



**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed to be University u/s of 3 UGC Act, 1956)  
Accredited by NAAC with 'A' Grade

**EXAMINATION RULES OF MGM INSTITUTE OF HEALTH SCIENCES**  
(On All Matters Pertaining to Examinations Including Appointment of Paper-Setters  
and Examiners, Cancellation of Examinations, Examiner ship Etc.)

(Approved vide BOM – 04/2007 Resolution No. 4, amended up to  
BOM 63/2021 dated 17.02.2021)

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**RULES OF MGM INSTITUTE OF HEALTH SCIENCES**  
(All Matters Pertaining to Examinations Including Appointment of Paper-Setters And Examiners,  
Cancellation of Examinations, Examiner ship Etc.)

**1. Short title and commencement**

- 1.1. These Regulations shall be called, "Rules of the MGM Institute of Health Sciences".
- 1.2. They shall come into force from the day it is approved by Board of Management.
- 1.3. Unless the context otherwise requires the words and expressions used in these Regulations shall be interpreted to have the same meaning as they have in the Memorandum of Association and Bye Laws of the MGM Institute.
- 1.4. Nothing in these rules will contradict any of the provision contained in the relevant Rules and Regulations of the respective statutory bodies eg- MCI, INC etc governing individual courses (as amended from time to time).

**2. Definitions**

- 2.1. These are rules and regulations governing the conduct of examinations, unless there is anything repugnant in the subject or context
- 2.2. "Competent Authority" mean Controller of Examinations
- 2.3. "MGM Institute / MGM University / MGMIHS" appended herein after as MGM Institute of Health Sciences
- 2.4. "Academic calendar" means a academic activities vis-a vis date of commencing and ending on such date as prescribed in academic year declared in May each year as decided by the Academic Council.
- 2.5. "Admission to an examination" means the issuance of an admit card to a candidate in token of his having completed all the conditions laid down in the relevant Rule(s), by a MGM Institute of Health Sciences. Provided that, a candidate who does not fulfil all such conditions may, at the discretion of the Competent Authority of MGMIHS, be admitted provisionally. However, in case all conditions are not fulfilled by the candidate him subsequently, his/ her admission shall be liable to be cancellation.
- 2.6. "Applicant" means a person who has submitted for application to the MGM Institute in the prescribed form for admission to an examination.
- 2.7. "Candidate" means an applicant who has applied for an admission to MGMIHS Examination through a Constituent College /Department, in which he/she has been prosecuting a regular course of study and admitted to the examination by the MGMIHS.
- 2.8. "Examinee" means a person who actually presents himself/herself for an examination or a part there of to which he/she has been admitted.

- 2.9. "Examination fee" means the fee inclusive of the fee payable for the exam and statement of marks as may be prescribed by the MGM Institute from time to time.
- 2.10. "Repeater Student" is a student, who, having once been admitted to an examination of this University is again required to take the same examination by reason of his/her failure or absence thereof and shall include a student who may have joined a College / Department again in the same class.
- 2.11. "Under-Graduate Examination" means an examination leading to the Graduate Degree of the University.
- 2.12. "Post Graduate Diploma Examination" means an examination leading to Post Graduate Diploma of the University.
- 2.13. "Post Graduate Degree Examination" means an examination leading to Post Graduate Degree of the University.
- 2.14. "Super Speciality Examination" means an examination leading to the Super Speciality Degree of the University after obtaining a Post Graduation degree and perused an appropriate course.
- 2.15. "Verification" means recounting and re-totalling of marks of all answer(s) evaluated earlier, including assessment and allotment of marks to any un-assessed answer(s) in the concerned answer book.
- 2.16. "Attempt" means either partial or complete appearance by a candidate at an examination. Mere remittance of examination fees shall not amount to an attempt at an examination.
- 2.17. "Unfair means committee" means the committee to investigate into the cases of unfair means which shall be constituted under Rule 59 of the MGMIHS examination Rules.
- 2.18. "Student" means a person who is enrolled as such by the University / constitute college, for receiving instructions and qualifying for any degree/ diploma awarded by the University.
- 2.19. Reassessment of Answer book: Reassessment is a process in which a second senior examiner reevaluates an answer book section wise, irrespective of marks given by the first Examiner.

**2.20. Moderation of Question Papers:** Moderation of Question Papers is a process where a senior faculty moderates the question papers previously set by the paper setters.

3. **Eligibility:** Unless otherwise specifically provided, the conditions prescribed for admission to examinations under this rules shall apply to all persons who apply to appear in the examination of the University.
4. **Course of study:** A candidate, desirous of taking a university examination, unless otherwise provided in any Rule, shall prosecute a regular course of study in one or more Colleges / Departments to the University for the Course leading to the examination for which he/she applies for not less than the period prescribed in the respective relevant Rule.

Explanation: 'Prosecution of a regular course of study', means attendance 75% attendance in a subject for appearing in the examination is compulsory inclusive of attendance in non-lecture teaching i.e. seminars, group discussions, tutorials, demonstrations, practicals, hospital (Teritary Secondary, Primary) posting and bed side clinics etc."

5. The Institute Head/Principal / Dean shall send to the Controller of Examinations a certificate of completion of required attendance and other requirements of the applicant as prescribed by the University from his college, at least two weeks before the date of the commencement of the written examination.
6. Notwithstanding anything contained in the Examination Rule, the following provisions shall apply with regard to the deficiency in attendance at lectures and practicals for the course of study in the various faculties, namely –
  - 6.1. A deficiency of attendance at lectures and practicals maximum to the extent of 10% can be condoned by the Institute Head /Principal / Dean on being satisfied that the same deficiency in attendance was due to circumstances beyond the control of the student with due justification on case to case basis. The Institute Head /Principal / Dean shall submit to the Controller of Examinations, two weeks before the commencement of the examination, a list of such students whose deficiency has been condoned along with reasons thereof in each case.
  - 6.2. In no case the deficiency of attendance above 10% shall be condoned under any circumstances and the student will not be allowed to appear for the examination in the concerned subject.
7. A candidate shall submit his application form for admission to the examination through the Institute Head/Principal / Dean of his college along with prescribed fees.
8. The Institute Head/Principal / Dean shall forward such forms and fees to the Controller of the Examinations on or before the date notified by the University.
9. Application forms received after the prescribed date will not be accepted.
10. The Syllabi and the scheme for the University Examinations shall be such as may be prescribed from time to time by the Academic Council, based on the relevant guidelines of the respective statutory bodies e.g. MCI, INC, etc.,
11. The Syllabus and the Text-books, if any, to be prescribed or recommended in connection with any subject shall be determined from time to time by the Academic Council on the

recommendation of Faculties and Boards of Studies. Any change (s) in the Syllabi or in the scheme of examinations shall be notified for general information before the commencement of the courses leading to the examination. Such changes may not be applied retrospectively

12. No question shall be put at any examinations, calling for or necessitating a declaration of religious faith and / or belief, on the part of the examinee, in any manner.
13. A candidate who is unable to present himself for an examination or a part thereof shall not be entitled to any refund of his/her fees. However, an applicant who is found ineligible for an examination shall be entitled to refund of  $\frac{3}{4}$  the of the net examination fee paid. If he/she has not appeared any of the papers
14. If a candidate suppresses any vital information or gives false information to appear at an examination for which he/she is otherwise not eligible or entitled, the total amount of fee paid by him/her shall be forfeited. He / She may be debarred for a term from appearing in subsequent examination and / or a fine of Rs.1000/- will be imposed in addition. However, in case of subsequent indulgence of similar nature, the period of debarment may be extended up to three terms.
15. All examinations except *viva-voce* shall be conducted by means of printed or xerox question papers, including such other modality as may be prescribed by the MGMIHS from time to time.
16. Notwithstanding anything contrary to this Rule, no person shall be admitted to a University Examination if he / she has already passed the same examination or an examination of any other University, which has been recognised as equivalent to the said examination.
17. The MGMIHS shall prepare and publish a schedule of examinations for each and every course conducted by at least 2 months before the examination is due.  
Explanation: "Schedule of Examination" means a table giving details about the place, date, day and time of commencement of each paper which is a part of a scheme of examinations. The practical examination schedule shall be declared separately.
18. All arrangements for the conduct of the Examinations shall be made by the Board of Examinations of the MGMIHS.
19. Board of Examinations shall prepare a panel of not less than six names, along with their addresses, suitable for appointment as Paper Setters/Examiners for each subject/Practical examination out of the names recommended by the members of Board of Studies or from the panel of examiners in the subject concerned.
20. The Board of Examinations shall maintain a permanent list of teachers in the University along with their academic qualifications, experience as Teacher, Paper setter, Moderator and examiner in the past and detail information required by the Board of studies.
21. Internal and External Examiners: - An "Internal Examiner" means a person who is a teacher in the same College / Department / constituent college of MGMIHS. "The External Examiner" means, examiner who is not covered under the definition of internal examiner. All external examiners will be invited from outside the state as far as possible as per the guidelines of MCI or the respective statutory bodies.

22. Invitation of appointment to the examiners shall be accompanied by a copy of the instructions / guidelines relating to the examination for which they are appointed, the syllabus of previous question papers.
23. Each paper setter shall set and submit to the Controller of Examinations, the required number of sets of question papers in a sealed cover within the prescribed period. He/She shall also furnish a certificate to the effect that he / she has destroyed all the notes and manuscripts in connection with the question paper(s). Copyright of any question paper set by an examiner shall vest with the MGMIHS.
24. The Paper-setters, who fail to submit their question papers to the Controller of Examinations within the prescribed time limit, shall cease to be examiners / paper setters for all future examinations.
25. Examiners shall be appointed for examinations to be held within that academic year. However they shall be eligible for reappointment, maximum for 2 years consecutively. The examiners shall be required to maintain confidentiality about their appointment at examination and marks awarded by them to the examinees.
26. A confidential record of mistakes committed by examiners shall be preserved by the Controller of Examination for future guidance / necessary action.
27. The question papers, unless otherwise specified, shall be set in English.
28. The Institute Head/Principal / Dean of the constituent college where the practical examination is to be held shall make all arrangements for smooth conduct of the Central Assessment Process and practical examination at that centre, as and when required.
29. The Vice-Chancellor shall ordinarily appoint the Principal / Dean of College or the Head of the Institution who would be designated as a centre-in-charge of examination at that Centre.
30. In exceptional cases the Vice-Chancellor may appoint a person as the Centre-in-charge for the University Examinations at a centre even though he/she may not be a teacher in that college/institution.
31. The Controller of Examinations shall be responsible for the proper co-ordination in conducting of all examinations of the University at various centres.
32. The Centre-in-charge(s) shall be responsible for the smooth conduct of the examinations at that centre. All expenses incurred in connection with the conduct of the examinations at a centre shall be borne by the MGMIHS.
33. The Centre-in-charge shall claim expenses on submission of detailed audited account of the expenses incurred by him/her as soon as the examinations are over at that centre and in no case beyond one month of the date of the last paper at that centre. The Accounts Section of MGMIHS shall also supply the copy of the rules and payable rates of remuneration and T.A. /D.A for the conduct of examinations to the Centre-in-charge.
34. No person other than the examinees, invigilators and such other persons as may be permitted by the Centre-in-charge of a centre, shall be allowed to enter the premises of the Examination

centre no ministerial/ clerical/ laboratory staff will be detailed as invigilators. The Centre-in-charge shall take all necessary steps to ensure this.

35. Examinees at all examinations shall strictly abide by the instructions that may be issued to them by the competent authority from time to time.
36. The Controller of Examinations shall supply sufficient number of copies of question and answer papers required at each centre to the Centre-in-charge in a reasonable time in advance.
37. The Centre-in-charge shall send the sealed question and answer papers to such place(s) and person(s) as may be directed by the Controller of Examinations.
38. The results of the examinees shall be tabulated in a prescribed form at the examination section of the university only. In no case such excise can be undertaken at any examination centre or college level.
39. A tabulator/computer programmer may be engaged at the examination section to be appointed by the Vice-Chancellor for the purpose. He/She shall be an either teachers of constituent College of the University or staff members of the MGMIHS office or both or an accredited and independent agency, nominated by the Vice-Chancellor.
40. The results tabulated by the tabulators/Computer Programmer shall be scrutinised by a person hereinafter called the "Scrutineer". at the examination section of the university, minimum of the level of Assistant Registrar.

**41. Terms of Tabulators and Scrutineers**

- 41.1. The rates of remuneration payable to the Tabulators or Scrutineers shall be fixed by Board of Management from time to time.
  - 41.2. The Tabulator / Computer Programmer shall perform the following duties :
    - 41.2.1. Posting of marks obtained by an examinee in the prescribe format after decoding.
    - 41.2.2. Totalling of marks.
    - 41.2.3. Indicating failures in accordance with the provisions under Rule.
    - 41.2.4. Present final result for analysis and verification to the Controller of Examinations.
    - 41.2.5. Explanation: The result for purposes of this Rule includes pass, fail, distinction, exemption and such other terms as may be prescribed by the Rule).
    - 41.2.6. Preparation of list of examinees entitled for any awards, medals or prizes;
    - 41.2.7. Preparation of the result-sheet in the proforma prescribed for its publication.
  - 41.3. "Scrutineer" means a person who is appointed by the Vice-Chancellor and who actually does the scrutiny of results at the examination section of MGMIHS.
42. The Chairman of the Board of Examinations shall have power to approve the results, pending meeting of the Board of Examinations for formal approval
  43. The Board of Examinations may interpret the provisions of any Rule, Rules and Regulations in so far as necessary for declaration of results. The interpretation of Rules by the Board of Examinations shall be placed before the Vice-Chancellor whose decision thereon, shall be final.
  44. The Board of Examinations shall, after considering the discrepancies pointed out by the Tabulators / Computer Programmer and Scrutineers, make its recommendations for reconciliation of results, if required.



#### **45. Amendment of Results**

**45.1. Due to errors:-** In any case where it is found that the result of an examination has been affected by errors, the Controller of Examinations shall have power to amend such a result in such a manner as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of Vice-Chancellor / Pro Vice-Chancellor, provided the errors are reported / detected within 6 months from the date of declaration of results. Errors detected thereafter shall be placed before the Board of Examinations.

Error means –

45.1.1. Error in computer/data entry, printing or programming and the like.

45.1.2. clerical error, manual or machine, in totaling or entering of marks on ledger / register

45.1.3. Error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result preparation.

45.1.4. Due to fraud, malpractices etc.

45.1.5. In the case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractices, fraud or any other improper conduct whereby an examinee has benefited and that such examinee, has in the opinion of the Board of Examinations been party or privy to or connived at such malpractice, fraud or improper conduct, the Board of Examinations shall have power at any time, notwithstanding the issue orders to amend the result of such examinee and to make such declaration as the Board of Examinations considers necessary.

**46. Feedback:** The Board of Examinations will peruse the analysis of examination results by the examination section, and the consolidated feed-backs received from the external examiners. Such suggestions/ instructions may be passed on to all concerned for further necessary action for implementation.

**47.** In exceptional cases, the Board of Examinations may suggest any amendment or modification of any examination Rule, which, in its opinion is considered necessary.

#### **48. Grievance Redressal Mechanism**

Mechanism to deal with examination related grievances is transparent, time-bound and efficient Response: A mechanism is prepared MGMIHS to address exam related grievances of students. This mechanism helps students for seeking photocopies of answer scripts with reassessment and re-counting of marks.

**48.1 Re-totalling/Verification of Answer-Books:** - The Answer-books may be scrutinised for retotalling of total marks and for verification that all answers have been assessed in case any candidate applies for the same. However, if any answer(s) is/are found unassessed, the Vice-Chancellor shall call for such answers to be checked by a subject expert and the marks allotted for such answers shall be accounted towards total marks obtained by the examinee.

**48.2** As a result of such verification / retotalling, if it is found that the result of any examinee needs to be changed, the Vice-Chancellor shall publish a supplementary list embodying the results on such verification.

**48.3** Before a reply is sent to the applicant, the report of the verification / retotalling of the answer-books by the scrutineers shall be counter-checked and signed by the Board of Examinations.

**48.4** Application for verification / retotalling of marks from an examinee shall be submitted to the Controller of Examinations within seven days from the date of declaration of the result concerned. In no case application for verification shall be entertained after expiry of seven days from the date of its declaration. Verification of the written answer books shall be undertaken by subject experts at MGMIHS as appointed by the competent authority.

**48.5** The Vice-Chancellor may decide spot-evaluation of answer books of each examination if such faculties exist at the examination centres. As per guidelines issued under para 59 below on CAP scheme.

**48.6** Heads of passing of various courses in their respective faculties shall be as per the guidelines prescribed by the statutory council like MCI, INC or such other council or as per the rules prescribed by the Board of Examinations subject to approval of the Board of Management.

**49 Internal Assessment:**

**49.1** The number and marking pattern (Theory and practical marks distribution) of the periodicals / terminal & preliminary examination should be as per the syllabus.

**49.2** The internal assessment marks, should be submitted within 7 days after conclusion of preliminary examination and 15 days before commencement of University examination to the MGMIHS in following manner

**49.3** The name of student has to be same as appeared in 12<sup>th</sup> board mark-sheet

**49.4** Result sheet should bear the signature of the students in front of their names and marks awarded.

**49.5** The internal assessment marks should be duly signed by the head of the department and countersigned by the Dean/Principal of the college with dates and place in sealed cover to the Registrar.

**49.6** The result sheet should have the specific date mentioned on it on which the said test was held.

**49.7** The result sheet should be sealed properly under signature and seal of the HOD

**49.8** The internal assessment is put up on the notice board of the department of college for a period of one week. Theory answer papers should be distributed to the students after

declaration of the result of each examination for feed back to students and then these should be re-collected.

**49.9** All the answer books, question papers and related documents should be retained with the college for at least one year after the declaration of the University examination result. These documents may be verified periodically by deputing representative faculties from the MGMIHS.

**49.10** Grievance redressal at Institutional level: A committee should be formed at the college level to deal with the problems related to the internal assessment examinations. This committee should comprise of at least three professors and should be constituted by the Dean/Principal of the college.

**49.11** In case of absence of student/s for any of the internal assessment examinations, the committee should decide about the genuineness of the reason for absence of the student/s for the examination like sickness and verify the genuineness of certificates in support of the reason submitted by the student. After verifying the reason for the absence, the committee may allow the candidate to appear for the additional examination, if satisfied.

**49.12** In case of any complaint from the students regarding the internal assessment examination, a written complaint should be lodged with the Dean through the HOD. Such complaints should be discussed in the said committee meeting. The decision of the committee must be communicated to the student(s).

**49.13** Candidate who is not satisfied with the decision of the committee at college level can appeal to the University for Redressal of his/her grievance(s).

**49.14** One additional examination, if deemed fit, may be arranged in the entire period of the course to help the student to avail the opportunity of compensating the loss due to his/her absence in any one of the internal examinations (periodical/terminal/preliminary). Such an additional examination may be arranged after preliminary examination but at least 2 weeks before the University examination to submit final result of Internal Assessment Examination to the MGMIHS.

**49.15** Computation of internal assessment shall be done by the respective HODs as per the rules and regulations prescribed for the purpose from time to time

## **50 The Standard of passing:**

**50.1** Under Graduate : A candidate to be eligible to pass the examination must have obtained not less than 50% of aggregate marks in practical and theory separately in each subject.

**50.2 Post Graduate:** A candidate to be eligible to pass the examination must have obtained not less than 50% of marks in theory and practical examinations in all paper taken tother but 40% marks in each paper and clinical, oral & practical is mandatory.

**50.3 Distinction :** 75% and above marks obtained out of the maximum marks allotted to a subject.

**50.4** A candidate shall be eligible for the award of distinction only if he/she has obtained 75% or more marks in an examination attempted as a whole.

#### **51 Moderation of question papers:**

**51.1** The moderation of question papers received from question setters pertaining to undergraduate examinations will be undertaken, detailing senior professor from the constituent colleges in respective subjects in UG courses.

**51.2** Moderation of question papers in respect of Post-Graduate examination will be done, inviting subject experts/senior faculties' form outside the state.

**51.3** All the sets of question papers received from the examiners shall be reviewed by the moderator, appointed by the university. He/ she has to edit all the sets regarding language, objectivity, ambiguity, contents, feasibility of writing answers in prescribed duration etc.

**51.3.1** The MCQ will only be edited without replacing the question.

**51.3.2** Short Answer Questions (SAQ) and Long Answer Questions (LAQ) can be restructured or rearranged with justification in writing.

After editing, the moderator shall submit all the sets to the Controller of Examinations in a sealed envelope. The later will select any one set out of all these by drawing lottery for printing and distribution to the centre in charge, maintaining strick confidentiality and accountability at all levels.

**52 Vigilance Squads:** A Vigilance Squad/s of not less than three and not more than four members shall be appointed by the Vice-Chancellor to visit each examination centre to:

**52.1** Ensure that the University Examinations are conducted as per norms laid down.

**52.2** Observe whether the Senior Supervisors and Block-Supervisors are following scrupulously instructions for conduct of the University examinations

**52.3** Check the students who try to resort to malpractices at the time of University Examinations and report such cases to the University.

52.4 Visit any Examination Centre without prior intimation and enter office of the Incharge of Examination Centre to check the record and other material relating to the conduct of examination. They can enter in any block of Examination for checking the candidate's identity card, hall tickets etc. to ascertain the authenticity of the candidate. The Vigilance Squad shall be authorized to detect use of malpractices and unfair means in the University Examination and report directly to the University.

52.5 The Vice-Chancellor shall appoint vigilance squad which may include – senior teachers of constituent college, desirably to include one lady teacher; and any other person as the Vice-Chancellor considers appropriate.

52.6 The Chairperson of Vigilance Squad shall submit the report on surprise visit directly to the Vice-Chancellor with a copy to the concerned Dean/Principal. The Vigilance Squad/s may make suggestions in the matter relating to proper conduct of examinations, as warranted.

52.7 The Dean/Principal of the College where the examination centre of is located shall be personally responsible for the smooth conduct of examination. He/ She shall ensure strict vigilance against the use of unfair means by the students and shall be responsible for reporting such cases to the MGMIHS as well as to the law enforcing authority.

**53 Appointment of Paper setters, Examiners, Senior Supervisors and conduct of examination etc.**

53.1 No person can claim appointment as paper setter/examiner/moderator or any other examination work as a matter of right. Appointments of persons as paper setters / examiners / moderators shall be ordinarily made at the time of University examination.

53.2 No internal faculty should ordinarily refuse examination duty which must be considered as a honour and bounden duty.

53.3 The paper setters/examiners/moderators shall also ensure that their availability for assignment is communicated to the MGMIHS, within the prescribed time limit. If no communication is received within the prescribed time limit, it will be presumed that the assignment is not accepted by the paper setter / examiner / moderator.

53.4 The paper setters/examiners/moderators shall follow all the rules / directions / instructions given by the MGMIHS from time to time in respect of pattern of question papers, setting of question papers, model answers scheme of marking etc.

53.5 There shall be one senior supervisor at each examination centre, having minimum of five years of experience of teaching/ working in the constituent College. The supervisor is to be appointed by the MGMIHS.

- 53.6** The Dean/Principal of the concerned college shall himself / herself be the Centre In charge. Substitute arrangement required, it shall be done only by prior permission of the University. However, the Dean/Principal shall alone be responsible for eligibility conditions appointment of examiners, any lapse(s) occurring during examination.
- 53.7** The external senior supervisor (Centre observer) appointed by the University shall report to the centre in-charge of the college where examination centre is located one day earlier to ensure the arrangements for the conduct of examinations.
- 53.8** He/ she shall ensure that the stationery required for the conduct of examinations, question papers etc. are received at the examination centre well in advance. He/ she shall also ensure that the packets of question papers are intact and duly sealed and are opened in his presence 10 minutes before the start of the examinations by the senior most invigilators. It must be ensured that no clerical staff in assigned invigilation duty.
- 53.9** He / She shall also ensure that the students are not resorting to unfair means / practices. In case any undesirable incident, he/she shall immediately report the cases of unfair means to the Controller of Examinations, along with his/ her report. He/ she should not leave the examination centre during the examination period.
- 53.10** He/ she shall ensure that the answer books are distributed to the students 10 minutes before the start of the examination.
- 53.11** The examination forms of the students shall be accepted by the Dean/Principal within the time prescribed by the University from time to time. The forms so accepted shall be submitted to the University within a week from the last day of acceptance of forms in the college along with the fees so collected, by demand draft.
- 53.12** On receipt of examination forms at the University, the Admit cards and the list of eligible students shall be sent to the concerned examination centers by the University one week before the commencement of respective examination.
- 53.13** The Head of the Department/ Dean/Principal immediately shall dispatch the answer books to the University after the practical examination and simulations central assessment so as to reach the University within 2 days.

#### **54 Unfair means Resorted to by the Candidate**

- 54.1** General: On receipt of a report regarding use of unfair means by any candidate at any University examination, including breach of any of the rules laid down by the University, the Board of Examinations shall have power at any time to institute inquiry and to punish for such unfair means or breach of the rules by exclusion of such student from any University examination or from any University course in a Constituent College or in the University Department or from any Convocation for the purpose of conferring degree either permanently or for a specified period, or by cancellation of the result of the student in the

University examination for which the student appeared or by deprivation of any University Scholarship held by him/her or by cancellation of the award of any University prize or medal to him/her or by imposition of fine or in any two or more of the aforesaid ways, within a period of one year.

**54.2** On receipt of report regarding malpractices used or lapses committed by any paper setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination held by the University including breach of the rules laid down for proper conduct of examination, the Board of Examinations, in the cases of the University examinations, shall have power at any time to institute inquiry and to punish such malpractices or lapses by declaring the concerned paper setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination work disqualified either permanently or for a specified period or by referring his/her case to the concerned authorities for taking such disciplinary action as deemed fit as per the rules provided for or in any two or more of the aforesaid ways.

**54.3** Definition –Unless the context otherwise requires

**54.3.1** Competent Authority: The Board of Examinations of the University shall be the competent authority to take appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the University.

**54.3.2** “Unfair means” include one or more of the following acts of commission or omissions on the part of student/s during the examination period.

**54.3.3** Possessing unfair means material and or copying there from.

**54.3.4** Transcribing any unauthorized material or any other use thereof

**54.3.5** Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or man-handling him/her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.

**54.3.6** Unauthorized communicating with other examinees or anyone else inside or outside the examination hall.

**54.3.7** Mutual / Mass copying.

**54.3.8** Smuggling-out or smuggling-in of either blank or written answer books as copying material.

**54.3.9** Smuggling-in blank or written answer book and forging signature of the Jr. Supervisor thereon.

**54.3.10** Interfering with or counterfeiting of University/College/ Institution seal, or answer books or office stationery used in the examinations.

- 54.3.11** Insertion of currency notes in the answer books or attempting to bribe any of the person connected with conduct of examinations.
- 54.3.12** Impersonation at the University/College/Institution examination.
- 54.3.13** Revealing identity in any form in the answer written or in any other part of the answer book by the student at the University or College or Institution examination.
- 54.3.14** Or any other similar act/s of commission and/or omission/s which may be considered as unfair means by the competent authority.
- 54.3.15** “Unfair means relating to examination” means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of coercion, undue influence or fraud or malpractice with a view to obtaining wrongful gain for oneself or to any other person or causing wrongful loss to other person/s.
- 54.3.16** “Unfair means material” means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise found on the person or on clothes, or body of the examinee or on wood or other material, in any manner or in the form of chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.
- 54.3.17** “Possession of unfair means material by a student” means having any unauthorized material, including cell-phones, electronic devices if any on his/her person or desk or chair or table or at any place within his/her reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.
- 54.3.18** “Student found in possession” means a student, reported in writing, as having been found in possession of unfair means material by the invigilator or member of the vigilance Committee or Examination Squad or any other person authorized for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible, provided report to that effect is submitted by the Sr. Supervisor or Chief Conductor or any other authorized person to the Controller of Examinations or Dean/Principal or Head of the Institution concerned or any officer authorized in this behalf.
- 54.3.19** “Material related to the subject of examination” means and includes, if the material is produced as evidence, any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (59.4.17) above, the presumption shall be that the material did relate to the subject of the examination.



- 54.4** “Chief Conductor” means Dean/Principal of the College concerned, where concerned examination is being conducted, and any other person duly authorized by him or person appointed as the examination centre-in-charge, by the University.
- 54.5** Disciplinary control: During examination, examinees and other students shall be under disciplinary control of the Chief Conductor / centre in charge.
- 54.6** “Procedure to be followed by the invigilator incharge” the Examination Centre in charge shall, in the case of unfair means, follow the procedure as under:
- 54.6.1** The examinee shall be called upon to surrender to the chief Conductor, the unfair means material found in his or her possession, if any, and his/her answer book to the chief conductor/ centre in charge.
- 54.6.2** Signature of the concerned student shall be obtained on the relevant materials and list thereon. Concerned Supervisor and the Chief Conductor shall also sign on all the relevant materials and documents.
- 54.6.3** Statement of the student and his/her undertaking in the prescribed format (Appendix- I & II) and statement of the concerned Supervisor (Appendix - III) shall be recorded in writing by the Chief Conductor. If the student refuses to make statement or to give an undertaking, the concerned Supervisor and Chief Conductor shall record such fact(s) accordingly, under their signatures.
- 54.6.4** Chief Conductor shall take one or more of the following decisions depending upon seriousness/gravity of the case :
- 54.6.5** The case of impersonation or violence, expel the concerned student from the examination and not allow him/her to appear for the remaining examination.
- 54.6.6** Obtain undertaking from the examinee to the effect that the decision of the concerned competent authority in his/her case shall be final and binding and allow him/her to continue with his/her examination.
- 54.6.7** May report the case to the concerned Police Station as per provisions of Maharashtra Act. No. XXXI 1982 - An act to provide for preventing mal-practices at University; Board and other specified examinations.
- 54.6.8** Confiscate his/her answer book, mark it as “suspected unfair means case” and issue him/her fresh answer book duly marked.

- 54.6.9** All the materials and list of material mentioned in sub-clause (59.6.1) and the undertaking with the statement of the student and that of the Supervisor as mentioned in clause No. (59.6.2) and (59.6.3) and the answer book/s shall be forwarded by the centre in charge Chief Conductor, along with his / her report, to the Controller of Examinations / Head of the Institution, as the case may be, in a separate and confidential sealed envelope marked "Suspected unfair means case".
- 54.6.10** In case of unfair means of oral type, the Jr. Supervisor and the Sr. Supervisor or concerned authorized person shall record the facts in writing and shall report the same to the concerned.
- 54.7** Procedure to be followed by Examiner during Assessment: If the examiner at the time of assessment of answer book suspects that there is a prima-facie evidence that the examinee/s whose answer book/s the examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his/her report, preferably through the CAP In charge along with the evidence, to the Examinations with his/her opinion in separate confidential sealed envelope marked as "Suspected unfair means case".
- 54.8** A prima facie case of unfair means reported to the University/College/Institution by the invigilator/ Centre In charge / Supervisor and or examiners, shall be inquired into by the Committee appointed by the Vice Chancellor. In the event cases of unfair means are reported through any other sources, the concerned Officer/In-charge of the sub-section/Unit to which the case primarily pertained, at the Examination Section of the University/College/Institution shall scrutinize the case, collect preliminary information to find out whether there is a prima-facie case so as to fix up primary responsibility for framing a charge sheet and then shall submit the said case with his/her primary report to the concerned Competent Authority. If the Competent Authority is satisfied that there is a prima- facie case it shall place the same before the Unfair Means Inquiry Committee for further investigation. The concerned Officer of the Sub-Section/Unit, through which the case has originated or to who the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committees, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.
- 54.9** Result : Examination Result/s of the concerned student/s involved in such cases shall be withheld till the Competent Authority arrives at a final decision in the matter and the concerned examinee/s and the College/Institution to which he/she belongs to, shall be informed about the decision accordingly.
- 54.10** Appointment of Unfair Means Inquiry Committee: For the purpose of investigating unfair means resorted to by examinees at the University examination, the Board of Examinations shall appoint a Committee in terms of the provisions made in regulations of the MGM Institute of Health Sciences Regulation. The term of the Committee shall be not more than one year subject to provisions in Bye Laws further.

**54.10.1** The members of the College/Institution Examination Committee shall not be appointed members on the Unfair Means Inquiry Committee.

**54.10.2** The Unfair Means Inquiry Committee will function as a recommendatory body and submit its recommendations in the form of a report to concerned competent authority, which will issue final orders with regard to the penal action to be taken against the examinee/s after taking into account the reported facts and findings of the case by the Committee and after ensuring that reasonable opportunity has been given to the concerned implicated examinee in his/her defense, that the principle of natural justice has been followed that and the recommended quantum of punishment is in accordance with the guidelines laid down in this behalf.

**54.11** Procedure of the unfair means committee :

**54.11.1** The Controller of Examinations of the University or the Officer authorized by them, as the case may be, shall inform the examinee concerned in writing of the act of unfair means alleged to have been committed by him/her, and shall ask him/her to show cause as to why the charge/s leveled against him/her should not be held as proved and why the punishment stipulated in the show cause notice should not be imposed.

**54.11.2** The examinee may appear before the Inquiry Committee on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The examinee himself/herself only shall present his/her case before the Committee.

**54.11.3** The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the examinee should be shown to him/her by the Inquiry Committee, if the examinee presents himself/herself before the Committee. The evidence, if any, should be recorded in the presence of the delinquent examinee.

**54.11.4** Reasonable opportunity, including oral hearing, shall be given to the student in his/her defense before the Committee. The reply/explanation given by the student to the show cause notice shall be considered by the Committee before making final recommendation in the case

**54.11.5** The Committee should follow the above procedure in the spirit of the principles of natural justice.

**54.11.6** After serving a show cause notice, if the implicated examinee fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the Committee in his/her defense. Even after offering two chances, if the student concerned fails to appear before the Committee, the Committee shall take decision in his/her case in absentia, on the basis of the available evidence/documents, which shall be binding on the student concerned.

**54.11.7** The Committee shall submit its report to the University along with its recommendations regarding punishment to be inflicted or otherwise.

#### **54.12 Punishment**

**54.12.1** The Board of Management as recommended of the Board of Examinations in the cases of University examination, shall pass such orders as it deems fit including granting the student benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose any one or more of the following punishments on the student/s found guilty of using unfair means

**54.12.1.1** Annulment of performance of the examinee in full or in part in the examination he/she has appeared for.

**54.12.1.2** Debarring examinee from appearing for any examination of the University or College or Institution for a stipulated period not exceeding five years.

**54.12.1.3** Debarring examinee from taking admission for any course in the University or College or Institution for a stipulated period not exceeding five years.

**54.12.1.4** Cancellation of the University or College or Institution Scholarship/s or award/s or prize or medal etc. awarded to him/her in that examination.

**54.12.1.5** In addition to the above mentioned punishment, the competent authority may impose a fine on the examinee declared guilty. If the examinee concerned fails to pay the fine within a stipulated period, the competent authority may impose on such a examinee additional punishment/penalty as it may deem fit.

**54.12.1.6** As far as possible the quantum of punishment should be as prescribed (category-wise) as under :

**54.12.1.7** The examinee concerned be informed of the punishment finally imposed on him/her in writing by the competent authority or by the Officer authorized on its behalf, under intimation to the College/Institution he/she belongs to as well as the Centre In charge.

**54.13** If on a previous occasion, a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractices at the examination, in this event, he/she shall be dealt with severely with enhanced punishment. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.

**54.13.1** Practical/Dissertation/Project Report Examination Student involved in malpractices at Practical examination / Dissertation/Project Report preparation including plagiarism shall be dealt with as per the procedure and quantum of punishment provided for the theory examinations.

**54.13.2** The Competent authority, in addition to the above mentioned punishments, may impose a fine on the student declared guilty. (Note : The Term “Annulment of Performance in full” includes performance of the student at the theory as well as annual Practical examination, but does not include performance at term work, project work with its term work, oral or practical & dissertation examinations unless malpractice is used in that.)

**54.14** Malpractices used or Lapses Committed by any Paper- Setters, Examiners, Moderators, Referees, Teachers or any other persons connected with the Conduct of Examination: The Board of Examinations shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examinations conducted by the University under information to the respective institutional Head / Dean/Principals.

**54.14.1** Definition : Unless the context otherwise requires

**54.14.1.1** “Paper-setter, examiner, moderator, referee and teacher” means and includes person/s duly appointed as such for the examination by the competent authority and the term “any other person connected with the conduct of examination” means and includes person/s appointed on examination duty by the competent authority.

**54.14.1.2** Malpractice/lapses includes one or more of the following acts of commission or omissions on the part of the person/s included in (59.14.1.1) relating to the examination

**54.14.1.2.1** Leakage of question/s or question paper set at the University / College Institution examination before the time of examination.

**54.14.1.2.2** Examiner / Moderator intentionally awarding marks to student in assessment of answer books, dissertation or project work to which the student is not entitled or not assigning marks to the student to which the student is entitled.

**54.14.1.2.3** Paper-setter omitting a question, Sr. No. of question, repeating question or setting question outside the scope of syllabus.

**54.14.1.2.4** Examiner / Referee showing negligence in detecting malpractice used by student/s.

**54.14.1.2.5** Jr. Supervisor, Sr. Supervisor, Chief Conductor/ Centre Incharge showing negligence / apathy in carrying out duties or aiding / abetting /allowing / instigating students to use malpractice/s.

**54.14.1.2.6** Or any other similar act/s of commission and or omission/s which may be considered as malpractices or lapses by the competent authority.

**54.14.1.2.7** "Malpractice or lapse relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of unfair means, fraud or undue influence with a view to obtaining wrongful gain for himself/herself or for any other person or causing wrongful loss to other person/s omitting to do what he/she is bound to do as duties.

**54.14.1.2.8** 'College' means, constituent or affiliated college or recognized institution of a University.

**54.14.2** Investigating Committee: The Committee appointed by the Board of Examinations shall investigate the cases of malpractices used and/or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations at the University examinations.

**54.14.3** Procedure for Investigation: The cases of alleged use of unfair means or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations, reported to the University/College / Institution shall be scrutinized by the concerned Officer / In-charge of the sub-Section / Unit to which the case is primarily pertained at the Examination Section of the University / College / Institution, who will collect preliminary information to find out whether there is a prima-facie case so as to fix up primary responsibility for framing a charge-sheet and then shall submit the said case with his primary report to the concerned competent authority. If the competent authority is satisfied that there is a prima-facie case, it shall place the same before the Unfair Means Inquiry Committee for further investigation. The concerned Officer of the Sub-Section / Unit through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.

**54.14.4** The Competent Authority or the Officer authorized by it on its' behalf, shall inform the implicated person (paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination) in writing about the act of malpractices used and alleged or lapses committed by him / her at the examination and shall ask him/her to show cause as to why the charge/s leveled against him/her should not be held as proved and why the punishment stipulated in the Show Cause Notice should not be inflicted on him/her.

**54.14.5** The concerned person be asked to appear before the Inquiry Committee on a day, time and place fixed for meeting, with written reply/explanation to the show

cause notice served on him/her and charge leveled against him/her therein. The concerned person/himself/herself only shall present his/her case before the committee.

- 54.14.6** The documents that are being taken into consideration or to be relied upon for the purpose of proving charge/s against the concerned person shall be shown to him/her by the Inquiry Committee if he/she presents himself/herself before the Committee. The evidence, if any, should be recorded in the presence of the delinquent.
- 54.14.7** Reasonable opportunity, including oral hearing, shall be given to the concerned person in his/her defense before the Committee. The reply/explanation given to the show cause notice shall also be considered by the Committee before making final report/recommendation.
- 54.14.8** The Committee should follow the above procedure in the spirit of principle of natural justice.
- 54.14.9** If the concerned person fails to appear before the Committee on the day, time and place fixed for the meeting, he/she be given one more opportunity to appear before the committee in his/her defense. If, even after offering two chances, the concerned person fails to appear before the Committee, the Committee shall take decision in his/her case in his/her absence on the basis of whatever evidences/documents which are available before it and the same shall be binding on the concerned implicated person.
- 54.14.10** The Committee shall submit its report to the concerned competent authority along with its recommendations regarding punishment to be inflicted on the concerned person or otherwise.
- 54.14.11** Punishment :- The competent authority, after taking into consideration the report of the Committee, shall pass such orders as it deems fit, including granting the implicated person benefit of doubt, issuing warning or exonerating him/her from the charge/s and shall inflict any one or more of the following punishments on the implicated person found guilty of using malpractice/s or committing lapses at the examination: -
- 54.14.12** Declaring disqualified the concerned paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination, from any examination work either permanently or for a specific period.

- 54.14.13** Imposing fine. If the concerned person fails to pay the fine within a stipulated period, the Competent Authority may impose on such a person additional punishment / penalty as it may deem fit.
- 54.14.14** Referring his/her case to the concerned disciplinary authorities for taking such disciplinary action as deemed fit as per the rules governing his/her service conditions.
- 54.14.15** The competent authority or the Officer authorized in this behalf, shall inform the concerned person of the decision taken in his/her case and the punishments imposed on him/her.
- 54.14.16** An appeal made within 30 days of imposition of the punishment, other than the punishment referred to in clause No.(59.14.14) above, shall lie with the Board of Examinations if the case is pertaining to the University examination or with the Management of the College or Institution, if the case is pertaining to the college/institutions examination and their decision in the appeal shall be final and binding.
- 54.14.17** The Competent Authority shall supply a typed copy of the relevant extract of the fact-finding report of the Inquiry Committee, as well as the documents relied upon (if not strictly confidential), pertaining to his/her case to the appellants / petitioner, if applied for in writing.
- 54.14.18** The court matters in respective cases of malpractices/ lapses should be dealt with by the respective competent authority.
- 54.14.19** As far as possible the quantum of punishment should be prescribed category-wise as hereunder :-
- 54.14.20** The competent authority, may impose a fine on the concerned person, if declared guilty, in addition to the above mentioned punishment,
- 54.14.21** The competent authority, may report the case of the concerned implicated person to the appropriate Police Authorities as per the provision of Maharashtra Act No. XXXI of 1982.

## **55 Central Assessment Programme Scheme**

- 55.1** Preliminary :- Evaluation of Answer books of university exam have following steps. The conduct of examinations and declaration of results is one of the important activities of the University. The Scheme of is being introduced by way of this (1) declaring the results in the shortest possible time, (2) Increasing the reliability of the results, (3) Maintaining uniformity and consistency in the assessment, (4) Increasing accuracy and efficiency in the declaration of results and (5) creating confidence amongst the students about the assessment system.



The Central Assessment Programme shall consist of the following stages :

- 55.1.1 Pre-assessment work
- 55.1.2 Assessment and Moderation process
- 55.1.3 Post-Assessment work

**55.2 PRE-ASSESSMENT:-**

To Fix the venue of the Central Assessment Process (CAP) : The venue of the CAS shall be decided by the Vice Chancellor or the controller or examination as deemed fit.

**55.2.1** Appointment of CAP Incharge : The In- charge for the Central Assessment Programme shall be appointed by the University from amongst the following :

**55.2.1.1** Dean/Principal of the concerned Constituent College or his nominee from amongst the senior faculty members.

**55.2.1.2** Officer of University / University Authority not below the rank of Professor.

**55.2.1.3** The Incharge shall communicate his acceptance along with the undertaking in the prescribed form (Appendix - VI)

**55.2.1.4** The CAP in- charge shall make arrangements regarding the space and the supporting staff as required for the CAP centre.

**55.2.1.5** The Controller of Examinations shall send invitation letters to all the examiners and moderators shown in the lists finalized by the University well in advance so as to enable the examiners and moderators to communicate their acceptance. In case of any difficulty in doing so, the appropriate, CAP in charge shall consult the Controller of Examinations and take decision. All the instructions regarding CAP shall also be sent to the examiners and moderators. In case of shortage of examiners/ moderators as reported by the CAP in charge , the substitute appointments of examiners/ moderators shall be made by the Controller from the list of examiners approved by the University.

**55.3** Assessment Process and Guidelines for central assessment programme (CAP) :

**55.3.1** The assessment of the answer book shall be carried out at the respective centers under the direct supervision of centre in charge. The centre in charge is authorized to appoint requisites staff as per the provisions for the purpose from time to time in order to ensure smooth and fair conduct of central assessment programme (CAP).

**55.3.2** After completion of a particular theory paper examination, the papers have to be coded by the staff appointed by the centre in charge, as per the codes issued by the

controller of examinations. After coding, the slips and coding-decoding list, duly sealed in the presence of the centre in charge, it will be sent/ submitted to the university immediately.

- 55.3.3** The centre in charge will prepare bundles of answer sheets containing 25 answer books each and seal those to be deposited on the same day in safe custody at the CAP centre.
- 55.3.4** The answer booklets shall be stored in a strong room in a steel cupboard under lock and duly sealed under signature of the centre in charge, in the presence of the supervisors/ invigilators.
- 55.3.5** On the day of the CAP, the answer book bundles will be handed-over to the respective convener , chairperson of examiners in that particular subject, after opening of the seal by the centre in charge in the presence of at least 3 examiners, obtaining their signature in a permanent register.
- 55.3.6** If there is any discrepancy in the number of answer books written on the packet and the actual, the same should be immediately communicated to the authority concerned, including the controller of examination, telephonically as well as in writing
- 55.3.7** Faculty wise, year wise, subject wise and paper wise the answer booklet bundles will be arranged by the CAP in- charge for convenience for evaluation.
- 55.3.8** The In charge of the CAP appointed by the University shall receive the bundles of answer books from the centre incharge at the respective centres.
- 55.3.9** The In charge of the CAP shall arrange for the assessment of the answer books centrally as per Central Assessment Programme prescribed by the University.
- 55.3.10** The In charge of the CAP centre shall submit the mark lists to the Controller of Examinations as per the instructions issued by the University from time to time.
- 55.3.11** As soon as the mark lists are received in the University examination section, the same should be processed immediately.
- 55.3.12** The results of the concerned examinations shall ordinarily be declared within the specified period as prescribed in academic calendar of MGM Institute of Health Sciences / University.
- 55.3.13** The result sheet along with the statement of marks and passing certificates to the colleges for distributing the same to the concerned students.
- 55.3.14** No faculty/ staff whose ward is appearing in the ongoing examination will be involved in the CAP centre/ evaluation/ examination process.

55.3.15 Strict confidentiality and sanctity of the examination practical premises and CAP centre will be ensued. Adequate number of electronic jammers will be installed by the centre in charge.

55.4 The centre in charge shall have to provide following infrastructure for CAP:

55.4.1 One strong room with a lockable cupboard as per requirement.

55.4.2 One assessment hall with a seating capacity of at least ten examiners at a time for assessment.

55.4.3 Proper light and ventilation arrangements.

**55.5 Appointment of staff:**

It should be as per authorization given in the notification No. 07/2008. Ordinarily, the centre in charge may appoint one senior faculty as CAP in charge with one clerk and an Assistant for help. The CAP in charge shall have to maintain one register for record of attendance of authorized staff and examiners.

**55.6 Procedure of evaluation:**

55.6.1 Attendance of authorized staff and examiners will be obtained in the designated permanent registrar.

55.6.2 Record of issuance and receipt of answer books should be maintained on daily basis in the format provided by the university as under:

Bundle No. and Paper	Total no. of answer books	Examiner details				
		Issue Date	Issue Time	Name of the examiner	Examiner's Signature	Return signature of CAP in charge (with time and date)

55.6.3 The CAP in charge will prepare the detail plan/ programme of assessment in consultation with the respective convener of examination paper with due regard for timings of the practical / clinical and viva-voce examination.

55.6.4 If practical/ clinical examination is not stipulated in the prescribed syllabus for a particular paper/ subject, still the evaluation of written papers will be done at the CAP in the above manner by examiners, so appointed, for the purpose by the university.

55.6.5 A consolidated list of internal and external examiners will be made available to the centre in charge by the university.

**55.7 The assessment procedure:**

Appointment of examiners in respective subjects must be checked first and then issued to him/her. The answer booklet packet, question papers and model answer keys if any, shall be provided by the CAP in charge. Issue the following forms to the examiners will be ensured:

**55.7.1 TA/DA forms**

**55.7.2 Local conveyance form if applicable**

**55.7.3 Assessment forms**

**55.7.4 Empanelment form if not yet submitted by the particular examiner.**

**55.7.5 Feedback form**

These forms may be collected back from the examiners after filling after counter signature by the respective convener, CAP I/C and then to the accountant for scrutiny same day for necessary payment action after it is passed by the competent authority

**55.8 Process of Evaluation:**

**55.8.1** In case of PG examinations in the medical subjects such as- MD/MS/ Diploma, including MPT and M.Sc (Nursing), each paper has to be evaluated by every examiner (Internals as well as externals ) independently and record their marks in a separate sheet. There after the Convener, in presence of all examiners, will calculate the mean of marks awarded for each answer and record the same in the format printed on the back side of the answer book and get it signed by all.

**55.8.2** In case of the UG and all other PG courses in bio-medical /management subjects, the answer books may be divided section wise between examiners for evaluation individually and the consolidated marksheet should be submitted under signature of concerned internal as well as external examiners, besides entering the mark mean at the back of respective answer books.

**55.8.3** After completion of evaluation of answer books the CAP in changer shall follow check list as given below before the concerned examiner is allowed to leave the hall:

**55.8.3.1** All the answer books are assessed

**55.8.3.2** Marks are allotted to attempted question.

**55.8.3.3** Reassessment: Re-assessment of answer books of students who have secured marks between 40% and 50% and above 75% in theory (SAQ & LAQ) will be undertaken on daily basis involving all examiner including externals by the convener/

chairmen in under-graduate examinations only. In no case such re-assessment process will be undertaken in absence of external examiners.

- 55.8.3.4 The final marks are entered in marks list as per the serial numbers of the answer books separately in the table at the bottom of the back page in case of re-assessment where required as above.
- 55.8.3.5 Examiner's name and signature is on the mark list as well as in the answer booklet.
- 55.8.3.6 Re-assessment of marks in suitable cases as specified in para 6.8.3.3
- 55.8.3.7 These packets are sealed under the examiner's signatures on daily basis.
- 55.8.3.8 The feedback forms are duly completed and collected from external examiners on the concluding day of examination.
- 55.8.3.9 In no case, the answer books marks lists bundles will be re-opened at the CAP centre after departure of external examiners ,until, deposited at University.
- 55.8.4 In case of MCQs evaluation may be done OMR as far as possible in the CAP itself, under supervision of the Center Superintendent as well as the CAP Supervisor or by appointing an accredited technical agency, appointed centrally by the University.
- 55.8.5 At the end of each and every day, all the assessed /unassessed answer books should be kept in proper custody in the sealed cupboard, to be sealed by the CAP in charge in presence of at least 3 examiners. Their signatures must be obtained in the register maintained for the purpose
- 55.9 **Central Assessment Time:** from 09.00 AM to 6.00 PM (Time schedule may be changed according to physical /climatic condition of the area or the discretion of the centre on justifiable ground)
- 55.10 **Central Assessment programme Days:** without compromising academic standards of practical examination, the CAP in charge may allow examiners to assess answer booklets on practical examinations days. Adequate time may be give to accommodate unforeseen exigencies if any
- 55.11 Maximum up to 100 papers per day can be allowed, subject to one bundle of 25 per examiner.

- 55.12** Assessment of answer books is compulsory for all practical examiners-both internal and external examiners including the convener.
- 55.13** Carrying Mobil phone is strictly prohibited at the assessment hall by any one
- 55.14** The CAP I/C are allowed to do his important college work in the assessment hall provided no other staff other than the examiners is allowed to enter. He /she should not leave assessment hall only when actual assessment is going on
- 55.15** Special Precautions:
- 55.15.1** Ensure safe storage of un-assessed answer booklets as well as assessed answer booklets in sealed packets.
- 55.15.2** Maintain high standards of confidentiality and vigilance during entire assessment process. In case any breach individual responsibility will be fixed by the centre incharge.
- 55.15.3** Ensure that all the evaluated packets are sealed under examiners signature.
- 55.15.4** Ensure that all the cupboard as well as the strong room is sealed daily under the signature of CAP I/C.
- 55.15.5** Strong room the cupboard are opened by the exam superintendent /CAP Supervisor only
- 55.15.6** The Date and Time of sealing and opening the room/ cupboard is recorded in a permanent register under their signature
- 55.15.7** CAP In-charge should not hand over keys to any other person under any circumstance
- 55.15.8** Please ensure that the issued answer books are received back on the same day
- 55.15.9** Ensure that only an unauthorized person is allowed to enter the assessment hall/ strong room.

**55.15.10** There may be attempts by students their parents trying to contact examiners(s) or the CAP in-charge. This must be prevented by all means.

**55.15.11** Adequate number of jammers will be operationalised in the CAP centre.

**55.15.12** If any answer book related discrepancies are observed (such as less No. of bundles/papers, missing serial number on these or absence of identification counter foil of students etc), such incidents must be informed to the controller of examination immediately.

**55.15.13** Unfair means cases: During assessment if any candidate found revealing identity in any manner, inserted any currency notes, used any particular ink other than black / blue or written any figure symbol in the answer book, etc. the examiners may direct complete assessment of the paper. However, a detailed report to the effect be prepared in duplicate and sent to the controller of examination separately under sealed cover after obtaining the signature of the examiner on the report through the CAP incharge and the centre superintendent.

**55.16 Accounts:**

**55.16.1** Expenditure incurred in remuneration for examiners and honorarium to the staff appointed for the theory assessment will be paid centrally from practical advance given to the college. The same will be met in a consolidated manner in the practical examination expenditure also.

**55.16.2** The account clerk assigned to handle practical expenditure, will account for the assessment program expenditure also.

**55.16.3** TA/DA for practical examiners will be paid one time only.

**55.16.4** A consolidated statement of such expenditure after each examination will be submitted by the centre in charge to the university within one week from conclusion of examination.

**55.17 Transport :**

**55.17.1** The sealed answer booklet bundles will be transported to the university on under proper security arrangement by the centre in charge as to reach within 48 hours after conclusion of evaluation process.

**55.17.2** It will be the sole responsibility of the official carrying the material securely to the university examination section.

**55.17.3** Where the practical examination is shifted or combined the centre incharge will make necessary arrangements to send the concerned theory papers for evaluation at

the new centre incharge under proper security arrangement under intimation to the controller of examination as well as the concerned convener.

**55.18** Other instruction from the MGMIHS :- The University shall issue instructions to all concerned on the following:

**55.18.1** Consistency and uniformity in assessment.

**55.18.2** Remedial measures in respect of discrepancies detected / noticed in the question Paper.

**55.18.3** Unfair means to be noticed by the assessor/s with care and due vigilance.

**55.18.4** Administrative, financial and organizational details as relevant

**55.18.5** To collect feed-back from the evaluators particularly the external examiners on the ongoing examination process, strength, weakness and suggestion for further improvement.



CONFIDENTIAL

MGM INSTITUTE OF HEALTH SCIENCES, NAVI MUMBAI.  
Statement of candidate who is alleged to have used Unfair Means at the University  
Examination

Full Name :  
(in Block Letters)

..... First Name ..... Father's / Husband Name

Address :  
Surname

Examination :  
.....

Paper No. & :  
.....

Subject

Seat No. : ..... In Words : .....

To,  
The Controller of Examinations,  
MGM Institute of Health Sciences,  
MGM Educational Campus, Sector -18,  
Kamothe, Navi Mumbai – 410 209

Sir,  
I appeared at the above examination held on .....  
.....  
college (Centre) in the Morning / Evening session.

I give below my statement as follows:-

.....

.....

.....

.....

.....

.....

.....

Place : .....

Date : ..... Time : .....

Signature of the Candidate

**CONFIDENTIAL  
FORM OF UNDERTAKING**

Full Name of the Candidate (in Block Letters) :

Permanent / Local Address :	..... Surname	..... First Name	..... Father's/Husband's Name
	.....	.....	
	.....	.....	
	.....	.....	

**To,**  
The Controller of Examinations,  
MGM Institute of Health Sciences,  
MGM Educational Campus, Sector -18,  
Kamothe, Navi Mumbai – 410 209

**Sir,**  
I, the undersigned student of ..... College / Institution appearing for ..... Examination at the .....College (Centre), do hereby state on solemn affirmation as under:-

I understand that I am involved in an alleged use of Unfair Means in the Examination Hall and therefore, a case against me is being reported to the University.

That inspite of the registration of a case of Unfair Means against me, I request the University authorities to allow me to appear in the present paper and the papers to be set subsequently and/or at the University examination to be held hereafter.

In case my request is granted, I do hereby agree that my appearance in the examination will be provisional and subject to the decision of the University Authorities in the matter of disposal of the case of alleged use of Unfair Means referred to above.

I also hereby agree that in the event of myself being found guilty at the time of investigation of the said case, my performance at the examination to which I have been permitted to appear provisionally, consequent upon my special request, is liable to be treated as **null and void**.

**In witness whereof I set my hand to this undertaking.**

**Signature of the Candidate**

**Date :** .....

**Before me**.....

**Chief Conductor of the Centre and Rubber Stamp of the College / Institution / University**

**CONFIDENTIAL**  
**MGM INSTITUTE OF HEALTH SCIENCES, NAVI MUMBAI**

**Report of the Jr. Supervisor / Sr. Supervisor / Chief Conductor / Centre Incharge**

Block No. : .....  
 Examination : .....  
 Subject : .....  
 Date : .....

**To,**  
 The Controller of Examinations,  
 MGM Institute of Health Sciences,  
 MGM Educational Campus, Sector -18,  
 Kamothe, Navi Mumbai – 410 209

**Sir,**  
 I, the undersigned Jr. Supervisor appointed on the abovementioned Block at the .....  
 ..... Examination held at  
 ..... College (Centre), am hereby making report  
 against Candidate Seat No. .... Shri. / Kum. ....  
 ..... at the examination, as follows:-

**Yours faithfully,**

**(Signature Jr. Supervisor)**  
**Date** : .....  
**Time**  
**Name & Address of the Junior Supervisor**  
 .....  
 .....

On the basis of the report made by the Jr. Supervisor / Flying Squad, I am of the opinion that there is a prima facie case of Unfair Means resorted to by the aforesaid Candidate No..... and therefore, the case be forwarded to the University for investigation. Forwarded to the Controller of Examinations, MGM Institute of Health Sciences, Navi Mumbai for necessary action.

**Seal of the College / Institute / University (Centre)**

**Signature of the Chief Conductor / Centre Incharge**

**Place** : .....  
**Date** : .....  
**Encl.** : .....

.....  
**Signature of the Centre Observer**

**(N.B. : Kindly enclose a copy of the relevant question paper)**



**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed University u/s 3 of UGC Act, 1956)

**APPENDIX-V**

**ACCEPTANCE LETTER**

**EXAMINATION**

Name of Examiner	:	_____
* Address for communication	:	_____ _____ _____
Telephone No.	:	_____
Mobile No.	:	_____
Residential Address	:	_____ _____ _____
E-Mail ID	:	_____

To,  
**Controller of Examinations,**  
**MGMHS, Navi Mumbai.**  
**Re – Appointment of Dissertation Evaluator/ Paper Setter / Practical Examiner / Moderator in the**  
**subject of \_\_\_\_\_ at the Examination.**

1. I am pleased to intimate to you my acceptance of the invitation as examiner communicated to me vide your letter No. \_\_\_\_\_ dated: \_\_\_\_\_.
2. I have also intimated to my chairman or convener about the same.
3. I hereby declare and undertake
  - i. That I don't any \*relative appearing at the Examination.
  - ii. That I have not coached during the current academic year any student or students for the examination at which I have been invited to examine and / or to set the paper.
  - iii. That I have not written any book as guides for students, annotations and digests of criticisms with reference to the examination at which I have been invited to work as Examiner and / or Paper-setter.
4. I here by agree to abide by the rules of the University pertaining to the examination in from time to time and also follow scrupulously all such instruction as may be issued by the University and/ or Chairman or convener from time to time.
5. I hereby solemnly declare & assure that I shall observe at most secrecy regarding the examination work entrusted to me and that I shall do my work quite impartially without being subject to any malpractice.

**Date:**  
Faithfully,

Yours

**Signature**

+ Examiner is also requested to inform immediately without fail about his acceptance or other wise to the Chairman or Convener.

\* The term relative includes "Wife, husband, son daughter, grand- son, grand daughter, brother, sister, nephew, niece, grand-niece, grand-nephew, uncle, aunt first cousin, son-in-law, brother-in-law and sister-in-law" Step-relations are not included in the above definitions.



## MGM INSTITUTE OF HEALTH SCIENCES

(Deemed to be University u/s of 3 UGC Act, 1956)  
Accredited by NAAC with 'A' Grade

APPENDIX-VIII

### External Examiner's Feedback Form

Name	
Designation	
Department	
E-mail Id	
Complete Address with pin code	

**As part of the university's programme of continuous improvement, it would be appreciated if you could provide feedback on your experience of the conduct of the University examination by answering the questions below**

Question	Excellent	Good	Average	Poor	Comments
Were the instructions for the examination appropriate for you to fulfill your role as an external examiner?					
Was the venue and environment suitable for such an examination?					
Was the timing of the examination appropriate?					
Were the arrangement for food and refreshments proper?					
Did the Chair make an explicit statement as to the purpose of the examination and the processes and procedures that would be followed during the examination?					
Did the Chair manage the examination in accordance with university procedures?					
Was the examination conducted in a manner that did not disadvantage the student?					
Did examination progress satisfactorily?					
Did you enjoy the examination experience?					
Would be willing to be an external examiner again at some time in the future?					
Did any unusual events occur which could have disadvantaged the student?	YES / NO				
Any other specific Observations /Suggestions pertaining to Examination activity					

Thank you for completing this form. (Submit Duly Filled & Signed form along with Mark-sheet in sealed cover)

Date : \_\_\_\_\_  
signature

External Examiner's



Voucher No. \_\_\_\_\_

Cheque No. \_\_\_\_\_

Date of Despatch \_\_\_\_\_

**MGM UNIVERSITY OF HEALTH SCIENCES, NAVI MUMBAI**

EXAMINATION First Half / Second Half of the year 20.....

N.B : In case where the same examiners are appointed to examine at more examinations than one or more subjects than one, a separate bill should be made in respect of each such examination or subject.

To, (Name of Convenor / Moderator / Paper Setter/ Examiner) \_\_\_\_\_  
in (Subject) \_\_\_\_\_ at the (Class) \_\_\_\_\_  
Examination of ( Month & Year) \_\_\_\_\_ 20 \_\_\_\_\_

	Rs.	Ps.
1) Moderating ..... set/s of question paper/s at the rate of Rs..... per set.		
2) Drawing up..... set/s of theory question paper/s at the rate of Rs..... per set.		
3) Examining ..... Candidates practically / orally or clinical at the rate of Rs..... per candidate (No. of practicals..... and No. of days for each practical.....)		
4) Examining ..... Thesis / Dissertation at the M.D.,M.S., Examination at the rate of Rs..... per Thesis / Dissertation.		
5) Examining Answer Books of ..... MBBS / M.Sc. / .....		
6) Supplying Model Answer.....		
7) Supplying Marathi / Devnagari version of ..... sets of question paper/s @ Rs..... per set.		
8) Minimum remuneration .....		
9) Chairman's allowance.....		
10) Exam. Supt. allowance.....		
Received payment (Signature & Date ) (Pre- receipted)	Grand Total Rs.	
<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">One Rupee Revenue Stamp for over Rs.450/-</div>	E. & O.E Signature of claimant _____	
Checked _____ CAP Incharge	Passed for Rs. _____ Ps. _____	
Address for Correspondence _____	Rs. _____	
	Date : _____	
	Finance & Accounts Officer	

Note: Examiners are requested not to include in their bills the fees due to Assistant and Servants at Practical Examinations. Claims for such fees should be made on separate bills to be prepared by the concerned persons and countersigned by the Examiners.

" In case of a joint bill individual receipts of the colleagues are also to be submitted along with the bill.

- Note: 1) All entries in this form must be filled in by the person preferring the bill. Forms in which any entry is left blank will be returned for completion to the person preferring the bill.  
2) Payment of Remuneration will become due after six weeks from the date of the declaration of results of the examination for which it is due.  
3) Payment of this bill will be made by cheque only.  
4) Payment of this bill claimed one year after the date of the examination result will be considered as time barred for payment.  
5) The bill must be pre-receipted.



# MGM INSTITUTE OF HEALTH SCIENCES

(DEEMED UNIVERSITY u/s of 3 UGC Act. 1956)

Ref: MGMIHS/57.2/X-1/07-2021 / 101

Date: 15.05.2021

To,  
The Dean, MGM Medical College, Navi Mumbai/ Aurangabad  
The Director, MGM School of Biomedical Sciences, Navi Mumbai/Aurangabad  
The Principal, MGM New Bombay College of Nursing, Navi Mumbai  
The Principal, MGM School of Physiotherapy, Navi Mumbai / Aurangabad  
The HOD In-Charge, MGM Institute University Dept of Prosthetic & Orthotics, Navi Mumbai

**Subject: Revised admissible manpower and rates of remuneration for conducting university examinations.**

**Ref: BOM-63/2021 dated :17.02.2021**

Dear Sir/Madam,

Sending herewith Revised Admissible Manpower and Rates of Remuneration for Conducting University Examinations for various programmes.

You are requested to implement the above changes with immediate effect & there is no change in TA/DA rates.

*Sanjay*  
*17/05/21*  
Controller of Examinations  
MGM Institute of Health Sciences,  
Navi Mumbai



Copy to:

1. The Registrar, MGM Institute of Health Sciences, Navi Mumbai
2. Finance Officer, MGM Institute of Health Sciences, Navi Mumbai

Examination Section

MGM Educational Campus, Sector -18, Kamothe, Navi Mumbai - 410 209

Tel: 022-27422471, Fax: 022-27420320

Website: [www.mgmuhhs.com](http://www.mgmuhhs.com) Email: [coe@mgmuhhs.com](mailto:coe@mgmuhhs.com)



# MGM INSTITUTE OF HEALTH SCIENCES

(Deemed to be University u/s of 3 UGC Act, 1956)  
Accredited by NAAC with 'A' Grade

Ref: MGMIHS/X-I-Account-01

Date : 15.05.2021

## NOTIFICATION NO :121/2021

Ref: Board of Management resolution no 5.6 of BOM-63/2021 dated :17.02.2021

### REVISED ADMISSIBLE MANPOWER AND RATES OF REMUNERATION FOR CONDUCTING UNIVERSITY THEORY EXAMINATIONS:

#### A. THEORY EXAMINATIONS

Sr. No.	Designation	Authorization Criteria	Rates of Remuneration
1	Dean / Principal	Overall In-Charge	Rs.1,500 for entire Examination period.
2	Centre Observer	Normally One per exam center. (to be appointed by the University)	Rs.600/- per day for Examination Period. (One day prior to commencement of Examination & One day after end of Examination is allowed)
	Centre In-Charge	One per exam centre (to be appointed by the University) If separate centre in-charge is appointed for Morning and Evening session, then the total remuneration will be equally divided between 2(Two) persons.	Rs 600/- per day for actual examination days and for one day prior to commencement of examination and one day after the examination Rs.225/- per day for non-examination days. It also includes the date on which answer books /question paper are received at examination centre till final dispatch of answer books to University. However it does not includes the days for which Rs. 600/- is paid i.e. the day prior to examination the day after the examination and the actual examination days.
3	Internal Vigilance Squad	A Vigilance Squad/s of not less than three and not more than four members shall be appointed by University to visit each examination centre	Rs.300/- per day only for actual examination days
4	Senior Supervisor	One per examination center for every 400 candidates or part thereof. If separate senior supervisor is appointed for Morning and evening sessions then the total remuneration will be equally divided between 2 (two)persons	Rs.450/- per day only for actual examination days
5	Junior supervisor	One each for every block of 30 candidates	Remuneration Rs.350 per session





## MGM INSTITUTE OF HEALTH SCIENCES

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Sr. No.	Designation	Authorization Criteria	Rates of Remuneration
6	Relieving supervisor Jr.	One relieving supervisor for every 150 candidates per session or part thereof	Remuneration Rs.350 per session
7	Peon cum Bell man	One each for 150 candidates	Rs. 100/- per day only for actual examination days
	Watchman	Min one per shift of 8 hrs i.e. Max Two watchmen per day from date of receiving papers till date of dispatch of answer sheets	Rs. 100/- per shift of 08 hours each.
8	Waterman	One each for 90 candidates	Rs. 100/- per day only for actual examination days
9	Dispatch Clerk	One per examination center	Rs. 1000/- for entire examination period
10	Stationery clerk	One per examination centre	Rs.675/- for entire examination period
11	Accounts/ Clerk/cashier	One per examination center	Rs.1000/- for entire examination period
12	Junior clerk cum typist	One per examination center	Rs. 1,000/- for entire examination period
13	Peon for centre I/c / Observer's office	One per examination center	Rs. 100 /- per day only for actual examination days
14	Sweeper	One per examination center	Rs.100/-per day only for actual examination days
15	Hamal	One per examination center	Rs.750/- for entire examination period
16	Audit Fees	-	Rs. 2,000/- plus service tax and other cess /charges applicable from time to time for each exam centre
17	Miscellaneous Expenditure	Items admissible under miscellaneous expenditure are stationery, packing material, miscellaneous, printing, photocopy charges, postage, etc	Rs. 750/- per day for actual examination days. Subject to minimum Rs. 4,500/- and maximum of Rs10,000/- (Number of exam days should be mentioned)
18	Flying Squad A) Chairman B) Member	Appointed by the University appointment	A) Rs. 600/- per center per visit Rs.300/- Co-ordination charges for whole programme B) Rs. 600/- per center per visit

*Signature*

**Controller of Examinations**



## MGM INSTITUTE OF HEALTH SCIENCES

(Deemed to be University u/s of 3 UGC Act, 1956)  
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### B. PRACTICAL EXAMINATIONS

#### Revised Admissible Manpower and Rates of Remuneration for Conducting University Practical Examinations:

Sr. No.	Designation	Authorization Criteria	Revised Rates of Remuneration
1	Dean / Principal	Overall In-Charge	Rs. 1,500/-for entire examination period.
2	A] Chairperson (UG) Convenor	One Per Subject	A] Rs. 1,500/- per Subject
	B] Chairperson (PG) Convenor	One Per Subject	B] Rs.1,500/- per Subject
3	Examination Co-ordinator (nominated by the University)	One for entire Examination To co-ordinate theory & practical	Rs.3000/- for entire Examination
4	Accounts Clerk / Cashier [Nominated by Dean]	One for entire Examination	Rs.1000/- for entire Examination Period
5	Junior Clerk cum Typist [Nominated by the Dean / Principal]	One for entire examination	Rs.1000/- for entire Examination Period
6.	A] U.G. Examiners	-	A] Rs. 45/- per examiner per candidate or minimum Rs. 750/- per U.G. Examiner, whichever is more.
	B] P.G. Examiners	-	B] Rs. 225/- per examiner per candidate or minimum Rs. 1500/- per P.G. Examiner, whichever is more.
7.	Expert Assistant	One Per Subject	Rs. 150/- per batch
8.	Qualifying Nurses	One Per Subject [for Clinical subjects only]	Rs. 100/- per batch
9.	Laboratory Assistant	One Per Subject	Rs. 100/- per batch
10.	Museum Assistant	One Per Subject	Rs. 100/- per batch
11.	Store Keeper	One Per Subject	Rs. 100/- per batch
12.	Peon	One Per Subject	Rs. 100/- per day
13.	Sweeper	One Per Subject	Rs. 100/- per day
14.	Patients Clinical Charges	-	Rs. 30/- per patient or Rs. 15,000/- whichever is less.
15	Clinical Subject (Person) in Physiology	Two (Only for 1 <sup>st</sup> Year MBBS Course)	Rs. 100/- each per day



## MGM INSTITUTE OF HEALTH SCIENCES

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Sr. No.	Designation	Authorization Criteria	Revised Rates of Remuneration
16.	Postage Expenditure OR College Courier Expenses	Actual receipts of Postage Expenditure are to be enclosed for claim  OR TA/DA expenses as per University rules for the Maximum of three such visits are permissible  Photo copy of Travelling Allowance [Form No.5] should be attached with claim.	After completion of the practical examination the Convener should submit the sealed envelope containing mark lists, attendance report, and answer books to the Dean / Principal of the College.  Dean/Principal of the College will ensure dispatch of this envelope within <u>four days</u> to <u>Controller of Examinations</u> by hand through College Clerk/Registered Insured Post whose travelling Expenses / Postage charges will be borne by the University.
17.	Audit Fees	-	Rs. 2,000/- per Exam Centre for auditing all accounts of all subjects. Separate department wise claim will not be admissible.
18.	Misc. Expenditure	Items admissible under Misc. Expenses are stationery, packing material, photocopy charges, misc. printing, postage, etc.	Rs. 15/- per candidate or Rs. 6,000/- per Centre, whichever is less [Please mention No. of candidates]

### Notes:-

- A total of 4 assistant's claims as reflected in Sr. No: 07, 08, 09, 10 are allowed. However nomenclature can vary from faculty to faculty and subject to subject.
- Allowance for Sr. No. 07, 08, 09, 10 and 13 above are admissible one day prior to the commencement date of the Practical Examination and one day after completion of the Practical Examination. However, this allowance is not admissible for 'Oral Examinations.'

Controller of Examinations



## MGM INSTITUTE OF HEALTH SCIENCES

(Deemed to be University u/s of 3 UGC Act, 1956)  
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### C. CENTRAL ASSESSMENT PROGRAMME CENTRES( CAP)

With reference to our notification no : 121/2021 dated 15.05.2021, Revised Admissible Manpower and Rates of Remuneration at the Central Assessment Programme Centres (Respective Practical Exam Centres)

Sr. No.	Designation	Authori- zation	Revised Rates of Remuneration
1.	Dean / Principal of the Centre	1	Rs. 1000/- for whole duration of Assessment Programme
2.	Custodian (Nominated by the University)	1	Rs. 600/- per day (from the date of receipt of answer books from the University till handing over the same to the University Representative.
3.	Assistant to Custodian – for assisting Custodian during evaluation Period (Lecturer of the same college)	1	Rs. 300/- per day (on actual assessment Programme days)
4.	Clerk	1	Rs. 100/- per day (on actual assessment Programme days)
5	Account clerk / Cashier	1	Rs.1000/- for whole duration of assessment programme
5.	Scrutinizer (for scrutiny of answer book)	1	Rs. 150/- per day (On actual assessment Programme days) Plus Re.1.50/- Per answer book for scrutiny. [If more than one scrutinizer is appointed then the per day allowance that is Rs. 150/- per day is being divided between / among the scrutinizers appointed)
6.	Peon	1	Rs. 100/- per day (on actual assessment Programme days)
7.	Miscellaneous Expenditure	-	Rs.300/- per day (on actual assessment programme days) OR Rs. 4,500/- per centre whichever is less.



## MGM INSTITUTE OF HEALTH SCIENCES

(Deemed to be University u/s of 3 UGC Act, 1956)  
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Sr. No.	Designation	Authori- zation	Revised Rates of Remuneration
8.	Examiners (For assessment of answer books including moderation, if any)	-	<b>[A] Under Graduate Courses</b>  (Section B & C combined) 1. <b>Upto 10 Marks subject</b> – Rs25/- per answer book OR Minimum Rs. 500/- in case quantity of answer books is below 20 2. <b>For 11 to 40 Marks subject</b> – Rs. 35/- per answer book OR minimum Rs.700/- in case quantity of answer books is below 20. 3. <b>For 41 to 75 Marks Paper / Section</b> Rs. 40/- per answer book, Minimum Rs. 800/- in case quantity of answer books is below 20. 4. <b>For 76 to 100 Mark's Paper / Section</b> Rs.45/- per answer book, Minimum Rs. 900/-in case quantity of answer books is below 20.
	(The remuneration should be examiner wiser and not course wise/ Bundle wise )		<b>[B] Post Graduate Courses</b>  1. <b>Upto 50 Marks subject</b> Rs. 100/- per answer book, Minimum Rs. 1000/- in case quantity of answer books is below 10.  2. <b>For 51 to 100 Marks subject</b> Rs.150/- per answer book OR minimum Rs.1500/- in case quantity of answer books is below10

**Note :** Remuneration for wrong entry made by the department and subsequently, if such a wrong entry has wrong entry has not been corrected by the CAP custodian or Assistant to custodian, as case may be, then remuneration for such entry shall not be paid.

*Isaac*

Controller of Examinations

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**MGM INSTITUTE OF HEALTH SCIENCES**

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

Sector -1, Kamothe, Navi Mumbai - 410 209.

Tel. 022-27432471 / 27432994, Fax: 022-27431094

Email registrar@mguhs.com | Website: www.mguhs.com

**RATES OF REMUNERATION FOR QUESTION PAPER SETTING / MODERTION APPLICABLE  
FROM WINTER 2014 EXAMINATION ONWARDS**

The Rate of remuneration for "Paper-Setters", 'Paper-Moderators' appointed for Theory Examinations will be as under:-

**UNDER-GRADUATE EXAMS**

**A) For Question Paper Setting :**

- |  |   |                    |
|--|---|--------------------|
| i. Question Paper having marks in between 40 to 100  | : | Rs.300/- per paper |
| ii. Question Papers having marks in between 20 to 40 | : | Rs.200/- per paper |
| iii. Question Papers having marks less than 20       | : | Rs.100/- per paper |

**B) For Moderation of Question Paper:**

- |  |   |                    |
|--|---|--------------------|
| i. Question Paper having marks in between 40 to 100  | : | Rs.350/- per paper |
| ii. Question Papers having marks in between 20 to 40 | : | Rs.250/- per paper |
| iii. Question Papers having marks less than 20       | : | Rs.150/- per paper |

**POST-GRADUATE EXAMS**

**C) For Paper Setting Question Paper:**

- |   |   |                     |
|---|---|---------------------|
| i. Paper Setting remuneration for the papers having marks 100               | : | Rs. 400/- per paper |
| ii. Paper Setting remuneration for the papers having marks<br>less than 100 | ] | Rs. 200/- per paper |

**D) For Moderation of Question Paper :**

- |   |   |                     |
|---|---|---------------------|
| i. Remuneration for Moderation of Question Paper having marks 100 | : | Rs. 450/- per paper |
| ii. Moderation of Question Paper having marks less than 100       | : | Rs. 250/- per paper |

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Registrar

MGM INSTITUTE OF HEALTH SCIENCES  
(DEEMED UNIVERSITY u/s 3 of UGC Act, 1956)  
KAMOTHE, NAVI MUMBAI



**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed University u/s 3 of UGC Act, 1956)

**APPLICATION FORM FOR EXAMIANERSHIP**

Name of Institution : \_\_\_\_\_

Name of Person : \_\_\_\_\_

Name of Department : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

E-mail ID : \_\_\_\_\_

Phone No / Mobile No. : \_\_\_\_\_

Residential Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post Graduate Qualification : \_\_\_\_\_

Specialty course : \_\_\_\_\_

Year of Passing : \_\_\_\_\_

Name of Institute : \_\_\_\_\_

Whether approved as PG Teacher : \_\_\_\_\_

If yes, letter no of University : \_\_\_\_\_

Name of the University : \_\_\_\_\_

Details of teaching experience starting from lecturer / Asst Prof with dates

Post	Date from	Date to	Institute

Any Academic position held in the University : \_\_\_\_\_  
 \_\_\_\_\_

Details if any court case pending / convicted by the court of law / debarred from the University from examination : \_\_\_\_\_  
 \_\_\_\_\_

Signature of the applicant : \_\_\_\_\_  
 \_\_\_\_\_

Recommendation of professor and Head of the department

Signature of H.O.D : \_\_\_\_\_

Recommendation of Dean / Director / Principal of the Institute

Signature of : \_\_\_\_\_



Head of  
Institute

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## MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s of 3 UGC Act, 1956)  
Accredited by NAAC with 'A' Grade

### APPENDIX IX

#### GUIDELINES FOR CONDUCTING WRITTEN EXAMINATION FOR STUDENTS WITH DISABILITIES

- A. The term examination stand for all Annual/Semester examinations conducted by the University.
- B. The facilities specified in the Document will include the following categories of students:

Sr. No.	Category	Facilities to be provided
(a)	Students with 100% Visual Disabilities.	<ul style="list-style-type: none"><li>➤ Writer</li><li>➤ Compensatory Time, as per rule</li></ul>
(b)	Students with low vision	<ul style="list-style-type: none"><li>➤ Writer (If the permanent disability of the students may be a hindrance in his/her ability to write the Examination)</li></ul>
(c)	Students with orthopedics disability	<ul style="list-style-type: none"><li>➤ Writer (If the candidate is unable to write his/her examinations himself /herself)</li><li>➤ Compensatory Time, as per rule (Where the facility of writer is availed of his disability may be a hindrance in his/her ability to write the examination)</li></ul>
(d)	Students with cerebral palsy and other brain related ailments that demand support system	<ul style="list-style-type: none"><li>➤ Writer (If the candidate is unable to write his/her examinations himself/her self)</li><li>➤ Compensatory Time, as per rule (Where the facility of writer is availed or his disability may be a hindrance in his/her ability to write the examination)</li></ul>
(e)	Students with hearing or speech impairment	<ul style="list-style-type: none"><li>➤ A sign interpreter</li><li>➤ Extra Time, as per rule</li></ul>

The facilitates mentioned against each category in respect of the students of above categories may be provided by the Controller of the Examination after obtaining the prior

approval of the University, if the candidate possesses a valid permanent disability certificate issued by the Medical Board of a Government Hospital. However, these facilities will be provided subject to fulfilling other conditions laid down in this document.

- A. The candidate, who will be eligible for writer/scribe/interpreter in any of the categories mentioned above, should have the discretion of opting for his own scribe/reader/lab assistant or request the Examination Body for the same. The examining body may also identify the scribe/reader/lab assistant to make panels as per the requirements of the examination
- C. The writer should be less qualified than the examinee. The writer is required to produce his/her identity, and a document of the last exam passed before the examination to the Controller of Examinations and to the visiting team if required.
- D. The writer must be paid on the last day of the examination by the Centre In charge. Each centre may claim the required remuneration in from the University after the examination is over.
- E. The fee for the writer, scribe, interpreter and Invigilator is to be borne by the University.
- F. The remuneration of the interpreter will be equivalent to the remuneration of the writer. They will be paid as per the rates prescribed by the University.
- G. If required, each examination centre must arrange for a sign language interpreter for the candidates with hearing/speech impairment. The interpreter should be available for the entire duration of the examination.
- H. Extra time over and above the prescribed time for a paper will be 1/3<sup>rd</sup> of the duration of examination
- I. The seating arrangements for persons with locomotors disabilities must be on the ground floor, in an accessible building equipped with disabled friendly toilets as far as possible.
- J. Where the facility of writer is provided to any candidate, he/she may be assigned a separate invigilator and a separate room. This provision must also be made for candidates who do not require a writer but are permitted extra time
- K. The institution must get prescribed Performa for writers duly filled by the writers/scribes/interpreters obtain the receipts of payments made to them
- L. A statement showing the particulars (such as Roll No. Name, Course, College and date of Examination) of the disability category student/s appearing at examinations and who have been provided the facilities, as above, must be sent to the Examination branch along with the writer's profroma, receipt of payment, copy of the admit card and copy of the disability certificate of the candidate by the concerned institutions for the maintenance of records and avoid any future discrepancies.

Certificate regarding physical limitation in an examinee to write.

This is to certify that, I have examined Mr/MS/ Mrs

\_\_\_\_\_  
(name of the candidate with disability), a person with \_\_\_\_\_ (nature and percentage of disability as mentioned in the certificate of Disability ), S/o/D/o \_\_\_\_\_, a resident of \_\_\_\_\_ (village/ District / State) and to state that he /she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/ Civil Surgeon/  
Medical Superintendent of a MGM

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Name & Designations

MGM Medical College with seal

Place:

Date:

Note :

Certificate should be given by a specialist of the relevant stream/ disability (eg. Visual impairment- ophthalmologist, Locomotor disability- Prothopaedic specialist/ PMR).

**Letter of Undertaking for Using Own Scribe**

I \_\_\_\_\_ a candidate with  
\_\_\_\_\_ (name of the disability ) appearing for the  
\_\_\_\_\_ (name of the examination) bearing Roll No.  
\_\_\_\_\_ at \_\_\_\_\_ (name of  
the Centre) in the District \_\_\_\_\_,  
\_\_\_\_\_ (name of the State). My qualification is  
\_\_\_\_\_.

I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the  
service of scribe/ reader/ lab assistant for the undersigned for taking the aforesaid  
examination.

I do hereby undertake that his qualification is \_\_\_\_\_. In case,  
subsequently it is found that his qualification is not as declared by the undersigned  
and is beyond my qualification. I shall forfeit my right to the post and claims relating  
thereto.

(Signature of the candidate with disability)

Place:

Date:

**STANDARD OPERATIVE PROCESS FOR RAISING OBSERVATION(S) ON  
THEORY QUESTION PAPER OF UNIVERSITY**

**Procedure For Raising Observation(S) on Theory Question Paper of University**

1. Head of the Department or senior faculty of concerned subject shall reach the examination hall on scheduled date and time of exams
2. The subject expert shall screen all the sections of question paper for any ambiguity in theory examination paper
3. The case of observation(s), the same shall be reported immediately to examination section. Joint Controller of Examination immediately by telephonically/ mail/ written for necessary corrective measures. etc.
4. Such observations in University theory examination shall be duly signed by the student(s) as per the format (Annexure-A). It should be presented to the Dean/Principal/Centre In-charge of the respective College of the student(s).
5. All such complaints/queries raised by the student(s) during University Theory Examinations session shall be forwarded through Dean/Principle/Centre In-charge / Centre Observer to the Controller of Examinations through Electronic Gadget/Equipment/Email and hard copy of same by speed post for further necessary action.
6. All valid complaints received by Controller of Examinations will be referred to paper setter, one additional neutral expert, BOS Chairman, Dean of the Faculty for their comments and thereafter to Board of Examinations for suitable decision on the subject.
7. Format for the complaint will be as per **Annexure-A attached.**

Authority : MGMIHS , Academic Council 35/2019 (item 9)dated 09/10/2019)



**MGM INSTITUTE OF HEALTH SCIENCES**  
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**Format : A**

**FORMAT FOR RAISING OBSERVATIONS / COMPLAINTS ON THEORY QUESTION  
PAPER OF**

Name of the student /Teacher	Designation of teacher & Dept	Seat No.	Name of the College	Subject/ Paper	Course	Question No.	Nature of Complaint i.e. out of syllabus/ printing error etc.	Signature of the student with date

Forwarded through  
Principal /Dean/Center-In-charge  
Sign and Seal

## STANDARD OPERATIVE PROCESS FOR RE-EVALUATION OF ANSWER BOOKS FOR UG COURSES

Revaluation means to re-evaluate the paper of a particular subject completely.

S.No	Particulars	Summary
1.	Application form available at	University Website
2.	Fee Structure	5000 Per subject for UG
3.	To be Submitted at	Registrar office, MGMIHS University

Note:-

- A. Students are advised to go through all the terms & conditions before they apply for the Revaluation.
  - B. Application for Revaluation is to be made within 10 days from the date of publication of result on University website.
  - C. Application form is to be completely filled and signed by the student (concerned) only.
  - D. Select the paper carefully in which you wish to seek revaluation. No second application for additional papers shall be accepted.
  - E. The fees once paid shall not be refunded.
  - F. The application is to be made by the student in his/her own hand-writing and under his/her own signature and not by anyone else on his/her behalf.
1. Applying for Photo/Xerox copy of the answer books for Revaluation are separate and independent procedures to be governed under MGMIHS examination rule 48.
  2. If the examinee is not satisfied with the marks awarded, he/she may independently apply for revaluation within 10 days from declaration of results, whether or not he/she has applied for Photo/Xerox copies of answer books or applied for re-totalling.
  3. Re-evaluation of University examination in all years of Under Graduate (UG) Courses is permissible by the University on application and remittance of a prescribed fee. This is applicable to **theory examination only**.
  4. Revaluation of answer books shall not be permitted in respect of marks awarded to the scripts of practical examination /term work/ project work / dissertation / internal assessment and viva voce /oral / practical examinations
  5. Fee for Re-evaluation is Rs. 5,000/- per subject for UG courses ( Non refundable) shall be remitted through online payment portal or by RTGS.
  6. In process of Re-evaluation of answer-book(s) of theory paper examination will get revaluated by another examiner.
  7. The prescribed application form for revaluation of answer book can be obtained from MGMIHS website and shall be submitted through respective Institutional Head of the MGM Institute of Health Sciences, Sector 1, Kamothe, Navi Mumbai -410209
  8. The University examination branch will arrange such re-evaluation in a confidential manner from a competent examiner as per MCI guidelines.

9. The marks awarded originally will be completely masked the answer book in subjected for re-evaluation.
10. Marks whichever is higher between original and re-evaluated marks will be accepted.
11. If the candidate or any other person gets the Xerox answer books re-evaluated from any other examiner of his/choice, such marks will not be entertained by MGMIHS.
12. Any attempt to influence the examiners(S) in any form by a candidate of his/her relatives will amount to adopting "Unfair Means" by the candidate.

(Above SOP approved on note sheet by Hon'ble Vice Chancellor)

Authority : MGMIHS BOM Resolution No 5.1 of BOM 55/2018 (ii) dated: 27/11/2018 & Academic Council 35/2019 (item 9)dated 09/10/2019)

*Shawad*  
Jt. Controller of Examinations

Jt. Controller of Examinations

