s) of all examinations and date(s) of declaration of results shall be decided by the Examination Committee.
- (iii) The committee shall recommend the Officer In-Charge and other office bearer for conducting examination of the University.
- (iv) The committee shall recommend purchase and procurement of all examination related printings and stationary items.

4. Examination Disciplinary Committee

There shall be an Examination Disciplinary Committee. Such Committee, hereinafter referred to as the Examination Disciplinary Committee shall be constituted as under:

- (a) On the recommendation of the Vice-Chancellor the Executive Council shall, at the beginning of each year, draw up a panel of teachers of the University to be nominated to the Examination Disciplinary Committee.

- (b) Each Examination Disciplinary Committee shall comprise of two teachers to be nominated by the Vice-Chancellor from amongst the panel, one of them being of the status of at least an Associate Professor.
- (c) The Controller of Examinations or any person authorized by him/her, of the rank of Controller of Examinations, will function as Member Secretary of the Examination Disciplinary Committee.
- (d) The Vice-Chancellor shall determine from time to time the number of members of the Examination Disciplinary Committees.
- (e) The Controller of Examinations or any person authorized by him in his/her behalf shall communicate to the candidate, in respect of whom a report has been received pursuant to clause-
 - (i) The precise nature of allegations against him/her and shall require him/her to furnish his/her written explanation within a stipulated period.
 - (ii) On receipt of the explanation from the candidate or on the expiry of the period stipulated for submitting explanation if no explanation is received from him the Vice-Chancellor shall assign his/her case for consideration to the Examination Disciplinary Committee and, where there are more than one Committee, such Disciplinary Committee as he/she may deem fit.
 - (iii) After considering all the material on record including the explanation, if any, submitted by the candidate, the Examination Disciplinary Committee if satisfied that the candidate is guilty of the use of dishonest or unfair means or disorderly conduct in the examination, shall recommend to the Executive Council the punishment that may be imposed on the candidate according to the nature of the offence.
 - (iv) The Executive Council may, after considering the report, of the Examination Disciplinary Committee take such action against the candidate as it may deem fit.
 - (v) A candidate on whom any punishment has been imposed, within 30 days from the date of the receipt of the communication may appeal to the Vice-Chancellor for review of his/her case and the Vice-Chancellor, if satisfied that the case is fit for reconsideration, refer the same to the Executive Council. The Executive Council may thereupon review the case and pass such orders as it may consider fit.
 - (vi) In the case of a candidate who has been expelled from the University, the Executive Council may, on the recommendation of the Vice-Chancellor, on the expiry of three years after such expulsion including the examination in connection with which he/she was punished, exempt a candidate from further operation of the punishment awarded.
 - (vii) If within one month of the publication of the results, it is brought to the notice of the Controller of Examinations that a candidate was guilty of the use of dishonest or unfair means at the examination in respect of which his/her result was declared, the provisions of this Ordinance shall apply mutatis mutandis to the case of such a candidate provided that before imposing any penalty including the penalty of cancellation of his/her result, he/she shall be given another opportunity, to show cause against the proposed punishment and his/her explanation, if any, shall be considered by the Executive Council.
 - (viii) Candidate against whom an enquiry is pending about his/her allegedly having resorted to the use of dishonest or unfair means or disorderly conduct in the

examination or against whom action is initiated under the provisions of the preceding clause shall, if he/she takes or has taken any subsequent examination, be deemed to have been only provisionally admitted to that subsequent examination. That examination will stand cancelled and his/her result thereof would not be declared if on account of the punishment imposed on him/her as a result of the said enquiry or action, he/she would not have been entitled to take that examination but for his/her provisional admission thereto.

- (ix) If a person, not otherwise covered by these provisions, is found guilty of having impersonated a candidate or of having written, outside the examination hall, an answer book or its any page or a continuation sheet which he/she knows or has reason to believe will be smuggled into the examination hall for the benefit of any candidate, or of having managed otherwise to replace the answer book or its any page of the candidate after the examination, he/she shall be disqualified from appearing in any University examination for a period to be stated. The provisions of this Ordinance relating to the manner of imposition of penalty shall, in so far as they may be applicable, apply to the case of such a person.

5. Withholding Conferment of any Degree/ Diploma or Award of any Certificate

Notwithstanding anything contained in Ordinance, the Executive Council may, on the recommendation of the Vice-Chancellor, by a resolution passed with the concurrence of not less than two thirds of the members voting, withhold for such period as they may deem fit, conferment of any Degree/Diploma or Award of any Certificate to any successful candidate at an examination of the University, for reasons, which, in their opinion, justify such withholding e.g., unruly or disorderly conduct, or violence on the campus or in a College, or conviction for an offence involving violence or moral turpitude.

The University will have the authority to withdraw any Degree/Diploma/Certificate awarded if recommended by the disciplinary committee followed by the Executive Council.

6. Permissive Provisions

The Academic Council may, in exceptional cases grant exemption from the operation of any of the Ordinances governing admission of students, migration, the courses to be pursued by them, attendance at lectures or sessional or other work or the examination of candidates and authorize what is proper to be done instead in such cases, provided that no such exemption and authority shall be deemed to have been granted unless majority decision of the Academic Council voted in favour of the motion for such exemption and authority made by, or with the written authority of the Vice-Chancellor.

7. Rules and Regulations for the Examination Centers

7.1. *Officer-in-Charge:* There shall be an Office-in-Charge for every examination centre. Ordinarily, the Chairperson of the School where the centre is located shall be the Office-in-Charge of the centre. He/she should possess wide experience in conducting examinations.

7.2. *Dispatch of Roll Sheets to Centre:* The University authorities shall send the roll sheets for each centre to the Officer-in-Charge of that centre sufficiently ahead of the date of examination.

7.3. *Seat Plan:* Immediately on receipt of the roll sheets the Officer-in-Charge shall prepare a seat plan for the candidates and send a copy of the same to the University Authorities. In making the seat plan, he/she shall keep it in view that there shall be a gap of at least three feet between two candidates. Separate seat plans for sick candidates may be prepared, if necessary.

7.4. *Officer-in-Charge Leave Station:* The Officer-in-Charge must be present at the centre during the full period of the examination and shall not take up any other extra-assignment during that period. If in case of emergency he/she is required to leave the station, he/she shall do so with the prior approval of the Controller of Examinations or the officer authorized by him/her and put one member of his/her staff in-charge of the examination during the period of his/her absence, with the concurrence of the Controller or the authorized officer.

7.5. *Officer-in-Charge in Full Control of the Centre:* The Officer-in-Charge shall be in full control of the examination centre.

8. Expulsion of a Candidate

The Officer-in-Charge of the Centre shall have the authority to expel a candidate from an examination, if the candidate violates any rule or instruction for which he is liable to be expelled, or resorts to any disorderly conduct, or adopts any unfair means. If he decides to expel a candidate, he/she shall obtain statement in the prescribed form from the candidate and two invigilators shall sign it as witness. He/ She shall forthwith report the case with full facts and evidences to the University authorities. The relevant answer script, the candidate's statement and incriminating documents, if any, shall accompany the report. If the candidate refuses to sign the statement, this fact shall be clearly mentioned in the report and two witnesses shall sign it. A notice shall also be served on the candidate to the effect that the expulsion case will be finally decided by the University with such other consequences as may follow. Pending the decision of the University, the candidate shall be ineligible to appear in any subsequent University Examinations.

9. Deputation of University Officer

The University may depute any officer or teacher of the University or of affiliated college to an examination centre to observe conduct of examination in the centre. Such officer or teacher shall be selected from among those who have at least three years experience of conducting examination. It shall be his duty to see that all arrangements have been made for efficient and smooth conduct of the examination according to the rules and instructions. He/She shall work in close collaboration with the Officer-in-Charge of the centre and submit, at the end of the examination a report to the Controller about the conduct of the examination in the Centre.

10. Arrangement before the Commencement of Examination

- (i) Well before the commencement of examination, the Officer-in-Charge shall satisfy himself/herself that all arrangements for conduct of examinations are perfect adequate.
- (ii) He/ She shall make seating arrangements according to the seat plan already prepared by her/him. He/She may, however, alter the seat plan as and when required as a precautionary measure against adoption of unfair means.
- (iii) He/ She shall also ensure that the necessary furniture, light, facilities for drinking water, urinal, and lavatory exist in proper condition.
- (iv) He/ She shall also see that arrangements are such that no communication to and from outside is possible.

11. Appointment of Invigilators

The Officer-in-Charge shall appoint required number of invigilators well ahead of the date of examination. As a general rule, there may be one invigilator for every thirty

candidates or minimum two invigilators for each room. All invigilators shall remain responsible to the Office-in-Charge.

12. Meeting of the Invigilators

The Officer-in-Charge shall call a meeting of all the invigilators of the centre on the day proceeding the first day of the examination and shall give them proper instructions as to their duties and responsibilities.

13. Dispatch of Question Papers

The question papers for each centre shall be well packed and sealed properly in the University Examination Office before the dispatch to the examination centre. The Controller or the Officer authorized by him/her shall personally ensure that the packets have been properly sealed and that the required number of question papers have been duly dispatched to the Centre-in-Charge or the Police Station concerned.

14. Officer-in-Charge to Check the Number of Packets

The Officer-in-Charge shall verify the number of such packets to with the number mentioned in the statement sent by the University. If he/she detects any discrepancy in the number received, and the number entered in the statement sent by the University, he/she shall forthwith report it to the University Authorities. The University shall immediately take action, and if there is any shortage, dispatch the required number of packets without any delay, ensuring that these reach the Officer-in-Charge before the commencement of the examination.

15. When to open the Packets of Question Papers

On each day for each session of the examination, the Officer-in-Charge shall take out the required packets of question papers one hour before the examination starts. He/She shall not open the packets till thirty minutes before the time fixed for the start of the examination. He/She shall open it in presence of at least two invigilators. The Officer-in-Charge shall then sign a certificate to the following effects: "Certified that the seal on the packet of question papers has been found intact and the packet is opened in the presence of the invigilators thirty minutes before the start of the examination." Two invigilators shall sign the certificate as witnesses. The covers of the packets of the question papers shall be preserved by the Officer-in-Charge for six months.

16. Action to be taken when the Actual Number of Question Papers Falls Short of the number shown on the Outer Cover of the Packet

- (i) If the Officer-in-Charge, on opening any packet, finds that the number of question papers in the packet actually falls short of actual the number mentioned on the outer cover of the said packet, then he/she shall report the matter to the University Authorities immediately.
- (ii) If, on opening the packet, the number of question papers inside the packets is found to be obviously inadequate for distribution among all the candidates present, then he/she shall proceed as follows.
 - (a) If the centre is situated in the nearby places of Madhabdev University, then he/she shall immediately contact the University Authorities over the telephone, but if the telephonic contact is not possible, then send a special messenger to the University. The authorities of the University shall thereupon forthwith send to the Officer-in-Charge the required number of question papers under proper care and custody.

- (b) If the centre is situated in places which are not close to Madhabdev University, and then he/she shall forthwith get them Xeroxed under his supervision and distribute them among those candidates who could not be provided with the same and shall simultaneously inform the University Authorities by telephone or e-mail whichever is practicable. The loss of time caused to any candidate by the delay in distribution of the question paper under such circumstances shall be compensated by the grant of extra-time by the Officer-in-Charge.
- (iii) If the question papers found, on opening the packets, to belong to a subject other than the one which is fixed for that day, the Officer-in-Charge shall follow the same procedure as outlined in the foregoing clause with the modification that where the University authorities are unable to supply the question papers on the proper subject in the Madhabdev University nearby or any outside centre, the Officer-in-Charge shall cancel the examination on that paper and forthwith inform the University authorities. He/she shall also forthwith repack and reseal the question papers and send them to the University authorities. There upon the University authorities shall hold a fresh examination of that centre on that subject as soon as possible. If the question paper which was wrongly sent related to a subject in which the examination has not yet been held, the University authorities shall nullify that question paper and reset the paper if there is adequate time and hold the examination on the appointed date. But if there is no adequate time, then the examination on that subject shall be cancelled in all centres and rescheduled the examination as early as possible.

17. Candidates to take seats 15 minutes before examination hours

- (i) Every candidate shall take his/her seat at least fifteen minutes before the commencement of the examination.
- (ii) No candidate shall be admitted into the examination hall after one fourth of the total time allotted for the paper has elapsed from the commencement of the examination.
- (iii) No candidate shall be allowed to leave the examination hall before 60 minutes have elapsed from the commencement of the examination.

18. Instruction to the Candidate to be Printed on the Cover of the Answer Scripts

Instruction to the following effect shall be printed on the cover the page of the answer script:

- (i) The candidate shall write his/her Roll Number, Registration Number and the Subject of Examination clearly and legibly on the front-cover of his answer script. Unless these particulars are written clearly and legibly, an answer-script may be treated as invalid.
- (ii) He/she shall not carry into the examination room or have in his/her possession any book or any printed or hand written or typed or cyclostyled or blank paper except his/her admit card, registration card and instrument box nor shall inscribe anything in any part of his/her body or on any instrument while he/she is in the examination room.
- (iii) He/she shall not receive any book or printed or hand written or cyclostyled blank paper from any other person while he/she is in the examination room or in the lavatory or any other place to which he/she is allowed to have access during the course of the examination.
- (iv) He/she shall not communicate with any other candidate in the examination room or with any person in and outside the examination room.

- (v) He/she shall not see, read or copy anything written by any other candidate, nor shall he/she knowingly or negligently permit any other candidate to see, read or copy anything written by him/her.
- (vi) He/she shall not write anything on the blotting paper or on other paper or materials during the examination, or pass any kind of paper to any other candidate in the examination room, or any person outside the room.
- (vii) He/she shall not disclose his identity to the examiner by writing his/her name or putting any symbol in any part of his/her answer script.
- (viii) He/she shall not use any abusive language or write any objectionable remark or make any appeal to examiner by writing in any part of his/her answer script.
- (ix) He/she shall not detach any page from the answer script or insert any loose sheet into it.
- (x) He/she shall not insert any new answer script by removing the pins of the original answer scripts and re-fixing them.
- (xi) He/she shall not resort to any disorderly conduct inside the examination room or misbehave with the invigilator or threaten him/her.
- (xii) He/she shall not do anything which is contrary to instruction and rules relating to the examination.

19. Penalty for Contravention

Contravention of any of the instructions specified above (Instruction to the candidate to be printed on the cover of the answer scripts) by any candidate shall render him/her liable to be expelled from the examination without prejudice to any other actions that may be taken against him/her under the rules of the University.

20. Attendance Sheet and Absentee Statement

There shall be an attendance sheet with the particular of the candidates allotted to a centre. The invigilator shall verify the admit card and the registration number and obtain in the attendance sheet the signature of each candidate appearing in the examination. Those who are absent shall be marked absent in the attendance sheet and the invigilator shall sign the attendance sheet. From the particulars in the attendance sheet, an absentee statement shall also be prepared.

21. Invigilation and Related Activities

- (i) All teachers of the Departments and Ph.D. scholars in receipt of Research Fellowships may be assigned invigilation duties.
- (ii) The nominated Invigilators are required to collect examination materials from the Officer-in-Charge 20 minutes before the commencement of the examination.
- (iii) All Invigilators are required to reach the Examination Hall at least fifteen minutes before the start of the examination after collecting the packet of question papers and the examination materials comprising:
 - (a) Envelopes of question papers/Bundles of Answer Books
 - (b) Attendance Sheets of Students
 - (c) Absentee Proforma/ Attendance Statement
 - (d) Any other material as per the requirements of the paper setter.
- (iv) Answer sheets will be issued 10-7 minutes before examination.
- (v) The Invigilator should ensure that the seating arrangements have not been altered and all seats/desks are in order and the students are seated as per seating plan.
- (vi) Question papers will be given 5 minutes before the start of the examination.

- (vii) Invigilators will ensure that students study materials and/ or any unauthorized material is placed at a place designated by the Invigilation Staff/outside the examination hall.
- (viii) Students coming late by more than the specified time will not be allowed in the Examination Hall. The late arriving student will be asked to report to the Officer-in-Charge who may allow the student to appear as per his/her discretion but no extra time will be given.
- (ix) Mobile phones or any other electronic gadgets except exempted calculators will not be carried inside the Examination Hall.
- (x) Answer Books are to be collected immediately after the examination is over, checked with the absentee list, and arranged serially before handing over to the Officer-in-Charge.
- (xi) If any student is found copying or using any unfair means in the examination hall/room, the Invigilator will take action against the examinee, in accordance of the concerned Regulations.

22. Duties of the Invigilator

- (i) It is the cardinal duty of the invigilator to see that no unfair means is adopted by the candidates, and that no instruction specified under 'Instruction to the candidate to be printed on the cover of the answer scripts' is violated.
- (ii) He/she shall remain present in the examination hall during the examination and go round the hall every now and then.
- (iii) He/she shall see that no candidate talks to any other candidate or to any other person.
- (iv) In course of the examination if any candidate has gone out for a brief duration to attend the call of nature, the invigilator shall record the temporary absence and the duration thereof in a temporary absentee sheet and keep him under observation. In case of delay beyond three minutes on the part of the candidate to return to the examination room, the invigilator shall bring the matter to the notice of the Officer-in-Charge for necessary action.
- (v) If the invigilator finds any candidate using unfair means, then he/she shall take the candidate with the relevant papers and incriminating materials to the Officer-in-Charge for necessary action. The Officer-in-Charge shall forthwith take action, and if he/she decides to expel the candidate, he/she shall obtain from the candidate a statement in the prescribed form and two invigilators shall sign it, as witnesses.
- (vi) (a) If any invigilator does not attend his/her invigilation duty or leaves the examination premises earlier than the prescribed time or connives at the unfair means adopted by any candidate or otherwise fails in his duties, then the Officer-in-Charge may report the matter to the Controller of Examination for disciplinary action. (b) The Officer-in-Charge shall, as a precautionary measure, engage the invigilators for each room by rotation. (c) He/she shall also personally go round the examination room to ensure that proper invigilation is being done.
- (vii) It shall be the duty of the invigilators to distribute the blank answer scripts and the question papers to the candidates at the prescribed hours.
- (viii) Fifteen minutes after the distribution of the question papers, the invigilator shall, after verifying the number of question papers with the number of candidates actually present in the room, hand over the surplus question papers to the Officer-in -Charge, who shall keep them in his/her custody till the examination is over. The Officer-in-

Charge shall then render the University Authorities an account of the number of question papers received, the number distributed, and the balance remaining.

- (ix) The invigilator shall keep record of the answer scripts distributed to the candidates.
- (x) If an additional sheet is supplied to any candidate, the invigilator shall sign the separate sheet with date before handing over to the candidate.
- (xi) At the end of every session, he/she shall show in a statement clearly how many answer scripts were received by him/her, how many were distributed to the candidates, and how many additional sheets were supplied to the candidates, and compare the figures with the attendance sheet.
- (xii) When the period of the session is over, he/she shall close the doors of the hall, collect all the answer scripts immediately and shall ensure that no candidate leaves the answer script on the desk or leaves the room without submitting the answer script even if it is blank. Candidates will be allowed to leave the hall only after the invigilator makes sure that all the answer script to have been collected. Any candidate leaving his/her answer script on the desk shall himself be responsible for the loss of his/her script, if it is not traceable afterwards.
- (xiii) If, despite all precautions taken by the invigilator, the answer script of any candidate is not handed over to him/her, he/she shall record the fact in the roll sheet and in the statement of answer scripts and also immediately report it to the Officer-in-Charge who shall in turn bring to the notice of the University.
- (xiv) The invigilator shall arrange the answer scripts serially, subject-wise and group-wise.
- (xv) The invigilator shall, after ensuring proper serialization submits the answer scripts to the Officer-in-Charge.

23. Arrangement of Answer Scripts:

The Officer-in-Charge shall at the end of each examination session see that all the answer scripts are arranged serially, subject-wise and group-wise.

24. Packaging of the Answer Scripts:

The Officer-in-Charge get the answer scripts securely packed and sealed in packets, and verify the top-sheet and sign it and paste it on the packet.

25. Dispatch of the Answered Scripts

- (i) The Officer-in-Charge shall then dispatch the sealed packets to the Spot Evaluation cum Scrutiny Zone/University Authorities on the same day in person or by the first available transport/Registered Post/Speed Post with all due precaution about safety, security and secrecy.
- (ii) If, in any special case, he/she cannot dispatch them on the same day for reason which must be explained to the University Authority, he/she shall keep the packets properly sealed overnight in safe custody either in the local Treasury or in the police station and dispatch next day by person by the first available transport/Registered Post/Speed Post.
- (iii) Non-compliance of (ii) may lead to the cancellation of the examination centre for such period as may be decided by the Examination Committee, under report to the Executive Council.

26. Other Papers which are to be sent to the University:

The Officer-in-Charge shall also dispatch to the University in separate cover the attendance sheet, the absentee statement, the statement of answer scripts, the seat plan, the records about any expulsion or other disciplinary actions, the unused answer scripts and surplus question papers and all other connected records.

27. Examiner:

Evaluation of answer script is mandatory for all bona fide teachers of the University. They shall have to return the evaluated answer scripts within stipulated time- 15 days from the receipt of the answer scripts in case of internal examiner and 25 days from the receipt of the answer scripts for external examiner. Examiner shall be paid remuneration as recommended by the examination committee. The examiner shall fill the marks in Marks Folio supplied by the University. The examiner shall ensure the safe custody of answer scripts. On receipt of the answer scripts, the examiner will verify the number of answer scripts and tally with the top sheet. If any discrepancy found the matter should be immediately informed to the authority.

28. Scrutinizer:

Scrutinizer may be appointed by the University to scrutinize the examined answer scripts. He/ She shall ensure that no omission, over marking and wrong marking exist in the examined answer scripts.

29. Head Examiner:

Head Examiner may be appointed for any subject to supervise the process of answer scripts evaluation.

30. Setting Question Papers:

As per dates specified in Academic Calendar, all processes and necessary action shall be taken by the Controller of Examinations to conduct the examinations.

- (a) A brief notice will be issued by the Controller of Examinations to all appointed examiners to set the question paper, mentioning important points such as due date of submission of question papers, authority to whom the question papers are to be submitted etc.
- (b) All faculty members involved in the setting of questions papers will maintain confidentiality with regard to the questions set in the papers.
- (c) All appointed examiners shall set question papers in two sets for each course.
- (d) Before submission of question papers, all examiners must ensure that the question paper is error free and it has been sealed properly for the respective examinations.
- (e) All question papers shall be submitted within due dates to the Controller of Examinations.
- (f) All question papers shall be duly moderated.

31. Question Paper Setter:

A panel of paper setters/ examiners will be submitted to the Controller of Examinations on recommendation of the Departmental Advisory Committee. From the panel of paper setters, Controller of Examinations shall appoint paper setter on approval of examination committee.

32. Moderation of Question Paper:

All question papers collected shall be duly moderated. There shall be a moderation committee for each subject. The Moderation Committee shall consist of three teachers **one/two** should be from other institutions.

33. Evaluation and Submission of Answer Scripts

- (i) Answer scripts of the respective question papers shall be normally evaluated by faculty members teaching the subject; however, external examiners may also be engaged.
- (ii) All answer scripts shall be evaluated and submitted to the Controller of Examinations within such a period as is specified in the concerned Regulations.

34. Declaration of Results:

Semester wise result will be announced within 45 days of completion of the last examination of a program or as decided by the Controller of Examinations as per the rules in the Regulations in this regard.

35. Conclusion:

The examination regulation of Madhabdev University is framed in accordance with the first statues of the Madhabdev University stated in Ordinance for conduct of Examinations



Registrar
Madhabdev University

Copy to:

1. The Hon'ble Vice Chancellor
2. The Academic Registrar
3. The Controller of Examinations
4. All HoDs
5. Notice Board
6. The System Administrator, to upload in the University Website
7. Office file



Registrar
Madhabdev University



Annexure: MDU/Ex/Form/01

Office of the Registrar
MADHABDEV UNIVERSITY

A State University established under the Assam Act No. XXXV of 2017

P.O. Dikrong (784164), Narayanpur, Lakhimpur, Assam

No:

Date:

Examination Notification

It is for general information to all concerned that the (**Name of Class**) Semester Final Examination (Year) of Madhabdev University will be held from (**Date**) as per the following programme.

PROGRAMME

Date/Day	Morning (Time)	Evening (Time)
Date 1/day1	Subject-1	Subject-2
Date 2/day2	Subject-3	-
Date 3/day3	-	Subject-5
Date 4/day4	-	Subject-6

Controller of Examinations
Madhabdev University

No:

Date: _____

Copy to:

1. The Hon'ble Vice-Chancellor, Madhabdev University
2. The Registrar, Madhabdev University
3. The Academic Registrar, Madhabdev University
4. All HoDs
5. The Finance Officer,
6. The Librarian
7. The Admin, IT Cell for publishing in the website
8. Office File
9. Notice Board

Controller of Examinations
Madhabdev University



No: MDU/Ex/Form/02

MADHABDEV UNIVERSITY

STRICTLY CONFIDENTIAL

No.MDU/Exam/PS/....

Date.....

To,

Prof/Dr./Sri/Smti.....

.....

.....

Sir/Madam

As approved, I have the pleasure to inform you that you have been appointed as a question paper setter for the paper_____ in _____ for the _____ examination, 20____ of this University to be held in _____. I shall be thankful if you kindly accept the appointment and intimate us your acceptance in the enclosed proforma. **Apart from Language papers, the question papers should be set in both English and Assamese for UG Courses and only in English for PG Courses.**

In order to avoid delay and with the hope that you would kindly accept the assignment, I forward herewith the following items for your quick references.

1. Syllabus and suggested readings
2. Model question paper
3. Sheet for setting question
4. Self- addressed envelopes (*Inner & outer envelopes)
5. Remuneration Bill (to be filled in, signed, pre-receipted and returned along with manuscript)

The manuscript of the question paper(s) may kindly be deposited in person or sent by speed Post/ Registered Post/ Insured for Rs.100.00 addressed to the undersigned in double sealed covers supplied herewith so as to reach us on or before _____. The envelope containing the manuscript of the question paper, if brought by hand, may please be handed over to the undersigned, or his/ her authorized persons. While setting the question paper you are requested to kindly follow the guidelines provided along with this letter.

Yours sincerely

Controller of
Examinations
Madhabdev University
Narayanpur, Pin 784164
Lakhimpur, Assam

**MADHABDEV UNIVERSITY****STRICTLY CONFIDENTIAL****IMPORTANT INSTRUCTIONS TO PAPER SETTERS**

1. Assignment should be refused if the assignee has any child/ward/ close relative going to appear the concerned examination.
2. Paper Setter in LANGUAGE subjects will kindly verify the texts and the text items selected for the Examinations. They will also please supply full reference of the questions set as far as possible at the margin of the sheets supplied with the manuscript.
3. While the questions set should cover the entire course, they should not exceed the limit prescribed for the Examinations. Paper setter shall be guided, as to the scope of the subject of the Examination, the standard and extent of knowledge required, by the syllabus and the books as prescribed and recommended from time to time for such purpose.
4. The question set should be such that candidates can reasonably be expected to answer within the time allotted. The questions should be fairly distributed over the whole course in the subject and should conform to the Regulations laid down for the Examination.
5. Question should be so framed as to encourage good methods of work and teaching and to discourage unintelligent memorising.
6. Setters are to record in the margin against each question the maximum marks allotted to that question.
7. No questions shall be set which would require an expression of religious belief on the part of the candidates.
8. Questions should be so set as far as practicable as to make the candidates give answers in their own words.
9. **No copy of the question paper is to be retained by the setter.**
10. **The MS may be in his/ her own Hand Writing, or Type Written and computer printed. In the case of Type Written and Computer printed MS, the paper setter must certify that Typing/ Printing was done by himself and no copy in any form retained with him.**
11. **Setters are to use their own seals or signature on the covers of MS. MS sealed with the help of coins etc. will not be accepted.**

Following are some important instructions to be followed by the Paper Setter during setting of Question Paper(s) for B.A/B.Sc End- Semester Examination:

1. A) Type of questions to be set for all Theory papers:

Question Pattern	Percentage of Marks
1. Objective type question	10% of the total marks allotted for the course
2. Short answer type questions	20% of the total marks allotted for the course
3. Moderately long type questions	70% of the total marks allotted for the course

- b) Level of Questions to be considered for all Theory Papers:

Level of question	Percentage of Marks
1. Easy Questions	30% of the total marks allotted for the course

2. Average Question	50% of the total marks allotted for the course
3. Difficult Question	20% of the total marks allotted for the course

c) Distribution of Marks to be allotted for each question:

Question Paper	Maximum Marks
1. Objective type question	1 (one) mark for each question
2. Short answer type questions	2 – 4 marks for each question
3. Moderately long type questions	5 – 10 marks for each question. Where each question may consist of more than one short or moderately long answer type questions.

2. The question paper should cover the entire syllabus with proper distribution and weightage of marks for each question or a part thereof. No question be set outside the syllabus.
3. The questions to be set shall have to be from all units of a course.
4. Setters are to record the maximum marks against each question in the margin. If necessary, break up of marks should be shown properly.
5. A part of the question paper should be compulsory for all, rest question may provide only internal choice.
6. The choices given to the examinee should be limited. (Thus the practice of giving open choice to the students should be discontinued).
7. There should be word limits (wherever applicable) in case of long answer type questions.
8. **Answer keys to the objective type questions as well as the Mathematical problems should be provided along with the manuscript in separate sealed cover.**
9. Assamese version of all the 'general Course' questions papers, except for the MIL/Major papers to be provided along with the Question Paper manuscript.
10. The paper setter shall have to record specific instructions in the manuscript, if any, for the students, like-

‘The questions are of equal value’

‘The figures in the margin indicate full mark for the question’

‘Write the answers to the separate halves/ sections/ groups in separate books’ in the question paper etc.

ACKNOWLEDGEMENT

To,

The Controller of Examinations,
Madhabdev University
P.O. Dikrong-784164, Narayanpur,
Lakhimpur, Assam

Sir,

In reference to your letter No. _____ Date _____, this is to inform you that I accept/ cannot accept the appointment offered in your letter quoted above. I hereby declare that none of my relation is appearing in the examination for which the paper(s) is/ are being set.

Yours sincerely

Signature: _____

Full Name: _____

Address: _____

Contact No. _____

E-mail ID _____



(Cover page of Question Paper)
MADHABDEV UNIVERSITY
STRICTLY CONFIDENTIAL
(Year)

For Official Use only
 SI No
 Total Number of pages.....

For Official Use only
 Symbol.....
 Copies to print.....

_____ Examination, (Year)

Programme	Hons./ General	B.A/ B.Sc
Subject		
Paper Title		
Paper/ Course Code		
Section/ Group/ (if any)		
Title of the Section/ Group/Half		
Full Marks		
Pass Marks		
Time		

[Please tick (✓) whichever applicable]

☐ The questions are of equal value

☐ The figures in the margin indicate full marks for the questions

☐ Write the answers to the separate halves/ Sections/ Groups in separate books

- **Hand written Q/P should be of the Setters own**
- **Please don't write any question in this page**

 Full signature of Paper setter

 Verified by

 Full signature of Moderator

(Second page of Question Paper)

Page No:

Programme: BA/BSc_____ Semester Examination 20____

Subject:_____ **Paper Code**_____

[illegible]



Annexure: MDU/Ex/Form/07

MADHABDEV UNIVERSITY

Remuneration Bill

Appointment No. MDU/EX/ _____ Date _____

Remuneration Bill of Sri/Smt./Dr. _____

Mobile No. _____ Email- ID _____

Bank Account No*	IFSC Code*	Name of Bank*	Branch Name*

My remuneration as Paper Setter/ Moderator/ Tabulator/ Question paper sorting in connection with _____ Examination, 20____

Particulars of the Examination	Examination	No	Remuneration (in Rs)	Remarks if any
1.Theory Paper set full paper				
2. Theory Paper set half paper				
3. Practical Paper set full paper				
4. Practical Paper set half paper				
5. Paper Moderator				
6. Tabulator				
7. Preparation of Mark Sheet				
8. Paper Sorting				
9. Packaging and Postage				
10. Others if any				

*Important Note:

- i) The bill must be completely filled in before submission.
- ii) Unstamped, Un-pre-receipted and without bank details Bill will not accepted.
- iii) The payment will be made by RTGS or other electronic mode only.

Signature:**Designation:****(Subject not to disclose)****Address:**

FOR OFFICE USE ONLY

Bill passed for payment of Rs. _____

Controller of Examinations
Madhabdev University

Finance Officer
Madhabdev University

Registrar
Madhabdev University

(Remuneration Bill Back page)

Paper Examiner (Theory and Practical):				
Sl No	Examinations	Nature of Paper	Rate in Rs	
			Evaluation per script	Minimum
1	(a)BA/BSc (General)	Full Paper	18.00	250.00
		Half Paper	10.00	150.00
	(b)BA/BSc (Hons)	Full Paper	20.00	300.00
		Half Paper	12.00	200.00
2	BA/BSc (Practical) Hons /General	Practical Paper	20.00	Minimum 500.00 External + (TA & DA)
			15.00	Minimum 400.00 Internal
			10.00	Minimum 200.00 Lab Assistant
Paper Scrutinizer/ Re-Scrutinizer:				
Sl. No	Examinations	Nature of Paper	Rate in Rs	
			Evaluation per script	Minimum
1	Scrutinizer BA/BSc Hons/ General	Full Paper	3.00	100.00
		Half Paper	2.00	70.00
2	Re-Scrutinizer BA/BSc Hons/ General	Full Paper	3.50	100.00
		Half Paper	2.20	70.00
Examination Centre Staff for University Centre:				
Name of Officer		Rate (in Rs)	Maximum (Rs.)	
Officer in-charge		500.00 per shift	3500.00	
Asstt. Officer in-charge		400.00 per shift	3000.00	
Office Assistant		300.00 per shift	2000.00	
Office Bearer/Grade IV etc.		200.00 per shift	1500.00	
Invigilator's Remuneration:				
Name		Rate (in Rs)	Minimum (Rs.)	
Invigilation duty upto 3 hours		Rs. 300.00	-	
Office Asstt. duty upto 3 hours		Rs. 200.00		
Grade IV duty upto 3 hours		Rs. 150.00		
Remuneration for Computer Operators/Experts data entry works.				
Particulars		Remuneration (in Rs)		
Data-entry person		@25paise per entry marks		
Data compare		@25paise per entry marks		
Person engaged in Examination/Evaluation works:				
Officer		2500.00 per examination		
Office Assistant (Maximum 2 persons)		1800.00 per examination		
Office Bearer/Grade IV (Maximum 2 persons)		1200.00 per examination		
Remuneration for Paper setter/Moderator				
Paper Setter Theory Full Paper/Half Paper		600.00/400.00 per paper		
Paper Setter Practical Paper		300.00 per paper		
Moderator		500.00 per paper (with TA/DA for external moderator)		



Annexure: MDU/Ex/Form/08

MADHABDEV UNIVERSITY

STRICTLY CONFIDENTIAL

No.MDU/Exam/PM/....

Date:

(Appointment letter of QP Moderator)

To,

Prof./Dr./Sri/Smti

Name

Department

College/University

Sir/Madam

As approved, I have the pleasure to inform you that you have been appointed as a question paper moderator for (Class) Semester Examination, (Year) of this University.

You are requested to be present on the scheduled day on (Date).

I shall be thankful if you kindly accept the assignment.

Yours sincerely

Controller of Examinations
Madhabdev University
Narayanpur, Pin 784164
Lakhimpur, Assam

Copy to:

1. Principal/Head of Department Name of College/Department with a request to release the person concerned on the schedule day
2. Office file

Controller of Examinations
Madhabdev University
Narayanpur, Pin 784164
Lakhimpur, Assam



MADHABDEV UNIVERSITY

Narayanpur, Lakhimpur, Assam, PIN-784164

Memo No.

Date:

(Appointment of Invigilator/Bearer)

To

Sri/Dr./Mrs/Ms

.....

Sub: Appointment of Invigilator/Bearer

Sir/Madam,

With reference to the subject cited above, I would like to inform you that you are appointed as an Invigilator/Bearer for ensuing **(Name of Exam)** Final Examinations (Year) to be held at this University from **(Date)**

You are requested to report your duty 20 minutes before the starting of the examinations on the date and shift mentioned below-

Time of Examination:

Morning : **9.00 AM to 12.00 Noon.**

Afternoon : **1.30 PM to 4.30 PM**

Your Date and Shift

- 1.
- 2.
- 3.
- 4.

Yours faithfully

Controller of Examination
Madhabdev University



Annexure: MDU/Ex/Form/10

MADHABDEV UNIVERSITY

Narayanpur, Lakhimpur, Assam, Pin:784164

No. MDU/Exam/Appoint/ Ext-In/_____

Date: _____

(Appointment Letter External/Internal Examiner)

To

Sri/Dr./Mrs/Ms

.....

Sub: Appointment as an External/ Internal Examiner to conduct the (Name of Examination) Practical Examination

Sir/Madam,

As approved, I have the pleasure to inform you that you are appointed as an External/ Internal Examiner in the Department of for (Class) Semester Examination, (Year) of this University which will be held from (Date), from (Time) AM/PM onwards.

Therefore, you are requested to accept the assignment and present on the said date and time. The remuneration will be paid as per University rules.

Yours faithfully

Controller of Examinations/ HoD
Madhabdev University



Annexure: MDU/Ex/Form/11

Madhabdev University

CONFIDENTIAL

(QP Envelop Label)

B.A/BSc (Class) Semester Final Examination, (Year)

Date: Day: Time:

(To be opened on the Date of Examination before Half an Hour)

B.A/BSc Honours Course

Subject	Course Code	Actual Quantity of Question Paper	Quantity of additional Question Paper	Total Question Paper

The Packet is opened in our Presence at (Time) AM/PM on (Date) in presence of

Name

Signature

1.

2.

3.

N.B : This sheet is to be retained till declaration of the result of the examination

**Controller of Examinations
Madhabdev University**



Annexure: MDU/Ex/Form/12

MADHABDEV UNIVERSITY

Narayanpur, Lakhimpur, Assam, Pin:784164

No. MDU/Exam/Scrutinizer/

Date: 02.01.2020

(Appointment Letter)

To

Sri/Dr./Mrs/Ms
.....

Sub: Appointment Letter of Examiner/Scrutinizer/Re-scrutinizer/Head Examiner

Sir/Madam,

As approved, I have the pleasure to inform you that you have been appointed as a Examiner/Scrutinizer/Re-scrutinizer/Head Examiner for **(Name of Examination)** of this University. The answer script examination /scrutinization/ re-scrutinization/head examinership will be held from **(Date)** from (Time) AM/PM onwards at the Controller of Examinations Office. Therefore, you are requested to attend the duty on said date and time. The remuneration will be paid as per University rules.

Yours faithfully

Controller of Examinations
Madhabdev University



Annexure: MDU/Ex/Form/13

MADHABDEV UNIVERSITY

(Name of the Examination)

Subject:

Number of Scripts:

Course Code:

Date of Return:

To,

Dr./Mr/Ms: (Name of the Examiner)

(Address)

From:

Controller of Examinations

Madhabdev University

Narayanpur, P.O.: Dikrong

Dist.: Lakhimpur, Assam

Pin: 784164



Madhabdev University
Scrutiny label
Name of Examination: Name with Year

Subject

Paper CodeHalf

Roll..... to

Total Scripts.....

Examiner's

Name.....

Scrutinizer's

Name.....

(Signature of Head Examiner/HoD)



(TOP SHEET)

MADHABDEV UNIVERSITY

TOP SHEET

Name of Examination: _____ Year: _____
Subject: _____ Paper Code: _____
Shift: Morning/Afternoon

Date:

Roll:

Nos.:

Absent Roll Nos.:

Expelled Roll Nos.:

Total Nos. of Candidate present :

- N.B. :-**
- 1. The Examiner is required to verify the contents of the packets and if any discrepancy is found, it should be reported at once to the Officer concerned for needful.**
 - 2. The Examiner is required to examine the answer scripts within 15 days and return the evaluated scripts along with the original copy of this TOP Sheet to the Officer concerned.**

Identification of Examination Centre

Name of the Centre:

Center Code:

Signature of the Officer-in-charge:

Date:



MADHABDEV UNIVERSITY
DESPATCH REPORT
(To be submitted in Triplicate)

Annexure: MDU/Ex/Form/16

To

Sir,

I hereby dispatch, by post Parcel No _____ dated _____
_____ No(s) Boxes/ Packets containing answer scripts as per details given below

Sl No	Subject	Paper	No of Scripts	No of Packets	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
Total Nos of Packet					

Officer-in-charge

Name of Examination:

Year:

Name of Examination Center:

Address:

Phone No:

The Report may be in Triplicate (one for the O/C, one for Zonal Officer and one for the Controller of Examinations).

For any discrepancy found by the Zonal Officer or the office of the C.E. in the number of scripts with the number mentioned in the report, the O/C shall stand questionable to the University.

Packet received by:

Signature:

Name:

Designation:

Madhabdev University

(Name of Examination) Semester Examination, (Year)

Subject: _____ Paper Code: _____

[illegible]

Head Examiner/ HoD/ CoE

Signature of Scrutinizer



CONFIDENTIAL
(Head Examiner/HoD Report)
Madhabdev University

1. Name of Examination with Year _____
2. Subject _____ Paper Code: _____
3. Total number of candidates appeared _____
4. Total number of candidates passed _____
5. Percentage of Pass _____
6. No. of candidates securing 80% or above _____
7. Roll Nos. of candidates securing the first two places-with marks
 - (a) First: Roll _____ No. _____ Marks _____
 - (b) Second: Roll _____ No. _____ Marks _____
8. Re-examination/ re-scrutiny report:

Sl No	Scrutinizers'/Re-Examiners' Name	No. of Scripts Re-Examined	No of Scripts Scrutinized
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

9. Cases of unfair means or mal-practice detected during examination –

Examiners Name	Number of Scripts examined	Number of mistakes detected on scrutiny	Remark

Signature of Head Examiner/ HoD/ CoE



CONFIDENTIAL
Madhabdev University
 Data entry Observer's Report
 BA/BSc Examination, 2021

Roll No.	Paper Code	Subject	Nature of mistakes*	Original	Revised

**1 wrong entry, 2 omission, 3 wrong total, 4 over marks etc.*

Marks Compared by

1.

2.



MADHABDEV UNIVERSITY
APPLICATION FORM FOR REQUESTING RE-SCRUTINY
(TO BE SUBMITTED within 15 DAYS FROM THE DATE OF PUBLICATION OF THE RESULTS)

To

The Controller of Examinations
Madhabdev University

Sir,

I request re-scrutiny of answer scripts on the subject paper and examination as per particulars below:

1. Name in full: _____ Mobile No. _____
2. Registration No. with year under M.D.U. No. with Year _____
3. Details of examination relating to which re-scrutiny of answer scripts sought:
Roll _____ No. _____ Year _____
4. College/Department from which appeared: _____
5. Subject and Paper/Papers of which re-scrutiny sought
Subject: _____
Paper(s) : (i) _____
 : (ii) _____

(Maximum 2 papers allowed)

6. Original marks obtained in Paper : (i) _____
(End Semester/Theory Paper Marks only) : (ii) _____

DECLARATION

I hereby declare that the particulars furnished above are true to the best of my knowledge and belief. I have gone through the rules governing re-scrutiny on overleaf and I shall abide by the said rules.

I am surrendering herewith my Original Mark Sheet of the afore-said examination.

Date: _____

(Signature of the Candidate)

Name in full: _____

College/Deptt: _____

RECOMMENDATION OF THE PRINCIPAL/HEAD OF THE DEPARTMENT

I am satisfied that the above mentioned candidate's prayer for re-scrutiny is genuine and justified. Re-Scrutiny of the papers is recommended.

Date: _____

Principal/Head of the Department
Seal _____

Instruction

1. The candidate seeking re-scrutiny of his/her answer script must apply within 15 days from the date of publication of the result. No application will be entertained after the stipulated period mentioned above.
2. Re-scrutiny in maximum of only 2 papers will be allowed.
3. *Fee for Re-scrutiny is Rs.500.00 (Rupees five hundred) only per paper.
4. The application for re-scrutiny must be submitted through the Principal/Head of the Department concerned along with the requisite fees. No application will be received from the candidate directly.
5. Marks awarded after re-scrutiny shall be retained as the final marks even if such marks may be lower than the marks originally awarded and a fresh mark sheet shall be issued. No claim whatsoever for retaining the original marks shall be entertained.
6. Application found without original mark sheet shall not be processed.
7. Fee may be paid either at the University Cash Counter or through Bank Draft drawn in favour of the Registrar, Madhabdev University.



Registrar
Madhabdev University
