

UP UNIVERSITY OF MEDICAL SCIENCES



STANDARD OPERATING PROCEDURE OF EXAMINATION PROCESS




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मुख्यपति

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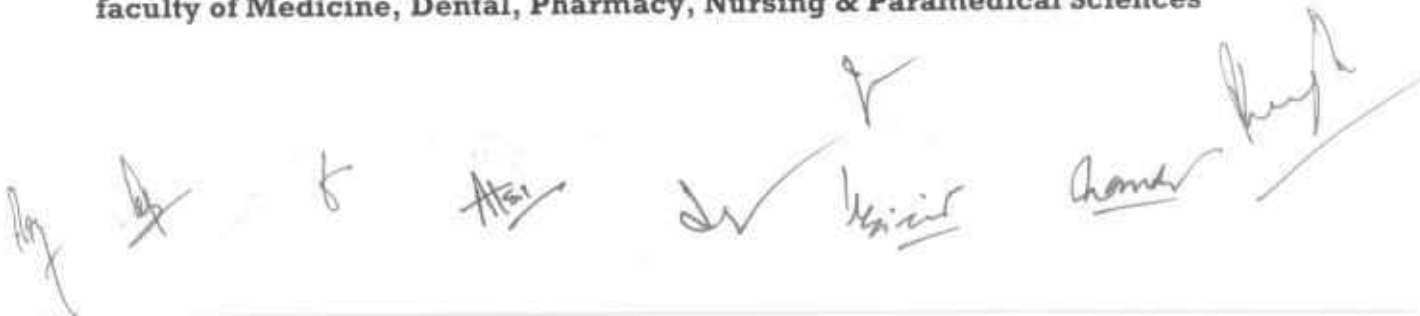
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OBJECTIVE AND SCOPE

- The conduct of examinations and declaration of results is one of the important activities of the UP University of Medical Sciences, Saifai.
- The Examination Section is the backbone of the examination system. It is of paramount importance that the examinations are conducted with utmost precision, fairness and objectivity to gain public credibility and esteem.
- In order to achieve this, all rules and procedures relating to the examinations should be so well delineated as to leave nothing to chance and assumption.
- This **Manual** defines the roles, responsibilities of the people involved, protocols, procedures to be followed and various steps that have to be taken at all the levels associated with the conduct of the examinations of the **UP University of Medical Sciences, Saifai** for the Faculty of Medicine, Faculty of Dental Sciences, Faculty of Pharmacy, Faculty of Paramedical Sciences and Faculty of Nursing.
- All the Forms/Performa for use in the examination process, system and documentation has been drawn out in standardized formats.

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**ORGANIZATIONAL STRUCTURE OF THE UNIVERSITY FOR THE
PURPOSE OF EXAMINATION**

A BRIEF DESCRIPTION OF THEIR ROLES:

❖ Honourable Vice Chancellor

- Apex body and approving authority for various decisions in regard to examination process
- Provide direction for the creation of policies, standards, and rules pertaining to examinations
- Review and approve examination procedures and protocols proposed by the Controller of Examination and as approved by Examination Committee to ensure they align with the institution's mission.
- Appointment of Examiners for the purpose of examination.

❖ Examination Committee

- Decision making body for defining rules and regulations, developing and establishing policies and procedures for the conduct of examination in line with the guidelines of regulating bodies (Councils and Commission) for different faculties such as NMC, PCI, INC, DCI etc.
- The recommendations and policies/guidelines/rules formulated by examination committee will be implemented by Controller of Examination after the approval of Vice Chancellor.

❖ Controller of Examination

- Will be Member secretary of Examination committee.
- Will execute the decisions and policies as approved in relation to examination process

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- Will be Principal officer-in-charge of examination
- Will prepare exam timetables and schedules for smooth conduction of examinations
- Will nominate Center superintendant and invigilators for smooth conduction of examination at examination Center
- Will oversee the entire examination process, and maintain integrity of examinations.
- Will address instances of malpractice or misconduct during examinations
- Will coordinate for the timely and accurate processing of exam results
- Will ensure the confidentiality and security of result data

- ❖ Dean of the Faculty
- Will enrol the students in the program and issue enrolment card
- Will maintain register of Enrolment of students
- Communicate important information about exam schedule to Controller of Examination.
- development and implementation of examination policies in alignment with the requirements of regulatory body guidelines subsequent to meticulous analysis by Examination committee and after due approval from Vice Chancellor.
- oversees that examination process aligns with the curriculum of the faculty
- work with faculty members to schedule examinations calendar for the session, considering the needs of the curriculum.
- will provide Examination results to the student
- Prepare and issue academic transcripts, migration certificate and provisional certificates and degree to the students.

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❖ Center Superintendent

- Will be nominated by Controller of Examination
- Will arrange examination rooms, seating arrangements, and ensure that all necessary materials, such as exam papers and stationary are available and distributed appropriately
- Will ensure entry of eligible candidates in the examination hall, check identification of candidates, and verify attendance lists.
- Maintain the security and integrity of the examination process, enforcing measures to prevent cheating, and any form of malpractice
- Maintain strict time schedules during examinations announce the start and end times of examination, monitor the examination hall to prevent cheating or any form of misconduct; oversee the collection and proper handling of completed exam scripts.
- Supervise invigilators to ensure effective monitoring of the examination hall.

❖ Invigilator

- Verify the identity of each candidate, hand out examination papers and any necessary materials to candidates, communicate the examination rules and instructions to the candidates
- Actively patrol the examination room
- Keep a record of attendance and noting any absentees
- Collect completed exam papers from candidates and ensure they are securely stored or submitted
- Report any incident, violations, or irregularities observed during the exam

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KEY OFFICIALS IN EXAMINATION PROCESS

VICE CHANCELLOR

Vice Chancellor is the senior administrative and academic leader of the university and plays a crucial oversight role in the examination process. His leadership and oversight are vital for maintaining the overall quality, credibility, and effectiveness of the examination system in the University.

Powers, Roles and Responsibilities in Examination system:

- The Vice-Chancellor, by the virtue of powers as conferred on him by the Act shall be the principal executive and academic officer of the University, and shall exercise general supervision and control over the affairs of the University, including examination process.
- Vice Chancellor shall award degrees, fellowships, honorary degrees, or other academic distinctions to the Students of University as proposed by the Dean of faculties.
- Shall provide guidance and contribute in the formulation of examination policies, guidelines, and regulations in collaboration with academic bodies of University.
- Shall review and approve the examination procedures and protocols proposed by the Examination Committee/Controller of Examination/Deans of faculty to ensure they align with the University mission and values.
- Approve the appointment of key examination officials, such as the Controller of Examination, Panel of External Examiners, various committees and ensure their adherence to University policies.

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- Approve and allocate budgets related to examination processes and ensures that adequate resources are allocated for the smooth conduct of exams and the timely release of results.
- Shall represent the University in discussions with external accreditation bodies, government agencies, and other institutions regarding examination processes.
- Ensure that examination processes maintain high standards including the integrity of assessments and the fairness of examination procedures.
- Provide direction and supervise crisis management related to examinations, such as addressing irregularities and disputes that may arise during the examination processes.
- Provide guidance for implementation and integration of technology in examination processes, such as the use of online exams or advanced assessment tools, to enhance efficiency and security.
- Contribute in strategic planning process, so that examination processes align with the University broader goals and objectives.
- Shall provide assurance to students, and maintain transparency regarding examination-related matters.

EXAMINATION COMMITTEE

Examination committee will oversee and establish policies and guidelines to ensure fair, valid, and reliable examination process for upholding the academic standards and reputation of the university.

The following will be the members of Examination committee:

- | | | |
|----|---------------------|------------|
| 1. | Pro Vice Chancellor | : Chairman |
| 2. | Registrar | : Member |

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- 3. Dean Faculty of Medicine : Member
- 4. Dean Faculty of Dental Sciences : Member
- 5. Dean Faculty of Pharmacy : Member
- 6. Dean Faculty of Nursing : Member
- 7. Dean Faculty of Paramedical Sciences : Member
- 8. Dean Student Welfare : Member
- 9. One Senior Professor : Member
- 10. One Associate Professor : Member
- 11. One Assistant Professor : Member
- 12. Incharge Security : Member
- 13. Controller of Examination : Member Secretary

Quorum Requirements:

A minimum of 50% members including Chairman, Registrar and Member Secretary will be required for the quorum. All decisions shall be taken in the meeting and all should sign on the proceedings.

Role, Responsibilities and Powers of Examination Committee:

- 1. Examination Committee in agreement with the Act for different statutory bodies of university will define and device the way of means to conduct the examination or any other assessment which are needed for the purpose of evaluation of students required for passing of examinations leading to obtaining the degree and diploma or any other certificate as prescribed by University.
- 2. Setting Examination Policies and Procedures:
 - i. It will establish policies and procedures for the fair, creditable and transparent conduct of examinations.
 - ii. It will also define rules and regulations related to exam scheduling, duration, format, and other relevant aspect to be stipulated by the University in accordance with the guidelines of statutory

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bodies (such as Councils and Commission) for different faculties such as NMC, PCI, INC, DCI, and UGC etc.

3. Examination committee will oversee the process to ensure creation of fair and comprehensive assessments and moderate the pattern of exam papers to ensure consistency and quality.
4. Examination committee will monitor and evaluate the quality and standards of examinations and will develop policies for its enhancement.
5. Examination committee will establish policies and guidelines to maintain security and integrity of examination materials.
6. Examination committee will constantly review the system of examinations in order to enhance the level of impartiality and objectivity.
7. Examination committee will establish policies and procedures to ensure that the examination process complies with relevant university policies and external accreditation standards.
8. In order to provide a fair and creditable examination system the Examination committee may appoint such persons under the Controller of Examination to carry out the defined roles.
9. Examination committee may also appoint an **Observer** to submit an independent report to the Chairman of Examination Committee on integrity, fairness, and conduct of the examination process.
10. The Controller of Examination will be the Member Secretary of the committee and will be responsible for convening the meetings. He will also keep a record of minutes of meetings. He shall be responsible for putting up the recommendations of Examination committee before the Vice Chancellor for approval and ensure prompt and proper implementation of his decisions.

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DUTIES AND RESPONSIBILITIES OF THE OBSERVER

1. The observer shall follow specific instructions/guidelines provided by the Examination Committee.
2. The Observer shall reach the college one hour before the commencement of examination and contact the Center Superintendent.
3. The Observer shall check all arrangements at the Center.
4. The Observer MUST BE PRESENT at the time of opening of the question paper packets and check the seal, date etc. The packet should be opened in the presence of the Observer and Center Superintendent only.
5. The observer shall ascertain the intactness of Question paper packet and he has to sign on the Question paper cover by recording the time and date of the Question paper packet as per the time table. If he found any discrepancy, it should be brought to the notice of COE/Center Superintendent immediately and shall submit the report to Examination committee.
6. The observer shall inspect the examination halls at frequent intervals of time and see that no student indulges in any type of Malpractice.
7. If poor invigilation is noticed in Examination Hall, the observer shall immediately report to the Centre Superintendent/ CoE and ensure that proper remedial action is taken forthwith.
8. The observer shall verify the authenticity of the candidate's Identity who is writing the examination and in case of any impersonation, he must bring it to the notice of Center Superintendent / COE /Chief-Superintendent.

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9. In the event of Malpractice, the observer must record the Malpractice case and inform the coordinator / COE /Chief-Superintendent immediately.
10. The observer shall assist the Center Superintendent in the scrutiny of answer books at the closure of the Examination. He should ensure that in his presence, the answer books are placed inside the packets and packets are sealed with cellophane tapes. He has to affix his signature.
11. In case of any serious lapses; the observer shall at once bring the matter to the notice of the COE / Chief Superintendent.
12. The observer shall send an independent report to examination committee mentioning any lapses and remedial action in examination process to the Examination Committee.

CONTROLLER OF EXAMINATION(COE)

- The Controller of Examination shall be the principal officer-in-charge for the conduct of examinations of the university and declaration of their results.
- He shall discharge his functions under the superintendence, direction and guidance of the Examination Committee.
- He shall work directly under the directions and control of the Vice-Chancellor.

Duties and Responsibilities:

1. Controller of examination shall conduct exams for all programs of studies offered by the University.
2. Shall ensure that the pre-examination work such as timetable, production of the set question paper, issuing of admitcard (hall tickets) etc. is timely done.

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3. The Controller of Examination shall be responsible for making all arrangements necessary for holding examinations and declaration of results. It shall be his responsibility to-

- a) prepare and announce in advance the schedule of examinations;
- b) arrange for printing of question papers;
- c) arrange to get answer sheets of the candidates at the examinations properly assessed, and process the results;
- d) arrange for the timely publication of results of examinations
- e) prepare and declare the results and shall ensure that the post examination work such as marks sheet, degree certificate etc. is timely done.
- f) He shall timely communicate any cancellation or postpone of any exams if the circumstances so warrant.

4. The controller shall also be the custodians of the records and tabulated results of all the examinations, maintain a register of matriculates and issue of marks statements or grade statements, diplomas and degrees.

5. He shall also be responsible for the registration of candidates for the research degrees (PhD) and for the evaluation of thesis by duly approved Boards of Examinations appointed for the purpose.

6. Shall postpone or cancel examinations, in part or in whole, in the event of malpractices, with the approval of Vice-Chancellor and shall take disciplinary action after the approval. FIR(s) shall be made by Registrar after seeking the approval of the Vice-Chancellor in extreme cases of malpractices during examinations by the students as reported by Controller of Examination.

7. The malpractices at examinations shall be dealt with by the Controller and all such cases with the report of Examination

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Malpractices Enquiry Committee shall be placed before the Vice-Chancellor through Examination Committee.

8. He shall take disciplinary action wherever necessary against the candidates, paper-setters, examiners, moderators, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations after seeking the approval of the Vice-Chancellor.

9. He shall bring to the notice of Vice-Chancellor any discrepancy or error that may be noticed in regard to any matter connected with the examination and for necessary rectification after the approval.

10. He shall regularly update the manual on SOPs for examinations and related matters after the approval from Examination Committee.

11. He will be responsible to take proper approvals before any actions.

12. The Controller of Examination shall exercise such other powers and perform such other duties as may be prescribed or assigned to him, from time to time, by the Vice-Chancellor.

Work to be attended by the Office of the Controller of Examination:

The following work shall be attended by the Office of the Controller of Examination

1. Preparation of schedule of examination as per tentative schedule provided by Deans of various faculties and their publication in time.
2. Issue of appointment orders to the internal and external examiners for setting theory papers.
3. Preparation of the question papers- course-wise, and date-wise and print question papers with code.
4. Securely storing the sealed question paper in packets which shall indicate course/subjects, semester, date of examination, code and

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name of examination center, and number of question papers in each packet.

5. Notification of examination fees and inviting applications on Examination Forms from the eligible candidates as approved by the Dean of faculties for University examination.
6. Scrutiny of examination application forms of candidates, allotment of roll numbers to the applicants, printing of candidate's lists, issue of the same to the Center of examinations and issue of admit cards for the students.
7. Arrangements for dispatching of all examination material to examination centers.
8. Arrangement for conducting examination- announcement of dates, collection of answer papers, valuation, processing and declaration of results.
9. Arrangement of preparation of marks card and their distribution to the candidates by the Dean of faculties.
10. Publishing of consolidated marks card, duplicate marks card, degree certificate, etc.
11. Collection of work done statement from the paper setters and examiners and forwarding them to the Finance Section for payment of remuneration. Processing/passing of bills of remuneration of TA, and other remuneration bills, to the Finance officer and maintenance of correspondence there on.
12. Preparation of the lists of lapses and irregularities committed by the evaluators and others and forwarding the list to the competent authorities for consideration and necessary action.
13. Arrange for photo-copy/re-evaluation of valued answer-booklets requested by the candidates on prescribed application form with due fees.

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14. Assist the Examination Committee in constitution of committees to deal with all types of cases of misconduct/malpractices, detected before, during and after examinations.
15. Announcement of results of examination, dealing the cases of withheld results for future announcement and follow up work in cases of any discrepancies.
16. Maintenance of all records, statistics, stock registers and data base of candidates pertinent to examinations.
17. Preservation and disposal of valued answer scripts at least for four years after the announcement of results.

Faculty member associated to the office of Controller of Examination:

For smooth conduction of examination in the University, the Controller of Examination shall require assistance from the Faculties. For such purpose faculty members may be nominated by Examination Committee to assist Controller of Examination and shall be named as Assistant Controller of Examination.

Appointment of Assistant Controller Examination: At least one faculty member from each faculty shall be nominated to assist the office of Controller of Examination for the purpose of smooth conduction of examination process, and additional faculty members may also be nominated from faculties for assistance, if additional programs are initiated and established by the faculties. Such faculty members for the purpose shall be nominated by the Examination Committee and approved by Vice Chancellor.

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Duties and responsibilities:

1. The faculty members nominated shall preserve strict confidentiality regarding the work allotted to him/her and shall not violate the integrity of the examination system.
2. He shall prepare the list of question papers with title and code programme-wise, semester-wise, course-wise as per regulations provided by office of Dean of the faculty.
3. He shall get the question papers prepared for the examination from the papers setter who will be selected from approved list of external examiners as provided by the Deans of faculties.
4. He shall arrange for the external examiners from the approved list (by Board of studies /Academic council/Vice Chancellor) to conduct practical or clinical examinations.
5. He/she shall verify and confirm the required number of examiners and ensure that the practical examinations and valuation work is completed by 6 weeks.

DEAN OF FACULTIES:

Duties and Responsibilities regarding examination process:

1. Will enrol the students in the program and issue enrolment card
2. Will maintain register of Enrolment of students
3. Work with faculty members to schedule examinations calendar for the session, considering the needs of the curriculum.
4. Communicate important information about examination schedules, any changes, or updates in examination schedule to Controller of Examination.
5. Will provide Examination results to the student.
6. Prepare and issue academic transcripts, migration certificate and provisional certificates to the students.

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7. Depute faculty members for the duties of center superintendent(s) and invigilation during the examination, will issue order of appointment to the faculty members and shall communicate the same to Controller Examination. He will ensure the presence of faculty member for such duties and arrange for alternative in certain exigency.
8. Forward the claims of remuneration for practical examinations to Controller examination
9. Develop examination guidelines and process in alignment with the curriculum and requirements of regulatory body guidelines in association with faculty members.
10. Place such guidelines and process before Examination committee for discussion, deliberations, and approval by the committee.
11. Will oversee that examination process aligns with the curriculum of the faculty
12. Work in association with faculty members to review and update course content and assessments to ensure they meet academic standards and integrate them in examination process if required.
13. Will provide list of students who have successfully completed the program and are eligible for the award of degree/diploma/PhD after each academic year to the office of Controller of examination.

ENROLMENT OF STUDENT

Every student, joining UP University of Medical Sciences as a regular student or as a research scholar or joining as a student of a Faculty or institution affiliated to the University shall be required to get himself/herself enrolled with the University.

Students of the University: All students enrolled with the University shall be called 'Students of the University'.

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Standard Procedure of Enrolment at UP University of Medical Sciences

Purpose: To ensure smooth and organised process for enrolment of student in a faculty.

Pre-Enrolment: The Dean of the faculty shall

- a. Announce enrollment period well in advance: start and end dates for enrollment, including information on late registration
- b. Specify the required documents for enrollment (e.g., migration certificates, transcripts, identification, and marksheets).
- c. Provide a checklist to guide students through the document submission process.
- d. Designate a location for document verification and submission
- e. Clearly outline fees, deadlines, and payment methods.

Enrolments register of students:

- The Dean shall issue Enrollment number for the student as per Enrollment scheme. (**Annexure: Enrolment scheme for various faculties of the University**)
- The Dean of the faculty shall maintain an 'Enrolment register of students'. The register shall contain the following information in capital letter: -
 - A. Full name of the student
 - B. Name of the Mother.
 - C. Name of the Father
 - D. Date of Birth of the student (as per matriculation mark sheet).
 - E. Examinations passed (qualifying) for entry into the UP University of Medical Sciences, Saifai.

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ii. Migration certificate number

iii. Year of passing

iv. Roll No.

F. Faculty of University joined.

i. Date of Joining.

ii. Date of migration to another Faculty affiliated to the University and the name of Faculty.

G. Name of examination of the University in which appeared.

i. Year of examination.

ii. Roll No.

iii. Result of examination(passed/failed)

- When a student registered with the University in past re- joins a faculty/institution affiliated with University, the student's registration number shall be communicated to the Controller of Examination for record of the fact in the **Enrolment register of students.**
- If the name of a student is struck off the rolls of University or he/she migrates to another institution/university or is rusticated or expelled, such fact shall also be immediately reported to the Controller of Examination for record and also in the Enrolment register of students.

Enrolment Card: Every student of the University shall be supplied an Enrolment Card, showing his/her registration number, and in all correspondence with the University in respect of that student, his/her Enrolment number shall be quoted. This Enrolment number shall be mentioned in application for examinations of the University and will also be mentioned on the Degree and Marks Sheet issued by the University.

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Cessation of Enrolment: The Enrolment of a student, who migrates to join another University or is rusticated or expelled from the University, shall be ceased, and shall not be renewed till the student applies for re-Enrolment within two months of his/her being allowed to re-join the University.

Enrolment fee, continuation fee and re- Enrolment fees

(a) A student seeking Enrolment shall be required to pay the Enrolment fee as may be communicated by the University from time to time.

(b) Each student shall pay a continuation fee as may be communicated by the University from time to time.

(c) The re- Enrolment fee shall be as may be communicated by the University from time to time.

(d) A duplicate copy of the Enrolment card may be issued on payment of a fee as may be communicated by the University from time to time.

Change in entries of the "Enrolment register of students":- Except to correct a clerical error no change in the entries relating to the name and the date of birth of a student in the "Enrolment register of Students" shall be made except in accordance with and on payment of the fees as prescribed below:-

(a) An application for the change of name shall be accompanied by-

(i) An affidavit sworn before a Magistrate by the person himself/herself, if he/she is a major or by his/her parent or guardian; if he/she is a minor, stating the existing and the proposed /changed names:

(ii) A cutting from a newspaper in which the proposed change of name has been advertised; and

(iii) A fee as may be communicated by the University from time to time.

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(iv) No change/correction in the name of the father or mother of a candidate will be allowed in the entries of the register of students maintained by his/her university unless it is on account of a purely clerical mistake

(b) An application for a correction in the date of birth shall be accompanied by-

- a. A certificate from the Board/University/Council from which the student passed his/her High School/ Matriculation/ Examination, as the case may be, that the necessary correction has been made and a new certificate have been issued in lieu thereof.
 - b. The new High School/Matriculation certificate/marksheet and
 - c. A fee as may be communicated by the University from time to time.
- The "Enrolment register of Students" shall be maintained in the office of the Dean of the Faculty both in hard copy as well as soft copy.
 - A certified hard copy and soft copy of such "Enrolment register of Students" of a session (batch) shall be forwarded to the Controller of Examination for further perusal.

Roll Number of student:

1. A Roll number shall be generated by the office of Controller of Examination and allotted to every student in the "Enrolment register of Students" of a particular session (batch) by the office of Controller of Examination and a certified copy of same shall be forwarded to the Dean of the faculty for the perusal of office and students.

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2. The "Enrolment number" and "Roll number" so generated for a "Student of University" of a "Session/batch" shall remain same for such period till he/she completes the program. Thereafter, the "Roll Number" shall cease to exist.
3. Both Enrolment number and Roll number shall be mentioned by the office of Controller of Examination on the admit cards, marksheets and degree certificate of the student.

PANEL OF EXAMINERS

External examiners and Paper setters are crucial for fair, unbiased and creditable examination process. To achieve this Panel of Examiners are required from outside the University.

1. Dean of Faculty shall call for a list of all eligible examiners from various departments in addition to the faculty members of the University as internal examiners every three years.
2. It shall be the duty of the Heads of the Departments to prepare detailed panels of examiners and place the same before the respective Boards of Studies for approval. Only names of such teachers from other institutions who have a minimum of 5 years of full time teaching experience or as per respective council norms shall be included in the panel.
3. List of such eligible examiners shall be placed in the respective Board of Studies for enrolment into the panel of examiners as per the University and shall receive due approval from the Vice-Chancellor/Academic council. Such approved list of Examiners shall be provided to the Controller of Examination by the Dean of faculty.
4. The examiners for practical or clinical examinations shall be appointed by the Vice-Chancellor from the panel of examiners

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5. The panel of examiners shall continue to function for three academic years. A new Examiner panel shall be constituted for the subsequent period.
6. Question paper setter shall also be selected from the approved panel of examiners.

PRE-EXAMINATION ACTIVITIES

ELIGIBLE STUDENTS FOR UNIVERSITY EXAMINATION

1. A list of students who are eligible to appear in university examination as per the guidelines/recommendations of respective regulatory bodies (Councils/Commission viz. PCI, INC, NMC, UGC, etc.) from various faculties will be provided by the Dean of faculties to the Examination Cell. For a student to be eligible: theory and practical classes attended are to be calculated on the basis of number of classes held as per norms of regulatory bodies and not on the basis of number of theory lectures/practical held.

Annexures for the purpose attached

- ❖ Eligibility criteria formats for university examination from faculty of Medicine, Dental, Pharmacy, Nursing & Paramedical Science
2. An official communication by Dean of faculty shall be executed and addressed to Controller Examination to conduct examination of such eligible candidates along with the list of eligible candidates.
3. After receipt of such communication and list of eligible candidates from the Dean of faculty, the Controller examination shall initiate the process for conduct of examination.

4. The Controller examination shall issue a notice to eligible candidates to submit the duly filled examination form along with requisite fees and submit the same to office of Controller Examination for further processing. Notice shall mention the start and end date for submission of forms and location for submission of forms.
5. The office of CoE shall get the submitted fee verified from account section and subsequently after verification shall arrange for issue of admit cards to such candidates.

QUESTION PAPERS

1. All arrangements shall be made to get the required sets of question papers for each course sufficiently in advance to the commencement of the examination period.
2. The question paper (s) shall meet the specifications/pattern as per the academic regulations of each programme of study in the University.
3. Question papers for each subject shall be available in multiple sets (minimum two sets) to meet any eventuality.

Question Paper setters

Appointment:

- a. The question paper-setters shall be communicated regarding their appointment together with the necessary instruction such as syllabus, model question papers, question paper pattern, form of acceptance, remuneration forms and other related instructions etc through e-mail. (**Annexure- appointment letter etc.**)
- b. The external paper setters shall intimate their acceptance or otherwise as soon as they receive the communication from the

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- University with in the prescribed time limit (one week). The acceptance of the offer may also be informed by email to the COE.
- c. If no communication is received within the prescribed time limit it will be presumed that the assignment is not accepted by the paper setter.
 - d. The faculty of University shall normally not decline the assignment of setting question paper or other examination work except in extraordinary situations since examination duty is treated as an essential service by the University.
 - e. Whenever, a paper setter declines the offer, alternative arrangements shall be made expeditiously to get the paper set by a suitable alternative paper-setter.

Responsibilities of Paper Setters:

1. The Paper setter shall take all the necessary precaution for the maintenance of confidentiality of his/her appointment and the question paper(s) submitted and set by him/her.
2. He shall decline the offer of appointment for an examination if any of his/her near relatives are appearing for the examination. The paper setters shall send their intention of acceptance/decline of the offer through e-mail.
3. If by chance, a wrong subject has been assigned to the paper-setter, he shall indicate the same and decline the offer. He shall NOT accept an offer that is NOT related to his subject/expertise/knowledge domain.
4. The paper setters shall follow all the regulations of the University in respect of setting of question papers.

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5. The paper setter shall set the papers only on prescribed syllabus, and ensure that no question on topics not included in the prescribed syllabus is set.
6. The paper setter shall set the number of sets of question papers as requested, as per the prescribed pattern, containing questions covering a wide range of contents of the courses.
7. The paper setter shall ensure that the question papers set carry the correct name of the subject/course, title and code of the paper. He/she shall also indicate the duration of the paper, the maximum marks allotted to each question of the paper, choice, and maximum marks of the full paper.
8. The paper setter shall provide necessary instructions for the guidance of candidates at the top of the question paper.
9. The question paper should be fairly distributed over the whole syllabus of study and not concentrated on any one or a few units/portions only.
10. He/she shall submit the answer key for MCQ/fill in the blanks and true or false like questions. He/she shall affix his/her signature on each page of the question paper without fail.
11. The number of questions to be answered in each section shall also be indicated clearly. All questions and subdivisions shall be marked clearly as per the pattern provided.
12. The paper setter shall type the questions personally, avoiding additions, alterations and erasures. Abbreviations are to be avoided.
13. The paper setters shall observe strict secrecy regarding the work allotted to them. The Paper setter is not permitted to keep drafts or copies of the paper set and same should be destroyed.

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14. The paper setter shall not delegate the task of setting the question paper partially or entirely to anyone else.
15. The paper setters shall submit the scheme of valuation while setting the question papers and mention the same against each question on question paper.
16. The question papers and scheme of valuation, along with other information/forms and claim bills are to be sent by the paper setter.
17. The check list shall be marked to ensure that all required documents/ components have been included.
18. The paper setter shall also submit the remuneration claim bills with all the details to the COE through e-mail.

Annexures for the purpose attached

- ❖ Format of question paper for paper setter (as per concerned council)
- ❖ Format for appointment order
- ❖ Format for acceptance/refusal
- ❖ Check list for paper setter
- ❖ Remuneration form
- ❖ Declaration form for paper setter

Handling of Question Papers Received from Paper Setters.

1. The question paper (s) received from the respective paper setters shall be processed and stored securely maintaining full confidentiality warranted of an examination system.
2. An account keeping must be done in order to send reminders to the paper setters if question papers are not received within the stipulated time.

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3. All the question papers received from the paper setters will be subjected to moderation to validate its conformity with the pattern and academic regulations in force. Any errata or aberrations will be subjected to necessary corrections.
4. The printing of the question papers shall be done in a classified zone with restricted entry. The printing process shall NOT leave any trail which may eventually result in the leakage of full or part of the question paper.
5. All the printed question papers shall be packed in cover, sealed and stored securely.
6. The sealed envelopes containing question papers should be arranged examination-wise and paper/course-code wise and kept under strict secrecy and vigil.
7. Relevant sealed envelopes containing the question papers should be taken out in accordance with the examination programme.
8. Envelopes should be counted and an entry made in the register before the envelopes are handed over before examination.

Scheduling of examinations:

1. The Controller of Examination shall prepare and announce the schedule of examinations in advance.
2. While scheduling examinations all care shall be taken to ensure that no overlap in the subjects/papers of examinations should occur for the regular and supplementary/carry over candidate.
3. The examination time-table shall be cross validated for any overlap and necessary amendments shall be made.
4. The schedule of examinations shall be dispatched sufficiently in advance to the departments for record and display on the notice boards.

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5. The time tables shall also be posted on the university website before the commencement of the examinations.
6. The scheduling of all practical examination shall be provided by the head of the concerned departments through Deans to the COE sufficiently in advance of the scheduled commencement of the examinations.

Application by the students for University Examination:

1. A notification regarding application for the university examinations shall be notified by the Controller of Examination with schedule of start and end dates for application and other requirements.
2. Examination forms, instructions to the students for filling the examination forms and examination fee details will be made available on the University website and shall be displayed on the examination notice-board of the departments.
3. All application forms received from the students shall be scrutinised for the validity/correctness of details at the Dean office.
4. It shall be verified that the candidates have paid the due fee and verified by the University accounts section.
5. Examination forms duly filled and verified shall be collected by the Dean office along with the examination fee receipt and forwarded to the Controller of Examination.
6. The forms are to be arranged exam-wise/programme/branch-wise/semester-wise/year-wise and submitted to the examination section by due date.
7. Forms submitted after the due date shall be accepted only if due penalty/fine applicable for late submission has been paid along with the fees.

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Annexure for the above purpose

- Fee structure for various faculties/courses
- Format of Examination form

Preparation of Candidates list and Admit cards:

1. Dean of the faculty shall prepare a list of all eligible students for each examination after accounting for attendance and other eligibility criteria required for appearing in the examinations and shall forward to Controller of examination.
2. The list shall contain the candidate's name, enrolment number, roll number and the code numbers of the course/subjects in which he/she has applied for appearing in the examination.
3. The Controller of Examination shall prepare a programme-wise lists of candidates along with the printed admit cards and forward it to the concerned Dean.
4. Programme-wise list of candidates shall also be made available at examinations centers for verification by the Center Superintendent.
5. The admit card shall be issued to all the eligible candidates admitted to the university examination.
6. Admit card shall contain information regarding
 - ❖ Name of the candidate,
 - ❖ Father Name,
 - ❖ Enrolment Number,
 - ❖ Roll number,
 - ❖ Center name,
 - ❖ Photograph,
 - ❖ Signature of candidate,
 - ❖ Signature of Controller of Examination,

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- ❖ Name of Programme,
 - ❖ Semester/Year,
 - ❖ Code numbers and name of the Subject(s) in which he/she is applied for the current examination.
7. The office of the COE shall send the Admit cards to the concerned Dean before the commencement of the examinations.
 8. The admit cards will be collected by the student/candidate from the office of Dean of the Faculty.
 9. If any discrepancy or error is found in the Admit card, it should be communicated to the examination section with the recommendation of the Head of the department/Deans.

Preparations for the Theory Examination

1. The number of candidates, day and session-wise, shall be ascertained on the basis of the examination schedules.
2. On the basis of the number of candidates and the seating capacity of halls available, the number of examination halls required shall be fixed and necessary steps taken to make arrangements for the conduct of examinations.
3. The order of appointment of Center Superintendent and invigilators will be issued and communicated well in advance.
4. Appointment of Center superintendant will be done as follows

Up to 150 examinee/candidate	One Center Superintendent
150 to 300 examinee/candidate	One Center Superintendent and One Deputy Center Superintendent

5. Appointment of invigilators will be done in the ratio of 20:1 (Student: Invigilator).
6. Attendance sheet of the candidates to be seated in the examination hall for every day will be prepared based on the programme, semester/year of study.
7. Number of answer-booklets required for the examination shall be arranged.
8. Seating charts shall be prepared for the Center and displayed in the respective room.
9. It shall be verified that sufficient number of question papers of each paper have been prepared and sealed in envelopes. The sealed envelopes are to be arranged date-wise, hall wise and paper-wise and kept safely.

EXAMINATION ACTIVITIES

Appointment of Center Superintendant and Invigilators

1. The Dean of Faculty will receive a request from the Controller of Examination to depute a particular number of faculty members for center superintendant and invigilation duties.
2. The numbers of candidates appearing in university examination will determine number of faculty members needed for the positions of Center Superintendant and Invigilator.
3. Before the exam commences, the Controller of Examination will create the duty schedule and provide the Center Superintendant and Invigilator instructions regarding their duties.

Duties and Responsibilities of Center Superintendents.

1. The Center Superintendant shall be responsible for the proper and smooth conduct of examination at the Center and shall take all

- necessary action before, during and after the examination for the smooth conduct of examination.
2. The CS shall ensure satisfactory seating of candidates taking the examination and resolve any contingency issues that may arise in seating arrangement.
 3. The Center Superintendent shall briefly address invigilator(s) to prevent malpractices by scrupulous observation of rules and explain the procedure of reporting when a case of malpractice is detected.
 4. The CS shall inform the candidates that no additional answer booklet will be provided and the candidates must write their answer only in the answer booklet supplied to them in the Examination by the University.
 5. The CS shall ensure that the question paper packets for each hall is sealed and not tampered with before handing it to the invigilators prior to the Examination session.
 6. The CS shall prepare a "session report" of candidates present during the examination session at the center and forward the same to the COE on the given format. A record of the usage of Answer-booklet in an examination session shall also be prepared.
 7. The CS shall attempt to resolve any serious misprint, wrong code, mistranslation, omissions or ambiguity etc, noticed or reported to him in the question papers. Serious disparity in the question paper shall be immediately reported to the COE and the issue resolved according to his instructions.
 8. The CS shall see that only candidates with valid Admit Cards issued by the University are allowed to take the examination.
 9. When the subject/paper is wrongly indicated in the Admit Card issued, the Center Superintendent shall give the correct

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subject/paper provisionally after an undertaking by the candidate. Such provisional permission is subject to the approval of the office of COE. The student shall be made aware that in case the contention of the candidate is found to be not valid; his/her answer script may not be valued. All such cases of admissions are provisional till they are approved by the office of COE.

10. The CS shall ensure that no candidate is admitted to the examination hall 30 minutes after the commencement of the examinations and no candidate is allowed to leave the examination hall within 30 minutes of the commencement of the examination. The Center Superintendent shall arrange for the ringing of bells to mark the examination timings as per examination guidelines/norms.
11. The CS shall take action against an examinee indulging in malpractice or attempting to use unfair means as defined below, in the examination hall or within the premises of the examination Center. All malpractices shall be reported and shall be handled as per the guidelines provided below.
12. All the Answer-booklets confiscated in malpractice cases during the examination session should be packed separately in one bundle and marked "**Un-Fair Means (UFM)**". Such answer-booklets shall NOT be mixed with the regular answer-booklets.
13. The CS shall sign all relevant records such as invigilators attendance sheet, programme & course/subject-wise attendance summary relevant to the examination session.
14. In case of any major law and order problem or in the event of any external factor causing a disturbance in the examination Center, the Examination Office should be notified immediately by the CS. It is essential that any incident or condition which could

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potentially cause disturbance or discomfort to students is reported.

15. The **Center Superintendent** shall have the **power to expel an examinee** from examinations on any of the following grounds:
- That the examinee created a nuisance or serious disturbance at the examination Center.
 - That the examinee showed a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.
 - If necessary, the Superintendent may get security guard assistance. Where a candidate is sent out of the examination hall, same shall be recorded and COE shall be informed immediately.
16. After completion of examination the CS shall arrange to collect back the undistributed question papers along with the Answer scripts and deposit the answer script bundle promptly to the office of the COE.

Duties and responsibilities of the Invigilators.

1. The Invigilators shall report to the Centre Superintendent (CS) before the commencement of the examination.
2. The Invigilators should affix his/her signature in the duty attendance sheet of the session and wait for the issue of the question paper packet for the hall.
3. The Invigilators shall ensure that no incriminating or any other materials are found in the hall.
4. All the Invigilators must remain in the examination hall for the entire period of examination. Invigilators are advised to keep constant vigil on the examinees in the hall.
5. The candidates shall be admitted into the examination hall 15 minutes before the commencement of the examination. The

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Invigilators shall announce to the candidates to leave the books, papers, and other reference materials etc., outside the examination hall.

6. The Invigilators should read out the warning note: ***"You should follow the instructions printed on the Admit Card and on the facing and last sheet of the answer-booklet. You should search your pockets, desks, and handover to the Center Superintendent any paper/book/notes/manuscripts/photocopies/electronic gadgets which you may find there and in close surroundings, before receiving the question paper in hand."***
7. Invigilators shall ensure that any undesired materials brought by the candidates are left outside the room.
8. The Invigilators should warn the candidates not to keep mobile phones, digital equipment, and other electronic gadgets with them except a simple wrist watch. The candidates should be advised to submit the same to the Invigilators if they have inadvertently brought the same to the examination hall.
9. If any student has not brought his/her Admit Card and Identity Card, the matter shall be brought to the notice of the CS for issuing provisional permission after the candidate gives due undertaking in exceptional circumstances after verifying the identity of the candidate and verifications in the Candidate list.
10. The Invigilators shall ensure that candidates are seated before the commencement of the examination. No candidate will be allowed to enter the examination hall after the first 30 minutes for whatever reason.
11. The Invigilators shall distribute the Answer Booklets ten minutes before the commencement of examination, only to those

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candidates, who are seated in the examination hall and are not to be placed on the vacant seat.

12. The Invigilators shall distribute the question papers to the candidates seated in the examination hall only when the commencement bell of the examination is given.
13. When candidates seek clarification on question paper that cannot be dealt with by the invigilator(s) in the examination hall, the Invigilators shall immediately notify the Centre superintendent who will endeavor to obtain and convey the necessary information to the student(s). If the matter cannot be resolved by the CS, the Examinations Office must be informed immediately to resolve the issue.
14. The Invigilators shall affix his signature at the appropriate place on the first page of the answer booklet only after checking the identity of the candidate with photo on admit card and ensure that the candidate has written the correct enrolment number, roll number, programme, subject of examination, date of exam etc in relevant fields of the First page of the Answer booklet. He shall also secure the signature of the candidates in the attendance sheet provided for the hall.
15. The Invigilators shall mark the absentees only after the first 30 minutes of commencement of the examination. A consolidated statement of the number of candidates present, absent and the absentees register numbers shall be prepared and recorded on verification sheet/ attendance sheet provided by the examination department. **(Annexure- P7, P9, Form-23)**
16. The Invigilators should NOT allow any candidate who arrives later than 30 minutes into the examination hall. No extra time shall be given at the end of the examination to account for the

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late arrival of those candidates permitted within the first 30 minutes.

17. The Invigilators should not allow any candidate to leave examination hall for any purpose within the first half an hour of the commencement of the examination.
18. After half an hour of the commencement of the examination, the spare Answer booklets shall be returned along with the consolidated attendance statement for the hall.
19. The invigilators shall not accept the answer booklet of any examinee without ensuring that, it bears his/her University roll number, other information asked on the title page of the Answer booklets and that the blank pages in the answer booklet are crossed out by the examinee with pen.
20. The Invigilators shall remain alert in the examination hall and shall attend to the requests of the candidates.
21. All Invigilators are expected to remain in the hall for the entire duration of the examination.
22. The candidate visiting the toilet should be properly escorted; however frequent visits to the toilet by the candidate should be discouraged. No student will be allowed to visit the toilet in the first half an hour and the last 30 minutes.
23. The invigilators shall alert the candidates about the time remaining for the examination session.
24. The invigilators shall ensure that, there is no communication among the candidates in the examination hall. The invigilators shall not allow the candidate to use unfair means in the examination hall. Smoking, chewing tobacco/pan etc. is strictly prohibited in the examination hall while the examination is progress.

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25. The invigilator should report to the CS the cases of insolent, indecent, undisciplined, and undignified behaviour of candidates.
26. While making rounds of the examination hall, if the invigilators notices that any candidate is indulging in copying or possessing a manuscript or answer booklet other than that of the candidate, any written material the candidate has used or intended to use for copying, the same shall be immediatly confiscated and immediately report to the centre superintendent. He should not allow the candidate to leave the examination hall till the center superintendent comes and takes over the charge.
27. The invigilators should not tamper with the answer booklets issued to the candidates for any reason whatsoever.
28. Malpractices are to be recorded in the appropriate form along with a statement from the candidate in the presence of the centersuperintendent. (**Annexure P 11**)
29. Center superintendent (CS) should ensure that if a candidate is asked to give a statement in connection with suspected or proven malpractice or use of unfair means but is unwilling to do so, she/he shall not be forced to give the statement. The fact of his/her having refused to make a statement shall be recorded by the center superintendent (CS) in the presence of the invigilator(s) on duty, at the time of occurrence or detection of the incident or immediately thereafter.
30. The invigilators shall arrange the written answer booklets returned by the candidates at the end of the examination in proper order and tally the same with the attendance of the candidates.
31. The invigilators shall not leave the examination centre premises until he/she personally hands over the answer booklets

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to the designated staff and return the examination relevant materials.

32. In the event of an emergency alert, all candidates should be instructed to stop writing, leave all papers, answer books and bags and silently leave the room. It should be made clear to students the examination conditions will continue until they are told otherwise.
33. When any candidate feels extremely sick/distressed, the invigilators may request the CS to make arrangements to escort the sick candidate to the university hospital with necessary transport arrangement with the help of the supporting staff in the control room.
34. Answer booklets confiscated due to unfair and malpractice of the candidates shall be handed over separately without mixing them with the regular answer booklets.
35. Any dereliction of duty on the part of the invigilators is to be recorded and the CS shall report the same to the COE.

Examination Service Staff

During the periods of university examinations, staff of various ranks from the faculty/Controller Examination office shall be deputed to each examination centre in sufficient numbers to attend to the duties related to the conduct of examinations for the entire duration of examinations. The invigilator assistants may be drawn from the non-teaching staff from various departments of the university.

Answer Booklets

1. Answer-booklets shall in no case be stamped in larger quantity than required for each session/day's use so that any misuses/malpractices are prevented.
2. Only University/Faculty seal shall be used on all the answer sheets.

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3. The answer booklet stock register should be maintained and made available for inspection by the CS or any other authority concerned with the Examination.

Hall arrangements & seating arrangement in the examination.

1. The Examination Hall should be clean and tidy. Sufficient furniture, viz desk, chairs, benches should be provided to the candidates. It should be ensured that the examination hall remains calm and quiet. It should be ensured that top surface of writing desk is clean and no subject matter is written on desk.
2. The Dean office prepares well in advance, the statement regarding seating arrangements for the candidates.
3. Each candidate shall be allotted a definite seat for each paper of the examination. It is preferable to allot the same seat for a candidate for his entire examination.
4. Sufficient space is to be given between two examinees so that the neighboring candidates may not peep into each others answer booklets.
5. Seating charts should be displayed prominently showing the position of candidates in each room for each day at accessible place for the candidates (inside/outside the room) and copy of the same shall be retained for the sake of documentation and record keeping.
6. On the first day of examination the examination hall(s) should be opened half an hour before the commencement time to enable the candidates locate their allotted seat. On the remaining days of the examination, the rooms may be opened 15 minutes before the commencement of examination.
7. Special care may be taken in providing a seat to a candidate who suffers from any infectious disease so as not cause an adverse

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effect on the other candidates. Candidates who cannot climb staircase due to their physical condition can be provided sitting arrangement in a hall in the ground floor.

Flying squad for university examination

The competent authority shall, appoint a team of not less than three faculty members, with preferably one female faculty member, as University flying squad.

The flying squad shall have the following functions and duties

- 1 The Flying Squad members shall be appointed by the COE after taking approval of the competent authority.
- 2 The Flying Squad team shall visit each of the Examination rooms every day of the examination.
- 3 The Flying Squad team is empowered to physically check any candidate suspected of using unfair means. In case the squad chief is a male then the assistance of a lady invigilator may be taken to check a lady candidate.
- 4 The Flying Squad team should ascertain that the security measures are adequate.
- 5 In case of any malpractice, the Flying Squad team is empowered to seize the Admit Card and the answer booklet of the candidate and to hand over the same to the invigilators/center superintendent for further necessary action.
- 6 If poor invigilation is noticed in any Examination Hall, the matter is to be immediately reported to the Centre Superintendent and ensure that proper remedial action is taken forthwith.

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- 7 The Flying Squad team shall report any discrepancies/malpractices observed to the Center Superintendent for necessary action.

Packing of Answer-booklets after the examination.

1. Immediately after every session the answer scripts of each paper collected from candidates will be arranged in the serial order after counting them and checking the number of answer scripts with the number of candidates appeared, the same shall be packed in covers of suitable size. The answer scripts must be packed as below:
2. Answer books of only one subject and one examination must be packed and sealed in the packet(s)
3. Several such packets of answer scripts shall be bundled and wrapped in appropriate material (Cloth/paper)
4. The answer scripts related to Malpractice/Misconduct shall NOT be mixed or packed with the regular answer script. In each case of malpractice, the answer scripts shall be packed along with the confiscated incriminating material, report of the invigilator and statement of the errant examinee.
5. The consolidated report of the CS on all cases of reported malpractices/misconduct shall be placed in the outer cover which shall contain all individual covers of reported malpractice cases.

Documentation of reports of the examination session

The following records are to be consolidated, packed and sent to the office of the COE after each session/day of the examination at the examination centre:


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- i. Attendance statements of candidates sorted programme-wise/subject-wise, attendance summary statement, attendance statement of invigilator and all staff on examination duty.
- ii. Record of the instances of Malpractice/Misconduct and the related materials such as Answer-scripts, incriminating materials and reports of invigilator/ HS & CS

Transportation of Answer-scripts from examination centre to the office of the COE.

- All the answer-scripts and reports/records of the examination held on the session/day shall be packed safely and dispatched to the office of the COE.
- The person in-charge of the receipt and safe-keeping of answer scripts after the examination shall receive those bundles from examination centre(s) shall check for the integrity of the packing. He/She shall then arrange to keep them safely and securely till taken up for further processing.

MISCONDUCT AND MALPRACTICES IN EXAMINATION BY CANDIDATES.

Handling and Reporting Misconduct, Malpractice at Examination.

The following shall be the procedure for dealing with the cases of candidates found using or suspected of using unfair-means or involved in malpractice or misconduct in connection with the examinations:

1. When a candidate is suspected of using unfair means, the invigilator or the centre superintendent shall search the candidate and his belongings. If any written or printed material is found in his possession as a consequence of the search, the matter is taken

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- to the notice of the centre superintendent. The candidate's answer booklet shall be confiscated along with the material recovered.
2. The Centre Superintendent shall hold a preliminary enquiry; record the report of the invigilator, the statement of the candidate in the presence of a teacher other than the invigilator concerned. On sufficient grounds, the Centre Superintendent shall forth with suspend the candidate from writing the examination.
 3. The Centre Superintendent shall thereafter obtain a statement/undertaking of the student. The invigilator shall provide his/her report, CS shall countersign both the report and the statement. The candidate shall be made to affix his/her signature on the incriminating materials used in the malpractice. Answer scripts of all such cases are to be packed separately. **Annexure - P 11**
 4. If the candidate refuses to give a statement, he/she should be asked to record in writing his/her refusal to give statement. If he/she refuses to give a statement, the facts shall be noted and duly witnessed by two other invigilators.
 5. If the candidate refuses to hand over the incriminating material or destroys or runs away with the material (causes to disappear) the facts shall be recorded duly and the matter reported to the centre superintendent immediately.
 6. In case of Misconduct/insolent behaviour (i.e. verbal or nonverbal e.g. gestures), the invigilator shall record the facts in writing and shall report the same to the controller or examinations.
 7. The answer scripts, relevant question paper(s), statement of the errant-examinee and the incriminating materials confiscated shall be packed in a cover and labelled. This packet is turn shall be placed in an outer cover along with the invigilator of all such cases

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along with the consolidated report of the CS on cases of malpractices for the session.

8. **It is reiterated** that answer scripts related to malpractices should NOT be packed with the other answer scripts. They should be placed in a separate packet and sealed. It is the responsibility of the Centre's Superintendent to ensure that the malpractice related bundle is securely dispatched to the COE with appropriate labelling.
9. The office of the COE shall open only the outer cover containing the reports of invigilator and C.S. and the inner cover/packet containing the malpractice related answer scripts, statement of the errant-examinee and the incriminating materials confiscated shall not be opened.
10. Based on the reports of invigilator and C.S., the COE shall place such cases before the Examination Malpractices Enquiry Committee (EMEC) along with all the materials and records received by him/her.

Punishments for Malpractice

1. A candidate found guilty or misconduct/malpractice shall be subjected to due enquiry by the Examinations Malpractices Enquiry Committee (EMEC) appointed for the purpose.
2. If the candidate is found guilty, he/she may be awarded one or more punishment based on the norms of punishments and the Committee's assessment on the nature and severity of the malpractice.
3. The punishment(s) awarded by the Committee shall be placed before Vice Chancellor by the COE and are subject to review and moderation by the Vice-Chancellor.

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Examination Malpractices Enquiry Committee: Constitution, Powers, and Functions

1. The EMEC constituted by the university shall be the competent authority to enquire the act of misconduct/malpractice in examinations and shall recommend appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing unfair means at the examinations conducted by the university.

2. The Examination Malpractices Enquiry Committee (EMEC) shall be appointed by the Vice-Chancellor. It shall consist of not more than five members.

- Dean of Faculty : Chairman
- Head of the Department : Member
- Faculty Member : Member and Subject Expert
- Faculty Member from other Faculty: Member
- Faculty from Examination Section : Member Secretary

3. The EMEC shall function as a recommendatory body and submit its recommendations in the form of a report to Vice Chancellor through COE. The Vice-Chancellor may impose a fine and/or punishment on the student concerned considering the recommendation of the Examination Malpractices Enquiry Committee. (EMEC)

4. The EMEC shall have all the powers to issue notice, summon the candidate and witness, record their statements, and recommend appropriate punishment/penalty as per the norms provided in the regulations.

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5. A prime facie case of misconduct/malpractice in examinations reported to the university by the Center Superintendent and Invigilators shall be enquired into by the EMEC.

6. The Dean of faculty shall be the competent authority to implement appropriate disciplinary action recommended against the candidate.

The Protocol and Procedure for Enquiry of Errant Candidate during Examination:

1. The Controller of Examination shall inform the concerned examinee in writing of the act of malpractice alleged to have been committed by him/her, and shall ask him/her to show cause before the committee as to why the charge(s) levelled against him/her should not be held as proved and why the punishment should not be imposed.
2. The EMEC shall meet at the place specified in the said notice for the purpose of holding the enquiry and the said candidate shall be allowed to be present, and hear in the same.
3. The errant examinee shall appear before the EMEC on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The examinee himself/herself only shall present his/her case before the committee and no other person shall be permitted to represent his case.
4. In no case the candidate shall be allowed to be represented by any other person and no adjournment of the hearing will be granted to the candidate unless deemed necessary by the committee.
5. After serving a show cause notice, if the implicated concerned examinee fails to appear before the inquiry committee on the

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- day, time and place fixed for the meeting, the concerned examinee may be given one more opportunity to appear before the committee in his/her defence.
6. If even after offering two chances, the concerned examinee fails to appear before the Committee, the committee shall take decision in his/her absentia, based on the available evidence/documents, which shall be binding on the examinee concerned.
 7. The documents that are being taken into consideration for the purpose of proving charge(s) against the concerned examinee should be shown to him/her by the EMEC, if the concerned examinee presents himself/herself before the Committee.
 8. The EMEC shall proceed to conduct a summary enquiry by providing a fair and reasonable opportunity to the student. On conclusion of the enquiry the committee shall record its findings about the commission of guilt by the student or otherwise prepare a report along with its recommendations.
 9. The EMEC should follow the above procedure in the spirit of the principles of natural justice in dealing with the cases of malpractice.
 10. The EMEC shall submit its report to the COE along with its recommendations regarding punishment and quantum of penalty if any to be imposed upon the errant examinee. The Committee shall follow the norms for award of punishment as far as possible.
 11. The Controller of Examination in turn shall, place the report before the Vice-Chancellor, who shall consider and impose the penalty as recommended by the Malpractices Enquiry Committee or moderate the punishment or exonerate the candidate.

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Norms for award of punishment in cases of Examination Malpractices and Misconduct:

Clause	Nature of Misconduct/Malpractice	Quantum of Punishment and /or Penalty (Subject to moderation)
1.	Possession of incriminating material such as manuscript/printed or typed matter/books or notes/banned electronic gadgets	Cancellation of the specific Subject/Paper of the current examination of the candidate and to appear after six months.
2.	Possession of another examinee's answer-booklet	If the student whose answer-booklet is taken away by force and/or without his/her consent, reports immediately to the CS, who will then debar the candidate caught with another's answer book and debar for one year
3.	Possession of another candidate's answer-booklet	Debar BOTH the candidates from the specific Subject/Paper of the current examination and debar for one year.
4.	Found giving or receiving assistance at the examination, passing on the question paper with any scribbling on it/answer booklet	Cancellation of the specific Subject/paper of the current examination of the candidate.
5.	Smuggling-out or smuggling-in of answer-booklet as copying material	Debar the candidate from current examination of the Candidate in full and an additional one semester/year
6.	Any insertion in answer-booklet including currency notes/bank cheques/ other material in a an attempt to bribe any of the person(s)	Debar the candidate from the current examination and debar for one year.
7.	Using obscene language/violence/threat at the examination/Evaluation Centre by a candidate(s) before/during/after the University examination toward CS/Examiner person(s) concerned with University	Debar the student from current examination and an additional period of one academic year.
8.	Impersonation at the University examination	Handing over the impersonator to the police with a complaint to take appropriate action against the person involved in the impersonation by the Centre

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		Superintendent. If a candidate of this university is found to impersonate a 'bonafide candidate', the impersonating candidate is debarred from continuing his/her studies and writing the examination permanently. He/she is not eligible for any further admission to any programme of this university. Debarring the 'bonafide candidate' for whom the impersonation was done from continuing his/her studies and writing the examinations.
9.	Revealing identity in any form in the answer written or in any other part of the answer-booklet by the candidate at the University	Cancellation of the specific subject /paper only of the current examination of the candidate.
10.	Tearing off the answer-booklet/page(s) of the Answer Book	Cancellation of that specific Subject/ Paper only of the current examination of the candidate
11.	Student involved in malpractice at Practicalexamination/Dissertation/Thesis/Project Report at UG/PG level	The punishment shall be as per the punishment provided for the theory examination depending upon the gravity of the case
12.	All other Malpractice(s) misconduct not covered in any of the above clauses.	Warning/Cancellation/Expulsion/or any other severe punishment and/ or fine depending upon the gravity of the lapse
13.	Malpractice/Misconduct by the candidate who was caught in an earlier instance and warned or punished for the offence	Severe additional punishment can be imposed on such students. This punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination. In grave instances, the candidate may be expelled from the University permanently
14.	Talking with neighbours, showing signs or signals to others in the hall. Writing the examination even after the final bell despite several calls to stop	Warning/Cancellation/Expulsion/or any other severe punishment and/or fine depending upon the gravity of

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	writing. Causing damage to the belongings or examination material/records and Examiners.	the lapse.
15.	Possession of Programmable Calculator, Mobile phones, Smart watches/Bluetooth or Wi-Fi enabled devices, Pagers, Organizers, Digital memory pad etc, with/without matters related to the day's examination stored in them. Possessing any other prohibited material that may be of help in writing answers or facilitate copying in the examination hall.	Warning/Cancellation/Expulsion/or any other severe punishment and/or fine depending upon the gravity or the lapse. May be debarred for one year.
16.	A candidate on permission to visit the toilet during the examination is found reading or possesses some incriminating material relevant to the syllabus of the paper in the verandah/toilet, etc.	Warning/Cancellation/Expulsion/ or any other severe punishment and or fine depending upon the gravity of the lapse. May be debarred for one year.
17.	If a candidate carries in to the examination hall/centre any weapon and does not hand over the same to the CS or any other authorized member of the supervisory staff	The Candidate shall be disqualified from appearing/ passing in any university examination for up to two years including the present one depending upon the nature and gravity of the offence.
18.	If a candidate on being caught by an invigilator or any other authorized member of the supervisory staff, runs away from the examination hall along with the piece of paper believed to be of doubtful nature either by swallowing/throwing it away or by any other means.	Debar the candidate from the current examination in full and for another one year.
19.	If a candidate leaves the examination hall without handing over his answer-booklet to the CS concerned and takes it away with him, or tears it off, or otherwise disposes of this answer-book any part thereof inside or outside the examination hall	The candidate shall be disqualified, Debarred from appearing or passing in any University examination for one to three academic years including the present year of examination, depending upon the nature and gravity of the offence.
20.	If a candidate incites/compels any other candidate to leave the examination hall, or attempts to disturb, the conduct of examination or indulges in any kind of activity in the campus of the examination centre.	The candidate shall be disqualified/debarred from appearing or passing in any University examination for one to two academic years including the

		present year of examination, depending upon the nature and gravity of the offence.
21.	Cancellation of a particular paper will mean award of zero mark in the paper and the cancellation of the entire examination will be treated as failure in the entire (all papers) examination.	
22.	If a candidate appearing in failed subject(s) /paper(s) of a lower examination along with the current examination is found guilty of use of unfair means in a subject/paper of the lower or the current examination, either of the examinations or both the examinations (lower and current) may be cancelled.	
23.	If any examiner reports any case of use of malpractice which he/she detected during the course of evaluation of answer-booklet the same shall also be decided by the examination committee after getting the answer booklets checked and giving the candidate a reasonable opportunity to defend himself.	
24.	The disqualification under misconduct/malpractice will be treated as a failure in the examination and consequences of failure will follow. If a candidate is also disqualified from appearing at the next one or more examinations he shall not be admitted to any course of study, or allowed to appear at any examination of this University, during the period of such disqualification.	
25.	Whenever entire examination of the main/supply and semester is cancelled, it applies only to all the theory and practical papers of that semester and does not include any dissertation/thesis/fieldwork/project work that the candidate might have appeared. However, debarring the candidate for one or more semester/annual examinations also debars him from submitting his dissertation/project work etc. during that period.	

Malpractices/Misconduct- some general policies.

1. If the Vice-Chancellor receives complaints to the effect that the integrity of a University examination has been violated at the examination centre as consequence of mass copying or other use of unfair-means, he may after enquiry, order re-examination in one or more papers.
2. Ordinarily, the University shall conclude the issue/matters related to malpractices and the processes thereof within a period of three

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months or in any case before the commencement of the next examination.

3. The Vice-Chancellor shall have the power at any time to institute an enquiry and to punish such malpractice/misconduct or breach of rules by exclusion of such student(s) from any University examination or from any university programme in the University, or Department or from any Convocation for the purpose of conferring degree either permanently or for a specified period, or by cancellation of the result of the student in the University examination for which the student appeared or by deprivation of any University scholarship held by him/her or by cancellation of the award of any University prize or medal to him/her or by imposition of fine or in multiple of the aforesaid ways within a period of six months.
4. Examination Result(s) of the concerned examinee(s) involved in such misconduct/malpractice cases shall be withheld till the competent authority arrives at a final decision in the matter and the concerned examinee(s) and the department to which he/she belongs to, shall be informed accordingly.

POST-EXAMINATION ACTIVITIES

1. The answer-scripts will be printed with dummy number after random shuffling of the answer-scripts.
2. The part revealing the identity of the candidate will be cut off from the cover page of the answer-script in a secure manner and stored safely in the custody of the COE.
3. The identity masked and dummy number answer-scripts will be then packed in packets.
4. Examiners duly approved by the Vice Chancellor and appointed by COE shall be assigned valuation work.

5. As per the availability of external examiners the valuation of answer scripts shall be done as soon as possible.
6. The examiners will evaluate the identity masked answer-scripts in the examination section of university after verifying the number of answer-scripts in the packet.

Appointment, Duties and Responsibility of Examiners

1. The COE shall appoint examiners for each examination from among the list of eligible examiners and duly approved by the Vice-Chancellor. However, under special circumstances after obtaining the permission of the Vice-Chancellor, exceptions may be made.
2. The Internal examiners shall normally not decline the assignment of examination work except in extraordinary situations since examination duty is treated as an essential service by the University.
3. The external examiners shall intimate their acceptance or otherwise as soon as they receive the communication from the University in the prescribed time limit.
4. If by chance, a subject has been assigned wrongly to the examiner, he shall indicate the same and decline the offer. He shall not accept an offer that is not related to his subject/expertise/knowledge domain.
5. The examiners shall maintain strict secrecy regarding their appointment and other work allotted in connection with the examinations.
6. The examiners shall not evaluate the answer scripts not related to his/her subjects.

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7. The examiners must count the number of answer scripts in the packet and ensure that it tallies with the claim on the packet. Discrepancies, if any, should be brought to the notice of the COE immediately.
8. The examiners shall value the scripts strictly in accordance with the scheme of valuation given by the paper setters, if any.
9. The examiners shall write 'ZERO' wherever answers do not deserve any marks. The examiner shall total up the marks.
10. The examiner shall ensure that no answer or part of any answer is left out in valuation. The examiners should read the answer script in detail and evaluate the scripts.
11. The marks awarded for each question shall be entered in the appropriate row & column on the mark-table on the front page of the answer-booklet. The total marks shall be entered both in figures and words with his/her signature.
12. The examiner shall not take the answer scripts out of the examination section of the university under any circumstances.
13. If the examiner during valuation of the scripts suspects any case of malpractice, he/she shall immediately report it to the COE. He/she shall submit the suspected script after valuing it fully along with his/her report to COE.
14. The examiner shall report to the COE, cases of any candidates of other person on his/her behalf approaching him/her for any favour or writing letters to him/her for any favour or writing letters to him/her indicating the name of the person, the code number of the candidate, subject/paper etc.
15. The examiners shall prepare marks lists in the prescribed form provided for the purpose.

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Practical/Clinical/Viva-voce Examinations

1. The University shall notify the examination schedule of conduct of practical/viva-voce examination at least two weeks prior to the practical examinations. Detailed time table of the practical examinations, subject wise, batch wise etc shall be announced by the Dean.
2. The University shall appoint Examiners (External/Internal) for practical examinations for different course/subjects from the panel of examiners.
3. Whenever Internal Examiners are appointed, all efforts should be made to appoint the faculty who handled the practical classes during the respective academic period. When several teachers are involved in handling the classes, they shall be appointed by rotation.
4. The HOD of concerned department shall be responsible for the conduct of the practical/viva-voce examination(s) in the respective departments. **(Annexure- Appointment letter for external examiner for practicals)**
5. The required number of answer booklets and other material shall be demanded and obtained from the University by the HOD in advance for the practical examinations.
6. Candidates shall be in possession of Admit Cards on all the days of Practical examinations.
7. Practical answer scripts after the practical examination shall be packed in separate covers and kept in custody with the HOD. Answer script and attendance sheet of the candidate is to be preserved in the department for a minimum 5 year period after completion of all practical examination.

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8. Marks allotted by the examiners for the practical and viva-voce examination shall be entered in words and figures on prescribed format, sealed and sent to COE through Dean of Faculty.

Post-Evaluation Data Processing and Tabulation

All the data processing relevant to the marks shall be done in the examination section of the university.

Marks Tabulation and Validation

1. The results of each of the examinations shall be tabulated in the Examination database maintained on Computer server with restricted access. The persons responsible for such activity shall be referred to as marks-tabulators.
2. Marks-Tabulator(s) shall be staff members of the university working in the office of COE. They shall possess sufficient computer programming and database skill and experience.
3. The marks tabulated by the marks-tabulator shall be scrutinized and validated by a validator. Validator(s) shall be drawn from the teaching faculty of the University.
4. The Validator shall:
 - Check the posting made by the marks-tabulators from the original statement submitted by the examiner.
 - Check total/aggregates posted by marks-tabulator.
 - Check the result prepared by the marks-tabulator for failures, honors such as distinction, pass, fail, and absentees etc.
 - Validate the Grades, GPA and CGPA etc. computed on the basis of the marks obtained by the candidates in examination.
 - Any other discrepancy/errata/manipulation/inconsistency etc. that might have crept into the marks database.

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Award of Grace Mark

1. A maximum of 05(Five) grace marks will be awarded to a candidate failing in not more than one **subject per examination**, in which minimum pass marks have been prescribed; provided the candidate passes the examination by the award of such grace marks. Such grace marks shall be split in a manner that may serve to pass in respective subject (theory/practical) wherever applicable.
2. No grace marks shall be awarded in the case of failure in Supplementary /Carry Over examination.
3. The grace marks will be awarded only if candidate appears in all the papers prescribed for the examination in case of regular candidates. Absence of a candidate in any paper(s) that he or she has registered for the examination will make him ineligible for grace marks.
4. Grace marks shall be awarded only to the required extent to help the candidate pass the paper/subject and not more even if the candidate has a higher limit of eligible grace marks in that examination.
5. In case of professional degree programs, the grace marks awarded shall be in concurrence with the rules and guidelines, if any, of professional statutory bodies at the All India level such as AICTE, NMC, PCI and INC, etc.

Result Finalization and Publication

1. The result of the concerned examinations shall ordinarily be declared within 45 days of the last examination.

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2. Examination section of university shall dispatch the result along with the statement of marks and passing certificate to the Dean of Faculty for distributing the same to the concerned students.
3. The results shall be published on the University website after approval.

Results Withheld and their Declaration

1. The results of those candidates held in reserve for malpractice and/or lapse in the examination will be declared as per the recommendations passed by the examination malpractice enquiry committee and due approval by Vice Chancellor.
2. If there is discrepancy in the subjects mentioned in the examination form and the actual examination given by the candidate, the results of such examinee will be withheld and will be declared after due confirmation.
3. The results reserved for dues payable to university shall be declared on confirmation of payment of the said dues.

Remunerations

1. Remuneration shall be paid to the Paper-setters, Examiners, Centre Superintendents, Invigilators, and others who have put in work in connection with the conduct of examination, as per the rates fixed by the University, after completion of the assigned duties. (**Annexure- formats of Remuneration for travelling allowance claim, paper setting and answer book evaluation**)
2. In cases of practical/viva-voce examinations, the examiners shall submit their remuneration claims through Dean in appropriate form along with the marks-sheets/award sheets, attendance statement of candidates to the COE.

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3. The claims of assistants at practical/viva-voce examinations shall also be prepared and countersigned by the HOD and sent to COE through Dean of Faculty.

Grievances in Examinations

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

Photocopy of Answer-script

After declaration of the examination results, if any candidate wishes to apply for photocopy/photocopies of theory answer-scripts, he/she shall apply to the COE by paying the prescribed fees notified by the University within 10 days from the date of announcement of results of the respective course. Identity of evaluator will not be revealed.

Scrutiny of Answer scripts

1. A candidate who wishes to apply for scrutinization (totalling of marks awarded and any unchecked answer) of his/her answer script shall apply to the COE by paying the prescribed fees notified by the University within 10 days from the date of announcement of results of the respective course. **(Annexure-Format of application for Scrutiny)**
2. The COE shall arrange for scrutiny of such answer-scripts by an internal examiner from the same faculty other than the original evaluator.
3. The evaluator shall only check that the total marks awarded to him are added correctly. If any question or part of the question is found unchecked by original evaluator, he/she shall inform the

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COE and document the same on provided format and evaluate the unchecked question or part of the question.

4. On scrutiny, if there is a difference from original marks awarded to the candidate (due to error in totalling of marks or due to unchecked question or part of the question) than the marks awarded by the scrutinizer, then the marks obtained after scrutiny will be awarded to the candidate.

Re-evaluation of Answer scripts

1. Re-evaluation shall be applicable only for theory papers in **under graduate course only** and shall not be entertained for other components such as practical.
2. Every application for revaluation should be submitted by the candidate in the prescribed form along with the prescribed fee within **Two weeks** of obtaining the photocopy of the answer-script or declaration of result. (**Annexure- Format of application for Re- evaluation**)
3. Re-evaluation of answer-scripts can be sought only with at least one affirmation by a teacher relevant to the subject/teachercoordinator and that the criterion below is satisfied.
 - Finds that the answer-script valuation in full or part is not justified and there is reasonable ground for re-evaluation.
4. The application for revaluation shall be submitted to the Controller of Examination through the HOD of the concerned department and forwarded by Dean of the faculty.
5. The COE shall arrange for re-evaluation of such answer-scripts by two separate re-evaluation examiner from the approved panel of

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- examiners other than the original evaluator after approval from Hon'ble Vice Chancellor.
6. If the difference between the marks awarded by the original evaluator and the average of marks awarded by challenge evaluators is less than or equal to 15% of maximum marks (of the question paper) than the marks awarded by original evaluator shall be awarded to the candidate.
 7. If there is a difference of more than 15% of maximum marks (of the question paper) and up to 25% between the first valuation and average of marks awarded by challenge evaluators, the same average marks of challenge evaluators shall be awarded to the candidate.
 8. In such condition the fee submitted by the candidate shall be refunded after deduction of 20% of the prescribed fee.
 9. A warning letter may be issued to the original evaluator or shall be debarred from examination process for one year as per decision by Hon'ble Vice Chancellor.
 10. If the difference between the first evaluation and average of marks awarded by challenge evaluators is more than 25% of maximum marks (of the question paper), then such answer scripts shall be evaluated by a third evaluator as nominated by Hon'ble Vice Chancellor.
 11. The marks awarded by original evaluator shall now be replaced by the average of all the three challenge evaluators' mark. In such condition the fee submitted by the candidate shall be refunded after deduction of 20% of the prescribed fee.
 12. In such case strong punishment/action may be taken against the original evaluator by the University.

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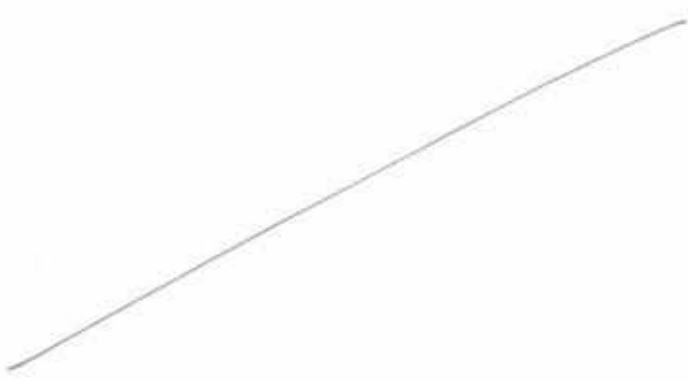


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13. After challenge evaluation if a difference in marks awarded is found then the result of concerned candidate will be modified and declared after approval.
14. The marks awarded by the original examiner if marked on the answer scripts shall be concealed from the answer script and sent for revaluation.
15. In all cases of re-evaluation, fees once paid will not be refunded. Applications which are late and not in the prescribed form and which are found defective in any respect will not be entertained and will be summarily rejected without notice.
16. The result of the revaluation shall ordinarily be made known to the student through the Dean within 2 months of the last date of receipt of applications by the office of the Controller of Examination.
17. No interim enquiries of any kind will be entertained in this regard. It may be noted that the University can never set in any case a time limit for the issue of the results of revaluation. The University will also therefore, not be liable for loss of any kind sustained by candidates concerned on account of the delay, if any, in issuing the results of revaluation.

MISCELLANEOUS

Name change of the candidate during study

1. A student who is currently enrolled may change or alter his/her full, legal name on the permanent academic record by presenting the appropriate application along with the necessary supporting documentary evidence to the COE.
2. The change of name in the records of the university may be sanctioned on any one of the grounds such as marriage, adoption,

assuming a new name by any person which has been notified by the order of the central govt. or a state govt.

3. A female student who wishes to discontinue the use of her married name and resume use of her maiden name, or another name shall present a copy of the divorce decree, or signed court order, showing court restoration of the maiden or other name.
4. No change in his/her name will be made in the past records of the university.
5. Students should send the application through the Dean of the faculty.
6. The candidate should apply along with the attested copy of the 12th standard and / or last eligible examination.
7. Documents required for change in name are as follows and must accompany the application for change in name.
 - Govt. Gazette(Original copy)
 - Affidavit (Ladies) (Original copy)
 - Marriage Certificate (Ladies) (Original Copy)
 - Photocopy of the Statement of Marks of last examination.
8. After the necessary changes in permanent documents, corrected copy/copies of the statement(s) of the marks and other certificates shall be issued on the payment of the fees applicable at that time.

Error Correction in Name

1. To correct the spelling or the proper sequence of the name which are not due to data entry errors, the student shall present a copy of his/her High school marksheet.
2. Any errors in the name of candidates printed in the marks statement/certificate/admit card may be brought to the notice of

A collection of handwritten signatures and initials in black ink, including names like 'Ajay', 'Ajay', 'Ajay', 'Ajay', 'Ajay', 'Ajay', and 'Ajay'.

COE for necessary correction with appropriate evidence.
(Annexure- Format of application for correction in name)

Issue of Duplicate Marksheet

1. A candidate who has lost his/her mark sheet due to theft/fire/ stolen/ natural calamity or any reasons and wishes a duplicate marksheet, will have to apply in prescribed format by the university and pay the prescribed fee.
2. He/she has to attach the following documents necessarily:
 - Photocopy of mark sheet if available
 - Advertisement regarding the loss of mark sheet in TWO(2) separate national newspapers
 - Affidavit of Rs. 10/- from notary regarding the loss of mark sheet
 - First information report (FIR) regarding the loss of mark sheet

(Annexure- Format of application for duplicate mark sheet)

Migration Certificate:

1. Candidate will have to apply in prescribed format by the university and pay the prescribed fee by the university.
2. Migration Certificate shall be issued by Dean of faculty.
3. Migration certificate will only be issued in case the student has to apply for higher studies and will have to mention the following in prescribed format
 - Name of the programme for which migration certificate is required
 - Name of the institute for which migration certificate is required

A series of handwritten signatures and initials in black ink, including a checkmark, a signature that appears to be 'Chander', and several other illegible marks.

- Name of the University for which migration certificate is required
- Copy of selection letter, Fee receipt, etc. for higher studies

(Annexure-Format of application for Migration certificate and Template of migration certificate to be issued)

Provisional Certificate:

1. Candidate will have to apply in prescribed format by the university and pay the prescribed fee by the university.
2. The provisional certificate shall be issued by Dean of Faculty.
3. The provisional certificate shall remain valid for ONE (01) year.
4. If in case the degree of the candidate is not available after one year, then the candidate has to apply for re-issue of provisional certificate. The original provisional certificate will be extended for another SIX (06) months by stamping and will be countersigned by the Dean of Faculty.

(Annexure- Format of application for Provisional degree certificate and Template of provisional certificate to be issued)

Thesis Evaluation:

1. The thesis of candidates shall be submitted to the examination section by the concerned Dean office within stipulated time as directed by the concerned regulatory statutory bodies before the candidate's examination.
2. The thesis shall be evaluated by three external examiners from the approved list of examiners.
3. The candidate shall be eligible only if the thesis is approved by at least two external evaluators.

Annexure: Format of thesis evaluation and letter of appointment

Handwritten signatures and initials at the bottom of the page, including names like 'Sap', 'Hind', 'd', 'k', 'Chander', and 'g'.

Internal Assessment Marks

1. The internal assessment marks shall be awarded as per the academic regulations of the individual programme.
2. The internal assessment marks shall be submitted to the Controller of Examination at the end of each academic session before the commencement of the university examinations.

K

By

Chander

[Signature]

to

[Signature]

Alsy

[Signature]

LIST OF ANNEXURES

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or

to

the

Attas

by



Ref no. /UPUMS/Exam. Deptt./2023-24

Dated:

Confidential

To,

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

Subject: Paper setting forAnnual/supple/carryover examination

Subsequent to your verbal consent, Uttar Pradesh University of Medical Sciences, Saifai, Etawah has appointed your good self as paper setter for the following

Course:
Year:
Name of Examination:
Subject code:

Kindly make it convenient to set question paper for the above said examination. This offer is subject to the following conditions:-

- 1 That none of your relatives, as defined below is appearing in the examination:- *Wife, husband, son, daughter, brother, sisiter, nepheq, niece, wife's brother/sister, husband's brother/sister, brother's son/daughter's sister's son/daughter, first cousin, grandson, granddaughter.*
- 2 For any kind of clarification, you may kindly contact the undersigned Phone no.

INSTRUCTIONS:

1. Kindly send **Two sets** of question papers each with different questions within **10 days** on an editable **Word File (Please follow the header of the question paper as provided in the sample paper before questions while working on Word file, to minimize editing at this end)**
2. Division of topics as provided to be followed for the setting of the question paper
3. Kindly send the question paper to the Controller of Examination via e-mail at coeupums@gmail.com
4. Kindly send a scanned copy of the duly filled remuneration form and a copy of a canceled cheque for convenient disbursal of remunerations.
5. Sending you the required document for setting the question paper as an attachment:
Encls: Paper distribution, remuneration form, sample/model question paper

Controller of Examination
Uttar Pradesh University
of Medical Sciences,
Saifai, Etawah .

✓











INSTRUCTIONS TO PAPER SETTERS

A. Instructions for setting of question paper:

1. The question paper should be fairly distributed over the whole syllabus prescribed for the paper and prepared as per format given.
2. Questions should be set as per demarcation of syllabus defined for each paper-I & paper-II only.
3. No question should be asked outside and beyond the syllabus.
4. The question paper should be such that an average candidate can answer within the allotted time.
5. Typing form & size.
 - A. MCQs and Question Paper should be typed as per the template provided. MCQs And Answer keys should be sent to us at email- coeupums@gmail.com
 - B. For all the sections-A, B, C use font-Times New Roman, Font size 12.
6. The question paper should be set in English language only. Abbreviations should not be used.
7. The marks assigned to each are already mentioned in the Model Template. The total marks shall not exceed the maximum marks allotted to the paper.
8. You are requested:
 - i. Not to accept this assignment if any of your relative(s) is appearing in the examination.
 - ii. To delete/discard all notes rough draft soft copy of the question paper & MCQs paper and not to retain copy of question paper in any form with you.
 - iii. To treat this matter strictly confidential.
 - iv. Do not write your name and signature on question paper being submitted by you.

B. Instructions for packing and dispatch of question paper:

1. Put print out of the question papers (All the sections-A, B,C,) and Answer key of MCQ in separate envelopes.
2. The question paper & answer key packed envelopes should be put together in the bigger envelope along with **Covering Letter**, duly filled and signed Consent to act as paper setter and duly filled and signed **Remuneration Form**.
3. Kindly do not sign or write your name on the inner envelope.
4. The question paper sealed as above should be dispatched by the Speed Post addressed to the Controller or Examination. Examination Cell Uttar Pradesh University of Medical Sciences, Saifai, Etawah.

Controller of Examination
UPUMS, Saifai



ACCEPTANCE FORM

To

The Controller of Examination

Uttar Pradesh University of Medical Sciences

Saifai

Sir/Madam,

With reference to your letter number/ Email

.....dated on, I have to inform you that I
ACCEPT/DO NOT ACCEPT the examiner-ship in (Course)

(Subject).....(Paper).....

.....(part).....

Examination of the year

In this connection I declare as under:

1. That I am able to understand and read computer/ type written English script well.
2. That none of my relation (Namely father, Mother, Father in Law, Mother in Law, Husband, Wife, Brother, Sister, Son, Daughter, Son in law, daughter law as well as their sons and daughter including the husband and wife of anyone of them) is candidate for the examination for which I have been appointed examiner and that I have not taken and will not take up private tuition to any candidate who is due appear in this examination.
3. In case, at any stage , I come to know that any of my relation (as mentioned above) is appearing in this examination or any candidate whom I had privately taught is appearing in this examination I will immediately withdraw from the examiner-ship
4. I shall be able to send the question papers by the due date (for paper setters only)
5. During the vacations I shall be available at the following residential address.

Date :

Yours faithfully,

Signature of the examiner

OFFICIAL ADDRESS

Full Name :

Designation :

Address :

.....
.....

Pincode :

Mobile No:

E mail ID:

F



To

The Controller of Examination

Uttar Pradesh University of Medical Sciences

Saifai

Sir/Madam,

I certify that:

- (a) I have meticulously followed the instructions for the paper-setters before setting the question paper.
- (b) I have solved all the problems after typing the question paper to verify their correctness.
- (c) All major formulae required for analytical questions are included in the 'Some important Formulae' list. No formula required for a memory based question has been included in this list.
- (d) I have maintained strict confidentiality, and have not discussed these questions with anyone, and I have not saved any hard or soft copy of this paper or a part of it.

Name

Date

Signature of Paper Setter

Course Code

University/College

The bottom of the page contains several handwritten signatures and initials. From left to right, there is a signature that appears to be 'Sai', followed by the name 'Atsai' written in a stylized font. To the right of 'Atsai' are several other handwritten marks, including a checkmark-like symbol, a cross-like symbol, and another signature that looks like 'Sai'.

Uttar Pradesh University of Medical Sciences, Saifai, Etawah

(Ph. No. 05688-276598)

Remuneration Form (Paper Setting)

13

Order no:.....

Date:.....

(ALL FIELDS ARE MANDATORY)

**Please use font size 8 to fill out the form properly*

Name of Examiner (IN BLOCK LETTER, As in Bank Account) First Name <table border="1" style="display: inline-table; width: 150px; height: 15px;"></table> Middle Name <table border="1" style="display: inline-table; width: 150px; height: 15px;"></table> Surname <table border="1" style="display: inline-table; width: 150px; height: 15px;"></table>		Complete postal address:..... City:..... State:..... Pin code <table border="1" style="display: inline-table; width: 50px; height: 15px;"></table>		
Department:..... Email ID:..... Mobile no. <table border="1" style="display: inline-table; width: 100px; height: 15px;"></table>		(Please attach scanned copy of PAN.)		
Bank Account No. <table border="1" style="display: inline-table; width: 150px; height: 15px;"></table>				
IFSC Code : <table border="1" style="display: inline-table; width: 150px; height: 15px;"></table>				
Bank Name & Branch:.....				
PAN no. (Permanent Account Number) <table border="1" style="display: inline-table; width: 100px; height: 15px;"></table>				
Detail of Remuneration Claimed (Paper Setting)				
Course:..... Subject:..... Subject Code:..... Year:.....		Theory:..... No. of Paper Sets:.....		
Signature of Examiner with Date <table border="1" style="display: inline-table; width: 50px; height: 20px; vertical-align: middle;"> <tr><td style="text-align: center; font-size: 8px;">Revenue stamp</td></tr> </table>		Revenue stamp	Not to be filled by Examiner	
Revenue stamp				
		Payable amount	Rs.	
For office use only				
1. Certified that he/she was one of the examiners and that he/she has set the papers as mentioned above. 2. Certified that this is the first remuneration bill on this account.				
Date:..... Section)		Authorised Signatory (Confidential		
		PASSED FOR PAYMENT		
Dated.....		Controller of Examination		
Payment made Rs. Vide Cheque/Draft no.....		Dated.....		
Or payment made by NEFT vide Transaction ID no.....				
		Authorised Signatory		
NOTE: INCOMPLETE FORMS WILL NOT BE ENTERTAINED				
*If this is provided, the money will be transferred to your account under intimation to you.				
Rates for Paper Setting:- UG(MBBS, Paramedical, B-Pharmacy, BSc. Nursing) - For Theory, each Paper-Rs. 1000/- For All PG - For Theory, each paper-Rs. 1200/-				

UTTAR PRADESH UNIVERSITY OF MEDICAL SCIENCES, SAIFAI, ETAWAH

Nomenclature of Enrollment no.

Enrollment no.	University name	Current Year	Program Name	Three digit sequence number
Nomenclature	UPUMS	YYYY	PROGRAM*	XXX

S.No.	Program name	Program*	Enrollment no.	Year of Start
1	Faculty of Medicine			
a	MD	Doctor of Medicine	UPUMSYYYMDXXX	2016
b	MS	Master of Surgery	UPUMSYYYMSXXX	2016
c	MCH	Master of Chirurgiae	UPUMSYYYMCHXXX	2020
d	DM	Doctorate of Medicine	UPUMSYYYDMXXX	If proposed
f	DNB	Diplomate of National Board	UPUMSYYYDNBXXX	If proposed
e	MBBS	Bachelor of Medicine and Bachelor of Surgery	UPUMSYYYMBXXX	2016
2	Faculty of Dental			
a	MDS	Master of Dental Surgery	UPUMSYYYMDSXXX	2017
3	Faculty of Paramedical Sciences			
a	MMLT	Master of Medical Laboratory Technology	UPUMSYYYMMXXX	2023
b	MOptom	Master of Optometry	UPUMSYYYMOXXX	2023
c	MPT	Master of Physiotherapy	UPUMSYYYMPXXX	2023
d	MRIT	Master of Radiological & Imaging Techniques	UPUMSYYYMRXXX	2023
e	BMLT	B.Sc. in Medical Laboratory Technology	UPUMSYYYBMXXX	2016
f	BOPT	Bachelor of Optometry	UPUMSYYYBOXXX	2016
g	BPT	Bachelor of Physiotherapy	UPUMSYYYBPXXX	2016
h	BRIT	B.Sc. in Radiological & Imaging Techniques	UPUMSYYYBRXXX	2016
4	Faculty of Nursing			
a	M.Sc. Nursing	M.Sc. Nursing	UPUMSYYYMNXXX	If proposed
b	B.Sc. Nursing	B.Sc. Nursing	UPUMSYYYBNXXX	2016
5	Faculty of Pharmacy			
a	M-Pharm	Master of Pharmacy	UPUMSYYYMPHXXX	If proposed
b	B-Pharm	Bachelor of Pharmacy	UPUMSYYYBPHXXX	2016
6	PhD	Doctor of Philosophy	UPUMSYYYPHDXXX	If proposed

Handwritten signatures and marks at the bottom of the page.

- If a candidate has completed his under graduate program from UPUMS and further takes admission in a postgraduate program offered by UPUMS his enrollment number for under graduated program will be considered for his post graduate program and no new enrollment number will be allotted to him.
- If a candidate enrolled in any under graduate program offered by university change his program with another program offered by university (UPUMS) than his enrollment no. of previous program will be cancelled and new enrollment number for the program will be allotted to him/her.

By Arundh He Arundh Arundh Arundh



परीक्षार्थी के रूप में नामांकित होने के निमित्त दिया जाने वाले आवेदन पत्र

सेवा में,

संकायाध्यक्ष,

संकाय।

उ0प्र0 आयुर्विज्ञान विश्वविद्यालय सैफई, इटावा।

पासपोर्ट
साईज फोटो

महोदय,

मैं उ0 प्र0 आयुर्विज्ञान विश्वविद्यालय सैफई, इटावा में.....पाठ्यक्रम में परीक्षार्थी के रूप में नामांकित होने के लिए प्रार्थना करता/करती हूँ तथा इस सम्बन्ध में निम्नांकित विवरण प्रस्तुत कर रहा/रही हूँ।

1. अभ्यर्थी का पूरा नाम (अंग्रेजी के बड़े अक्षर में).....
2. अभ्यर्थी का पूरा नाम (हिन्दी के पूर्ण एवं स्पष्ट अक्षरों में).....
3. पिता का नाम.....
4. माता का नाम.....
5. स्थाई पता:.....

6. हाई स्कूल प्रमाण पत्र में अंकित जन्मतिथि.....आयु(वर्ष एवं महीनों में).....

7. इण्टरमीडिएट परीक्षा उत्तीर्ण होने का वर्षविश्वविद्यालय/ बोर्ड का नाम.....

8. इण्टरमीडिएट परीक्षा के अतिरिक्त अन्य अन्तिम परीक्षा का पूर्ण विवरण जिसके उत्तीर्ण करने के पश्चात् इस विश्वविद्यालय के पाठ्यक्रम में सम्मिलित होना चाहते हैं।

परीक्षा का नाम.....विश्वविद्यालय.....वर्ष.....श्रेणी.....

9. (क) पाठ्यक्रम का नाम जिसमें प्रवेश लिया है.....

(ख) महाविद्यालय/फैकल्टी का नाम जहाँ के संस्थागत/व्यक्तिगत छात्र/छात्रा हूँ.....

10. यदि उ0प्र0 आयुर्विज्ञान विश्वविद्यालय, सैफई से उत्तीर्ण होकर पुनः इस विश्वविद्यालय में प्रवेशित हुये हैं तो नामांकन संख्याएवं पाठ्यक्रम.....उल्लेख करना अनिवार्य है।

सम्बन्धित अभिलेखों से उपयुक्त प्रविष्टियों की जांच करने के पश्चात् ही नामांकन संख्या देय होगी।

(प्रभारी, छात्र प्रकोष्ठ हस्ताक्षर संकाय की मोहर सहित)

परीक्षार्थी के हस्ताक्षर

(विश्वविद्यालय के लेखा विभाग के कार्यालय के प्रयोग हेतु)

नामांकित शुल्क रु...../-प्राप्त किया गया तथा इसकी प्रविष्टि लेखा विभाग में पुष्टि की जा रही है।

हस्ताक्षर दिनांक सहित

(Handwritten signatures and marks)



उत्तर प्रदेश आयुर्विज्ञान विश्वविद्यालय, सैफई, इटावा
Uttar Pradesh University of Medical Sciences,
Saifai, Etawah- 206130 (www.upums.ac.in)

(कार्यालय के प्रयोग हेतु)

नामांकन संख्या:.....

जारी करने वाले के हस्ताक्षर

संकायाध्यक्ष के हस्ताक्षर

निर्देश:-

- सभी छात्र जो अन्य किसी विश्वविद्यालय/बोर्ड से प्रवर्जित होकर आये हैं तथा अब इस विश्वविद्यालय की परीक्षा में सम्मिलित होना चाहते हैं उन्हें अपने पूर्व विश्वविद्यालय/बोर्ड के प्रवजन /स्थानान्तरण प्रमाण पत्र की मूल प्रति तथा हाई स्कूल, इण्टरमीडिएट एवं अन्य उपाधि की प्रमाणित प्रति आवेदन पत्र के साथ संलग्न करना अनिवार्य है।
- जो अभ्यर्थी उ० प्र० आयुर्विज्ञान विश्वविद्यालय, सैफई, इटावा के विधिवत नामांकित नहीं है उन सभी को परीक्षा में सम्मिलित होने से पूर्व इस विश्वविद्यालय में नामांकित होना अनिवार्य है।

[Handwritten signatures and marks]

Uttar Pradesh University of Medical Sciences



Saifai, Etawah - 206 130 (U.P.)
Phone: (05688) 276224 Website: www.upums.ac.in

Sr. No.....

STUDENT'S ENROLLMENT CARD

Name:.....

Father's Name:.....

Mother's Name:.....

Enrollment no.

Dean

UPUMS, Saifai, Etawah

Date:...../...../.....

Prepared by..... Checked by.....

Uttar Pradesh University of Medical Sciences



Saifai, Etawah - 206 130 (U.P.)
Phone: (05688) 276224 Website: www.upums.ac.in

Sr. No.....

STUDENT'S ENROLLMENT CARD

Name:.....

Father's Name:.....

Mother's Name:.....

Enrollment no.

Dean

UPUMS, Saifai, Etawah

Date:...../...../.....

Prepared by..... Checked by.....

[Handwritten signatures and marks]

UTTAR PRADESH UNIVERSITY OF MEDICAL SCIENCES, SAIFAI, ETAWAH

Roll number details

Roll no.	Current Year Last two digit	Faculty Code	PG Faculty Code	UG Faculty Code	Three digit sequence number
Nomenclature	YY	XX	XX	XX	XXX

S.No.	Faculty name	Faculty code
1	Faculty of Medicine	01
2	Faculty of Dental	02
3	Faculty of Pharmacy	03
4	Faculty of Nursing	04
5	Faculty of Paramedical Sciences (MLT)	05
6	Faculty of Paramedical Sciences (B. Opto)	06
7	Faculty of Paramedical Sciences (BPT)	07
8	Faculty of Paramedical Sciences (BRIT)	08
9	Faculty of PG	09
10	Faculty of UG	10

Generated of Roll number:-

S.No.	Faculty name	Roll no.
1	Faculty of Medicine (PG)	YY0109XXX
2	Faculty of Medicine (UG)	YY0110XXX
3	Faculty of Dental (PG)	YY0209XXX
4	Faculty of Pharmacy (PG)	YY0309XXX
5	Faculty of Pharmacy (UG)	YY0310XXX
6	Faculty of Nursing (PG)	YY0409XXX
7	Faculty of Nursing (UG)	YY0410XXX
8	Faculty of Paramedical Sciences (MLT -PG)	YY0509XXX
9	Faculty of Paramedical Sciences (MLT -UG)	YY0510XXX
10	Faculty of Paramedical Sciences (B. Opto -PG)	YY0609XXX
11	Faculty of Paramedical Sciences (B. Opto- UG)	YY0610XXX
12	Faculty of Paramedical Sciences (BPT -PG)	YY0709XXX
13	Faculty of Paramedical Sciences (BPT -UG)	YY0710XXX
14	Faculty of Paramedical Sciences (BRIT- PG)	YY0809XXX
15	Faculty of Paramedical Sciences (BRIT- UG)	YY0810XXX

Example of Faculty of Medicine PG Roll no. -230109001

Handwritten signatures and initials at the bottom of the page, including "Atsml", "Jr", "K", "Ramesh", and "Mx".



EXAMINATION FORM

(To be filled in Capital letter only)

Course Type (UG/ PG)	Program Name	Year / Semester	Main/ Supple / Carry Over
Name			PHOTO
Father's Name			
Enrollment No.			
Roll No.			
Course/Subject Details of Exam Appearing			
S.No.	Course/Subject	Course/Subject Code	
1			
2			
3			
4			
5			
6			
7			
8			
9			

Examination Fees detail

Amount (in Rs/-)	Transaction details (Date, Mode of Payment, Bank Details, Transaction ID etc.)

Note: Attach Verified fee receipt from account section.

Signature of candidate

Signature of Dean



केन्द्र संख्या:-

वर्ष.....

प्रपत्र: प-9

केन्द्राध्यक्ष द्वारा इस प्रपत्र की तीन प्रतियां तैयार करनी चाहिये। एक प्रति उत्तर-पुस्तिका के पैकेट में दूसरी प्रति परीक्षा नियंत्रक (अति गोपनीय) तथा तीसरी प्रति परीक्षा केन्द्र पर सन्दर्भ के लिए सुरक्षित रखनी चाहिये।

टिप्पणी: केन्द्राध्यक्ष से अनुरोध है कि इस प्रपत्र में वे अपने संकायों अथवा अपनी मुहर अथवा कोई ऐसा चिन्ह न बनाये जिससे परीक्षक को ज्ञात हो सके कि यह उत्तर पुस्तिका अमुक परीक्षा केन्द्र से सम्बन्धित है।

.....परीक्षा.....

1. विषय.....

2. (प्रश्न -पत्र अनुभाग कोई हो).....

3. पंजीकृत अभ्यर्थियों की संख्या.....

(संख्या सूचक अंक के अनुसार).....

4. परीक्षा में सम्मिलित हुए अभ्यर्थियों के अनुक्रमांक.....

5. अनुचित साधन प्रयोग करने में पकड़े गये अभ्यर्थियों के अनुक्रमांक.....

.....कुल योग.....

6. अनुपस्थित अभ्यर्थियों के अनुक्रमांक.....

.....कुल योग.....

7. ऐसे छात्रों के अनुक्रमांक जो कक्ष में उपस्थित थे लेकिन उत्तर पुस्तिका बिना जमा किये चले गये.....

.....कुल योग.....

8. पार्सल में इस प्रपत्र के साथ रखी हुई उत्तर -पुस्तिकाओं की संख्या.....



U.P. University of Medical Science, Saifai

Form 23

(Daily attendance sheet must be prepared room-wise & Course / Paper wise)

THEORY/PRACTICAL

1. Course : <input type="text"/>	3. Date : <input type="text"/>	5. Subject Code : Alpha Numeric Alpha
2. Centre Code : <input type="text"/>	4. Session : MOR <input type="radio"/> AFT <input type="radio"/>	<input type="text"/>

I promise that I shall not use unfair means and I swear on Oath that I have nothing in my possession, which may render me liable for a case of unfair means

Sr. No.	Roll No.	Answer Book No.	Darken If Present	Darken If Absent	Full Signature of Students
01	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
02	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
03	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
04	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
05	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
06	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
07	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
08	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
09	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
11	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
12	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
13	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
14	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
15	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
16	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
17	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
18	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
19	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
20	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Total No. of Students : No. of Students appeared : No. of Students absent :

Signature of Invigilators	
1. <input type="text"/>	2. <input type="text"/>
Room No. <input type="text"/>	

Signature of Assist. C.S./CS (With Seal)
--

निम्नलिखित उत्तर पुस्तिका के सील पैकेट उपस्थित पत्र व-23, के साथ जमा करना अनिवार्य है अन्यथा सील पैकेट परीक्षा विभाग द्वारा स्वीकार नहीं किये जायेंगे।



पत्रांक

दिनांक.....

केन्द्र संख्या:-

वर्ष.....

प्रपत्र: प-11

अतिगोपनीय

प्रेषक,

केन्द्राध्यक्ष / सहायक केन्द्राध्यक्ष

सेवा में,

परीक्षा नियंत्रक

उत्तर प्रदेश आयुर्विज्ञान विश्वविद्यालय, सैफई, इटावा।

महोदय,

..... परीक्षा वर्ष..... में

अद्योलिखित परीक्षार्थी अनुचित साधन का प्रयोग करता हुआ पाया गया है उसकी उत्तर पुस्तिका तथा अन्य प्रपत्र अग्रोत्तर कार्यवाही हेतु अग्रसारित किया जा रहा है।

अभ्यर्थी का विवरण

अभ्यर्थी का नाम.....

अभ्यर्थी के पिता का नाम.....

अनुक्रमांक..... नामांकन संख्या.....

परीक्षा

विषय..... प्रश्नपत्र.....

भवदीय

सहायक केन्द्राध्यक्ष / केन्द्राध्यक्ष

संलग्नक:-

1. अभ्यर्थी द्वारा पूरित विवरण

2. उत्तर पुस्तिका

3.....

4.....

5.....

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Ref no.

Dated:

Confidential

To,

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

Subject: Appointment of Practical/Clinical Examiners forAnnual
/supple/carryover Practical Examination,.....

Uttar Pradesh University of Medical Sciences, Saifai, Etawah has appointed your good self as External Examiner for the conduct ofPractical/Viva Examination in The examination is scheduled to be held onto.....at 09.00AM onwards in the Department of in Uttar Pradesh University of Medical Sciences, Saifai, Etawah .

Kindly make it convenient to be available for the conduct of above said examination. The offer is subject to the following conditions:-

- 1) That none of your relatives, as defined below is appearing in the examination:- *Wife, husband, son, daughter, brother, sister, nephew, niece, wife's brother/sister, husband's brother/sister, brother's son/daughter's sister's son/daughter, first cousin, grandson, granddaughter.*
- 2) You will be paid TA etc. according to this University T.A. Rules as in force at the time when the journey is performed. T.A. will however be paid from the place at which this letter is being issued, or from the place or residence, whichever is less. No examiner is allowed to return to his/her headquarters before he/she has conducted the whole examination at the centre allotted to him/her.
- 3) For any kind of clarification, you may kindly contact the undersigned Phone no.

Kindly confirm your availability.

DEAN (Faculty of.....)
Uttar Pradesh University
of Medical Sciences,
Saifai, Etawah .

[Handwritten signatures and initials]

उत्तर प्रदेश आयुर्विज्ञान विश्वविद्यालय

सैफई, इटावा - 206 130 (उप्रप्रो)

Uttar Pradesh University of Medical Sciences

Saifai, Etawah - 206130 (U.P.)

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02

पत्रांक - 2609 / UPUMS/Estt.-II(189)/2019-20

दिनांक : 27 नवम्बर, 2019

कार्यालय आदेश

एतद्वारा विक्रित्सा शिक्षा अनुभाग-4, उत्तर प्रदेश शासन द्वारा निर्गत शासनादेश सं० 09/2019/1363/71-4-2019-12/2017 टी०सी०-11 दिनांक 30, सितम्बर, 2019 के अनुपालन में एवं विश्वविद्यालय द्वारा गठित समिति के कार्यवृत्त पर मा० कुलपतिजी द्वारा दिये गये अनुमोदन दिनांक 27.11.2019 के अनुक्रम में विश्वविद्यालय के संकायी सदस्यों, गैर संकायी अधिकारियों एवं कर्मचारियों तथा रेजीडेन्ट डॉक्टरों को संजय गांधी स्नातकोत्तर आयुर्विज्ञान संस्थान, लखनऊ में अनुमत्य दरों एवं शर्तों/प्रतिबन्धों के अनुसार दिनांक 01.07.2017 से भले अनुमत्य किये जाने के आदेश पारित किये जाते हैं।

उपरोक्त गठित शासनादेश द्वारा उत्तर प्रदेश आयुर्विज्ञान विश्वविद्यालय के संकायी सदस्यों, गैर संकायी अधिकारियों एवं कर्मचारियों तथा रेजीडेन्ट डॉक्टरों को अनुमत्य भत्ते देय होंगे।

शासनादेश संख्या-09/2019/1363/71-4-2019-12/2017 टी०सी०-11 दिनांक 30.09.2019 का संलग्नक

(1) उत्तर प्रदेश आयुर्विज्ञान विश्वविद्यालय, सैफई, इटावा के संकायी सदस्यों, गैर संकायी अधिकारियों एवं कर्मचारियों तथा रेजीडेन्ट डॉक्टरों को अनुमत्य भत्ते-
अनुमत्य

क्र०	भत्ते का नाम	दर	अनुमति
1	Academic Allowance (Research Pursuit Allowance)	Rs.22,500.00 p.m.	Earlier name as CRA (Clinical Research Allowance) at SGPGIMS यह भत्ता भारत सरकार द्वारा निर्धारित दरों, शर्तों एवं प्रतिबन्धों के अधीन अनुमत्य किया जायेगा।
2	Briefcase/ Official Bag Allowance	Officers/Officials with Monetary Limit in L-17 @ Rs.10,000/-, L-15 to 16 @ Rs.8,000/-, L-14 & 14A @ Rs.6,500/-, L-13, 13 A1, 13 A2 & 12 @ Rs.5,000/-, L-11, 10, 9 & 8 @ Rs.4,000/- and L-7 & 6 @ Rs.3,500/-	The facility of reimbursement on purchase of briefcase/office bag/ladies bag shall be provided once in 03 (three) years. यह भत्ता भारत सरकार के सुसंगत आदेशों के क्रम में एन्त, नई दिल्ली एवं एस०जी०पी०जी० आर०, लखनऊ की दरों, शर्तों एवं प्रतिबन्धों के अधीन अनुमत्य किया जायेगा।
3	Children Education Allowance	Rs.2,250/- p.m. per child maximum for first two children. Rs.4,500/-p.m. per child for Divyang children. Rs.6,750/- p.m. per child hostel subsidy.	The rates/celling would be automatically raised by 25% every time the Dearness Allowance goes up by 50%. यह भत्ता भारत सरकार द्वारा निर्धारित दरों, शर्तों एवं प्रतिबन्धों के अधीन प्रतिपूर्ति के आधार पर अनुमत्य किया जायेगा।
4	Conveyance Allowance	Rs.3,300/-p.m. + D.A. thereon for those who maintain their own motor car, Rs.1,080/- p.m. + D.A. thereon for those who maintain their own scooter/motor cycle and Rs.900/- p.m. + D.A. thereon who do not maintain either motor car or scooter/motor cycle	Further amount will change, when rate and amount of Dearness Allowance changes. Presently as per 6th CPC and to be revised as per 7th CPC, when announced. यह भत्ता भारत सरकार द्वारा निर्धारित दरों, शर्तों एवं प्रतिबन्धों के अधीन अनुमत्य किया जायेगा।
5	Dearness Allowance	विश्वविद्यालय के कार्मिकों के मूल वेतन के अनुसार मंहगाई भत्ते की समय-समय पर वृद्धि एत०सी०पी०जी०आर०, के संकायी सदस्यों को देय मंहगाई भत्ते के समान होगी।	As provided by A/JMS, New Delhi vide No.F-20-1/2018 (A)-Estt.I, dated 14/01/2019 @ 9% and will change from time to time, as per declaration.
6	House Rent Allowance	16% of Basic Pay excluding Non-Practising Allowance (NPA) with minimum and other terms & conditions as enumerated in O.M. dated 07/07/2017	As provided by A/JMS, New Delhi vide No.F-20-1/2018 (A)-Estt.I, dated 14/01/2019 (Annex.6). The rates of HRA will not be less than Rs.3,600/-p.m. The rates of HRA will be revised to 16% when D.A. crosses 25% and further revised to 20% when D.A. crosses 50%. वित्त मंत्रालय भारत सरकार के सा०सं० 2/5/2017-ई.1(सी) दिनांक 07.07.2017 में प्रदत्त दिशा-निर्देशों का अनुपालन सुनिश्चित किया जायेगा। (प्रति संलग्न)





(b) T.A. on Tour - Entitlements for travel by Air/Sea/Road w.s.f. (1/01/2001)

Level	Air	Sea	Road
14 and above	Business Club Class	Highest Class	AC I Class
13 and 13	Economy Class	Highest Class	AC I Class
9 to 11	Economy Class	Highest Class	AC II Class
6 to 8	Economy Class	Lower class if there be two classes only on the steamer	AC II Class
4 to 5		If two classes only the lower class. If three classes the middle or second class. If four classes the third class	First Class/ AC-III/ AC Chair Car

Actual fare by any type of public bus including AC bus OR at prescribed rates of AC taxi when the journey is actually performed by AC taxi OR at prescribed rates for auto-rickshaw for journeys by auto-rickshaw, own scooter, motor cycle, moped etc.

Same as above with the exception that journeys by AC taxi are not permissible

Same as above

Same as above

Actual fare by any type of public bus other than AC bus OR at prescribed rates for auto-rickshaw for journeys by auto-rickshaw, own scooter, motor cycle, moped etc.

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	3 and below	Lowest Class	First Class/AC Bus/AC Chair Car	Actual fare by ordinary public bus only OR if prescribed rates to auto-rickshaw for journeys by auto-rickshaw, own scooter, motor cycle rickshaw etc.
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(ii) उत्तर प्रदेश आयुर्विज्ञान विश्वविद्यालय, सीफार्म, इटावा के वीर संकायी अधिकारियों एवं कर्मचारियों जिनके पदनाम पद की न्यूनतम अर्हता, भरती की विधि, कार्य एवं उत्तरदायित्व एचओपीजीआईओ, लखनऊ के वीर संकायी अधिकारियों एवं कर्मचारियों के समान हैं, को अनुम्य भत्ते-

क्र०	भत्ते का नाम	दर	अभ्युक्ति
1	Briefcase/Office Bag Allowance	Officers/Officials with Monetary Limit in L-17 @ Rs.10,000/-, L-15 to 16 @ Rs.8,000/-, L-14 & 14A @ Rs.6,500/-, L-13, 13 A1, 13 A2 & 12 @ Rs.5,000/-, L-11, 10, 9 & 8 @ Rs.4,000/- and L-7 & 6 @ Rs.3,500/- (for Group-A, Group-b and Group-C employees which are in L-5, employees Grade pay-4200)	The facility of reimbursement on purchase of briefcase / office bag/ ladies bag shall be provided once in 03 (three) years. यह भत्ता भारत सरकार के सुसंगत आदेशों के तहत नए, नई दिल्ली एवं एच.जी.पी.जी.आई. लखनऊ की दरों, शर्तों एवं प्रतिबन्धों के अधीन अनुम्य किया जायेगा।
2	Children Education Allowance	Rs.2,250/- p.m. per child maximum for first two children. Rs.4,500/-p.m. per child for Divyang children. Rs.6,750/-p.m. per child hostel subsidy. (Further enhancement as detailed in the Office Memorandum No.A-2701202/2017-Ext.(AL), dt.16/07/2018)	The rates/ceiling would be automatically raised by 25% every time the Dearness Allowance goes up by 50%. यह भत्ता भारत सरकार द्वारा निर्धारित दरों, शर्तों एवं प्रतिबन्धों के अधीन प्रतिवर्ष के अद्यतन पर अनुम्य किया जायेगा।
3	Conveyance Allowance	Rs.3,500/-p.m. + D.A. thereon for those who maintain their own motor car, Rs.1,000/- p.m. + D.A. thereon for those who maintain their own scooter/motor cycle and Rs.900/- p.m. + D.A. thereon who do not maintain either motor car or scooter/motor cycle (Group-A officers as notified by the Institute from time to time)	Further amount will change, when rate and amount of Dearness Allowance changes. Presently as per 6th CPC and to be revised as per 7th CPC, when announced. यह भत्ता भारत सरकार द्वारा निर्धारित दरों, शर्तों एवं प्रतिबन्धों के अधीन अनुम्य किया जायेगा।
4	Dearness Allowance	विश्वविद्यालय के कर्मकों के मूल वेतन के अनुसार महंगाई भत्ते की समय-समय पर वृद्धि एच.जी.पी.जी.आई. के संकायी सदस्यों को देय महंगाई भत्ते के समान होगी।	will change from time to time, as per declaration.
5	Deputation (Duty) Allowance	With in the same station-5% of basic pay subject to maximum of Rs.4,500/- p.m. and in other cases-10% of basic pay subject to maximum of Rs.9,000/- p.m.	Ministry of Finance - Resolution dt.06/07/2017 प्रतिनियुक्ति की नियत अवधि के बाद प्रतिनियुक्ति भत्ता देय नहीं होगा।
6	Dress Allowance (Uniform & Washing Allowance)	Rs.1,000/- p.m. to the nursing personnel of all categories at all levels	Uniform Allowance and Washing Allowance have been sub-summed in a single Dress Allowance. The amount of dress allowance shall be credited to the salary of the employee directly once a year in the month of July. The rates of dress allowance will go up by 25% each time D.A. Rises by 50%. यह भत्ता भारत सरकार द्वारा जारी आदेश की शर्तों एवं प्रतिबन्धों के अनुसार अनुम्य किया जायेगा।
7	Higher Qualification Incentive (Higher Education Allowance)	Equivalent to 2 (two) increments of the basic pay, as per 6th CPC. (only nursing Cadre)	To be revised as and when declared by GOI/ AIIMS. Ministry of Finance - Resolution dt.06/07/2017

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8	Monthly Group A Allowance	To all Group C & D employees @ Rs 4,100/- p.m	At AIIMS, New Delhi it is paid up to the Grade Pay of Rs 2,775/- which is at 50% of B.P. Ladder upto Grade Pay of Rs 4,200/- (categorized as 'Group C' employees) Old name of this allowance is Patient Care Allowance
9	House Rent Allowance	16% of Basic Pay excluding Non- Practising Allowance (NPA) with minimum and other terms & conditions as enumerated in O.M dated 07/07/2017	As provided by AIIMS, New Delhi vide No.F-20-1/2018 (A)-Estt.I, dated 14/01/2019 (Annex 8) The rates of HRA will not be less than Rs 3,800/- p.m. The rates of HRA will be revised to 16% when D.A crosses 25% and further revised to 20% when D.A crosses 50% दिल्ली सरकार द्वारा जारी की गई O.M/2/5/ 2017-ई.1(बी) दिनांक 07/07/2017 में प्रस्तावित दिल्ली-निदेशों का अनुपालन सुनिश्चित किया जायेगा। (प्रति सारगम)
10	Learning Resource Allowance (Research Pursuit Allowance)	Rs.30,000/- p.a. (Group-A officers as notified by the Institute from time to time)	To be revised as and when declared by GOI/AIIMS. As provided by AIIMS, New Delhi vide No.F-20-10(MISC)/2018- Estt.I, dated 14/01/2019
11	LTC/HTC	LTC to home town once in block of two years and LTC to any place in India once in a four years block. Present block year (four years) i.e., from 2016 to 2021 and on same pattern thereafter. Entitlement: Journey by Air/Rail/ Road/Steamer as per T.A. except air entitlement for Level - 6 to 8 Further only Travel expenses is admissible under LTC and D.A. is NOT admissible. Other rules, terms and conditions as provided in the GOI memorandum issued from time to time. Provided that class of air travel shall be as per the guidelines of measures of economy of the State Government.	As provided by AIIMS, New Delhi vide No.F-20-10(MISC)/2018- Estt.I, dated 14/01/2019 वायुमयन से यात्री की श्रेणी के संभव में नित्यव्ययिता संबंधी राज्य सरकार के निर्देश-निदेशों का अनुपालन सुनिश्चित किया जायेगा।
12	Mobile Phone Allowance	Officers/Officials with monthly Ceiling amount for L-17 @ Rs 4,200/-, L-15 to 16 @ Rs 3,000/-, L-14, & 14A @ Rs.2,700/-, L-13, 13 A1, 13 A2 & 12 @ Rs.2,250/- and L-11 & 10 @ Rs.1,200/- (for Group-A, & Group-B officers which are in L-10 officers, Grade pay-5400)	As provided by AIIMS, New Delhi vide No.F-20-1/2018 (A)-Estt.I, dated 14/01/2019
13	News Paper Allowance	Officers/Officials with monthly tariff for L-17 as per actuals, L-15 to 16 @ Rs.1,100/-, L-14 & 14A @ Rs.850/- and L-8 to 13, 13 A1 & 13 A2 @ Rs.500/-	As provided by AIIMS, New Delhi vide No.F- 20-10(MISC)/2018- Estt.I, dated 14/01/2019
14	Nursing Allowance	Rs.7,200/- p.m. to the nursing personnel	The rates of nursing allowance will go up by 25% each time the D.A. Payable on revised pay scale rises by 50% As provided by AIIMS, New Delhi vide No.F- 20-10(MISC)/2018- Estt.I, dated 14/01/2019
15	Operation Theatre Allowance	Rs.540/- p.m. (The nursing personnels posted in Operation Theaters and ICUs)	Ministry of Finance-Resolution dt.08/07/2017 यदि भारत सरकार द्वारा जारी आदेश की तारीखें एवं प्रतिबंधों के अनुसार अनुमति दिया जायेगा।
15	Overtime Allowance	Rs.16.50 per hour beyond working hours. (only for drivers)	Institute to prepare a list of those staff coming under the category of 'operational staff' as mentioned in Ministry of Finance - Resolution dt 08/07/2017. यदि भारत सरकार द्वारा जारी आदेश की तारीखें एवं प्रतिबंधों के अनुसार अनुमति दिया जायेगा।

Atsind
Up

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17	Transport Allowance (including handicapped) for	Rs.7,200/-p.m. + D.A. thereon for Pay Level- 9 and above. Rs.3,500/-p.m. + D.A. thereon for Pay Level- 3 to 8 and Rs.1,350/- p.m. + D.A. thereon for Pay Level- 1 and 2. For pay level 1 & 2 drawing pay of Rs.24,200/- & above shall get Rs.3,600/- p.m. + D.A. thereon. For handicapped employees the transport allowance at double the normal rate. Rs.15,750/- p.m. + D.A. thereon for Level-14 and above who are entitled to use official car facility but opted to draw transport allowance.	As provided by AIMS, New Delhi vide No.F-20-10(MISC)/2018- Estt. dated 14/01/2019 and by SGPIMS, Lucknow Vide Go No 12/2019/28471-2-2019-P-38/2017, dated 09-02-2019 दिल्ली सरकार द्वारा जारी की गई दिनांक 07.07.2017 में प्रदत्त दिश-निर्देश का अनुपालन सुनिश्चित किया जाएगा। (प्रति संलग्न)
18	Travelling Allowance	संकायी सदस्यों की तालिका के क्रमांक-13 के अनुसार।	Reimbursement of daily allowances (hotel, travelling & food charges) will further rise by 25% whenever D.A. increases by 50%. यह भत्ता भारत सरकार द्वारा निर्धारित दरों पर अनुमति दिया जाएगा, किन्तु वास्तुमान से बढ़ती की श्रेणी के संबंध में निम्नलिखित संबंधी राज्य सरकार के दिश-निर्देशों का अनुपालन सुनिश्चित किया जाएगा।

(iii) सीनियर/जूनियर रेजीडेंट को अनुमति दिये जाने वाले भत्तों का विवरण-

क्र०	भत्ते का नाम	7वें वेतन आयोग की संशुद्धियों के क्रम में प्रस्तावित भत्तों की दरें	अनुमति
1	Dearness Allowance	मूल वेतन के अनुसार बढ़ाई भत्ते की समष्टि-समय पर वृद्धि एतद्वारा पीपीपीआई, के रेजीडेंट डॉक्टरों को देना बढ़ाई भत्ते के समान होगी।	—
2	House Allowance	16% of basic pay excluding N.P.A.	As provided by AIMS, New Delhi vide No.F-20-12(18A)-Estt. dated 14/01/2019 The rates of HRA will not be less than Rs.3000/-o.m. The rates of HRA will be revised to 18% when D.A. crosses 25% and further revised to 22% when D.A. crosses 50% Note: If the accommodation will be provided on the UPIMS Campus. The H.R.A. is not admissible. दिल्ली सरकार द्वारा जारी की गई दिनांक 2/5/2017-ई.1/के. दिनांक 07.07.2017 में प्रदत्त दिश-निर्देशों का अनुपालन सुनिश्चित किया जाएगा। (प्रति संलग्न)
3	Non Prescuing Allowance	20% of the basic pay+D.A. thereon. Subject to the condition that the sum of basic pay and N.P.A. does not exceed Rs. 2.37,500/-.	एतद्वारा पीपीपीआई के अनुसार।
4	Transport Allowances including for Handicapped	Rs. 7200/-p.m.+DA thereon for pay level-9 and above. For handicapped employees the Transport Allowance at double the normal rate.	भारत सरकार के आदेशों के क्रम में एतद्वारा पीपीपीआई के अनुसार दरें पत्र दिया जाएगा। दिल्ली सरकार द्वारा जारी की गई दिनांक 07.07.2017 में प्रदत्त दिश-निर्देशों का अनुपालन सुनिश्चित किया जाएगा। (प्रति संलग्न)
5	Book Allowance (Reimbursable)	For SR. Rs. 3000/- (per year) For JR. Rs. 2000/- (per year) Fra revised to be continued till revision of 7th CPC.	भारत सरकार द्वारा जारी आदेशों की हदों एवं प्रतिशतों के अनुसार अनुमति दिया जाएगा।

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6	Thesis Allowance to JRs for submission to Thesis (Financial Assistance)	Rs. 5000/- one time lump-sum to meet the expenditure on writing thesis.	भारत सरकार द्वारा जारी आदेश की शर्तों एवं प्रतिबन्धों के अनुसार अनुमत्य किया जायेगा।
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विश्वविद्यालय द्वारा गठित समिति की बैठक दिनांक 18.10.2019 व 20.11.2019 के कार्यवृत्त (जायाप्रति संलग्न) पर मा० कुलपतिजी द्वारा दिये गये अनुमोदन दिनांक 27.11.2019 के अनुपालन में उपरोक्त वर्णित भत्ते इस शर्त के साथ कि आगामी कार्यपरिषद् की बैठक में कार्यभार अनुमोदन प्राप्त कर लिया जाये, के क्रम में विश्वविद्यालय के संकायी सदस्यों, गैर संकायी अधिकारियों एवं कर्मचारियों तथा रेजीडेंट डॉक्टर्स को संजय गोंधी स्नातकोत्तर आयुर्विज्ञान संस्थान, लखनऊ में अनुमत्य दरों एवं शर्तों/प्रतिबन्धों के अनुसार दिनांक 01.07.2017 से भत्ते अनुमत्य किये जाते हैं।

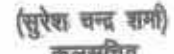
उक्त शासनादेश दिनांक 30.09.2019 में वर्णित भत्ते ही अनुमत्य किये जायेंगे, इसके अतिरिक्त कोई भत्ते अनुमत्य नहीं किये जायेंगे।

संलग्नक- चिकित्सा शिक्षा अनुभाग-4, उत्तर प्रदेश शासन द्वारा जारी शासनादेश सं० 09/2019/1363/71-4-2019-12/2017 टी०सी०-11 दिनांक 30, सितम्बर, 2019


(सुरेश चन्द्र शर्मा)
कुलसचिव

प्रतिलिपि-

1. मा० कुलपति महोदय को अधलोकनार्थ।
2. प्रति कुलपति।
3. वित्त निर्वहक।
4. चिकित्सा अधीक्षक।
5. समस्त संकायाध्यक्ष/विभागाध्यक्ष।
6. प्रशासनिक अधिकारी।
7. समस्त नोटिस बोर्ड।


(सुरेश चन्द्र शर्मा)
कुलसचिव

संख्या-3/2019/जी-2-41/दस-2019-601/2011

प्रेषक,

संजीव मिश्र,
अपर मुख्य सचिव,
उत्तर प्रदेश शासन।

सेवा में,

समस्त विभागाध्यक्ष/प्रमुख कार्यालयाध्यक्ष,
उत्तर प्रदेश।

वित्त (सामान्य) अनुभाग-2

लखनऊ: दिनांक : 05 मार्च, 2019

विषय- यात्रा भत्ता की दरों का पुनरीक्षण।

महोदय,

उपर्युक्त विषय पर मुझे यह कहने का निदेश हुआ है कि वेतन समिति (2016) के सप्तम् प्रतिवेदन पर लिये गये निर्णयानुसार श्री राज्यपाल महोदय सरकारी सेवकों (अखिल भारतीय सेवा के अधिकारियों को सम्मिलित करते हुये) को शासनादेश संख्या-जी-2-175/दस-2011-601/2011, दिनांक 31 मार्च, 2011 एवं इसके बाद समय-समय पर जारी शासनादेशों द्वारा स्वीकृत यात्रा भत्ता की दरों एवं व्यवस्था को निम्न प्रकार से पुनरीक्षित करने की सहर्ष स्वीकृति प्रदान करते हैं :-

(1) यात्रा की अधिकृत श्रेणी -

(अ) - पुनरीक्षित वेतन मैट्रिक्स में यात्रा भत्ता के प्रयोजनार्थ वायुयान/रेल से यात्रा की अधिकृत श्रेणी निम्नानुसार होगी :-

क्र०सं०	सरकारी सेवक का मैट्रिक्स लेवल	यात्रा की अधिकृत श्रेणी
(1)	(2)	(3)
1	लेवल-15 एवं उच्च लेवल	वायुयान का एकजीक्यूटिव क्लास
2	लेवल-13(क) एवं	वायुयान का एकोनॉमी क्लास/रेल का वातानुकूलित

1- यह शासनादेश इलेक्ट्रॉनिकली जारी किया गया है, अतः इस पर हस्ताक्षर की आवश्यकता नहीं है।

2- इस शासनादेश की प्रमाणिकता वेब साइट <http://shasanaदेश.up.nic.in> से सत्यापित की जा सकती है।

(Handwritten signatures and initials)

	लेवल-14	कोच (प्रथम श्रेणी) अथवा शताब्दी/राजधानी एक्सप्रेस का एकजीक्यूटिव क्लास
3	लेवल-12 एवं लेवल-13	रेल का वातानुकूलित कोच (प्रथम श्रेणी) तथा 500 किमी से अधिक की यात्रा पर वायुयान का एकोनॉमी क्लास अथवा शताब्दी/राजधानी एक्सप्रेस का एकजीक्यूटिव क्लास
4	लेवल-9, लेवल-10 एवं लेवल-11	रेल का प्रथम श्रेणी अथवा वातानुकूलित कोच (द्वितीय श्रेणी)/टू टियर अथवा शताब्दी/राजधानी एक्सप्रेस में वातानुकूलित कुर्सीयान
5	लेवल-6, लेवल-7 एवं लेवल-8	रेल का प्रथम श्रेणी अथवा वातानुकूलित कोच (थ्री टियर)/वातानुकूलित कुर्सीयान (शताब्दी/राजधानी एक्सप्रेस को छोड़कर)
6	लेवल-6 से कम	रेल की द्वितीय श्रेणी (शयनयान)

शासन में तैनात विशेष सचिवों को शासकीय यात्राओं के लिए वायुयान के एकोनॉमी क्लास में यात्रा हेतु अधिकृत किया जाता है, चाहे वह वेतन मैट्रिक्स के किसी भी लेवल में कार्यरत हों।

(ब)(i)-ऐसे स्थान जो रेल से न जुड़े हो, तक की यात्रा वातानुकूलित बस द्वारा करने हेतु वे समस्त शासकीय सेवक अधिकृत होंगे जो रेल की वातानुकूलित टू टियर श्रेणी एवं इससे उच्च श्रेणी में रेल यात्रा करने हेतु अधिकृत होंगे। अन्य शेष सरकारी सेवक डीलक्स/साधारण बस द्वारा यात्रा करने हेतु अधिकृत होंगे।

(ब)(ii)-रेल मार्ग से जुड़े दो स्थानों के बीच सड़क मार्ग द्वारा सार्वजनिक वाहन से यात्रा एक स्तर ऊपर के अधिकारी द्वारा इस प्रतिबन्ध के साथ अनुमन्य की जायेगी कि कुल किराया सम्बन्धित कर्मचारी के अधिकृत श्रेणी के रेल किराये से अधिक न हो।

(स)- विदेश यात्रा के दौरान यात्रा भत्ता हेतु सरकारी सेवकों

- 1- यह शासनादेश इलेक्ट्रानिकली जारी किया गया है, अतः इस पर हस्ताक्षर की आवश्यकता नहीं है।
2- इस शासनादेश की प्रामाणिकता वेब साइट <http://shasanadesh.up.nic.in> से सत्यापित की जा सकती है।

[Handwritten signatures and initials]

की वायुयान से यात्रा की श्रेणी निम्नानुसार होगी:-

क्र०सं०	सरकारी सेवक का मैट्रिक्स लेवल	यात्रा की अधिकृत श्रेणी
(1)	(2)	(3)
1	लेवल-15 एवं उच्च लेवल	वायुयान का बिजनेस/एक्जीक्यूटिव क्लास
2	शेष अन्य सभी लेवल	वायुयान का एकोनॉमी/सामान्य श्रेणी

(2) आनुषंगिक व्यय (इन्सीडेन्टल चार्ज) -

(i) वित्तीय नियम संग्रह खण्ड-3 के नियम-23(1) के अन्तर्गत सरकारी सेवकों को ग्रेड वेतन के आधार पर वर्तमान में अनुमन्य आनुषंगिक व्यय (इन्सीडेन्टल चार्ज) की दरें अब मैट्रिक्स लेवल के अनुसार निम्नानुसार होगी :-

क्र०सं०	मैट्रिक्स लेवल	आनुषंगिक व्यय (इन्सीडेन्टल चार्ज)
(1)	(2)	(3)
1	लेवल-9 एवं उच्च लेवल	70 पैसे प्रति किलो मीटर
2	लेवल-5, लेवल-6, लेवल-7 एवं लेवल-8	50 पैसे प्रति किलो मीटर
3	लेवल-5 से कम	30 पैसे प्रति किलो मीटर

(ii) वायुयान से यात्रा किये जाने पर पुनरीक्षित वेतन मैट्रिक्स में आनुषंगिक व्यय अनुमन्य नहीं होगा।

(3) दैनिक भत्ता

वित्तीय नियम संग्रह खण्ड-3 के नियम-23(सी)(1) के अधीन अनुमन्य दैनिक भत्ते की वर्तमान दरें पुनरीक्षित वेतन मैट्रिक्स में मैट्रिक्स लेवल के आधार पर निम्नवत् होंगी :-

क्र०सं०	सरकारी सेवक का मैट्रिक्स लेवल	दैनिक भत्ते की दरें (₹० में)		
		'क' वर्ग के नगरों के लिये जिनमें नगर पालिकाएँ तथा कैंटोनमेन्ट और	'ख' वर्ग के नगरों के लिये जिनमें नगर पालिकाएँ तथा कैंटोनमेन्ट और निकटवर्ती	साधारण दर (स्तम्भ-3 तथा 4 में उल्लिखित स्थानों से निम्न स्थानों के लिये)

1- यह शासनादेश इलेक्ट्रानिकली जारी किया गया है, अतः इस पर हस्ताक्षर की आवश्यकता नहीं है।

2- इस शासनादेश की प्रमाणिकता वेब साइट <http://shasanadesh.wv.nic.in> से सत्यापित की जा सकती है।

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(1)	(2)	(3)	(4)	(5)
		निकटवर्ती नोटीफाईड एरियाज, जहाँ कहीं विद्यमान हों, सम्मिलित होंगी-- कानपुर, लखनऊ, आगरा, वाराणसी, इलाहाबाद, बरेली, गोरखपुर, मेरठ, नोयडा क्षेत्र (गाँतमबुद्ध नगर) और गाजियाबाद	नोटीफाईड एरियाज, जहाँ कहीं विद्यमान हों, सम्मिलित होंगी-- मुरादाबाद, अलीगढ़, झाँसी, सहारनपुर, मथुरा, रामपुर, मिर्जापुर, शाहजहाँपुर फैजाबाद, फिरोजाबाद, मुजफ्फरनगर और फर्रुखाबाद	
1	लेवल-13 एवं इससे उच्च लेवल	930	780	600
2	लेवल-9 लेवल-10, लेवल-11, एवं लेवल-12	840	660	540
3	लेवल-7 एवं लेवल-8	720	570	480
4	लेवल-5 एवं लेवल-6	600	480	390
5	लेवल-5 से कम	390	300	240

शासकीय यात्राओं के दौरान सरकारी गेस्ट हाउस/सर्किट हाउस में ठहरने पर राजकीय कर्मचारी द्वारा अपने लिये अनुमन्य दैनिक भत्ते के 20 प्रतिशत अथवा सर्किट हाउस/गेस्ट हाउस के कमरे/सूट का किराया, दोनों में जो कम हो, के बराबर धनराशि का भुगतान किया जायेगा। लोक निर्माण विभाग, राज्य सम्पत्ति विभाग एवं अन्य सम्बन्धित प्रशासकीय विभाग इस हेतु अपने अधीनस्थ संचालित गेस्ट हाउस/सर्किट हाउस के लिये आवश्यक आदेश जारी करेंगे।

(क) उत्तर प्रदेश के बाहर प्रदेश के सरकारी सेवकों को उन्हीं शर्तों एवं दरों से दैनिक भत्ता अनुमन्य होंगे जो उस स्थान के लिए केन्द्र सरकार के कर्मचारियों को अनुमन्य है। यदि सरकारी सेवक को किसी होटल या अन्य संस्थान में जहाँ ठहरने अथवा ठहरने व भोजन की व्यवस्था शेड्यूल्ड टैरिफ पर उपलब्ध हो,

- 1- यह शासनादेश इलेक्ट्रानिकली जारी किया गया है, अतः इस पर हस्ताक्षर की आवश्यकता नहीं है।
- 2- इस शासनादेश की प्रमाणिकता वेब साइट <http://shasanaadesh.up.nic.in> से सत्यापित की जा सकती है।

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रहना पड़े तो उसे भारत सरकार के कर्मचारियों को अनुमन्य दर पर दैनिक भत्ता अनुमन्य होगा। यह दैनिक भत्ता तत्सम्बन्धी निर्धारित शर्तों एवं प्रतिबन्धों तथा इस प्रतिबन्ध के अधीन अनुमन्य होगा कि प्रदेश के बाहर के उन स्थानों पर 30 प्र० राज्य, सम्बन्धित स्थानीय राज्य अथवा अन्य किसी राज्य/प्रशासन के गेस्ट हाउस/संस्थान आदि की व्यवस्था उपलब्ध न हो सकी हो।

(4) सड़क मील भत्ता

सरकारी सेवकों को सड़क द्वारा की गयी यात्राओं के लिए वित्तीय नियम संग्रह खण्ड-3 के नियम-23(बी)(2) में प्राविधानित शर्तों/प्रतिबन्धों के अधीन देय सड़क मील भत्ते की दर अब निम्नानुसार होगी :-

- (I) मैट्रिक्स लेवल-11 एवं इससे उच्च मैट्रिक्स लेवल के सरकारी सेवक:-

मोटर कार/जीप आदि से प्रतिमाह 1200 किमी० तक की गयी सड़क यात्राओं के लिए:-

क्र०सं०	यात्रा की दूरी	रूपये प्रति कि०मी०	
		पेट्रोल चालित वाहन	डीजल चालित वाहन
1	प्रथम 500 किमी० तक	10.00	7.50
2	500 किमी० से अधिक परन्तु 1200 किमी० तक	7.00	5.50

- (II) मैट्रिक्स लेवल-11 एवं उच्च लेवल के अधिकारियों द्वारा मोटर कार/जीप के अतिरिक्त अन्य साधन से की गई यात्राओं तथा मैट्रिक्स लेवल-11 से निम्न लेवल के सरकारी सेवक के लिये:-

(क)	पेट्रोल/डीजल चालित वाहन के किसी भी साधन से की गयी सड़क यात्राओं के लिए	रु० 5.00 प्रति किमी० इस प्रतिबन्ध के अधीन एक माह में ऐसी यात्राओं के लिए रूपये 1000/- से अधिक धनराशि अनुमन्य न होगी।
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- 1- यह शासनादेश इलेक्ट्रानिकली जारी किया गया है, अतः इस पर हस्ताक्षर की आवश्यकता नहीं है।
2- इस शासनादेश की प्रामाणिकता वेब साइट <http://shasanadesh.up.nic.in> से सत्यापित की जा सकती है।

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(ख)	पेट्रोल/डीजल चालित वाहनों के अलावा अन्य वाहनों से/पैदल की गयी सड़क यात्राओं के लिए	रु० 2.50 प्रति किमी० इस प्रतिबन्ध के अधीन कि एक माह में ऐसी यात्राओं के लिए रु० 500/- से अधिक धनराशि अनुमन्य न होगी।
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(III) अल्प दूरी की यात्राओं (निवास स्थान/गन्तव्य स्थान से रेलवे स्टेशन/बस स्टेशन के बीच) के लिए वास्तविक दूरी के आधार पर सरकारी सेवकों को रु० 10/- प्रति किमी० की दर से सड़क मील भत्ता देय होगा।

(5) स्थानान्तरण यात्रा भत्ता

सरकारी सेवकों को जनहित में किए गए उनके स्थानान्तरण के अवसर पर स्वयं तथा उनके परिवार के लिए स्थानान्तरण यात्रा भत्ता, घरेलू सामान को ले जाने में हुए व्यय की प्रतिपूर्ति तथा एकमुश्त स्थानान्तरण अनुदान की व्यवस्था पुनरीक्षित वेतन मैट्रिक्स में मैट्रिक्स लेवल के आधार पर निम्नानुसार होगी :-

(क) घरेलू सामान की ढुलाई -

सरकारी सेवकों को उनके स्थानान्तरण के अवसर पर व्यक्तिगत सामान की ढुलाई के लिए वित्तीय नियम संग्रह खण्ड-3 के नियम-42(2)(1)(III) में अंकित भार की सीमा तक ढुलाई पर हुए वास्तविक व्यय की प्रतिपूर्ति अब मैट्रिक्स लेवल के आधार पर निम्न सीमा के अधीन की जायेगी :-

(i) यात्रा यदि परिवार सहित की गयी हो -

पुनरीक्षित वेतन मैट्रिक्स में मैट्रिक्स लेवल के आधार पर घरेलू सामान की ढुलाई हेतु स्थानान्तरण यात्रा भत्ता के प्रयोजनार्थ निम्न व्यवस्था होगी :-

क्र० सं०	सरकारी सेवक का मैट्रिक्स लेवल	व्यक्तिगत सामान की ढुलाई के लिए अनुमन्य अधिकतम सीमा
(1)	(2)	(3)
1	लेवल-9 एवं इससे उच्च लेवल	6000 कि०ग्रा० या 4 पहियों का एक वैगन

1- यह शासनादेश इलेक्ट्रॉनिकली जारी किया गया है, अतः इस पर हस्ताक्षर की आवश्यकता नहीं है।

2- इस शासनादेश की प्रमाणिकता वेब साइट <http://shasanadesh.up.nic.in> से सत्यापित की जा सकती है।

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2	लेवल-7 एवं लेवल-8	3000 कि०ग्रा०
3	लेवल-5 एवं लेवल-6	2500 कि०ग्रा०
4	लेवल-5 से कम	1250 कि०ग्रा०

(ii) यदि यात्रा स्वयं अकेले की गयी हो :-

यदि स्थानान्तरण के बाद सरकारी सेवक द्वारा स्वयं अकेले यात्रा की गयी हो तो उस स्थिति में उपर्युक्त तालिका के स्तम्भ-3 में उल्लिखित भार का अधिकतम 2/3 भाग देय होगा।

(ख) एकमुश्त स्थानान्तरण अनुदान (कम्पोजिट ट्रांसफर ग्रांट)/ पैकिंग भत्ता-

सरकारी सेवक का एक जिले से दूसरे जिले में स्थानान्तरण होने की दशा में उन्हें एकमुश्त स्थानान्तरण अनुदान की व्यवस्था तथा जिले के अन्तर्गत एक स्थान से दूसरे स्थान पर स्थानान्तरण होने पर पैकिंग भत्ता अनुमन्य किये जाने की व्यवस्था निम्नानुसार संशोधित दरों पर होगी :-

(i) जनहित में एक जिले से दूसरे जिले में स्थानान्तरण होने पर एकमुश्त स्थानान्तरण अनुदान (कम्पोजिट ट्रांसफर ग्रांट) के रूप में सम्बन्धित सरकारी सेवक को मूल वेतन के 40 प्रतिशत के बराबर धनराशि अनुमन्य होगी।

(ii) जनहित में एक जिले के अन्तर्गत एक स्थान से दूसरे स्थान पर स्थानान्तरण होने पर कम्पोजिट ट्रांसफर ग्रांट अनुमन्य नहीं होगी, उसके स्थान पर निम्नानुसार पैकिंग भत्ता अनुमन्य होगा:-

क्र०सं०	मैट्रिक्स लेवल	पैकिंग भत्ते के दर (रु० में)
(1)	(2)	(3)
1	लेवल-6 एवं इससे उच्च लेवल	रु० 3000/-
2	लेवल-6 से निम्न लेवल	रु० 1500/-

- 1- यह शासनादेश इलेक्ट्रॉनिकली जारी किया गया है, अतः इस पर हस्ताक्षर की आवश्यकता नहीं है।
2- इस शासनादेश की प्रमाणिकता वेब साइट <http://shasanadesh.up.nic.in> से सत्यापित की जा सकती है।

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2- यात्रा भत्ता की पुनरीक्षित दरें एवं व्यवस्था तत्कालिक प्रभाव से लागू होगी।

3- वित्तीय नियम संग्रह खण्ड-3 के सुसंगत नियमों में आवश्यक संशोधन यथासमय किये जायेंगे।

भवदीय,
संजीव मित्तल
अपर मुख्य सचिव।

संख्या-3/2019/जी-2-41(1)/दस-2019-601/2011, तद्विनांक।

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :-

- 1- महालेखाकार (लेखा एवं हकदारी)-I एवं II, उत्तर प्रदेश, इलाहाबाद।
- 2- शासन के समस्त अपर मुख्य सचिव/प्रमुख सचिव/सचिव।
- 3- प्रमुख सचिव, विधान सभा/विधान परिषद्, उत्तर प्रदेश।
- 4- सचिवालय के समस्त अनुभाग।
- 5- निदेशक, वित्तीय प्रबन्ध प्रशिक्षण एवं शोध संस्थान, उत्तर प्रदेश, लखनऊ।

आजा से,
सरयू प्रसाद मिश्र
विशेष सचिव।

- 1- यह शासनादेश इलेक्ट्रॉनिकी जारी किया गया है. अतः इस पर हस्ताक्षर की आवश्यकता नहीं है।
- 2- इस शासनादेश की प्रामाणिकता वेब साइट <http://shasanaadesh.up.nic.in> से सत्यापित की जा सकती है।

Uttar Pradesh University of Medical Sciences, Saifai, Etawah

(Ph. No. 05688-276598)

Remuneration Form (Answer Book Evaluation /Re-evaluation)

96

Order no:.....

Date:.....

(ALL FIELDS ARE MANDATORY)

*Please use font size 8 to fill out the form properly

<p>Name of Examiner (IN BLOCK LETTER, As in Bank Account)</p> <p>First Name <input type="text"/></p> <p>Middle Name <input type="text"/></p> <p>Surname <input type="text"/></p> <p>Department:.....</p> <p>Email ID:.....</p> <p>Mobile no. <input type="text"/></p> <p>Bank Account No. <input type="text"/></p> <p>IFSC Code : <input type="text"/></p> <p>Bank Name & Branch:.....</p> <p>PAN no. (Permanent Account Number) <input type="text"/></p>	<p>Complete postal address:.....</p> <p>.....</p> <p>.....</p> <p>City:.....</p> <p>State:.....</p> <p>Pin code <input type="text"/></p> <p style="text-align: center;">(Please attach scanned copy of PAN.)</p>
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Detail of Remuneration Claimed (Answer Book Evaluation/Re-evaluation)

<p>Course:.....</p> <p>Subject:.....</p> <p>Subject Code:.....</p> <p>Year:.....</p>	<p>Theory:.....</p> <p>No of Answer Book Evaluation:.....</p> <p>No of Answer Book Re-evaluation:.....</p> <p>No of Students evaluated:.....</p> <p style="text-align: center;">(For Internal Examiner)</p>
--	---

<p>Signature of Examiner with Date</p>	<p>Revenue stamp</p>	<p>Not to be filled by Examiner</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;">Payable amount</td> <td style="width: 40%; border: none;">Rs.</td> </tr> </table>	Payable amount	Rs.
Payable amount	Rs.			

For office use only

1. Certified that he/she was one of the examiners and that he/she has set the papers as mentioned above.
2. Certified that this is the first remuneration bill on this account.

Date:..... Authorised Signatory (Confidential Section)

Dated:..... Controller of Examination

Payment made Rs..... Vide Cheque/Draftno..... Dated.....

Or payment made by NEFT vide Transaction ID no.....

Authorised Signatory

NOTE: INCOMPLETE FORMS WILL NOT BE ENTERTAINED

For setting of question paper, Evaluation of Answer book & conduction of practical/viva/clinical exam.

S.No.	Course	Quest. Paper Setting	Evaluation of Answer Book	For Conducting Clinical /Practical/Viva-Voce exam	
				External Examiners	Internal Examiners
1	DM/Mch/MD/MS/MDS	Rs. 1200/-	Rs. 25/- per Answer Book with a minimum of Rs. 1000/-	Rs. 3500/- per day	Rs. 25/- per Candidate with a minimum of Rs. 2000/-
2	Ph.D	Rs. 1000/-	Not Applicable	Rs. 1000/-	Rs. 1000/-
3	PG Diploma Examination (All)	Rs. 1000/-	Rs. 25/- per Answer Book with a minimum of Rs. 2000/-	Rs. 20/- per Candidate with a minimum of Rs. 2000/-	Rs. 20/- per Candidate with a minimum of Rs. 2000/-
4	PDCC/MHA	Rs. 1000/- per candidate subject to Rs. 2000/- minimum and Rs. 4000/- maximum to each examiner for doing the work i.e. for setting of Q.P. evaluation of Answer book and Conduction of Clinical, Practical, Viva-Voce Examination			
5	Post Graduate Courses in Faculty of Paramedical Sciences, Faculty of Nursing & Faculty of Pharmacy (MS. Nursing, M Pharm, MPT, etc.	Rs. 1200/-	Rs. 25/- per Answer Book with a minimum of Rs. 1000/-	Rs. 3500/- per day For Evaluation of theory Answer book and for conducting oral/practical/clinical evaluation	Rs. 25/- per Candidate with a minimum of Rs. 2000/-
6	M.B.B.S. (All Prof. Exam.)	Rs. 1000/-	Rs. 25/- per Answer book with a minimum of Rs. 1000/- For Internal Examiners	Rs. 3500/- per day For Evaluation of theory Answer book and for conducting oral/practical/clinical evaluation	Rs. 25/- per Candidate with a minimum of Rs. 2000/-
7	B.Sc Nursing (Faculty of Nursing) Undergraduate Exam.	Rs. 1000/-	Rs. 20/- per Answer Book with a minimum of Rs. 750/-	Rs. 2500/- per day	Rs. 20/- per Candidate with a minimum of Rs. 750/-
8	Faculty of Paramedical Sciences (Undergraduate Exam)	Rs. 1000/-	Rs. 20/- per Answer Book with a minimum of Rs. 750/-	Rs. 2500/- per day	Rs. 20/- per Candidate with a minimum of Rs. 750/-
9	Faculty of Pharmacy (Undergraduate Exam)	Rs. 1000/-	Rs. 20/- per Answer Book with a minimum of Rs. 750/-	Rs. 2500/- per day	Rs. 20/- per Candidate with a minimum of Rs. 750/-

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Uttar Pradesh University of Medical Sciences, Saifai, Etawah

(Ph. No. 05688-276598)

Remuneration Form (External & Internal Examiner for Practical)

Order no:.....

Date:.....

(ALL FIELDS ARE MANDATORY)

*Please use font size 8 to fill out the form properly

Name of Examiner (IN BLOCK LETTER, As in Bank Account)		Complete postal address:..... City:..... State:..... Pin code <input type="text"/>
First Name	<input type="text"/>	
Middle Name	<input type="text"/>	
Surname	<input type="text"/>	
Department:.....		
Email ID:.....		
Mobile no.	<input type="text"/>	
Bank Account No.	<input type="text"/>	
IFSC Code :	<input type="text"/>	
Bank Name & Branch:.....		
PAN no. (Permanent Account Number)		(Please attach scanned copy of PAN.)
<input type="text"/>		

Detail of Remuneration Claimed (Practical)

Course:.....	No of Students evaluated in Practical.....
Subject:.....	
Subject Code:.....	
Year:.....	
Not to be filled by Examiner	
Signature of Examiner with Date	Payable amount
	Rs.

For office use only

1. Certified that he/she was one of the examiners and that he/she has conducted practical as mentioned above.

2. Certified that this is the first remuneration bill on this account.

Date:..... Signature of Dean (Faculty of.....)

Payment made Rs.....Vide Cheque/Draftno.....Dated.....

Or payment made by NEFT vide Transaction ID no.....

Authorised Signatory

NOTE: INCOMPLETE FORMS WILL NOT BE ENTERTAINED

Handwritten signatures and initials:

by Atul de to be hand of



Format for claiming of Practical Examination

Table with 4 columns: S. No., Name of the Examiner, Particular, Amount. It contains five numbered rows (1-5) for claiming practical examination costs, including TA, DA, question paper setting, evaluation of answer books, and practical examination & viva voce.

Name the Staff

Table with 2 columns: Staff details (S. No., Name, @ Rs./day) and Amount. It contains two rows (5 and 6) for staff claiming.

Grand Total = Rs./-

Signature of HOD / Dean (Faculty of.....)

Handwritten signatures and initials at the bottom of the page, including a large signature on the left and several smaller ones on the right.



APPLICATION FOR SCRUTINY

(समस्त विवरण अंग्रेजी के कैपिटल लेटर्स में लिखा जाये)

Name			
Fathers Name			
Roll No.			
Enrollment No.			
Examination	(Month.....Year.....)		
Course			
Mobile No.			
Email ID			
Details of paper in which candidate wants to get scrutiny done (mention clearly):			
S No	Subject	Paper	Paper Code
01			
02			
03			
04			
05			

Note:

1. Scrutiny means the re-totalling of marks and evaluation of answer if it is unchecked
2. Scrutiny is allowed only in 50% of total number of subjects
3. Students should attach photocopy of mark sheet / Result photo copy.
4. Fee receipt of Rs. 300/- (Three Hundred Only).

Signature of Candidate

Signature of HOD

Signature of Dean (Faculty of)

Account Section

A sum of Rs..... (Amount in words.....), received from
.....course.....year..... for the scrutiny.

Signature of Accountant/ Account Officer

Examination Office

Scrutiny form received from.....course.....year on
dated:.....

Signature of office personnel

(Handwritten signatures of office personnel)



APPLICATION FOR RE-EVALUATION

(समस्त विवरण अंग्रेजी के कैपिटल लेटर्स में लिखा जाये)

Name			
Fathers Name			
Roll No.			
Enrollment No.			
Examination	(Month.....Year.....)		
Course			
Mobile No.			
Email ID			
Details of paper in which candidate wants to do Re-Evaluation (mention clearly):			
S.No	Subject	Paper	Paper Code
01			
02			
03			
04			
05			

Note:

1. Re- evaluation means the two independent examiners other than first examiner will evaluate the answer sheets.
2. Students should attach photocopy of mark sheet / Result photo copy.
3. Fee receipt of Rs. 3000/- (Three Hundered Only).

Signature of Candidate

Signature of HOD

Signature of Dean (Faculty of.....)

Account Section

A sum of Rs..... (Amount in words.....), received from
.....course.....year..... for the Re- evaluation.

Signature of Accountant/ Account Officer

Examination Office

Re-evaluation form received from.....course.....year on
dated:.....

[Handwritten signatures] Signature of office personnel



APPLICATION FOR CORRECTION OF NAME IN THE MARK SHEET

(समस्त विवरण अंग्रेजी के कैपिटल लेटर्स में लिखा जाये)

Name		
Fathers Name		
Gender (Male/Female)		
Enrollment No.		
Roll No.		
Examination	(Month.....Year.....)	
Course		
Mobile No.		
Email ID.		
Postal Address:-		
Details of correction to be done:-		
S. No.	Name printed in the marksheet	Name should be corrected as
01		
02		
03		

Note: The Student should fulfill the following criteria.

1. Fee receipt of Rs. 300/- (Three Hundred Only) per marksheet.
2. Photocopy of mark sheet (High School).
3. Photocopy of Adhar Card.

Signature of Candidate

Signature of HOD

Signature of Dean (Faculty of



APPLICATION FOR DUPLICATE MARK SHEET

(समस्त विवरण अंग्रेजी के कैपिटल लेटर्स में लिखा जाये)

Name	
Fathers Name	
Gender (Male/Female)	
Enrollment No.	
Roll No.	
Examination	(Month.....Year.....)
Course	
Mobile No.	
Email ID.	
Postal Address:-	

Note: The Student should fulfill the following criteria.

1. Fee receipt of Rs. 300/- (Three Hundred Only) per marksheet.
2. Photocopy of mark sheet (if available).
3. Advertisement regarding the loss of marksheet in TWO (02) separate National news papers.
4. Affidavit of Rs. 10/- with Notary regarding the loss of marksheet.
5. FIR copy regarding the loss of marksheet.

Signature of Candidate

Signature of HOD

Signature of Dean (Faculty of.....)





APPLICATION FOR PROVISIONAL CERTIFICATE

(समस्त विवरण अंग्रेजी के कैपिटल लेटर्स में लिखा जाये)

Name	
Fathers Name	
Gender (Male/Female)	
Enrollment No.	
Roll No.	
Examination	(Month.....Year.....)
Course	
Mobile No.	
Email ID.	
Postal Address:-	

Note: The Student should fulfill the following criteria.

1. Fee Receipt of Rs. 300/- (Three Hundred Only)
2. Photocopy of mark sheet of all the semester/year.

Signature of Candidate

Signature of HOD

Signature of Dean (Faculty of

 Atish













Uttar Pradesh University of Medical Sciences, Saifai, Etawah

(Formerly U.P. Rural Institute of Medical Sciences & Research, Saifai, Etawah)



SI No.....

PROVISIONAL CERTIFICATE

*This is to certify that Sri/ Km./Smt./S/o/D/o.....
Enrollment no.....(Roll No.....) ofFaculty/
College and Passed the..... Examination of
20..... with.....division.*

*The Candidate has done all that is necessary to the formal award of the degree of
.....*

Place: UPUMS, Saifai.

Date:

DEAN (FACULTY OF.....)
UPUMS, SAIFAI



APPLICATION FOR MIGRATION CERTIFICATE

(समस्त विवरण अंग्रेजी के कैपिटल लेटर्स में लिखा जाये)

Name	
Fathers Name	
Gender (Male/Female)	
Enrollment No.	
Roll No.	
Examination	(Month.....Year.....)
Course	
WhatsApp No.	
Email ID.	
Name of the program for which migration certificate is required	
Name of the Institute for which migration certificate is required	
Name of University for which migration certificate is required	
Copy of the selection letter for which migration certificate is required	
Postal Address:-	

Note: The Student should fulfill the following criteria.

1. Fee receipt of Rs. 300/- (Three Hundred Only).
2. Photocopy of mark sheet. (Final Year).
3. Copy of the selection letter for which migration certificate required.

Signature of HOD

Signature of Candidate

Signature of Dean(Faculty of.....)

उत्तर प्रदेश आयुर्विज्ञान विश्वविद्यालय, सैफई, इटावा
Uttar Pradesh University of Medical Sciences, Saifai, Etawah
(Formerly U.P. Rural Institute of Medical Sciences & Research, Saifai, Etawah)



SI No.....

प्रव्रजन प्रमाण-पत्र
MIGRATION CERTIFICATE

कु./श्रीमती/श्री.....पुत्र/पुत्री श्री.....

ने कक्षावर्ष.....नामांकन संख्या.....

उ०प्र० आयुर्विज्ञान विश्वविद्यालय, सैफई द्वारा संचालित अन्तिम परीक्षा संस्थागत/व्यक्तिगत परीक्षार्थी के रूप में उत्तीर्ण/अनुत्तीर्ण की है। किसी भी अन्य विश्वविद्यालय में इन्हें प्रवेश लेने में उ०प्र० आयुर्विज्ञान विश्वविद्यालय को कोई आपत्ति नहीं है।

उ०प्र० आयुर्विज्ञान विश्वविद्यालय, सैफई इटावा, उत्तर प्रदेश

तिथि.....

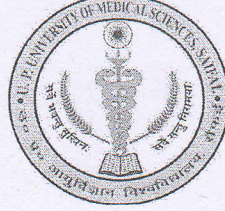
संकायाध्यक्ष
(.....संकाय)

टिप्पणी:-

प्रव्रजन प्रमाण पत्र (Migration Certificate) को लेने के उपरान्त पुनः उ०प्र० आयुर्विज्ञान विश्वविद्यालय द्वारा संचालित किसी भी परीक्षा में सम्मिलित होने की अनुमति नहीं दी जा सकती है। यदि कोई अभ्यर्थी बिना पुनः नामांकन हुए उ०प्र० आयुर्विज्ञान विश्वविद्यालय की किसी परीक्षा में सम्मिलित होता है तो उस दशा में उसका परीक्षाफल रद्द कर दिया जायेगा।

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उत्तर प्रदेश आयुर्विज्ञान विश्वविद्यालय, सैफई, इटावा
 Uttar Pradesh University of Medical Sciences, Saifai, Etawah
 (Formerly U.P. Rural Institute of Medical Sciences & Research, Saifai, Etawah)



SI No.....

प्रव्रजन प्रमाण-पत्र
MIGRATION CERTIFICATE

कु./श्रीमती/श्री.....पुत्र/पुत्री श्री.....

ने पाठ्यक्रम.....वर्ष.....नामांकन संख्या.....

उ०प्र० आयुर्विज्ञान विश्वविद्यालय, सैफई द्वारा संचालित संस्थागत/व्यक्तिगत परीक्षार्थी के रूप में पाठ्यक्रम को बीच में ही छोड़ दिया है। किसी भी अन्य विश्वविद्यालय में इन्हें प्रवेश लेने में उ०प्र० आयुर्विज्ञान विश्वविद्यालय को कोई आपत्ति नहीं है।

उ०प्र० आयुर्विज्ञान विश्वविद्यालय, सैफई इटावा, उत्तर प्रदेश

तिथि.....

संकायाध्यक्ष
 (.....संकाय)

टिप्पणी:-

प्रव्रजन प्रमाण पत्र (Migration Certificate) को लेने के उपरान्त पुनः उ०प्र० आयुर्विज्ञान विश्वविद्यालय द्वारा संचालित किसी भी परीक्षा में सम्मिलित होने की अनुमति नहीं दी जा सकती है। यदि कोई अभ्यर्थी बिना पुनः नामांकन हुए उ०प्र० आयुर्विज्ञान विश्वविद्यालय की किसी परीक्षा में सम्मिलित होता है तो उस दशा में उसका परीक्षाफल रद्द कर दिया जायेगा।

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उत्तर प्रदेश आयुर्विज्ञान विश्वविद्यालय, सैफई, इटावा-206130

Uttar Pradesh University of Medical Sciences, Saifai, Etawah-206130

(Formerly U.P. Rural Institute of Medical Sciences & Research, Saifai, Etawah)

108

Ref. No.:

/UPUMS/Exam. Dept./PG-20.../2023-24

Dated:.....

SP/RP

Confidential

To,

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

Sub.: Regarding Thesis Evaluation of PG (MD/MS/MDS/MCh/Phd) Residents.

Sir,

The university examination of following PG students are proposed in the month of, which will be conducted by UPUMS, Saifai. As per MCI guidelines the following thesis related to different topics are enclosed herewith for evaluation. Kindly evaluate the thesis and send the evaluation report as per enclosed annexure-1.

SPECIALITY	NAME OF PG	THESIS TOPIC

The remuneration against thesis evaluation will be paid as per University norms. So please fill your account details in annexure-2. Both the annexures (Annexure-1 and Annexure-2) must be send back to this office as soon as possible.

Enclosed: As above

[Handwritten signatures and initials in blue ink]

**Controller of Examination
UPUMS, Saifai, Etawah**

Annexure-1

Evaluation report of Thesis for MD/MS/MDS/MCh/Phd (.....)

SPECIALITY	NAME OF PG	THESIS TOPIC	Recommendation of the evaluator (Thesis Accepted/ Not Accepted)

:: RECOMMENDATION OF THE EVALUATOR ::

The Thesis is.....(Accepted/Not Accepted)

Note: If not Accepted, please specify the reason with suggestion for modification(s) for resubmission. If required please attach separate sheet.

Date: /...../.....

Signature of Evaluator

Name of Evaluator :

Designation :

Address :

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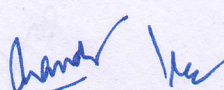
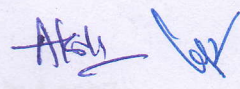
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Scheme of evaluation of Thesis

Section		Adequate	Marginal	Inadequate or not included
Title	Appropriateness			
	Clarity and brevity			
	Focus on Topic (does it raise interest in the reader)			
Introduction	Purpose of Study			
	Mention of lacunae in current knowledge			
	Hypothesis, if any			
Review of Literature	Relevance			
	Completeness			
	Is it current and up-to-date			
Method	Mention of Type of study (prospective retrospective, controlled, double blind etc.)			
	Detail of subjects & controls			
	Details of materials (apparatus) experimental design.			
	Procedure used for data collection (Questionnaire)			
	Statistical methods employed, level of significance considered			
	Statement of Limitation			
	Mention of ethical issue involved			
Observation & Result	Local Organization in readily identifiable section			
	Correctness of data analysis			
	Appropriate use of Charts, table, graphs figures, etc.			
	Statistical interpretation			
Discussion	Objectivity of interpretation			
	Relevance (within framework of study and appropriateness for date)			
	Interpretation of implication of result			
	Resolution of contradictory evidences			
	Statement of limitation of interpretation (Mention of appropriate caution while stating inferences)			
	Mention of unanswered question			
Reference	Mention of new questions raised			
Appendices	Whether all required annexures and appendices are included e.g. the clinical proforma, the questionnaire used etc.			✓

 Signature of Examiner

Page 2 of 2

Annexure-2

**Format for Claiming of Remuneration of thesis evaluation
(Speciality in))**

: DETAIL OF THESIS :

SPECIALITY	NAME OF PG	THESIS TOPIC

:: DETAIL OF CLAIMANT/EVALUATOR ::

Name of Evaluator :

Bank A/c No. :

Bank IFS Code :

Bank Name :

Bank's Branch Address :

(Please attach photocopy of passbook, showing the branch name & IFS code)

Signature of Claimant

Name of Claimant:

Designation :

Address :

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Uttar Pradesh University of Medical Sciences, Saifai, Etawah
Post Graduate Course in Broad Specialties (MD/MS) & Super Speciality (M.Ch.) Eligibility Criteria as per PGMER-2023 of NMC Guidelines
for University Examination

Name of the Speciality:

Students Detail		Criteria						Eligibility
SI	Student Roll Number	Student will do at least one of the following	Course in Research Methodology (BCBR)	Course in Ethics	Course in Cardiac Life Support Skills	* District Residency Programme	Thesis	Attendance
		(a) Poster presentation at a National/Zonal/State conference of his/her speciality; (b) Podium presentation at a National/Zonal/State conference of his/her speciality; (c) Have one research paper published/accepted for publication in journal of his/her speciality as first author	Complete an online course in Research Methodology (BCBR). Register on the portal of the designated training institutions. Expected to complete the course in the first year. The online certificate generated on successful completion of the course and examination thereafter, will be acceptable evidence of having completed this course.	Complete course in ethics including Good Clinical Practices and Good Laboratory Practices, whichever is relevant to them, to be conducted by institutions/Universities. Expected to complete the course in the first year.	Complete a course in Basic Cardiac Life Support (BCLS) and Advanced Cardiac Life Support (ACLS) skills to be conducted by the institution. Expected to complete the course in the first year.	Satisfactory completion of the District Residency Programme (DRP)	Submission of Thesis in Stipulated time and Acceptance of Thesis (if not accepted then not eligible for exam)	80 Percent (80%)

- NOTE:**
- The report about satisfactory completion of the District Residency Programme (DRP) will be provided by Nodal Officer DRP.
 - The Thesis Acceptance report will be provided by Examination Controller.
 - Above concerned information will be provided by HOD.
 - * DRP will be not applicable for Super Speciality Courses.

Dr. Prakash Kumar
Deputy Medical Faculty
 05

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Format of Eligibility for MBBS University Examination - Eligibility Criteria fixed by NMC, New Delhi (as per GMER- 1997 (amendment), 2019 w.e.f. 2019-20 and CBMER-2023 w.e.f. 2023-24)

Students Detail		ASSESSMENT				Eligibility		
Sl	Student Roll Number	Name of Student	Father's Name	Attendance to appear for the University Exam			Internal Assessment	
				Theory	Practical/Clinical	Theory	Practical/ Clinical	Total
				75%	80%	Not less than 40% marks in Theory & Practical separately	50%	Allowable/ Not Allowable

Assessment: Eligibility to appear for Professional Examinations: ATTENDANCE

1. There shall be a minimum of 75% attendance in theory and 80% in practical/clinical for eligibility to appear for the examinations in that subject. In subjects that are taught in more than one phase - the learner must have 75% attendance in theory and 80% in practical in each phase of instruction in that subject. There shall be minimum of 80% attendance in family visits under Family adoption programme. Each student shall adopt minimum 3 families and preferably five families. The details shall be as per Family Adoption Program Guidelines.
2. If an examination comprises more than one subject (for e.g. Surgery & allied branches) the candidate must have 75% attendance in each subject and 80% attendance in each clinical posting.
3. Learners who do not have at least 75% attendance in the electives will not be eligible for the Third Professional Part-II examination/Next.

Other Requirement For AETCOM learning experiences & Foundation Course:

- * 75% attendance in Professional Development Programme (AETCOM Module) shall be mandatory for eligibility to appear for final examination in each professional year.
- ** The Foundation Course shall have a minimum of 75% attendance for all students mandatorily. This will be certified by the Dean.

Handwritten signature: dr/...

Prof. Dr. Adesh Kumar,
Dean (Medical Faculty)

Handwritten signatures and initials: [Signature], [Signature], [Signature]

Sl. No.	Name of PG Students	Enrollment No.	Eligibility criteria for MDS Part-I Examination				Status (Eligible/Not-eligible)	
			Progress and conduct (Completed/Not completed) as per DCI					
			Attendance (Min. 80% during First year)	Teaching and Learning Activities 05 Journal Clubs 05 Seminars 04 Clinical Case Presentations 01 Lectures taken for undergraduates	Module -1 (4 months) Pre-clinical work- Dental & Medical Clinical 1. Applied periodontal indices 10 cases 2. SRP with Proper written history a. Manual 20 Cases b. Ultrasonic 20 Cases 3. Observation / assessment of all periodontal procedures	Module -2 (4 months) 1. Case history and treatment planning 10 cases 2. Root planning 50 cases 3. Observation / assessment of all periodontal procedures including implant. 4. Selection of topic for - Library dissertation and submission of Dissertation Synopsis.	Module -3 (4 months) -Minor surgical cases 20 cases: (i) Gingival Depigmentation 3 Cases (ii) Gingival Curettage no limits (iii) ENAP 1 Case (iv) Gingivectomy/ Gingivoplasty 5 cases (v) Operculectomy 3 cases -Poster Presentation at the Speciality conference.	Work diary and log book (Module 01 to 03) as per DCI
1								
2								
3								

Sl. No.	Name of PG Students	Enrollment No.	Status (Eligible/Not-eligible)	Reason for rejection to appear in the examination
1				
2				
3				

[Handwritten Signature]
 Dr. ...
 Head of the Department of Oral and Maxillofacial Surgery
 U.P.U.S., Sarda, Etawah

[Handwritten Signatures]
 ...
 ...
 ...
 ...

Sl. No.	Name of PG Students	Enrollment No.	Eligibility criteria for MDS Part-II Final Year Examination										Status (Eligible/Not-eligible)		
			Progress and conduct (Completed/Not completed) as per DCI												
			Attendance (Min.80% during each academic year)	(a) 05 Journal Clubs per year	(b) 05 Seminars per year	(c) 04 Clinical Case Presentations per year	(d) 01 Lectures taken for undergraduates per year	(e) 04 Papers/posters In State / National Conferences during 3 years	(f) 02 Clinical Pathological Conferences : presentations during 3years	(g) 01 Publication in any indexed scientific journal	(h) 01 Synopsis within six months from the date of commencement of the course	(i) 01 Dissertation within 6 months before appearing for the university exam.		(j) 01 Library dissertation within 18 months from the date of commencement of the course	Work diary and log book (Module 01 to 09) as per DCI
1															
2															
3															

[Handwritten mark]

Sl. No.	Name of PG Students	Enrollment No.	Status (Eligible/Not-eligible)	Reason for rejection to appear in the examination
1				
2				
3				

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[Handwritten mark]

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[Handwritten signature]

The COE
UPUMS

Uttar Pradesh University of Medical Sciences, Saifai, Etawah

Format for eligibility for appearing in B. Pharmacy _____ Sem, End Semester Examination, _____ Year

S. no	Student detail			Eligibility	Remark
	Enrollment number	Student name	Father's name		
				At least 80% attendance in individual courses considering theory and practical separately.	Allowable/ Non allowable

Upadhyay
9/2/24

Dean,
Faculty of Pharmacy
Uttar Pradesh University of Medical Sciences
Saifai, Etawah

By *Ashwini* *UP* *Dr* *Chandra*

Faculty of Nursing, UPUMS, Saifai

06/02/24

Eligibility criteria for BSc (Nursing) examination (AS PER INQ GUIDELINE)

Criteria	1st 2nd, 3rd and 4th semester	5th semester	6th semester	7th semester	8th semester
Attendance (including Module)	Theory	80% of prescribed hours	80% of prescribed hours	80% of prescribed hours	Not applicable
	Practical	80% of prescribed hours	80% of prescribed hours	80% of prescribed hours	100% of prescribed hours (Internship)
Internal Assessment (including Module)	Theory Hours (Each Subject/):	50% Communicative English (First Semester only 40%)	50%	50%	Not applicable
	Each Practical	50%	50%	50%	100% of prescribed hours
Examination	---	Candidate must pass all the theory & practical examination before appearing 5th semester Exam		Candidate must pass all the theory & practical examination before appearing 7th semester Exam	Candidate must pass all the theory & practical examination before appearing 8th semester Exam

[Signature]
(Prof. Biji Biju)
Dean

[Handwritten signatures and initials]



उ०प्र० आयुर्विज्ञान विश्वविद्यालय
सैफई, इटावा (उ०प्र०) – 206 130
Uttar Pradesh University of Medical Sciences
Saifai, Etawah (U.P.)– 206 130

117

Ref. 1909 /FPS/ UPUMS /2023-24

Dated: 10-02-2024

सेवा में,
परीक्षा नियंत्रक,
यूपीयूएमएस, सैफई

महोदय,

कृपया अधोहस्ताक्षरी के पूर्व पत्र 1897 दिनांक 27.01.2024 द्वारा पैरामेडिकल स्नातक पाठ्यक्रमों में अध्ययनरत छात्र/छात्राओं की पात्रता का मानदण्ड (विश्वविद्यालय की मुख्य परीक्षा में सम्मिलित होने हेतु अर्हता) उपलब्ध कराया गया था।

उक्त के सम्बन्ध में आपके निर्देशों के क्रम में उक्त पात्रता को निर्धारित प्रारूप पर उपलब्ध कराया जा रहा है, जो कि निम्नवत् है—

Format of eligibility for appearing in Bachelor Courses, FPS Main Examination					
Student Details				Eligibility	Remark
SN	Enrollment Number	Student Name	Father's Name	1. At least 75% & 80% attendance in theory and practical respectively 2. 35% marks Internal Assessment	Allowable/ Not Allowable

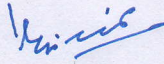
भवदीय

(डा० जितेन्द्र प्रसाद मथुरिया)
संकायाध्यक्ष
पैरामेडिकल विज्ञान संकाय

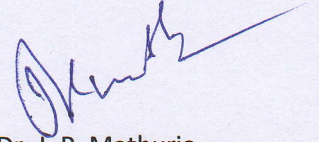
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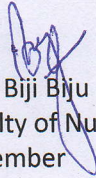
Dr. Vijay Mishra
Incharge Security
Member



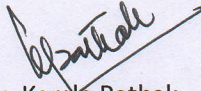
Dr. Alok Dixit
Controller of Examination
Member Secretary



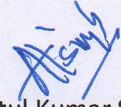
Dr. J. P. Mathuria
Dean (Faculty of Paramedical Sciences)
Member



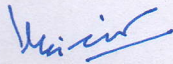
Prof. Biji Biju
Dean (Faculty of Nursing)
Member



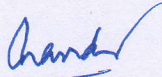
Dr. Kamla Pathak
Dean (Faculty of Pharmacy)
Member



Dr. Atul Kumar Singh
Dean (Faculty of Dentistry)
Member



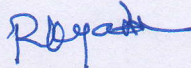
Dr. Alok Dixit
Dean (Student Welfare)
Member



Dr. Chandraveer Singh
Registrar
Member

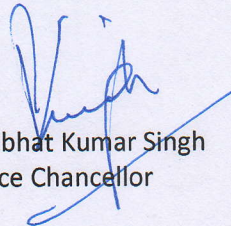


Dr. Adesh Kumar
Dean (Faculty of Medicine)
Member



Dr. Ramakant Yadav
Pro-Vice Chancellor
Chairman

Approved by:-



Dr. Prabhat Kumar Singh
Vice Chancellor