

APPENDIX - I

Responsibilities of Officials

I - Departmental Exam Coordinator

1. List of Course Coordinator, Question Paper Setter and Question Paper Moderator appointed by HoD should be sent to the Exam Section.
2. The Coordinator shall get the required number of answer booklets issued from Exam Section. If any booklet is found damaged, it should be returned to Exam Section.
3. Safe keeping of question paper
 - a. A Record should be maintained regarding receiving of sealed question paper envelopes from the paper setter.
 - b. He/She should keep all the sealed envelopes under lock and key.
 - c. The seal should be opened in the presence of two faculty members.
 - d. A record should be maintained regarding the time the seal is opened and signature of the faculty members present.
 - e. Any tampering of the envelopes should be reported to Chief Superintendent/ HoD.
 - f. The envelope should be opened 10-30 min (depending on the no. of students appearing in the exam) in the presence of HoD/Course Coordinator.
4. For Open Book Examination, ensure that proper instructions regarding the number of books and bound notes are given on the question papers.
5. Exam Coordinator should report malpractice cases to concerned Chief Superintendent for ETE / HoD for MTE along with both answer sheets (before and after malpractice case reported).
6. One reliever may be appointed for invigilation for 4-6 rooms, if required. The reliever should be available for the complete duration of the exam.
7. Exam Coordinator shall provide two additional blank answer books and malpractice case registration form to each invigilator for their utilization during the malpractice case detection.
8. Exam Coordinator is responsible to maintain the record of all question papers (MTE/ETE) with the markings of CO and PO's mapping duly signed by the question paper setter, Moderation Committee and HoD.

II - Invigilators

1. The Invigilator shall collect the blank answer booklets, question paper and attendance sheet along with five Malpractice Forms from the Departmental Exam Coordinator at least 20 minutes prior to the commencement of the Exam.
2. He/ She shall ensure that all the answer booklets are in proper condition and carry the booklet number.
3. He/ She shall ensure that number of answer booklets and question papers are the same as the number of students listed in the attendance sheet.
4. He/She shall ensure that students should enter answer booklet no. in the attendance sheet.
5. He/She should reach the examination hall 15 minutes prior to the commencement of the examination, so as to ensure that students enter the exam room only in his/her presence.
6. He/She must also ensure that no other students, apart from those whose names appear in the attendance sheet, have appeared in the examination.
7. All malpractice cases should be reported to Departmental Exam Coordinator in the prescribed form.
8. After the exam is over, he/she will collect the booklet from each student individually.
9. He/She will arrange the answer booklets according to the sequence number in attendance sheet.
10. He/She will deposit the answer booklets and attendance sheet to the Departmental Exam Coordinator.

DOs and DON'Ts for invigilators:

DO	DO NOT
Wear your own ID card during invigilation	Allow students after 10 minutes of commencement of Examination.
Check the identity card of student OR permission given in a prescribed format (Annexure-III) by CoE/Chief Superintendent/HoD/ Departmental Exam Coordinator before allowing him/her to the exam.	Talk to or help the student directly or indirectly
Read the instructions printed on the answer books to all students prior to commencement of examination for every exam.	Permit other invigilators inside the exam room.
Verify the particulars such as name, registration number, date, month, year, subject of examination, etc. filled by the student on the answer sheet and attendance sheet.	Use mobile phones/electronics gadgets inside the exam room
Carry out vigilant supervision by moving in between the rows as much as possible and check that the student does not possess/use any electronic gadgets except scientific calculators.	Keep sitting all the time.
Refer to the Exam Coordinator/HoD/Chief Superintendent, in case of any doubts raised by the student in the question paper	Clarify or guide any doubts raised by the students in the question paper
Collect the answer sheets immediately after the examination from the students	Tell students to leave the answer books on the desk
Report suspected malpractice cases to Exam Coordinator. In case two or more students are involved in helping/talking/passing/copying, register the malpractice case against all of them.	Allow student to exit the examination hall before half-an-hour from the scheduled end of the examination
For Open Book Examination	
Permit use of books and bound notes only (with name and registration written on it) as per instructions given on Question Papers.	Permit use of loose material

III – Office Superintendent

1. Supervision of concerned clerical staff members of the unit.
2. As per the instructions of the CoE/HoD/Directors, assigning invigilation duties to faculty members.
3. Room allotments.
4. Sending Malpractice cases to concerned Chief Superintendent.
5. Answer copies record keeping.

IV - Clerks

1. Room wise arranging of answer copies and question papers.
2. Collecting unused answer copies and malpractice case registration form (if any) from the invigilators.
3. Collection of answer copies from invigilators after each examinations and sending them to concerned departments/course coordinators.
4. Collecting invigilator dairies.
5. Other assigned duties under the supervision of Office Superintendent.

V - Chief Superintendent/Members:

1. The team shall be responsible for smooth conduction of the examination in coordination with HoD / Departmental Examination Coordinators.
2. The team should ensure that the proper time schedule is being followed as notified.
3. While the Examination is in progress, the team should ensure that all the room Invigilators are discharging their duties properly and that there is no scope for malpractice.
4. In the event of the detection of cases of malpractice, the team shall investigate the case and forward their recommendations, as per guidelines framed for managing malpractice cases, to the Exam Section
5. The team should ensure that at the end of the Examination, collected answer books from Invigilators are being sent to the respective HoDs/ Departmental Exam Coordinator and room wise students attendance sheets is being forwarded to the office of CoE.
6. The team shall be present in the campus throughout the Examination. Under no circumstances, should any member of the team leave the premises of the center where Examination is in progress. In case he/she wants to avail leave from the duty then he/she has to inform at least 2 days in advance and seek prior permission of the Chief Superintendent/CoE.
7. The team must take surprise rounds in examination rooms, to ensure that if any student has been found using unfair means, a malpractice case against him/her has been registered.
8. Both the answer sheets, along with unfair-means material and duly filled in malpractice case Registration Form with Chief Superintendent's Report are to be forwarded to the Exam Section within 24 hrs of conduction of examination.
9. Team shall ensure that no student has been allowed inside the exam hall without his/her Identity Card and no student is in possession of any electronics gadgets, or unauthorized paper/material team must inspect/search any person/student in the event of suspicion in this regard.
10. The team should observe the conduct of functionaries deployed for examination duty. Any violation should be brought to the notice of the CoE.

The team should check that no unauthorized person is moving/present in the examination halls. In case of suspicion, the identity of the person should immediately be checked and necessary action should be initiated.

EXAMINATION REMUNERATION FOR REGULAR OFFLINE / ONLINE / DIRECTORATE OF ONLINE EDUCATION MANIPAL UNIVERSITY JAIPUR (MUJ/REGR/1403/396/2021 & MUJ/REGR/1403/257/2022)		
	Regular programmes	Online programmes
<u>End term Examination Duties (Theory)</u>		
Center Superintendent / In-charge flying squad	₹ 450/- per duty	₹ 450/- per duty
Deputy Superintendent / Member Flying squad / In-Charge Examination	₹ 350/- per duty	NA
Invigilator	₹ 300/- per duty	₹ 300/- per duty
Departmental Exam Coordinator	₹ 350/- per day	NA
Office Superintendent	₹ 200/- per duty	NA
Clerk (Examination/Accounts/HR)	₹ 150/- per duty	NA
General Duty Worker	₹ 125/- per duty	NA
<u>End Term Examination Duties (Practical)</u>		
Chief Superintendent	₹ 300/- per day	NA
Expert Assistant	₹ 250/- per duty	NA
Laboratory Technician	₹ 200/- per duty	NA
Clerk	₹ 200/- per duty	NA
General Duty Worker	₹ 150/- per duty	NA
<u>Answer Scripts Evaluation (End Term)</u>		
For Post graduate Courses	₹ 75/- per copy (Min. 400/-)	₹ 25/- per copy* (Min. 500/-)
For Undergraduate Courses	₹ 50/- per copy (Min.300/-)	₹ 20/- per copy* (Min.250/-)
<u>Answer Scripts Evaluation</u>		
Internal Assignments Evaluation (External & In case Internal faculty is not teaching the subject)	NA	₹ 10/- Script
Project Evaluation & Viva Voce	UG - ₹ 125/- per student PG - ₹ 1000/- per student	₹ 100/- Student
<u>Evaluation of Ph.D thesis</u>		
Ph.D Guide	₹ 5000/- per scholar	Same as Regular Programmes
Ph.D coordinator	₹ 800/- per scholar	Same as Regular Programmes
Ph.D External thesis evaluation	₹ 4000/- per thesis	Same as Regular Programmes
Ph.D Viva voce	₹ 2000/- per exam	Same as Regular Programmes
<u>Other Fees (End Term)</u>		
Paper Setting (External): If the paper is set by the External faculty or in case the internal faculty is not teaching that particular paper.	₹ 500/- per question paper.	<ul style="list-style-type: none"> Setting: ₹ 1000/- which includes detailed SOE containing the probable answers Moderation: ₹ 500/- which includes detailed SOE containing the probable answers
Make up Examination fee	₹ 1000/-	₹ 700/- per subject
Re-Evaluation fees	NA	₹ 300/- component (Internal Assignment or Term End examination answer script)
Question paper audit	₹ 300/- per question paper.	NA

* The maximum capping of 100 scripts per day and overall, 1000 scripts assigned to the evaluator.



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