



## महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक

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## लेखी परीक्षा संचलन नियमावली

Rules for Conduct of Theory Examination



परीक्षा माहे: \_\_\_\_\_

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- १.१ आपणास दिलेले प्रश्नपत्रिकांचे मोहरबंद लखोटे आपल्याच केंद्रासाठी आहेत हे काळजीपूर्वक यादीनुसार पाहूनच लखोटे ताब्यात घ्यावेत.
- १.२ परीक्षेच्या प्रश्नपत्रिका तसेच उत्तरपत्रिका विद्यापीठाच्या प्रतिनिधीकडून ताब्यात घेणे व त्या वरीष्ठ पर्यवेक्षकाकडे देईपर्यंत सुरक्षित ठेवणे व त्यांचा तंतोतंत हिशोब ठेवणे.
- १.३ प्रश्नपत्रिकेचे गूठे आपल्याकडे आल्यावर केंद्रप्रमुखाने काळजीपूर्वक लखोटे मोजून घ्यावीत. एम.सी.क्यू. म्हणजेच विभाग "अ" च्या उत्तरपत्रिका प्रश्नपत्रिकेबरोबरच येतील. विषयाचा संकेत क्रमांक, विषय, पेपर क्रमांक, तारीख व वेळ या गोष्टी वेळापत्रकाशी जुळतात की नाही याची खात्री करावी.
- १.४ मोहरबंद लखोटे ताब्यात घेतेवेळी ते सर्व बाजूनी व्यवस्थित (न फाटलेले) आहेत व लखोट्यावरील सील व्यवस्थित आहे हे पाहून घ्यावे व यासंबंधीचे प्रमाणपत्र पुरविण्यात आलेल्या नमुन्यात घावे.
- १.५ पुरविण्यात आलेल्या एकूण लखोट्यांची संख्या व देय पत्रकांवर (केंद्रनिहाय प्रश्नपत्रिका यादीमध्ये) नोंद केलेल्या एकूण लखोट्यांची संख्या बरोबर आहे याची खात्री करून घ्यावी.
- १.६ देयपत्रकावरील विषयाचा संकेत क्रमांक, विषय, पेपर क्रमांक, तारीख, वेळ, प्रश्नपत्रिकांची संख्या आणि मोहरबंद लखोट्यांवरील तपशील हा सारखा आहे हे पडताळून घ्यावे.
- १.७ परीक्षा साहित्य देण्यास येणारी किंवा उत्तरपत्रिका घेण्यासाठी येणारी विद्यापीठाची वाहने परीक्षाकेंद्रावर शक्यतो दिवसाच येतील, पण काही केंद्रावर पोहचताना रात्र होण्याची शक्यता आहे. रात्री १० वाजेपर्यंत हे साहित्य स्विकारावे किंवा घावे. रात्रीच्या वेळेस वाहन आल्यास दोन व्यक्तींच्या (विद्यापीठ प्रतिनिधी व ड्रायव्हर) यांच्या राहण्यासाठी व्यवस्था करावी व गाडी सुरक्षिततेची आपण व्यवस्था करावी.
- १.८ देयपत्रकात नोंदविलेले लखोटे पोहचल्याबद्दलची सही संबंधित अधिष्ठाता/केंद्रप्रमुख/प्रतिनिधीने प्रत्येक देय पत्रकावर करून ती वितरण करणाऱ्या विद्यापीठाच्या प्रतिनिधीकडे घावी. पुरविण्यात आलेल्या मोहरबंद लखोट्यांच्या संख्येबाबत अगर लखोट्यांवर नोंद केलेल्या मजकुराबाबत काही शंका, सुचना, अगर अडचणी आल्यास वितरण करणाऱ्या विद्यापीठाच्या प्रतिनिधीकडे वेगळ्या कागदावर लेखी लिहून घाव्यात, देय पत्रकावर लिहू नये. तसेच केंद्रप्रमुख यांनी त्यांना पुरविण्यात आलेले प्रश्नपत्रिकांचे मोहरबंद लखोटे ताब्यात घेतल्यावर देयपत्रकावर नोंदलेली परीक्षार्थी संख्या व आपणास पुरविण्यात आलेल्या प्रश्नपत्रिकांची संख्या बरोबर असून ती आपल्या केंद्रात लागणाऱ्या संख्येइतकी आहे हे पाहून घ्यावे (ही पडताळणी विद्यापीठ प्रतिनिधीच्या भेटीनंतर करावी); नसल्यास तात्काळ या कार्यालयास फोन/फॅक्स ने कळवावे म्हणजे कमी पडणाऱ्या प्रती विद्यापीठात उपलब्ध असल्यास तात्काळ पाठविण्याची व्यवस्था केली जाईल आणि उपलब्ध नसल्यास आवश्यक संख्येच्या प्रश्नपत्रिका चक्रमुद्रित (फोटोकॉपी) करण्याविषयी तात्काळ सूचना दिल्या जातील.
- १.९ प्रश्नपत्रिका कमी पडल्यास चक्रमुद्रित (फोटोकॉपी) करावयाची मुभा आहे. परंतु त्यासंबंधीचे बील विद्यापीठाकडे परीक्षा संपताच, परंतु एक महिन्याच्या आत पाठविल्यास त्याची दखल घेतली जाईल. बिलासोबत चक्रमुद्रित (फोटोकॉपी) केलेल्या प्रश्नपत्रिकेची प्रत जोडावी. केंद्रावरील परीक्षार्थी संख्या व विद्यापीठाने पाठविलेल्या प्रश्नपत्रिकांच्या एकूण प्रतींची संख्या याची संपूर्ण माहिती सोबत जोडावी.
- १.१० काही अपरिहार्य कारणामुळे परीक्षेच्या वेळापत्रकात बदल झाला असेल तर त्यासंबंधी जे सुधारीत वेळापत्रक असेल त्याप्रमाणे परीक्षेच्या तारखा व वेळ संबंधीत मोहरबंद लखोट्यावर दुरुस्त केले आहे हे पडताळून घ्यावे. बदलेली तारीख व वेळ यांची दुरुस्ती केली नसल्यास ती सुधारीत वेळापत्रकाप्रमाणे करून घेऊन परीक्षार्थींना प्रश्नपत्रिका वाटावयाच्या आहेत व या संबंधीचा बदल परीक्षार्थींना परीक्षा सुरु होण्यापूर्वीच केंद्रप्रमुख, केंद्रनिरीक्षक व वरीष्ठ पर्यवेक्षक यांनी जाहीर करावयाचा आहे.
- १.११ परीक्षा काळात कोणत्याही प्रकारचा गैरप्रकार होऊ नये यासाठी कार्यक्षम व दक्ष असा एक वरीष्ठ पर्यवेक्षक व समग्र बैठक व्यवस्थेच्या तक्त्यानुसार कनिष्ठ पर्यवेक्षक नेमण्यात यावेत.
- १.१२ वेळापत्रकानुसार प्रश्नपत्रिका न वाटता दुसरीच प्रश्नपत्रिका वाटली गेल्याची गफलत झाल्यास त्याची संपूर्ण जबाबदारी केंद्रप्रमुख व केंद्रनिरीक्षक यांच्यावर राहिल; त्यासंबंधी काही शंका असल्यास वेळीच विद्यापीठाकडे चौकशी करून योग्य तो खुलासा करून घेऊन सूचनेप्रमाणे कार्यवाही करावी. मात्र अंतिम जबाबदारी केंद्रप्रमुख व केंद्रनिरीक्षक यांच्यावरच राहिल.
- १.१३ **परीक्षाकेंद्रावर परीक्षा सत्र सुरु होण्याच्या अगोदरच्या दिवशी, परीक्षेसंदर्भातील सर्व अधिकारी कर्मचारी यांची बैठक आयोजित करावी.** या बैठकीत परीक्षा आयोजनासंदर्भात खालील बाबीची चर्चा करावी व बैठक घेण्याच्यावेळी केंद्रनिरीक्षक उपस्थित राहतील याची खात्री करून घ्यावी व बैठकीचे इतिवृत/अहवाल नमुना क्र.१२ प्रमाणे त्वरीत फॅक्सने पाठवावा.
- क) परीक्षेत गैरप्रकार होणार नाहीत याबाबत सर्वांनी दक्ष रहावे.
- ख) वरीष्ठ पर्यवेक्षक व कनिष्ठ पर्यवेक्षक यांना त्यांच्या जबाबदाऱ्यांबद्दल सखोल कल्पना देण्यात यावी (सूचना क्रमांक ५ व ६).
- ग) परीक्षा सुरळीत पार पाडण्यासाठी सर्वांचे सहकार्य व जबाबदारी महत्वाची आहे याची कल्पना घावी.
- घ) परीक्षेच्या कामातील अधिकारी व कर्मचारी परीक्षेच्या काळात पेपर सुरु होण्यापूर्वी किमान १ तास अगोदर कार्यालयात हजर असावेत.
- च) ओ.एम.आर. उत्तरपत्रिका म्हणजेच विभाग "अ" ची उत्तरपत्रिका विशिष्ट प्रकारची असल्याने व त्या उत्तरपत्रिकेचे ओ.एम.आर. स्कॅनिंग होणार असल्याने त्याबद्दलचे योग्य मार्गदर्शन देण्यात यावे (सूचना अनुक्रमांक ९.५).

- छ) ओ.एम.आर. शीट म्हणजेच विभाग "अ" च्या उत्तरपत्रिकेवर आसन क्रमांक, प्रश्नपत्रिका आवृत्ती क्रमांक, विद्यार्थ्यांची सही व तारीख इत्यादी रकाने असतात. ते निळ्या/काळ्या बॉल पेनने भरावेत.
- ज) ओ.एम.आर. शीट म्हणजेच विभाग "अ" च्या उत्तरपत्रिका प्रश्नपुस्तिकेसह अर्ध्या तासाने जमा कराव्यात. सदर उत्तरपत्रिका जमा करण्यापूर्वी पंधरा मिनीटेआधी विभाग "ब/क" ची प्रश्नपत्रिका व उत्तरपत्रिका परीक्षार्थींना द्याव्यात. यावेळी कनिष्ठ पर्यवेक्षक यांनी विद्यार्थ्यांना विभाग "अ" चे उत्तर सोडविताना अडचण होणार नाही याची दखल घ्यावी. विद्यापीठाने उत्तरपत्रिकांच्या स्वरूपात बदल केल्याचे परीक्षार्थ्यांसाठी नियुक्त कनिष्ठ पर्यवेक्षक, वरीष्ठ पर्यवेक्षक व लिपीक इ. व्यक्तींच्या निदर्शनास आणून द्यावे. त्या अनुषंगाने प्रपत्रात केलेले बदलसुध्दा सुचित करावेत.
- १.१४ परीक्षेसाठी परीक्षार्थी संख्येनुसार आवश्यक तितक्या खोल्या उपलब्ध असल्याची खात्री करावी. परीक्षाकेंद्रावर बैठक व्यवस्था समाधानकारक राहिल याची खात्री करावी (उदा. प्रकाश, पंखे, पाणीव्यवस्था, इ.). परीक्षेसंदर्भात स्टेशनरी व इतर गोपनीय साहित्य ठेवण्यासाठी एक स्वतंत्र खोली व आवश्यक कपाटे उपलब्ध असल्याची खात्री करावी. खोलीमधील ट्युब लाईट, पंखे बंद असल्यास दुरुस्त करून परीक्षेच्या कालावधीत चालू राहतील याची खबरदारी घ्यावी. प्रसाधनगृह दररोज स्वच्छ करून घ्यावे. अशा प्रकारे नेमून दिलेल्या परीक्षाकेंद्रावरील परीक्षा सुरळीतपणे पार पडण्यासाठी आवश्यक ती सर्व व्यवस्था करावी.
- १.१५ परीक्षा कालावधीसाठी पुरुष आणि महिला पोलीस कॉन्स्टेबलची गरज असल्याने तशी मागणी करणारे पत्र परीक्षेच्या १० दिवस आधी जिल्हा पोलीस अधीक्षक यांना पाठवावे. उपलब्ध न झाल्यास महाविद्यालयातील सुरक्षारक्षक नेमावेत.
- १.१६ परीक्षा चालू असताना वीज पुरवठा खंडीत होऊ नये यासाठी राज्य विद्युत मंडळाच्या स्थानिक अधिकाऱ्यांना पत्र लिहावे.
- १.१७ परीक्षाकेंद्रामध्ये परीक्षेची गोपनीयता राखण्याकरीता प्रश्नपत्रिका व उत्तरपत्रिका कपाटात ठेवून मोहरबंद करण्याचे केंद्रप्रमुख व केंद्रनिरीक्षक यांचे कामकाज काटेकोरपणे होणे आवश्यक आहे. त्यासाठी कपाटावर केंद्रप्रमुख, केंद्रनिरीक्षक व अंतर्गत दक्षता समिती अध्यक्ष यांच्या सहया, तारीख व वेळ टाकून प्रत्येकवेळी कपाट मोहरबंद करावे.
- १.१८ परीक्षेसाठी लागणारे साहित्य उदा. स्टेशनरी, प्रश्नपत्रिका आणि उत्तरपत्रिका सर्व पर्यवेक्षकांना योग्य वेळेतच देण्याचे काम करावे.
- १.१९ प्रत्येक विषयाचा पेपर संपल्यावर ताबडतोब विभाग "अ" आणि विभाग "ब/क" च्या उत्तरपत्रिका विभागनिहाय / विद्याशाखानिहाय / विषयनिहाय / पेपरनिहाय कापडी पिशवीत मोहरबंद करून आपल्या ताब्यात ठेवाव्यात आणि विद्यापीठाचे प्रतिनिधी उत्तरपत्रिकांचे गठ्ठे घेण्यासाठी येतील त्यावेळी ते गठ्ठे पोहचपावतीसह (दोन प्रतीत) विद्यापीठाच्या प्रतिनिधीकडे सुपूर्द करावेत. उत्तरपत्रिकांचे गठ्ठे व्यवस्थित विषयनिहाय, पेपरनिहाय, विभागनिहाय वर्गवारी केलेले असावेत. गठ्ठ्यावर खालील प्रकारचा मजकूर लिहावा:-

महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक	
परीक्षाकेंद्राचे नाव	
परीक्षा शाखा व वर्ष	
दिनांक	
वेळ	
विषय	
पेपर क्रमांक	
विभाग (अ+ब/क)	
एकूण उत्तरपत्रिकांची संख्या	
केंद्रनिरीक्षकाची सही	केंद्रप्रमुखाची सही व केंद्राचा शिक्का

- १.२० वापरलेल्या प्रश्नपत्रिका व न वापरलेले इतर साहित्य यांची यादी करून व प्रत्येकाची संख्या लिहून यादीसह स्वतंत्र गठ्ठा बांधून ठेवावा. गठ्ठ्यांवर खालील प्रकारचा मजकूर लिहावा.

महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक	
न वापरलेले साहित्य	
विभाग "अ" - एकूण उरलेल्या प्रश्नपत्रिका व उत्तरपत्रिका	
विभाग "ब/क" - एकूण उरलेल्या उत्तरपत्रिका (विभाग "ब/क" च्या उरलेल्या उत्तरपत्रिका नमुना क्र.७ अनुसार पाठविणे)	
केंद्रप्रमुखाची सही व केंद्राचा शिक्का	

- १.२१ Personalised Bar-coding संदर्भात कलम क्र.१३ चे अवलेकन करावे.

## २. परीक्षा कामकाजाचा अधिकारी/कर्मचारी वर्ग

- २.१ परीक्षाकेंद्रावर केंद्रप्रमुख व केंद्रनिरीक्षक यांची नेमणूक विद्यापीठामार्फत केली जाते.
- २.२ इतर कर्मचारी, उदा. अंतर्गत दक्षता समिती पथक अध्यक्ष, वरीष्ठ पर्यवेक्षक, कनिष्ठ पर्यवेक्षक, लिपीक, शिपाई, पाणी वाटणारे, स्वच्छक(झाडवाला), रखवालदार इ. नेमणूका केंद्रप्रमुखाने अधिसूचना क्र.०५/२००८ (सुधारीत) च्या अधिन राहून करावी.
- २.३ कनिष्ठ पर्यवेक्षकाचे काम अध्यापकांना देणे गरजेचे आहे. जर अध्यापकांची कमतरता असेल तर त्याऐवजी महाविद्यालयातील इतर शिक्षकेतर कर्मचाऱ्यांची नियुक्ती करण्यास विद्यापीठाची पूर्वपरवानगी घेणे आवश्यक आहे. कनिष्ठ पर्यवेक्षक नियुक्ती करतांना ज्या विषयाचा पेपर असेल त्या विषयाचा कनिष्ठ पर्यवेक्षक त्यादिवशी नेमु नये.
- २.४ वरीष्ठ पर्यवेक्षक व कनिष्ठ पर्यवेक्षक यांची बैठक आदल्या दिवशी घेणे व कामकाजाच्या सूचना देणे अत्यावश्यक आहे.
- २.५ कनिष्ठ पर्यवेक्षक यांच्या खोलीनिहाय नियुक्तीचा तक्ता परीक्षा पूर्ण झाल्यानंतर सात दिवसांच्या आत सोबत दिलेल्या नमुना क्र.१ प्रमाणे विद्यापीठाला पाठवावा.

## ३. परीक्षाकेंद्रावरील बैठक व्यवस्था

- ३.१ खोल्या पाहतांना प्रत्येक खोलीत एका बाकावर एकच परीक्षार्थी याप्रमाणे प्रत्यक्षात किती परीक्षार्थी बसू शकतील याची खात्री करावी. महाविद्यालयातील खोल्या निवडतांना किमान ३० परीक्षार्थी परीक्षेसाठी बसू शकतील अशा खोल्या निवडाव्या. अशा खोल्या उपलब्ध नसतील तर मोठे हॉल वापरण्यास हरकत नाही, परंतु त्यामध्येसुद्धा ३० परीक्षार्थींचा एक ब्लॉक असेच ब्लॉक करावेत. जागेच्या क्षमतेप्रमाणे ६ बाकांच्या ५ रांगा, १० बाकांच्या ३ रांगा, १५ बाकांच्या २ रांगा असाव्यात. तसेच आसन क्रमांक टाकण्यापूर्वी खोल्या स्वच्छ झाडून घ्याव्यात. बाके कोरड्या फडक्याने पुसून घेऊन नंतर ओल्या फडक्याने पुसावीत. भिंतींवर, बाकांवर काहीही मजकूर लिहिलेला नसावा.
- ३.२ विषय, तारीख, वेळ बघून सीट समरीप्रमाणे दैनंदिन बैठक व्यवस्थेच्या नियोजनाचे काम ३० विद्यार्थ्यांचा एक ब्लॉक याप्रमाणे करावे. सदर कामाचे नियोजन परीक्षा सुरु होण्यापूर्वी दोन दिवस आधी सुरु करावे.
- ३.३ विभाग "अ" च्या बहुपर्यायी प्रश्नपत्रिकेचे स्वरूप वेगळे असल्यामुळे याच्या नियोजनाकरिता एका विशिष्ट पध्दतीने बाकावर क्रमांक टाकावे लागतात. उदा. समजा १० बाकांची रांग आहे, तर बैठक व्यवस्था खालील प्रमाणे राहिल:-

१	११	२१
२	१२	२२
३	१३	२३
४	१४	२४
५	१५	२५
६	१६	२६
७	१७	२७
८	१८	२८
९	१९	२९
१०	२०	३०

- ३.४ बैठक व्यवस्थेतील प्रत्येक वर्गाच्या फळ्यावर खालील माहिती लिहीलेली असावी:-

महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक		
खोली क्रमांक		
परीक्षा माहे		
दिनांक		
वेळ	ते	
विद्याशाखा व वर्ष		
विषय		
पेपर क्रमांक		
बैठक क्रमांक	ते	(एकूण विद्यार्थी)
एकूण अनुपस्थित विद्यार्थी:		एकूण उपस्थित विद्यार्थी:

- ३.५ प्रत्येक खोलीत कोणत्या क्रमांकानुसार कोणत्या क्रमांकापर्यंत परीक्षार्थी बसतील हे लक्षात घेऊन समग्र बैठक व्यवस्थेचा तक्ता तयार करावा.
- ३.६ बैठक व्यवस्था करण्यासाठी नेमलेल्या लिपिकांना समग्र बैठक व्यवस्थेच्या तक्त्यानुसार वर्गातल्या बाकांवर खडूने वरील पध्दतीने क्रमांक टाकण्यास सांगावे. दोन परीक्षार्थ्यांमध्ये त्यांना नक्कल करता येणार नाही इतकी जागा सोडणे आवश्यक असल्याने, तशी खात्री करावी.

- ३.७ परीक्षेच्या एक दिवस अगोदर दररोज संध्याकाळी प्रत्येक खोलीमध्ये विद्यार्थ्यांचे परीक्षा क्रमांक बाकावर ओल्या खडूने लिहून काढावेत. असे क्रमांक लिहून झाल्यानंतर या खोलीत दुसऱ्या दिवशी परीक्षेच्या वेळेपर्यंत केंद्रप्रमुखांच्या / केंद्रनिरीक्षकांच्या पुर्वपरवानगीशिवाय इतर कोणालाही प्रवेश देऊ नये.
- ३.८ समग्र बैठक व्यवस्था कशी केली आहे याची माहिती एका फळ्यावर लिहून परीक्षार्थींच्या माहितीसाठी तो फळा महाविद्यालयाच्या प्रवेशद्वाराजवळ परीक्षा सुरु होण्याच्यापूर्वी एक तास आधी ठेवण्याची व्यवस्था करावी. तसेच परीक्षा गैरप्रकार केल्यास होणाऱ्या शिक्षेसंबंधित विद्यार्थ्यांसाठी सूचना पत्र या फळ्याजवळ आणि प्रत्येक वर्गाच्या प्रवेशद्वाराजवळ विद्यार्थ्यांना दिसेल असे चिकटवावे.

#### ४. परीक्षेच्या दिवशी करावयाची कर्तव्ये/कामे

- ४.१ सर्व शिपायांनी परीक्षा सुरु होण्यापूर्वी दीड तास अगोदर यावे व स्वच्छता करून घ्यावी.
- ४.२ खोली उघडण्याचे काम केंद्रप्रमुख व केंद्रनिरीक्षक यांच्या उपस्थितीतच करावे.
- ४.३ वरीष्ठ पर्यवेक्षक, कनिष्ठ पर्यवेक्षक व लिपीक यांनी परीक्षा सुरु होण्यापूर्वी एक तास अगोदर यावे.
- ४.४ उत्तरपत्रिकेवर कुठेही केंद्राचा शिक्का मारू नये.
- ४.५ प्रत्येक पर्यवेक्षकाला देण्यासाठी खोलीनुसार कोऱ्या उत्तरपत्रिका, कनिष्ठ पर्यवेक्षक अहवाल (जे.एस.आर), इ. लेखन-सामग्री काढून तयार ठेवावी. उत्तरपत्रिका हाताळतांना विशेष काळजी घ्यावी. त्या पाण्याने / घामाने / धुळीने खराब करू नयेत किंवा त्यांची घडी करू नये वा चुरगळू नयेत. तशा सूचना कनिष्ठ पर्यवेक्षक व कर्मचाऱ्यांनाही द्याव्यात.
- ४.६ प्रश्नपत्रिकेच्या पाकिटांवरील तारीख व वेळ याबाबतची वेळापत्रकाप्रमाणे खात्री करूनच परीक्षा सुरु होण्यापूर्वी १५ मिनिटे आधी उघडावीत. सदर पाकिटे उघडण्यापूर्वी पाकिटांवर चांगल्या अक्षरांत सर्व रकाने भरावीत व सही करावी. तसेच त्यावर केंद्रप्रमुख, केंद्रनिरीक्षक, दोन परीक्षार्थी व अंतर्गत दक्षता समितीचे अध्यक्ष यांची पाकिट मोहरबंद असल्याबद्दल खात्री करून सही घ्यावी.
- ४.७ उत्तरपत्रिकांचे गठ्ठे व कोरा कनिष्ठ पर्यवेक्षक अहवाल घेऊन अर्धा तास अगोदर कनिष्ठ पर्यवेक्षकाने ब्लॉकवर जावे.
- ४.८ खोलीनिहाय, परीक्षार्थी संख्येनुसार ब्लॉक तयार करून प्रश्नपत्रिकेची पाकिटे तयार करावित व वरीष्ठ पर्यवेक्षकाने कनिष्ठ पर्यवेक्षकाकडे परीक्षा सुरु होण्यापूर्वी ५ मिनिटे अगोदर सुपुर्द करावीत.
- ४.९ घंटा वाजविण्याचे वेळापत्रक

घंटा	तपशील	सकाळ सत्र	दुपार सत्र
पहिली	परीक्षार्थींना परीक्षा कक्षात प्रवेश	९.४० वा.	२.१० वा.
दुसरी	विभाग "अ" प्रश्नपत्रिका आणि उत्तरपत्रिका वाटण्याची	९.५५ वा.	२.२५ वा.
तिसरी	विभाग "अ" प्रश्नपत्रिका सोडविण्याची	१०.०० वा	२.३० वा.
चौथी	विभाग "अ" उत्तरपत्रिका गोळा करण्याची	१०.३० वा.	३.०० वा.
पाचवी	वेळ संपण्यापूर्वी १० मिनिटे आधी	१२.५० वा.	५.२० वा.
सहावी	वेळ संपलेली आहे व लिहिणे थांबविण्याची	१.०० वा.	५.३० वा.

टिप: १. सकाळ सत्र: ०९.४० ते ०९.५५ विभाग "अ" च्या उत्तरपत्रिकेविषयी महत्वाच्या सूचना देणेबाबत.

२. दुपार सत्र: ०२.१० ते ०२.२५ विभाग "अ" च्या उत्तरपत्रिकेविषयी महत्वाच्या सूचना देणेबाबत.

#### ५. वरीष्ठ पर्यवेक्षक यांच्या जबाबदाऱ्या व कर्तव्ये

- ५.१ केंद्रप्रमुखाने परीक्षा काळात कोणत्याही प्रकारचा गैरप्रकार घडू नये यासाठी कार्यक्षम व दक्ष असा वरीष्ठ पर्यवेक्षक नेमावा. सदर वरीष्ठ पर्यवेक्षकांनी विद्यार्थ्यांकडून होणारे गैरप्रकार टाळण्यासाठी करावयाच्या उपाययोजना व सूचना यांची कनिष्ठ पर्यवेक्षकाला संपूर्ण माहिती द्यावी. तसेच वरीष्ठ पर्यवेक्षकांनी परीक्षा सुरु होण्यापूर्वी परीक्षा हॉलमध्ये विद्यार्थ्यांना खालीलप्रमाणे सूचना द्याव्यात:-
१. विद्यार्थ्यांनी परीक्षेसंबंधीचे साहित्य परीक्षा हॉलमध्ये वा स्वतःजवळ ठेवू नये.
  २. उत्तरपत्रिकेमध्ये विषयाशी संबंधीत आकृत्या काढण्याशिवाय इतरत्र कोठेही रंगीत पेन्सिल व रंगीत शाई यांचा वापर करू नये.
  ३. उत्तरपत्रिकांबद्दल अर्थात विभाग "ब/क"साठी संयुक्त उत्तरपत्रिका असून सर्व उत्तरे एकाच उत्तरपत्रिकेत प्रश्नक्रमांकांच्या अनुक्रमेनुसार सोडवावीत.
  ४. स्वतःचा बैठक क्रमांक उत्तरपत्रिकेवर कोठेही लिहू नये.
  ५. उत्तरपत्रिकेवर कोठेही आक्षेपाई खाणाखुणा करू नयेत. तसेच विषयाशी संबंधीत नसणारा कोणताही आक्षेपाई मजकूर (उदा. श्री, श्रीसमर्थ किंवा देवी-देवतांची नावे, इ.) लिहू नयेत.
  ६. उत्तराभोवती कोणत्याही प्रकारचा चौकोन / गोल या स्वरूपाच्या खुणा करू नयेत. अशा स्वरूपाच्या सूचना उत्तरपत्रिकेवर नमूद केलेल्या आहेत. सदर सूचनांचे उल्लंघन केल्यास परीक्षा गैरप्रकाराच्या अंतर्गत सदर विद्यार्थ्यांवर विद्यापीठ रीतसर कारवाई करेल.
- ५.२ वरीष्ठ पर्यवेक्षकांकडे प्रश्नपत्रिकांचे व उत्तरपत्रिकांचे दोन्ही गठ्ठे असतील. यापैकी फक्त उत्तरपत्रिकांचा गठ्ठा कनिष्ठ पर्यवेक्षकांच्या ताब्यात आपआपल्या कक्षात नेण्याकरीता द्यावा.

- ५.३ परीक्षा सुरु होण्याच्या वेळेपूर्वी ५ मिनिटे, वरीष्ठ पर्यवेक्षकांनी कनिष्ठ पर्यवेक्षकांना त्यांच्या ताब्यात असणाऱ्या परीक्षार्थींच्या संख्येइतक्या प्रश्नपुस्तिका घाव्यात आणि त्यांना त्या परीक्षार्थींना वाटण्याच्या तयारीत उभे राहण्यास सांगावे. त्यानंतर कनिष्ठ पर्यवेक्षकांनी खालीलप्रमाणे परीक्षार्थींसमोर घोषणा करावी:-
- आता परीक्षार्थींना विभाग "अ"ची प्रश्नपुस्तिका पुरविण्यात येतील. प्रश्नपुस्तिका मिळाल्यानंतर लगेच त्यामधील पृष्ठे तपासून घ्यावीत. फाटलेली वा पाने नसलेली वा मुद्रण न झालेली अशी सदोष प्रश्नपत्रिका उत्तर लिहिण्यापूर्वी ताबडतोब बदलून घ्यावी. अशा प्रश्नपुस्तिकेसंबंधी परीक्षा झाल्यानंतर तक्रार केल्यास ती विचारात घेतली जाणार नाही. तदनंतर तिच्या मुखपृष्ठावर विहित जागी परीक्षार्थींनी आपला परीक्षा बैठक क्रमांक लिहावा. प्रश्नपुस्तिकेच्या मुखपृष्ठावरील सूचनांचा अभ्यास करावा. परीक्षा सुरु होण्याची घंटा झाल्यावरच प्रश्नपुस्तिकेचे पान उलटून प्रश्नपुस्तिकेतील प्रश्न सोडविण्यास सुरुवात करावी.
  - बहुपर्यायी प्रश्नपत्रिका सोडवितांना दिलेल्या सूचनांचा अभ्यास करून त्यांचा काटेकोरपणे अवलंब करण्यात यावा. उदा. बहुपर्यायी प्रश्नपत्रिका सोडवितांना निळ्या अथवा काळ्या शाईचा वापर करण्यात यावा. व्हाईटनरचा उपयोग करू नये. एकदा मोकळे पर्यायी वर्तुळ शाईने भरले असता, त्यानंतर ते ब्लेडने किंवा खोड-रबरने पुसू नये; तसे केल्यावरही गुण दिले जात नाहीत.
- ५.४ मुद्रण दोषामुळे किंवा इतर अपरिहार्य कारणामुळे दुसरी प्रश्नपुस्तिका देणे आवश्यक असल्यास व परीक्षार्थीने उत्तरपत्रिकेवर त्या प्रश्नपुस्तिकेचा क्रमांक नमुद केला असल्यास त्याच्याकडून ती सदोष प्रश्नपुस्तिका व त्याची उत्तरपत्रिका रद्द करून परत त्यास नवी उत्तरपत्रिका व प्रश्नपुस्तिका द्यावी. परीक्षार्थीस उत्तरपत्रिका बदलून दिल्यास त्या उत्तरपत्रिकेत परीक्षार्थीकडून शेरा लिहून परीक्षार्थीची स्वाक्षरी घ्यावी व त्यावर संबंधित कनिष्ठ पर्यवेक्षकाने उत्तरपत्रिका बदलून दिल्याच्या शेऱ्यासह प्रतिस्वाक्षरी करावी. त्यानंतर परीक्षार्थीची रद्द झालेली उत्तरपत्रिका व सदोष प्रश्नपुस्तिका विद्यापीठास सविस्तर अहवालासहित वेगळ्या मोहरबंद पाकीटात घालून पाठवावी. उत्तरपत्रिकेत भरावयाची माहिती उमदेवाराने चुकीच्या पध्दतीने भरल्यास उत्तरपत्रिका बदलून देऊ नये. त्याऐवजी संबंधित स्तंभाच्यावर योग्य माहिती नमुद करण्यास सांगावे.
- ५.५ Personalised Bar-coding संदर्भात कलम क्र.१३ चे अवलोकन करावे.

#### ६. कनिष्ठ पर्यवेक्षक यांच्या जबाबदाऱ्या व कर्तव्ये

- ६.१ कनिष्ठ पर्यवेक्षक पूर्ण वेळ परीक्षा दालनात उपस्थित असावेत. कोणत्याही परिस्थितीत कनिष्ठ पर्यवेक्षकाने परीक्षा दालन सोडता कामा नये. परीक्षार्थीजवळील सर्व वस्तू (इलेक्ट्रॉनिक वस्तू, कॅल्क्युलेटर, मोबाईल, लिहिलेले/छापलेले कागद, इ.) परीक्षा दालनाबाहेर ठेवून घेतल्या जाव्यात आणि पेपर लिहिण्यास सुरुवात करण्याच्या आधी आवश्यकता वाटल्यास परीक्षार्थीची तपासणी करावी. परीक्षा चालू असताना विद्यार्थ्यांचे एकमेकांत बोलणे, प्रश्नपत्रिका/उत्तरपत्रिका अदलाबदल, बाहेरील व्यक्तीशी संपर्क या व इतर अनुषंगिक नकलांच्या बाबी घडत नाहीत याबाबत योग्य ती काळजी घ्यावी.
- ६.२ कनिष्ठ पर्यवेक्षकाने परीक्षार्थीजवळ परीक्षेचेवेळी प्रवेशपत्र असल्याची दररोज खात्री करावी.
- ६.३ परीक्षाकेंद्रावर न चुकता एक तास अगोदर उपस्थित राहणे व केंद्रप्रमुखांना व केंद्रनिरीक्षकांना भेटून आपआपली कामे माहित करून घेणे व सर्वांनी आपआपली घड्याळे केंद्रप्रमुखांच्या घड्याळानुसार लावून घेणे.
- ६.४ बैठक व्यवस्था, कोऱ्या उत्तरपत्रिका, कनिष्ठ पर्यवेक्षकांचा कोरा अहवाल, याबाबी ताब्यात घेणे व त्या वर्गातील बैठक व्यवस्थेप्रमाणे तपासून पाहणे.
- ६.५ परीक्षार्थींसाठी जागेवर बसण्याची इशारा घंटा वाजल्यावर, उत्तरपत्रिका व बैठक व्यवस्था घेऊन नेमण्यात आलेल्या ब्लॉकवर जाणे.
- ६.६ वरीष्ठ पर्यवेक्षकांकडून प्रश्नपुस्तिका तपासून व मोजून ताब्यात घेणे व परीक्षार्थींना वाटण्यासाठी तयार राहणे.
- ६.७ परीक्षार्थी बैठक क्रमांकानुसार बसले आहेत, त्यांच्या प्रवेशपत्रावरील छायाचित्र त्यांचेच आहे व त्यावरील आवश्यक त्या सूचना/घोषणा या कनिष्ठ पर्यवेक्षकांनी देणे.
- ६.८ विभाग "अ"ची प्रश्नपुस्तिका वाटल्यानंतर लगेच परीक्षार्थींनी प्रश्नपुस्तिकेवर स्वतःचा परीक्षा क्रमांक लिहिला आहे किंवा नाही याची कनिष्ठ पर्यवेक्षकांनी खात्री करून घ्यावी तसेच कनिष्ठ पर्यवेक्षकांनी परीक्षार्थींची उत्तरपत्रिकेवरील सर्व माहिती विहित ठिकाणी, विहित पध्दतीत भरल्याची खात्री करून घ्यावी. उत्तरपत्रिकेवर व विभाग "अ" च्या प्रश्नपत्रिकेवर आपली संपूर्ण स्वाक्षरी करावी. कनिष्ठ पर्यवेक्षकांनी उपस्थित परीक्षार्थींची उत्तरपत्रिका क्रमांकाची अहवालात नोंद घ्यावी.
- ६.९ विभाग "अ"साठी स्वतंत्र उत्तरपत्रिका देण्यात यावी व ती बरोबर ३० मिनिटांनंतर प्रश्नपत्रिकेसह परीक्षार्थींकडून परत घ्यावी. सदर उत्तरपत्रिका जमा करण्यापूर्वी पंधरा मिनिटे आधी विभाग "ब/क" ची प्रश्नपत्रिका व उत्तरपत्रिका परीक्षार्थींना घाव्यात. यावेळी कनिष्ठ पर्यवेक्षक यांनी विद्यार्थ्यांला विभाग "अ" चे उत्तर सोडवितांना अडचण होणार नाही याची दखल घ्यावी.
- ६.१० विभाग "ब/क"च्या उत्तरपुस्तिकेमधील कोऱ्या पानांवर वरपासून खालपर्यंत तिरपी रेष ओढण्याबाबत परीक्षार्थींना शेवटच्या १० मिनिटांच्या कालावधीत (इशारा घंटा २ झाल्यावर) सूचना द्यावी व ते प्रत्यक्षपणे करून घ्यावे.
- ६.११ परीक्षार्थींनी वरीलप्रमाणे रेषा न ओढल्यास त्या कनिष्ठ पर्यवेक्षकाने प्रत्यक्षपणे करून मगच उत्तरपत्रिका केंद्रनिरीक्षकाच्या ताब्यात घाव्यात. कनिष्ठ पर्यवेक्षकाने रेषा ओढल्यावर सही करू नये.
- ६.१२ जे परीक्षार्थी अनुपस्थित असतील अशा परीक्षार्थींच्या अनुपस्थितीची अहवालात नोंद घ्यावी व त्या नोंदीखाली एकूण उपस्थित व अनुपस्थित परीक्षार्थींची संख्या लिहून स्वतःची स्वाक्षरी करावी. तसेच अहवालाखाली मुद्रितकेलेल्या सूचनांचीही दखल परीक्षेवेळी घेण्यात यावी.

- ६.१३ परीक्षेच्या कालावधीत कोणत्याही परीक्षार्थीस कोणत्याही कारणासाठी परीक्षा कक्षाबाहेर जाण्यास परवानगी देऊ नये. तसेच परीक्षा कालावधीत विद्यापीठाने परीक्षेच्या कामासाठी नियुक्त केलेले अधिकारी, भरारी पथकाचे सदस्य व अंतर्गत दक्षता पथकाचे सदस्य यांच्या व्यतिरीक्त अन्य कोणत्याही व्यक्तीस अथवा अधिकाऱ्यास परीक्षा कक्षात प्रवेश देऊ नये.
- ६.१४ परीक्षार्थीसमोर खालीलप्रमाणे घोषणा कराव्यात व त्याप्रमाणे कार्यवाही करावी:-
- घोषणा क्रमांक १ :** विभाग "अ" ची उत्तरे लिहिण्याची वेळ संपल्यावर घंटा होईल, त्यावेळेस सर्व परीक्षार्थींनी उत्तरपत्रिका व प्रश्नपुस्तिका मला देणे आवश्यक आहे. विभाग "ब/क" ची उत्तरपत्रिका वाटल्यावर त्यावर विद्यापीठाने पुर्वमुद्रित केलेली विद्यार्थ्यांशी संबंधित माहिती म्हणजे बैठक क्रमांक, विद्याशाखा, विषय, तारीख इ. बरोबर आहे किंवा नाही हे तपासावे. परीक्षार्थींनी विभाग "ब/क" एकाच उत्तरपत्रिकेत सोडविण्याचे आहेत. एका विभागाची उत्तरे लिहिणे समाप्त झाल्यावर, दुसऱ्या विभागातील उत्तरे लिहावयास सुरुवात करावी. दोन्ही विभागांच्या उत्तरांची सरमिसळ करू नये. तसे झाल्यावर उत्तरपत्रिका तपासली जाणार नाही.
- घोषणा क्रमांक २ :** विभाग "ब/क"ची लिहिण्याची वेळ संपण्याआधी १० मिनिटे इशारा घंटा नं.२ होईल. विद्यार्थ्यांने स्वतःची सही उत्तरपत्रिकेच्या पहिल्या पानावर दर्शविलेल्या ठिकाणी केली किंवा नाही याची खात्री करावी. उत्तरपत्रिकेवरील रिकाम्या जागेवर तिरप्या रेषा माराव्या.
- घोषणा क्रमांक ३ :** विद्यार्थ्यांने स्वतःच्या उत्तरपत्रिकेवर कुठल्याही प्रकारे ओळख खुण करू नये. ओळख खुणेबाबतीतची माहिती उत्तरपत्रिकेवर (विभाग "ब/क") कलम ४ मध्ये दिलेली आहे.
- घोषणा क्रमांक ४ :** (परीक्षेची वेळ संपल्याची घंटा झाल्यावर) सर्व परीक्षार्थ्यांनी आपआपल्या उत्तरपत्रिका माझ्याकडे जमा कराव्यात व मी त्या जमा करून मोजणीकरेपर्यंत परीक्षार्थ्यांनी आपल्या जागेवर बसून रहावे.
- ६.१५ कनिष्ठ पर्यवेक्षकाकडे अचूक वेळ दर्शविणारे घडयाळ असणे अत्यंत जरुरीचे आहे. परीक्षेच्यावेळी सर्वासाठी वेळापत्रकाप्रमाणे घंटा वाजविण्यात येईल (सुचना क्र.४.९ नुसार). एखाद्या पर्यवेक्षकास परीक्षा वेळेवर सुरु करणे शक्य झाले नाही तर त्यांनी परीक्षार्थींना प्रश्नपुस्तिका सोडविण्यासाठी वेळापत्रकात नमुद केल्याप्रमाणे विहित वेळ परीक्षा सुरु झाल्यापासून मिळेल याची दक्षता घ्यावी. मात्र कोणत्या अपरिहार्य कारणामुळे असे करावे लागल्यास आधी केंद्रप्रमुखांना व केंद्रनिरीक्षकांना कळवावे. तसेच याबाबत विद्यापीठास त्वरीत कळवावे.
- ६.१६ पर्यवेक्षक, केंद्रप्रमुख व केंद्रनिरीक्षक यांच्या ढिलाईचा गैरफायदा घेऊन एखाद्या परीक्षार्थीने गैरप्रकाराने उत्तरपत्रिका लिहिली असे जर परीक्षा संपल्यावर विद्यापीठाच्या निदर्शनास आले तर संबंधीत पर्यवेक्षक, केंद्रनिरीक्षक आणि केंद्रप्रमुख यांच्याविरुद्ध योग्य ती कार्यवाही करण्यात येईल.
- ६.१७ Personalised Bar-coding संदर्भात कलम क्र.१३ चे अवलोकन करावे.

### ७. विशेष सूचना

- ७.१ एखाद्या परीक्षार्थीने स्वतःच्या विभाग "अ" च्या उत्तरपत्रिकेवर चुकून दुसऱ्याचा आसन क्रमांक टाकल्यास त्याला उत्तरपत्रिका पूर्ण सोडवून घावी व त्या उत्तरपत्रिकेवर योग्य ती दुरुस्ती करून घ्यावी आणि तसा अहवाल वेगळ्या पाकिटातून विद्यापीठाकडे पाठवावा.
- ७.२ एखाद्या परीक्षार्थीचा विषय चुकून सीट समरीत नसेल व त्याच्या प्रवेशपत्रावर असेल तर विद्यापीठाच्या पूर्वपरवानगीने त्याला परीक्षेस बसू घावे व तसा अहवाल विद्यापीठाकडे पाठवावा.
- ७.३ सदर परीक्षेकरीता विभाग "अ" च्या उत्तरपत्रिकांचे मुल्यांकन ओ.एम.आर तंत्रज्ञान वापरून संगणकावर स्कॅनिंग केले जाणार असल्याने उत्तरपत्रिका चुरगळू नयेत, फाटू नयेत म्हणून हाताळताना विशेष दक्षता घ्यावी. त्याचप्रमाणे एम.सी.क्यू. सोडविण्यापूर्वी त्यासंबंधीत विशेष सूचना घ्याव्यात (सुचना क्र.५.३ नुसार).
- ७.४ विभाग "अ" ची वेगळ्या प्रकारची उत्तरपत्रिका असल्याने त्यावरील परीक्षार्थीचा तपशील कसा नोंदवायचा आहे याबाबतचे मार्गदर्शन परीक्षा सुरु होण्यापूर्वी कनिष्ठ पर्यवेक्षकांनी घावयाचे आहे. परीक्षार्थींना नियमानुसार विभाग "अ" च्या उत्तरपत्रिकेवर बैठक क्रमांक, प्रश्नपत्रिका आवृत्ती क्रमांक, इ. माहिती बिनचूक भरण्यासंदर्भात माहिती घावी.
- ७.५ विद्यापीठाने विभाग "ब/क" च्या उत्तरपत्रिकेवर पुर्वमुद्रित केलेली कोणत्या स्वरूपाची माहिती तपासावयाची आहे, याविषयी सूचना घ्याव्यात.

### ८. केंद्रनिरीक्षक यांच्या जबाबदाऱ्या व कर्तव्ये

- ८.१ परीक्षेची तारीख, वेळ व पेपर क्रमांक याबाबतची वेळापत्रकाप्रमाणे खात्री करूनच लखोटा उघडण्यात यावा.
- ८.२ काहीवेळा प्रश्नपत्रिकेमध्ये मुद्रण छपाईची अथवा प्राश्निकांकडून चूक झालेली असते, अशा वेळी यासंबंधी प्रश्नपत्रिकेमध्ये जसे असेल तसे परीक्षार्थींना सोडविण्याची सूचना घावी व परीक्षार्थींनी त्यांचे निवेदन त्यांच्या मूळ महाविद्यालयातून अधिसूचना क्र.१२/२००४ दि.२३/१०/२००४ नुसार विद्यापीठास पेपरच्या तारखेपासून ७ दिवसांच्या आत फॅक्स अथवा स्पीडपोस्टने पाठवावे (पान क्र.३५ चे अवलोकन करावे).
- ८.३ सर्व कनिष्ठ पर्यवेक्षकांनी परीक्षा कालावधीत त्यांची कर्तव्ये चोखपणे पार पाडत आहेत हे कटाक्षाने पहाणे. एखादा पर्यवेक्षक हेतूतः पर्यवेक्षणात ढिलाई करित असल्यास त्याबाबतचा अहवाल विद्यापीठाकडे पाठविणे.
- ८.४ मुद्रण दोषामुळे किंवा इतर अपरिहार्य कारणामुळे दुसरी प्रश्नपुस्तिका देणे आवश्यक असल्यास व परीक्षार्थीने उत्तरपत्रिकेवर त्या प्रश्नपुस्तिकेचा क्रमांक नमुद केला असल्यास त्याच्याकडून ती सदोष प्रश्नपुस्तिका व उत्तरपत्रिका रद्द करून परत परीक्षार्थीस नवी

- उत्तरपत्रिका व प्रश्नपुस्तिका घ्यावी. परीक्षार्थीस उत्तरपत्रिका बदलून दिल्यास त्या उत्तरपत्रिकेत परीक्षार्थीकडून शेरा लिहून व परीक्षार्थीची स्वाक्षरी घ्यावी व त्यावर संबंधित कनिष्ठ पर्यवेक्षकाने उत्तरपत्रिका बदलून दिल्याच्या शेऱ्यासह प्रतीस्वाक्षरी करावी. त्यानंतर परीक्षार्थीची रद्द झालेली उत्तरपत्रिका व सदोष प्रश्नपुस्तिका विद्यापीठास सविस्तर अहवालासहीत वेगळ्या मोहरबंद पाकीटात घालून पाठवावी. उत्तरपत्रिकेत भरावयाची माहिती परीक्षार्थीने चुकीच्या पध्दतीने भरल्यास उत्तरपत्रिका बदलून देऊ नये. त्याऐवजी संबंधित स्तंभाच्यावर योग्य माहिती नमुद करण्यास सांगावे.
- ८.५ केंद्रनिरीक्षकाने त्याला विद्यापीठाने अंतर्गत मुल्यांकनाचे दस्तऐवज तपासण्याबाबत पाठविलेल्या पत्रानुसार सुचित महाविद्यालयांच्या अंतर्गत मुल्यांकनाचे दस्तऐवज तपासावे व तसा अहवाल नमुना क्र.३ प्रमाणे विद्यापीठाकडे पाठवावा. हा अहवाल तपासण्यासाठी दोन पेपर नंतर एका दिवसाची सुट्टी आहे, त्या सुट्टीचा उपयोग करावा. त्यासाठी विद्यापीठाच्या नियमाप्रमाणे प्रवासभता व मानधन दिले जाईल. सदर प्रवासभता व मानधन केंद्रनिरीक्षकास मुळ नेमणुक लेखी परीक्षाकेंद्रातुनच मिळेल.
- ८.६ परीक्षाकेंद्रामध्ये परीक्षेची गोपनीयता राखण्याकामी केंद्रप्रमुख व केंद्रनिरीक्षक यांची प्रश्नपत्रिका व उत्तरपत्रिका कपाटात ठेवून मोहरबंद करण्याचे कामकाज काटेकोरपणे होणे आवश्यक आहे. त्यासाठी कपाटावर केंद्रप्रमुख, केंद्रनिरीक्षक व अंतर्गत दक्षता समिती अध्यक्ष यांच्या सहा, तारीख व वेळ टाकून प्रत्येकवेळी कपाट मोहरबंद करावे.
- ८.७ विभाग "अ" ची उत्तरपत्रिका व प्रश्नपत्रिका अर्ध्यातासाने कापडी पिशवीत मोहरबंद कराव्यात, तसेच विभाग "ब/क" ची संयुक्त उत्तरपत्रिका पेपर संपल्यावर विभागनिहाय / विद्याशाखानिहाय / विषयनिहाय / पेपरनिहाय कापडी पिशवीत मोहरबंद कराव्यात.
- ८.८ परीक्षा साहित्याकरीता असणारी खोली परीक्षा हॉलपासून जवळ असावी. सदर खोलीला शक्यतो एकच दरवाजा असावा. खोली स्वतंत्र व सुरक्षित असावी. दुसऱ्या खोलीशी मधल्या दाराने जोडलेली नसावी. परीक्षा साहित्य ठेवण्यासाठी एक दणकट व सुरक्षित कपाट असणे आवश्यक आहे. सदर कपाट प्रत्येकवेळी मोहरबंद ठेवणे आवश्यक आहे.
- ८.९ ज्या परीक्षार्थीला तात्कालिक इजा, जखम किंवा आजार यामुळे स्वतःच्या हाताने उत्तरपत्रिका लिहिणे शक्य नसेल अशा परीक्षार्थीने, आपल्याला लेखनिक हवा असा अर्ज केल्यास, परीक्षा केंद्रप्रमुखांनी विद्यापीठाच्या लेखी संमतीने अशा परीक्षार्थीला लेखनिक घ्यावा. मात्र तसे करण्यापूर्वी केंद्रप्रमुखांनी - (१) परीक्षार्थीची असमर्थता तात्कालिक व खरी आहे आणि (२) लेखनिक हा परीक्षार्थीच्या विद्याशाखेचा विद्यार्थी नाही, या दोन गोष्टींची खातरजमा करून घ्यावी.
- ८.१० प्रवेशपत्र व ओळखपत्र यांच्यावर एकाच छायाचित्रांच्या प्रती असाव्यात. मा. अधिष्ठाता/मा. प्राचार्य यांची अर्धी सही छायाचित्रावर व अर्धी सही छायाचित्राबाहेर राहिल हे पहावे. छायाचित्र नुकतेच काढलेले असावे.
- ८.११ आकस्मिक कारणाने परीक्षेत काही काळ खोळंबा झाल्यास तेवढा वेळ परीक्षार्थींना विद्यापीठाच्या पुर्वपरवानगीने वाढवून देण्यात यावा.
- ८.१२ परीक्षार्थींना कनिष्ठ पर्यवेक्षक प्रश्नपुस्तिका कालापत्यय न करता वाटतात का याची खात्री करावी.
- ८.१३ कनिष्ठ पर्यवेक्षकांकडून उत्तरपत्रिका ताब्यात घेतांना त्यावर कोऱ्या पानांवर वरपासून खालपर्यंत तिरपी रेष ओढली आहे की नाही याची खातरजमा करण्यात यावी, तसे न केल्यास पर्यवेक्षकांकडून करून घेण्यात यावी.
- ८.१४ खोलीनिहाय व परीक्षार्थी संख्येनुसार ब्लॉक तयार करून प्रश्नपत्रिकेची पाकिटे व्यवस्थित कनिष्ठ पर्यवेक्षकांकडे सुपूर्द केली आहेत की नाही, याची खात्री करावी.
- ८.१५ पर्यवेक्षक किंवा केंद्रनिरीक्षक यांच्या ढिलाईचा गैरफायदा घेऊन एखाद्या परीक्षार्थीने गैरप्रकाराने उत्तरपत्रिका लिहिली असे जर परीक्षा संपल्यानंतर विद्यापीठाच्या निदर्शनास आले तर संबंधीत पर्यवेक्षक आणि केंद्रनिरीक्षक यांच्याविरुद्ध योग्य ती कार्यवाही करण्यात येईल.
- ८.१६ Personalised Bar-coding संदर्भात कलम क्र.१३ चे अवलोकन करावे.
- ८.१७ कनिष्ठ पर्यवेक्षकांची खोलीनिहाय नियुक्ती करताना ज्या विषयाचा पेपर असेल त्या विषयाच्या कनिष्ठ पर्यवेक्षकाची नियुक्ती करू नये, याची खबरदारी घ्यावी व त्याबाबत नमुना क्र.१ प्रमाणे अहवाल विद्यापीठास सादर करावा.

### ९. केंद्रनिरीक्षकाने विद्यार्थ्यांना घावयाच्या सूचना

- ९.१ विभाग "अ" आणि "ब/क" उत्तरपत्रिका चुरगळणार नाही, घडी पडणार नाही, पाण्याने, घामाने, धुळीने खराब होणार नाही याची विशेष काळजी घ्यावी.
- ९.२ ओ.एम.आर. शीट म्हणजे विभाग "अ" च्या उत्तरपत्रिकेवर आसन क्रमांक, प्रश्नपुस्तिका आवृत्ती क्रमांक, परीक्षार्थीची सही, कनिष्ठ पर्यवेक्षकाची सही, तारीखा, इ. रकाने असतात. ते निळ्या अथवा काळ्या पेनने भरावेत. या कामाकरिता साधारणपणे १५ मिनिटे लागतात व सदरील माहिती ही प्रश्नपुस्तिका वाटल्यानंतर लगेच योग्य त्या रकान्यात भरावी.
- ९.३ पेपर सुरु होण्याच्या ठिक ५ मिनीटेआधी विभाग "अ" ची प्रश्नपत्रिका प्रत्येक बाकावर ठेवली जाईल (परीक्षार्थी गैरहजर असला तरीही प्रश्नपत्रिका क्रमांकानुसारच ठेवावी).
- ९.४ परीक्षार्थीने विभाग "अ" च्या उत्तरपत्रिकेवर प्रश्नपुस्तिका आवृत्ती क्रमांक, आसन क्रमांक व उत्तरपत्रिका क्रमांक लिहावेत.
- ९.५ एम.सी.क्यु. सोडवितांना दिलेल्या सूचनांचा अभ्यास करून सूचनांचे काटेकोरपणे अवलंब करण्यात यावे.  
उदा. एम.सी.क्यु. उत्तरपत्रिका सोडवितांना निळ्या अथवा काळ्या शाईचा वापर करण्यात यावा. व्हाईटनरचा उपयोग करू नये.  
एकदा केलेली खूण ब्लेडने किंवा खोडरबरने पुसू नये. तसे केल्यावरही गुण दिले जात नाहीत.
- ९.६ परीक्षेच्या वेळापत्रकानुसार पेपर सुरु होण्याच्या वेळेवर विभाग "अ" च्या उत्तरपत्रिकेवर प्रश्नांची उत्तरे लिहिण्यास परीक्षार्थीने सुरुवात करावी. उत्तरपत्रिकेवर दिलेले गोल निळ्या अथवा काळ्या बॉलपेनने संपूर्ण भरावेत.

- १.७ परीक्षा सुरु होण्याच्या वेळेपासून ठीक अर्ध्या तासाने विभाग "अ" च्या उत्तरपत्रिका व प्रश्नपत्रिका गोळा केल्या जातील व विभाग "ब/क" ची उत्तरपत्रिका व प्रश्नपत्रिका परीक्षा सुरु झाल्यानंतर ठीक १५ मिनीटांनी देण्यात येईल.
- १.८ केंद्र निरीक्षकाने आपण लेखी परीक्षाकेंद्रावर कधी पोहचत आहे, याचा तपशील केंद्रप्रमुखाला कळविणे जरूरीचे आहे.
- १.९ या पुस्तिकेसोबत जोडलेल्या नमुना क्र.२ प्रमाणे केंद्रनिरीक्षकाने आपला परीक्षाकेंद्राबाबतचा अहवाल तयार करून परीक्षा संपल्यानंतर सात दिवसांत विद्यापीठ व केंद्रप्रमुख यांना "स्पिडपोस्ट अक्नॉलेजमेंट ड्यू" ने पाठवावा.
- १.१० अंतर्गत मुल्यांकनाचा अहवाल नमुना क्र.३ मध्ये सर्व वर्गांचा सर्व विषयाचा एकत्रीत द्यावा. उदा. एका महाविद्यालयाच्या प्रथम, द्वितीय, तृतीय व चतुर्थ वर्षांचा एकत्रीत अहवाल द्यावा. याविषयी काही निरीक्षण किंवा गैरप्रकार निदर्शनास आल्यास त्याचा स्वतंत्र अहवाल विषयनिहाय द्यावा.

### १०. केंद्रप्रमुख व केंद्रनिरीक्षक यांच्या संयुक्त जबाबदाऱ्या व कर्तव्ये

- १०.१ परीक्षेची तारीख, वेळ, व पेपर क्रमांक याबाबतची वेळापत्रकाप्रमाणे खात्री करून घेऊन परीक्षा सुरु होण्याच्या १५ मिनिटे आधी केंद्रप्रमुख, केंद्रनिरीक्षक, दोन परीक्षार्थी व अंतर्गत दक्षता समिती अध्यक्ष यांची स्वाक्षरी प्रश्नपत्रिका लखोट्यावर घेऊन त्यानंतर लखोटे उघडावेत.
- १०.२ प्रवेशपत्र अथवा ओळखपत्र हरवलेल्या परीक्षार्थीचे नुकसान होऊ नये यासाठी सदर परीक्षार्थीची ओळख पटवून व शहानिशा करून अशा परीक्षार्थीला केंद्रप्रमुखांनी व केंद्रनिरीक्षकांनी परीक्षेला बसण्याची परवानगी द्यावी व त्याबाबतचा अहवाल विद्यापीठास सादर करावा.
- १०.३ पर्यवेक्षकांना काही शंका असल्यास त्यांचे निरसन केंद्रप्रमुखांनी व केंद्रनिरीक्षकांनी करावे.
- १०.४ परीक्षा चालू असतांना परीक्षेच्या कामासाठी विद्यापीठाने नेमलेली भरारी पथके, इतर अधिकारी आणि कर्मचारी याव्यतिरीक्त अन्य कोणाही व्यक्तीस अथवा अधिकाऱ्यास परीक्षाकेंद्रात प्रवेश देण्यात येऊ नये.
- १०.५ परीक्षाकेंद्रामध्ये परीक्षेची गोपनीयता राखण्याकामी केंद्रप्रमुख व केंद्रनिरीक्षक यांचे प्रश्नपत्रिका व उत्तरपत्रिका कपाटात ठेवून मोहरबंद करण्याचे कामकाज काटेकोरपणे होणे गरजेचे आहे. त्यासाठी कपाटावर केंद्रप्रमुख, केंद्रनिरीक्षक व अंतर्गत दक्षता समिती अध्यक्ष यांच्या सह्या, तारीख व वेळ टाकून कपाट प्रत्येकवेळी मोहरबंद करावे.
- १०.६ परीक्षेच्या एक दिवस अगोदर दररोज संध्याकाळी प्रत्येक खोलीमध्ये परीक्षार्थीचे परीक्षा क्रमांक बाकावर ओल्या खड्डे लिहून काढावे. असे क्रमांक लिहून झाल्यानंतर या खोलीत दुसऱ्या दिवशी परीक्षेच्या वेळेपर्यंत केंद्रप्रमुखांच्या व केंद्रनिरीक्षकांच्या पुर्वपरवानगीशिवाय इतर कोणालाही प्रवेश देऊ नये.
- १०.७ परीक्षेच्यावेळी पुरविण्यात आलेल्या प्रश्नपुस्तिका व उत्तरपत्रिका परीक्षा कक्षाबाहेर घेऊन जाण्यास कोणत्याही परीक्षार्थीस व अन्य कोणत्याही व्यक्तीस परवानगी नाही, हे अत्यंत महत्त्वाचे आहे. तसेच परीक्षाकक्षाबाहेरून परीक्षार्थीस मदत घेण्यास मुभा नाही. याबाबत कोणतीही हिलाई वा चूक झाल्यास त्याची विद्यापीठाकडून गंभीर स्वरूपाची दखल घेतली जाईल.
- १०.८ वेळापत्रकानुसार प्रश्नपत्रिका न वाटता दुसरीच प्रश्नपत्रिका वाटली गेल्याची गफलत झाल्यास त्याची संपूर्ण जबाबदारी केंद्रप्रमुख व केंद्रनिरीक्षक यांच्यावर राहिल. यासंबंधी काही शंका असल्यास वेळीच विद्यापीठाकडे चौकशी करून योग्य तो खुलासा करून कार्यवाही करावी, मात्र अंतीम जबाबदारी केंद्रप्रमुख व केंद्रनिरीक्षक यांच्यावर राहिल.
- १०.९ प्रत्येक पेपर संपल्यावर ताबडतोब विभाग "अ" ची उत्तरपत्रिका आणि विभाग "ब/क" ची संयुक्त उत्तरपत्रिका विभागनिहाय / विद्याशाखानिहाय / विषयनिहाय / पेपरनिहाय कापडी पिशवीत मोहरबंद करून आपल्या ताब्यात ठेवाव्यात आणि विद्यापीठाच्या प्रतिनिधीकडे सुपूर्द कराव्यात. उत्तरपत्रिकांचे गूठे व्यवस्थित विषयनिहाय / पेपरनिहाय / विभागनिहाय वर्गवारी केलेले असावेत. गूठ्यांवर खालील प्रकारचा मजकूर लिहावा:-

महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक	
परीक्षाकेंद्राचे नाव	
परीक्षा शाखा व वर्ष	
दिनांक	
वेळ	
विषय	
पेपर क्रमांक	
विभाग (अ+ब/क)	
एकूण उत्तरपत्रिकांची संख्या	
केंद्रनिरीक्षकाची सही	केंद्रप्रमुखाची सही व केंद्राचा शिक्का

- १०.१० प्रत्येक दिवशी प्रत्येक सत्रानंतर उत्तरपत्रिका विद्यापीठाला पाठविण्यासाठी विभाग "अ" आणि विभाग "ब/क" च्या संयुक्त उत्तरपत्रिकांचे वेगवेगळे गूठे बनवावे व सोबत जोडलेल्या नमुना क्र.४ प्रमाणे दोन प्रतींमध्ये तयार ठेवून एक मुख्य प्रत विद्यापीठाच्या प्रतिनिधीकडे सुपूर्द करावी.

- १०.११ विद्यार्थ्यांने स्वतःच्या उत्तरपत्रिकेवर कुठल्याही प्रकारे ओळख खुण करू नये. ओळख खुणेसंदर्भात माहिती विभाग "ब/क" च्या उत्तरपत्रिकेवर कलम-४ मध्ये दिलेली आहे.
- १०.१२ विद्यार्थ्यांने परीक्षेत काही गैरप्रकार केल्यास सोबत दिलेल्या नमुन्यांमध्ये माहिती भरून संदर्भात कागदपत्रांसहीत स्वतंत्ररित्या मोहरबंद लखोट्यात विद्यापीठाकडे पाठवावे.

### ११. परीक्षेसंबंधित लागणारी लेखन सामग्री

परीक्षाकेंद्रावर प्रश्नपत्रिका, उत्तरपत्रिका आणि सर्व आवश्यक प्रपत्रे (कनिष्ठ पर्यवेक्षक अहवाल, मानधन देयक, प्रवास भत्ता, दैनिक भत्ता देयक, कागद, परीक्षेला लागणारे अभियांत्रिक रेखांटन कागद, रॅपटरी शिट, विषयवार सारांश, वर्गनिहाय विद्यार्थी याद्या, प्रवेशपत्र, प्रात्याक्षिक परीक्षेसाठी लागणारे साहित्य, इ.) विद्यापीठाकडून पाठविण्यात येतील.

### १२. परीक्षा खर्चाचा हिशोब देणेबाबत

- १२.१ परीक्षा आयोजनासाठी दिलेल्या अग्रिम रकमेत किरकोळ खर्चाचाही समावेश आहे. किरकोळ खर्चात परीक्षाकेंद्रात लाख, सुई, दोरा, कपडा, स्केचपेन, मेणबत्ती, काडीपेटी व आवश्यक ते साहित्य खरेदी करावे व किरकोळ खर्चासाठी दिलेल्या रकमेची एकच स्टॅम्प रिसीट विद्यापीठास बिलासोबत पाठवावी. याशिवाय इतर कोणत्याही प्रकारच्या साहित्य सामग्रीवर खर्च करू नये.
- १२.२ परीक्षेत काम करणाऱ्यांना मेहनताना परीक्षा संपल्यावर दुसऱ्या दिवशी ताबडतोब अदा करण्यात यावा व सदरच्या हिशोबावर केंद्रनिरीक्षकाची स्वाक्षरी घ्यावी. तसेच सर्व हिशोब एक महिन्याच्या आत ऑडिट करून विद्यापीठास सादर करावा.
- १२.३ केंद्रनिरीक्षकांना त्यांच्या राहण्याच्या ठिकाणापासून ते परीक्षाकेंद्रापर्यंत परत अशा प्रवासाची परवानगी फक्त एकदाच आहे व त्याप्रमाणे प्रवास भत्ता केवळ एकदाच दिला जाईल.
- १२.४ **विशेष सूचना:** विद्यापीठाच्या परीपत्रकात अंतर्भूत केलेल्या बाबींखेरीज इतर कोणत्याही बाबींवर खर्च केल्यास विद्यापीठ सदर खर्चास मान्यता देणार नाही, याची पूर्ण जबाबदारी संबंधित परीक्षाकेंद्रावर राहिल.

### १३. Personalised Bar-coding पध्दतीबद्दल विशेष सूचना

विद्यापीठाने विभाग "ब/क" च्या संयुक्त उत्तरपत्रिकेसाठी Personalised Bar-coding पध्दतीचा अवलंब केला आहे. सदर पध्दतीचा वापर करण्याविषयी खालील विशेष सूचना दिलेल्या आहेत. त्या काटेकरपणे पाळाव्यात.

- १३.१ केंद्रप्रमुख, केंद्रनिरीक्षक व वरीष्ठ पर्यवेक्षक यांनी खोली क्रमांक व बैठक क्रमांक यांचा आराखडा करावा व त्याप्रमाणे कनिष्ठ पर्यवेक्षक यांना परीक्षा वेळापत्रकानुसार उत्तरपत्रिका सुपुर्द कराव्यात व कनिष्ठ पर्यवेक्षकांनी याची वेळापत्रकानुसार शहानिशा करावी.
- १३.२ विद्यार्थ्यांना उत्तरपत्रिका देतांना कनिष्ठ पर्यवेक्षक यांनी त्यांच्या बैठक क्रमांकानुसार व त्या दिवसाच्या परीक्षा वेळापत्रकाच्या पेपर नुसार वाटाव्यात.
- १३.३ या पध्दतीत "ब/क" च्या संयुक्त उत्तरपत्रिकेच्या पहिल्या पानावर विद्यार्थ्यांनी भरावयाची माहिती ही पूर्वतःमुद्रीत केलेली आहे (उदा. बैठक क्रमांक, विषय, पेपर क्रमांक, पी.आर.एन. क्रमांक, पेपरची तारीख, इ.). सदरील सर्व माहिती बरोबर आहे की नाही हे विद्यार्थ्यांनी शहानिशा करून त्यांनी त्यांची स्वाक्षरी करावयाची आहे (नमुना क्र.५ पहावा).
- १३.४ कनिष्ठ पर्यवेक्षक यांनी उत्तरपत्रिकेवर विद्यार्थ्यांने सर्व माहिती तपासून सही केली आहे हे तपासून तदनंतर उत्तरपत्रिकेवर सही करावी.
- १३.५ उत्तरपत्रिकेतील बारकोड हे उत्तरपत्रिकेतील पहिल्या पानावर दोन ठिकाणी मुद्रीत असतात. या उत्तरपत्रिकेतील बारकोड पॅकींग करतांना, ने-आण करतांना खराब होऊ शकतात. अशा उत्तरपत्रिका विद्यार्थ्यांना देऊ नये. त्याजागी कोऱ्या (बारकोड मुद्रीत) उत्तरपत्रिका विद्यार्थ्यांना देऊन त्यांच्याकडून त्यांचा बैठक क्रमांक व इतर सर्व माहिती त्यांच्या हस्तक्षरात भरून घ्यावी.
- १३.६ कनिष्ठ पर्यवेक्षक यांनी घ्यावयाचा अहवाल कलम १३.८ मध्ये नमुद केल्याप्रमाणे तयार करावा.
- १३.७ बैठक क्रमांकानुसार उत्तरपत्रिका अनुक्रमांक सुचित करावा.
- १३.८ खालील माहिती लाल शाईने अहवालात नमुद करावी:-
- १३.८.१ उत्तरपत्रिका खराब निघाली व कोऱ्या (बारकोड मुद्रीत) उत्तरपत्रिका दिल्यावर.
- १३.८.२ विद्यार्थी अपात्र किंवा परीक्षेस गैरहजर असल्यास.
- १३.८.३ परीक्षा गैरप्रकार प्रकरण.
- १३.९ उपरोक्त संदर्भासाठी नमूना क्र. ६ पहावा.

### १४. परीक्षाकेंद्रातील संभाव्य गैरप्रकार आणि केंद्रप्रमुख व केंद्रनिरीक्षक यांच्याकडून अपेक्षित कार्यवाही

- १४.१ जे परीक्षार्थी परीक्षेत गैरवापर करण्याचा प्रयत्न करतील किंवा गैरप्रकार करित असतील अशा परीक्षार्थींच्या गैरवर्तनाची फिर्याद सोबत जोडलेल्या विहित नमुन्यामध्येच केंद्रनिरीक्षकांनी विद्यापीठाकडे ज्या त्या दिवशी दाखल करणे आवश्यक आहे. तसेच गैरप्रकरणातील परीक्षार्थींजवळील उत्तरपत्रिका कनिष्ठ पर्यवेक्षकाने ताब्यात घ्यावी व संबंधीत परीक्षार्थींला त्याच पेपरची उरलेली उत्तरे लिहावयाची असल्यास त्याला त्याच उत्तरपत्रिकेमध्ये लिहीण्यास घ्यावीत आणि ज्यावेळी पकडले असेल त्यावेळेची उत्तरपत्रिकेवर नोंद करावी.

- १४.२ जमा केलेली उत्तरपत्रिका इतर कागदपत्रांसह (जस केलेले नक्कल साहित्य, जोडलेल्या नमुन्यानुसार परीक्षार्थीचे व कनिष्ठ पर्यवेक्षकाचे अहवाल केंद्रप्रमुख व केंद्रनिरीक्षक यांच्या अहवालासह) या कार्यालयाकडे मोहरबंद करून त्वरीत पाठवावी. जर जस केलेल्या साहित्याची पोलीस खात्याने फिर्यादीसाठी मागणी केली असेल तर त्यांना त्याची छायांकित प्रत द्यावी. तोतया परीक्षार्थीच्या बाबतीतही उत्तरपत्रिका, परीक्षार्थीचे निवेदन व कनिष्ठ पर्यवेक्षकाचे निवेदन यांच्या छायांकित प्रती (फोटोकॉपी) पोलीस खात्यास द्याव्यात आणि त्याच्या मूळ प्रती विद्यापीठाकडे पाठवाव्यात.
- १४.३ त्याचप्रमाणे परीक्षार्थीने स्वतःच्या शरीरावर तसेच कपड्यावर लिहून आणलेला आक्षेपार्ह मजकूर तसेच परीक्षेच्यावेळी असलेला त्याच्या टेबलावरील मजकूर, यासंबंधी परीक्षार्थीस गैरव्यवहाराखाली पकडले असेल तर सदर मजकूराचे फोटो काढून अथवा छायांकित (फोटोकॉपी) करून विद्यापीठास पाठवावे. जर फोटो अथवा छायांकन करणे शक्य नसेल तर अशा परीक्षार्थीकडून तो मजकूर एका कोऱ्या कागदावर लिहून घ्यावा व त्याखाली त्याची व कनिष्ठ पर्यवेक्षकाची सही घेऊन केंद्रप्रमुख व केंद्रनिरीक्षकाच्या अहवालासोबत सदरील कागद विद्यापीठास पाठवावा.
- १४.४ तसेच परीक्षेतील गैरव्यवहारासंबंधीचे पॅड, फुटपट्टी, हातरूमाल, कॅलक्युलेटर, बॉक्स, मोबाईल वगैरे साहित्य जस करून विद्यापीठाकडे पाठविणे आवश्यक आहे.
- १४.५ विद्यापीठ भरारी तपासणी पथकातील सदस्यांनी पकडलेल्या कॉपी केसेसची, पोलीस फिर्याद इ. पुढील कार्यवाही केंद्रनिरीक्षकांनी करावयाची आहे. यासाठी केंद्रप्रमुखांनी संबंधित पोलीस ठाण्याकडे परीक्षेपूर्वी योग्यवेळी पोलीस बंदोबस्त पुरविण्याबाबत लेखी कळवावे. असे लेखी कळवूनही पोलीस बंदोबस्त न मिळाल्यास सदरची बाब जिल्हा पोलीस अधीक्षक यांच्या निदर्शनास आणावी.
- १४.६ परीक्षेच्यावेळी नेहमी घेण्यात येणारी सर्व प्रकारची सावधगिरी पर्यवेक्षकांनी घेणे जरूरीचे आहे. प्रामुख्याने परीक्षा चालू असतांना परीक्षार्थीचा एकमेकांशी कोणत्याही प्रकारे संपर्क राहणार नाही, याबद्दल दक्षता घ्यावी. जर एखादा परीक्षार्थी नक्कल करित असल्याचे लक्षात आल्यास त्यास तात्काळ प्रतिबंध करावा व परीक्षार्थीजवळ सापडलेल्या गुन्हापात्र साहित्यासह या संबंधीचा लेखी अहवाल केंद्रप्रमुख व केंद्रनिरीक्षक यांच्या निवेदनासह पुढीलप्रमाणे विद्यापीठाकडे पाठवावा:-
- क) गुन्हापात्र साहित्य परीक्षार्थीजवळ सापडल्याचे परीक्षेचा विषय, दिनांक व वेळ इत्यादी तपशीलासह लेखी निवेदन परीक्षार्थीकडून घ्यावे व त्यास सही करण्यास सांगावे. या निवेदनावर शेजारच्या दोन परीक्षार्थ्यांच्या साक्षीदार म्हणून सहा घ्याव्यात. या निवेदनावर केंद्रनिरीक्षक व कनिष्ठ पर्यवेक्षक यांनी अभिप्रायासह स्वाक्षरी करावी.
- ख) परीक्षार्थीने असे निवेदन देण्यास नकार दिल्यास नकाराचा उल्लेख करून केंद्रप्रमुख व केंद्रनिरीक्षकांनी स्वतःच अहवाल तयार करावा व स्वाक्षरी करावी आणि या अहवालावर त्या परीक्षार्थीच्या शेजारच्या दोन परीक्षार्थीकडून साक्षीदार म्हणून सहा घ्याव्यात. साक्षीदार म्हणून परीक्षार्थीच्या सहा परीक्षेची वेळ संपल्यानंतर घ्याव्यात, जेणेकरून परीक्षार्थीचा कालापच्यय होणार नाही.
- ग) सदर निवेदन व गुन्हापात्र साहित्याचा मोहरबंद लिफाफा तयार करून विद्यापीठाकडे पाठवावा.
- १४.७ प्रवेशपत्राची पाकीटे व अन्य चिठ्ठ्याचपाटयांवर परीक्षार्थीने उतरे लिहून त्याचा गैरवापर करू नये, यासाठी अशी पाकीटे वा चिठ्ठ्याचपाटया परीक्षार्थीजवळ नाहीत याची परीक्षा सुरू होण्यापूर्वीच खात्री करावी. तशा त्या सापडल्यास केंद्रनिरीक्षकांनी ताब्यात घेऊन संबंधित वरीष्ठ पर्यवेक्षकांसमक्ष नष्ट कराव्यात. त्याव्यतिरीक्त परीक्षार्थींनी अन्य कोठेही कच्चे काम केल्यास ती नक्कल समजण्यात यावी व कारवाई करावी. पर्यवेक्षक किंवा केंद्रनिरीक्षक यांच्या ढिलाईचा गैरफायदा घेऊन एखाद्या परीक्षार्थीने गैरप्रकाराने उत्तरपत्रिका लिहिली असे जर परीक्षा संपल्यानंतर विद्यापीठाच्या निदर्शनास आले तर संबंधित पर्यवेक्षक आणि केंद्रनिरीक्षक यांच्याविरुद्ध योग्य ती कार्यवाही करण्यात येईल. याची सर्व पर्यवेक्षक आणि केंद्रनिरीक्षक यांनी नोंद घ्यावी.
- १४.८ या परीक्षांमध्ये गैरप्रकार करणाऱ्या समाजकंटकाना प्रतिबंध करण्यासाठी "महाराष्ट्र प्रिव्हेंशन ऑफ मालप्रॉक्टिसेस अँड युनिव्हर्सिटी, बोर्ड अँड अदर स्पेसिफाईड एक्झामिनेशन्स अँक्ट, १९८२" नुसार सदर उमेदवार कारवाईस प्राप्त ठरेल (पान क्र.२५ पहा).
- १४.९ एखादा परीक्षार्थी कनिष्ठ पर्यवेक्षक, केंद्रनिरीक्षक यांच्याशी हुज्जत घालत असेल आणि परीक्षार्थीच्या उपद्रवामुळे परीक्षेचे कामकाज सुरळीतपणे पार पडणे शक्य नसल्यास पर्यवेक्षकाने त्या परीक्षार्थीच्या प्रश्नपुस्तिका व उत्तरपत्रिका ताब्यात घेऊन त्यास परीक्षाकक्षाबाहेर काढावे. त्याबद्दल त्या परीक्षार्थीकडून लेखी निवेदन घेऊन, त्याची स्वाक्षरी घ्यावी व नाव पत्ता लिहून घ्यावा.

#### १५. नक्कल (कॉपी) प्रकरण पोलिसांकडे सुपूर्द करण्यापूर्वीची कार्यवाही

- १५.१ परीक्षेत गैरप्रकार करणाऱ्या परीक्षार्थीचे लेखी निवेदन घेणे (नमुना क्र.८ व ९).
- १५.२ परीक्षार्थीने गुन्हा कबूल अगर नाकबूल केला तरी परीक्षार्थीच्या शेजारी/मागे/पुढे बसलेल्या दोन परीक्षार्थीची निवेदने घ्यावीत व ही निवेदने परीक्षेची वेळ संपल्यानंतर घ्यावीत म्हणजे परीक्षार्थीचे नुकसान होणार नाही. निवेदनावर परीक्षार्थीच्या, कनिष्ठ पर्यवेक्षकांच्या, केंद्रनिरीक्षकांच्या सहाय्य तारखेनिशी वेळेसह असाव्यात.
- १५.३ संबंधित परीक्षाकक्षातील कनिष्ठ पर्यवेक्षकांचे अहवाल परीक्षार्थीच्या प्रकरणासोबत जोडावेत (नमुना क्र.१०).
- १५.४ परीक्षार्थीने नक्कल केलेले साहित्य व इतर पुरावा यावर परीक्षार्थीची स्वाक्षरी घ्यावी. तसेच कनिष्ठ पर्यवेक्षक, केंद्रप्रमुख व केंद्रनिरीक्षक यांनाही त्यावर स्वाक्षरी करावी.
- १५.५ तोतया परीक्षार्थीच्या प्रकरणात वरील सर्व कार्यवाही झाल्यावर परीक्षार्थीला पोलीसांच्या ताब्यात द्यावे (नमुना क्र.११ पहावा).
- १५.६ अशा तोतया परीक्षार्थीच्या उत्तरपत्रिका, पुरवण्या, हॉलतिकिटासह सर्व कागदपत्रे कनिष्ठ पर्यवेक्षक व केंद्रनिरीक्षक यांच्या अहवालासह विद्यापीठाकडे त्वरीत पाठवावेत (नमुने पान क्र.१०).

## 1. Duties and Responsibilities of Centre Incharge

- 1.1. Before taking into possession sealed packets of the question papers, please ensure that the same belongs only to your Centre as per statement provided.
- 1.2. Take possession of question papers and answerbooks from University Representative; keep the same in 'safe-custody' until handing-over the said material to the Sr. Supervisor and keep account thereof meticulously.
- 1.3. Carefully count boxes of question papers as and when the same reach Examination Centre. O.M.R. answersheets i.e. Section "A" will be accompanied by M.C.Q. Question Papers. Please ensure that Subject Code, Subject, Paper Number, Date and Time commensurate with schedule of examination.
- 1.4. While taking into possession sealed packets, please ensure that the same are neatly sealed from all the sides and furnish certificate in this regard in prescribed format.
- 1.5. Ensure that total number of sealed packets tallies with total number of the same shown in statement provided alongwith the said packets.
- 1.6. Tally Subject Code, Subject, Paper Number, Date, Time and Total Number of Papers Printed on sealed envelope with the statement.
- 1.7. University vehicles will reach Examination Centre as far as possible during daytime (carrying examination related material from University to Examination Centre or carrying written answerbooks from Examination Centre to the University). However, there is a possibility of vehicle reaching late in evening. Under such circumstances, accept or deliver such material up to 10 p.m. in nighttime. In case reaches Examination Centre late in night, arrange for lodging of University Representative and Driver and for security of their vehicle.
- 1.8. Hand-over statement duly signed by Dean/Principal/Representative to the University Representative in lieu of acknowledgement as receipt of packets shown in said statement. In case of any doubt, difficulty or suggestion about number of sealed envelopes provided or about contents on the said envelopes, write separately on piece of paper in this regard and do not write on the statement. Also after taking into possession of sealed packets of question papers, confirm number of candidates mentioned in the statement tallies with number of question papers provided (This exercise may be done after visit of the University Representative to the Centre is over). If not, intimate the same immediately to the University by way of telephone/fax, so as to sort out shortfall of question papers by providing additional question papers, if available. In case the same are not available, instructions about taking out photocopies of the same will be given immediately by the University.
- 1.9. In case of shortage of question papers, there is a permission to take out photocopies thereof. Bill of the said work, if submitted within a period of one month of completion of examination, will be admitted for payment. Please attach photocopy of question paper to bill. Also, furnish statistical data of number of candidates at Examination Centre and number of question papers provided by the University.
- 1.10. In case schedule of examination is changed due to unavoidable circumstances, please verify fresh dates and time of examination is/are in conformity with revised schedule. Further, in case revised dates and time is/are not amended, distribute question papers after making change in accordance with revised schedule and announce the change in schedule prior to commencement of examination in examination hall.
- 1.11. In order to avoid malpractices during examination period, make appointment of an efficient and alert Sr. Supervisor; and Jr. Supervisors as per chart of seating arrangement.
- 1.12. In case mistake occurs due to distribution of wrong question paper which is not as per schedule through oversight, full responsibility lies with Centre Incharge and Centre Observer. Please get doubts, if any, cleared from the University and act as per instructions of the University. However, ultimate responsibilities will lie with Centre Incharge and Centre Observer.
- 1.13. **One day prior to commencement of examination period, arrange a meeting of all the concerned officers and staff; and send "Report of First Day Meeting" immediately on the same day (see Specimen No.12) by fax or email (mentioned on front-page).** Please ensure attendance of Centre Observer at a time of meeting. Discuss the following items pertaining to Conduct of Examination:-
  - a) Remain alert to avoid malpractices during examinations.
  - b) Give detailed idea about the duties and responsibilities to Sr. Supervisors and Jr. Supervisors (See Clause-5 and 6).
  - c) Emphasize that cooperation and responsibilities of all concerned are important to conduct examination smoothly.
  - d) Concerned officers and staff must remain present in office at least one hour before commencement of examination.
  - e) In view of peculiar nature of O.M.R. answersheet i.e. Section "A" answersheet and its scanning process, give proper guidance about the same.

- f) On O.M.R. answersheet i.e. Section "A" answersheet, there are various columns like Seat Number, Question Booklet Version, Candidate's Signature, Invigilator's Signature, Date, etc. The said columns should be filled up by blue/black ball pen. Time of 15 minute should be allotted for this work.
- g) Collect answersheets of Section "A" alongwith question papers after half an hour. Before five minutes of collection of these answersheets, distribute answerbooks of Section "B/C" among candidates. At this time, Jr. Supervisor should take precaution to avoid difficulty to any candidate during solving answers of Section "A".
- 1.14. Ensure that total number of rooms which are available in conformity with number of candidates. Also verify that seating arrangement is satisfactory (e.g. Light, Fans, Water, etc.). It is also to be ensured that one independent room with requisite cupboard is available to keep confidential material and examination stationery therein. Please see that tube lights and fans are in working conditions in each examination block/hall. In case tube lights and fans in room are not functioning, get the same repaired immediately and take precaution about their uninterrupted functioning throughout Examination period. Toilets should be cleaned every day. Arrangement should be made to conduct examination smoothly.
- 1.15. In case Gents/Ladies police constables are required during examination period, please send a letter to that effect to District Police Superintendent ten days prior to commencement of examination otherwise appoint college security guards.
- 1.16. Send a letter to the local officer of the M.S.E.B. requesting therein to keep electricity supply without any interruption.
- 1.17. It is necessary to seal cupboard containing question papers and answerbooks meticulously so as to maintain confidentiality of examination. The cupboard must be sealed every time after obtaining signatures of Centre Incharge, Chairman of Internal Vigilance Squad and Centre Observer thereon.
- 1.18. Distribution of examination related material i.e. stationery, question papers and answerbooks among the supervisors must be done within suitable period.
- 1.19. After completion of every examination, all the Sections (A+B/C) must be kept in sealed cloth envelop facultywise/subjectwise/paperwise. The same may be kept in strong room. The said answerbooks must be handed-over to Representative of the University after obtaining due acknowledgment. Bundles of answerbooks must be classified neatly facultywise/subjectwise/paperwise. The following contents must be written on each bundle of answerbooks:-

MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK	
Exam Centre Name	
Course and Year	
Date	
Time	
Subject	
Paper Number	
Section (A+B/C)	
Total Number of Answerbooks	
Signature of Centre Observer	Signature of Centre Incharge and Seal of Examination Centre

- 1.20. Prepare list of used and unused material showing number against each of them and keep the said material in separate box. The following matter may be written on the box:-

MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK	
Unused Materials	
Total number of Unused Question Papers and Answerbooks of Section "A"	
Total number of Unused Question Papers and Answerbooks of Section "B/C"	
(Please see Specimen No.7)	

- 1.21. Please peruse Clause No.13 regarding Personalized Bar-coding.

## 2. Officers/Staff for Conduct Examinations

- 2.1 Appointment of Centre Observer, Centre Incharge and Internal Vigilant Squad Chairman on Examination Centre are made by the University.
- 2.2 Appointment of other staff viz. Sr. Supervisor, Jr. Supervisor, Clerk, Peon, Waterman, Sweeper and Watchman are to be made by Centre Incharge in accordance with Notification No.05/2008 (see Page No.45).
- 2.3 **It is necessary to entrust work of Jr. Supervisor to teaching staff only. In case there is shortage of teachers, it is necessary to obtain prior permission of the University to appoint non-teaching staff of the college. Appointment of a particular Jr. Supervisor should not be made when there is an examination of a particular subject schedule to be held and that same subject the concerned Jr. Supervisor teaches in the college/centre.**
- 2.4 **It is necessary to convene meeting of Jr. Supervisors one day prior to commencement of examinations.**
- 2.5 Chart (see Specimen No.1) showing blockwise appointment of Jr. Supervisor must be sent to the University within seven days of completion of examinations.

## 3. Seating Arrangement at Examination Centres

- 3.1 As per ratio one bench: one candidate, please verify total number of students to be accommodated in each room. While selecting rooms, please select those rooms which can accommodate at least 30 candidates. In case such types of rooms are not available, big halls can be used for the purpose. However in such case, arrange one block consisting of 30 candidates. As per the capacity of space, there should be 5 lines of 6 benches or 3 lines of 10 benches or 2 lines of 15 benches. Also prior to writing numbers on benches, rooms should be cleaned and benches should be cleaned firstly with dry piece of cloth and then with wet piece of cloth. There should not be any type of writings on walls and on benches.
- 3.2 Daily seating arrangement as per 30 candidates per block should be done as per seat summary in accordance with Subject, Date and Time.
- 3.3 Keeping in view Section "A", numbers should be written on benches with particular system. For example, suppose there is a 1 line of 10 benches, then setting arrangement should be made as detailed below:-

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30

- 3.4 It is necessary to display following information in each block/room regarding seating arrangement:-

MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK		
Exam Centre Name		
Block/Room No.		
Course and Year		
Date		
Time		
Subject		
Paper Number		
Seat Number	From	to (Total Candidates: )
Total Candidates		
Total Present Candidates: _____ Total Absent Candidates: _____		

- 3.5 Keeping in view number of candidates to be accommodated in different rooms in chronological order, prepare a chart of whole seating arrangement for all examination days and for all sessions.
- 3.6 Clerks appointed for seating arrangement should be instructed to write seat numbers on benches with the chalks, as per chart of seating arrangement. Please ensure that there should be sufficient space left in between two candidates so as to prevent them from resorting to copying.

- 3.7 On every evening, one day prior to examination day, seat number of candidates should be written on benches with the wet chalks. After writing seat numbers, permission to enter in such room should not be granted without prior permission of Centre Incharge and Centre Observer.
- 3.8 Information about total summary of seating arrangement should be displayed on black-board. The said black-board should be placed near the entrance gate of the college one hour prior to commencement of examination. Also instruction poster about malpractices and punishment should be displayed near blackboard and also near entrance of each room.

#### 4. Duties and Responsibilities during Examination Period

- 4.1 All the peons should report for duty one and half hour prior to commencement of examination and should complete the cleaning work.
- 4.2 Work of opening of rooms should be done in presence of Centre Incharge and Centre Observer.
- 4.3 Sr. Supervisor, Jr. Supervisors and Clerks should remain present at Examination Centre one hour prior to commencement of examination.
- 4.4 Rubber stamp of Examination Centre should not be affixed on any part of answerbook.
- 4.5 Blank answerbooks, J.S.R etc. should be kept ready in order to hand-over the same to each supervisor roomwise. Precaution should be taken while handling answerbooks. The same should not be folded and also same should not get spoilt by means of water/dust/sweating. Instructions in this regard should be given to Jr. Supervisors and other staff members.
- 4.6 After ensuring Subject Code, Subject, Date and Time in conformity with schedule of examination, the packets containing question papers should be opened 15 minutes prior to commencement of examination. Prior to opening of these packets, all the columns should be filled in legible handwriting and duly signed. Also it is necessary to obtain signatures of Centre Incharge, Centre Observer, two Examinees; Police Constable (if any) and Internal Vigilance Squad Chairman so as to confirm packets are sealed.
- 4.7 Jr. Supervisor should take with him packets of answerbooks and J.S.R. to examination blocks half an hour prior to commencement of examination.
- 4.8 Packets of question papers should be kept ready blockwise and also in accordance with number of students accommodated in one block and the same will be handed-over by Sr. Supervisor to Jr. Supervisor 5 minutes prior to commencement of examination.

#### 4.9 Time Table for Ringing Bell

Bell	Details	Morning Session	Evening Section
First	Entry for Examinees into Examination hall	9.40	2.10
Second	Distribution of Question Papers & Answersheets of Section "A"	9.55	2.25
Third	Solving of Question Paper of Section "A"	10.00	2.30
Fourth	Collection of Answersheets of Section "A"	10.30	3.00
Fifth	Ten minutes before scheduled end timing	12.50	5.20
Sixth	Time is over and stop writing	1.00	5.30

- Note: 1. Morning Session- 9.40 to 9.55: Announcement about important instructions in respect of Section "A" answersheet.
2. Evening Session- 2.10 to 2.25: Announcement about important instructions in respect of Section "A" answersheet.

#### 5. Duties and Responsibilities of Sr. Supervisor

- 5.1 Centre Incharge should appoint efficient and alert Sr. Supervisor in order to avoid any type of malpractices. The Sr. Supervisor should brief Jr. Supervisors about the measures and instructions to avoid malpractices during the examination by the examinees. Also, Sr. Supervisor should announce following instructions in Examination Block/Hall prior to commencement of examination:-
- ❖ *Candidates should not keep examination related materials either in examination block/room or with himself/herself.*
  - ❖ *Except drawing diagram related with the subject in answerbook, color pencil and color inks should not be used elsewhere.*
  - ❖ *Seat number should not be written anywhere on answerbook.*
  - ❖ *Do not make any objectionable sign/s on answerbook and also any type of objectionable writing which does not pertain to the subject (viz. "Shri" or names of Gods/Goddess, etc.) should not be written on answerbooks.*
  - ❖ *Signs, Circle, Squares, etc. should not be made around any answer.*
  - ❖ *Such types of instructions are also mentioned on answerbook. In case of violation of these rules, action will be taken against said candidate under unfair-mean activity. All candidates should be apprised about the same.*
- 5.2 There will be two packets, one of question papers and another of answerbooks with Sr. Supervisor; out of which, packet of answerbook is to be handed-over to Jr. Supervisor who will carry the same to his / her respective block.

- 5.3 Five minutes prior to commencement of examination, Sr. Supervisor should hand-over question papers equivalent to number of the candidates to Jr. Supervisors and request Jr. Supervisors to keep themselves ready for distribution of question papers to the candidates. Thereafter, Jr. Supervisors should make following announcements in front of candidates:-
- ❖ *Now question paper of Section "A" will be provided to candidates. After receipt of question paper, kindly check pages inserted therein. Question Papers which are torn out or Pageless or without printed matter, should be replaced immediately prior to writing of answerbook. Complaints regarding such type of question papers will not be entertained after completion of examination. Thereafter, candidates should write their respective seat numbers in prescribed place of front page. Candidates should read all the instructions printed on front page of answerbook. They should start solving question papers only after ringing of bell.*
  - ❖ *While solving MCQ, instructions must be followed meticulously, e.g. while solving M.C.Q., black or blue ink should be used. Whitener should not be used. Once empty circle of option is darkened, don't erase it out with help of blade or eraser. If it happens like that, marks will not be allotted.*
- 5.4 If it is felt necessary to provide another question paper, due to printing mistake or unavoidable circumstances and if candidate has written question paper number on answerbooks, in such case such type of defective question paper and answerbook be treated as cancelled and he/she may be provided fresh answerbook and question paper. In case candidate has been provided another answerbook, then please obtain candidate's remarks on same answerbook with his signature thereon. Also, Jr. Supervisor shall put his remarks on the same answerbook with his signature thereon. Cancelled answerbook and defective question paper should be sent to the University in the separate packet. Answerbook should not be changed in case candidate has returned in wrong manner. In spite, he / she should be requested to give correct information in the concerned blocks.
- 5.5 Please peruse Clause No. 13 regarding Personalized Bar-coding.

### **6. Duties and Responsibilities of Jr. Supervisor**

- 6.1 Jr. Supervisor should be physically present full time at Examination Centre. Under any circumstances Jr. Supervisor will not leave Examination Centre. All the personal belongings (electronic items, calculator, mobile, written and printed papers, etc.) must be kept outside the examination hall and prior to solving of question papers by candidates. The candidates should be checked, if needed. During course of examination period, please check that candidates are not conversing with each other, no exchange of papers, no contact with outside person or any type of occurrence of malpractices.
- 6.2 Jr. Supervisor should ascertain hall ticket with candidate at the time of each paper.
- 6.3 Jr. Supervisor should remain present at the Examination Centre one hour prior to commencement and get apprised with information from Centre Incharge & Centre Observer. All the concerned should set wrist watches in accordance with wrist watch of Centre Incharge.
- 6.4 Jr. Supervisor should take in his / her possession seat summary, blank answerbooks, blank J.S.R.s and tally the same with seating arrangement at his / her respective class.
- 6.5 After ringing of first bell for candidates, answerbooks and seat summary should be taken to allotted block/room.
- 6.6 Jr. Supervisor should take possession of question papers duly counted and keep themselves ready for distribution among candidates.
- 6.7 Jr. Supervisor should ensure that candidates have occupied their respective seats according to their seat numbers, photos on Hall Tickets belong to them. Jr. Supervisor will also give necessary instructions in this regard.
- 6.8 After distribution of Section "A" of question paper among candidate, Jr. Supervisor should ensure that seat number is written properly on question paper. Also Jr. Supervisor should ensure that all information is filled up at prescribed place and as per prescribed procedure. Jr. Supervisor should put his/her signature on answersheets and Section "A" of question paper. He/she should put full signature on Section "A" and question paper. Jr. Supervisor should note in his/her report the Serial Numbers of Answerbooks of candidates.
- 6.9 Separate answersheet must be provided for Section "A" and that must be withdrawn after 30 minutes. Five minutes before collection of answersheets of Section "A", Jr. Supervisor will distribute question paper of Section "B/C". At this time, Jr. Supervisor should take precaution that candidates are not disturbed while solving Section "A".
- 6.10 Instructions should be given to candidate during last period 10 minutes to draw slanting lines on the blank papers of Section "B/C" and also get the same done from them.
- 6.11 In case candidates have not drawn slanting lines as aforesaid, Jr. Supervisor should do the same himself/herself and then hand-over the answerbooks to Centre Observer.
- 6.12 Those candidates who are absent, absentee of such candidates must be noted in Junior Supervisor Report and after noting down seat numbers of absent and present candidates, Jr. Supervisor will put his / her signature in Junior Supervisor Report.

- 6.13 During examination period, candidate should not be allowed to leave Examination Centre under any circumstances. Also during examination period, no person or officer except officers appointed by the University, Members of Flying Squad and Internal Vigilance Squad Chairman, will be allowed to enter into Examination Centre.
- 6.14 Jr. Supervisor should make announcement before the candidates and take action accordingly:-  
*Announcement No. 1 : Bell will ring when time of solving Section "A" will be over. At the time, it is necessary for all candidates to hand-over question papers and answersheet. After distribution of answerbook of Section "B/C", please check preprinted information pertaining to candidate i.e. Seat Number, Faculty, Subject, Date, etc. is correct or not. And, then only write answers of Section "B/C" in answerbook. If not done like this, concerned answers will not be assessed.*  
*Announcement No. 2 : There will be warning bell 10 minutes prior to prescribed time limit for Section "B/C"; candidate should ensure that he / she has put signature in the prescribed space on the front page of answerbook. Slanting lines should be drawn on blank pages of answerbook.*  
*Announcement No. 3 : Candidate should not put any type of sign of revealing identity. Information regarding "Revealing of Identity" is printed on Section "B/C" answerbook under Clause 4.*  
*Announcement No. 4 : After completion of examination period and ringing of bell, announcement may be made to all candidates to hand-over their respective answerbooks to me and no candidate shall leave his seat unless and until my collection and counting of answerbook is over.*
- 6.15 It is necessary for Jr. Supervisor to have a watch showing accurate timing. Bell will be rung at the time of examination as per schedule. In case it is not possible for any supervisor to start examination as per schedule, then time will be allotted to solve question paper as per schedule from actual commencement of examination. Precaution will be taken in this regard. However, it has to be done due to unavoidable circumstances. Centre Incharge / Centre Observer should be informed immediately. Also the University should be informed immediately in this regard.
- 6.16 In case any candidate has written answerbook by resorting to malpractices by taking disadvantage of laxity of Supervisor or Centre Observer and same has come to the notice of the University after completion of the Examination, suitable action will be taken against the concerned Supervisor and Centre Observer.
- 6.17 Please peruse Clause 13 regarding Personalized Bar-coding.

### 7. Special Instructions

- 7.1 If any Candidate has written seat number of other candidate on answerbook of Section "A" inadvertently, he/she may be allowed to finish answerbook and thereafter, suitable rectification may be done on the said answerbook. Report in this regard may be sent to the University in a separate envelop.
- 7.2 Subject of any other candidate may not have been included in a seat summary due to an oversight and that at the said subject has been shown on his hall-ticket, he/she may be allowed to appear for examination and report may be sent to the University accordingly.
- 7.3 Evaluation of Section "A" is done on computer by using OMR technology through scanning. Therefore, the same should not be mishandled. While handling the said answersheets, extra precaution has to be taken before and after solving M.C.Q.; special instruction in this regard may be given.
- 7.4 Answersheet of Section "A" is of different nature. In order to fill up requisite information therein, Jr. Supervisors are supposed to guide candidates properly. As per rules, candidates may be instructed to write their Seat Number, Question Booklet Version Number, etc. on answersheet.
- 7.5 Jr. Supervisor must instruct students about checking preprinted data of Section "B/C" answerbook.

### 8. Duties and Responsibilities of Centre Observers

- 8.1 Before opening packet containing question papers, Date, Time and Paper Number should be checked as per schedule.
- 8.2 Sometimes there may be printing mistake or paper setters' mistake in question papers, the candidates may be instructed to solve question papers in its original forms. Candidate may send his/her say as per Notification No.10/2004 dated 23/10/2004 to the University within seven days of completion of the paper through Dean/Principal by fax and speed-post.
- 8.3 During Examination period, it may be ensured that all the Jr. Supervisors are performing their duties efficiently. In case any supervisor is neglecting duties of supervision purposefully, report should be sent to the University in this regard.
- 8.4 If it is not possible to provide another question paper due to printing mistake or due to any other unavoidable circumstances and if candidate had put question paper serial number, the question paper and answerbook of candidate may be cancelled. He/she may be provided new question paper and new answerbook. In another answerbook, remarks and signature of candidate must be obtained and thereafter, Jr. Supervisor may offer his remark in the matter of change of answerbook with his counter signature on report. Thereafter, cancelled answerbook and defective question paper will be put in sealed packet and sent to the University alongwith detailed report. If information furnished by candidate is found wrong, answerbook under such circumstances may not be changed; instead, proper information may be given on concerned block.

- 8.5 Centre Observer should check the record of Internal Assessment of specified colleges as communicated by the University and sent a report to the University accordingly (see Specimen-3). Checking of Internal Assessment may be done during holiday which occurs after every two papers. TA will be paid by the University for the purpose. The said TA and Remuneration for checking of Internal Assessment Record will be paid to Centre Observer by Theory Examination Centre where original appointment is made. Rate of remuneration for checking Internal Assessment Record will be as prescribed by the University.
- 8.6 In order to maintain confidentiality of Examination, it is necessary for Centre Incharge and Centre Observer to do the work of sealing of cupboard containing confidential material and must be done each and every time after opening. It is necessary to obtain signature of Centre Incharge, Centre Observer and Internal Vigilance Squad Chairman thereon alongwith date and time.
- 8.7 When time for answerbook writing is over, answerbooks must be packed in cloth envelop facultywise / subjectwise / paperwise and seal the same immediately
- 8.8 Lock-room specially reserved for examination materials should be near to examination hall. As far as possible, the said room should have only one door. Room should be independent and secured. It should not have been attached to another room by means of door. There should be strong and safe cupboard for keeping examination material therein. It is necessary to keep the said cupboard sealed.
- 8.9 Due any injury or illness if any, candidate may not be able to write answerbook with his/her hand. In such cases if the candidate applies for assistance of a writer, the Centre Incharge may provide the same with prior permission of the University. However before doing so, it is necessary to ensure two things viz. - (i) disability of candidate is genuine and contemporary & (ii) writer is not student of same faculty of candidate.
- 8.10 Photocopies on Hall Ticket and Identity Card should be one and same. Dean/Principal will put his signature half on photo and remaining half outside the photo. Photograph should be latest.
- 8.11 In case of interruption during examination due to some unforeseen event, that lapsed time may be extended to student with prior permission of the University.
- 8.12 It should be ensured that Jr. Supervisors distribute question paper promptly without wastage of time.
- 8.13 While taking possession of written answerbooks, it should be ensured that the Jr. Supervisor has drawn slanting line on blank paper; if not done, the same will get done from Jr. Supervisors.
- 8.14 Keep ready packets of question papers blockwise and as per number of candidates in block; and so as to hand-over the same to the Jr. Supervisor which may be confirmed.
- 8.15 In case candidate resorts to malpractices by taking disadvantage of laxity of Jr. Supervisor or Centre Observer and if the same come to the notice of the University after examination is over, then the suitable action will be taken against the concerned Jr. Supervisor and Centre Observer.
- 8.16 Please peruse Clause No.13 regarding Personalized Bar-coding.
- 8.17 While appointing Jr. Supervisor blockwise, precaution should be taken that the Jr. Supervisor should not be appointed if it is found that said Jr. Supervisor teaches the same subject of which examination is held on that day.

### 9. Instruction to be given to candidates by Centre Observer

- 9.1 Care should be taken that answerbooks of Section "A" and Section "B/ C" are not spoiled/folded and that the same are not damaged due to water, sweating or dust.
- 9.2 On OMR answersheets i.e. Section "A" answersheet, there are columns of Seat Number, Question Booklet Version, Candidate's Signature, Invigilator's Signature, Date etc. It should be filled up with blue/black ball pen. For this work, it takes 15 minutes. After distribution of question booklet version, these should be filled in proper column immediately.
- 9.3 Exact 5 minutes prior to commencement of examination, question paper of Section "A" will be placed on benches. **It is necessary to place question paper on benches according to serial numbers even if particular candidate is absent.**
- 9.4 Student should write question booklet version on answerbook of Section "A" and on question paper; he/she should write seat number and answerbook number.
- 9.5 It takes time of 5 minutes for the above work. While solving MCQ, firstly read the instructions and then implement the same meticulously e.g. While solving MCQ, use blue/black ink. Whitener should not be used. Once empty circle of option is darkened, don't erase the same with help of blade or eraser. Even if it is done, marks will not be allotted.
- 9.6 At the time of commencement of examination as per schedule, start writing answerbook of Section "A". Fill up the concerned empty circles printed on answerbooks by blue/black ball pen.



- 10.11 Candidate should not put any sign as revealing of identity on answerbook. For more information on "Revealing of Identity", please refer Clause 4 printed on answerbook of Section "B/C".
- 10.12 In Case any candidate commits malpractices, information in this regard should be sent to the University in the prescribed specimen (see Clause 14 & 15) in sealed packet with relevant documents.

### 11. Stationery of Examination

Answerbooks and all other requisite forms (J.S.R., Remuneration Form, T.A./D.A. Form, Tracing Paper, Reperterisation Sheet, Subjectwise Summary, Yearwise Students List, Hall Tickets) will be sent to the Examination Centre by the University.

### 12. Submission of Statement of Expenditure

- 12.1 Advance provided for conduct of examination includes miscellaneous expenditure also. Miscellaneous expenditure includes expenditure on seal, threads, cloths, candles, etc. Only one "stamp receipt" may be prepared for all miscellaneous expenditure. No expenditure will be approved except mentioned above for the purpose.
- 12.2 Payment of dues may be made to the persons involved in examination immediately on next day and obtain signature of Centre Observer on statement of account. At the same time, whole expenditure should be get audited within one month and submit the same to the University.
- 12.3 Centre Observers had been allowed to travel once during examination period from his home town to Examination Centre and back. He will be paid traveling allowance only once.
- 12.4 Special Instruction: The University will not admit any expenditure other than expenditure incurred on the items not included in the Notification. Responsibility in this regard will fully lie with Examination Centre.

### 13. Special Instructions regarding Personalised Bar-coding

The University has implemented Personalised Bar-coding system in respect of Section 'B/C' answerbooks.

- 13.1 Centre Incharge, Centre Observer and Sr. Supervisor should prepare a chart showing therein room number and seat number and accordingly hand-over answerbooks to Jr. Supervisors as per schedule. Jr. Supervisor should check the same with examination schedule.
- 13.2 While distributing answerbooks to the candidates, Jr. Supervisors should do this according to seat number and according to subject shown in schedule.
- 13.3 In this method on first page of answerbook of Section "B/C", the information which to be filled in by candidates is preprinted (e.g. Seat Number, Subject, Paper Number, PRN, Date of Examination, etc.)
- 13.4 Jr. Supervisors should ensure signature of candidates before putting his/her signature on answerbook.
- 13.5 Bar-code numbers are printed at three places on front page of answerbook. During transit or during packing, they may get spoilt. Such type of answerbook should not be distributed to the candidates. Instead Bar-code printed blank answersheet may be handed-over to the candidates and obtain their seat number and other information in their handwriting.
- 13.6 Report to be complied by Jr. Supervisor should be as detailed below.
- 13.7 Indicate answersheet serial number according to seat number.
- 13.8 Following information should be furnished in red ink.
- 13.8.1 Answerbook found spoiled/damaged and after distribution of blank (Bar-code printed) answerbook.
- 13.8.2 After exchange of Section "B/C" answerbook.
- 13.8.3 After finding exchange of some answers pertaining to Section "B/C" answerbooks.
- 13.8.4 About answerbook pertaining to malpractices.
- 13.8.5 In absence of seat number on answerbook.
- 13.8.6 In case candidate is found ineligible or remained absent from examination.
- 13.8.7 If found ineligible under the MCI Rules.
- 13.9 For reference, please see Specimen No.6.

### 14. Probable malpractices and expected action on behalf of Centre Incharge & Centre Observer at Examination Centre

- 14.1 Those candidates who will attempt to do malpractices or found doing malpractices, FIR about misconduct of candidate, in the prescribed format may be lodged with the concerned police station on the same day. Also Jr. Supervisor must take in his possession answerbook of candidate involved in malpractices. In case it is decided to allow such candidate to solve remaining paper, he may be allowed to write answers on the same answerbook.
- 14.2 Such type of answerbook alongwith other documents (confiscated copy material, statement of candidate, Report of Jr. Supervisor/Centre Incharge/Centre Observer) should be sent to the University in sealed envelopes.

- 14.3 Writing on clothes or body of candidate, writing on table is found, the same should be got written on blank paper and obtain candidate's signature and countersigned by the Centre Incharge and Centre Observer.
- 14.4 Also, material found during malpractices like pad, scale, handkerchief, calculator, mobile etc. should be confiscated and sent to the University. Further necessary action in respect of copy cases caught by Flying Squads has to be taken by Centre Incharge and Centre Observer.
- 14.5 Centre Incharge should write to police station requesting for police protection if required. In spite of communicated in writing, if police protection is not given, the matter should be brought to the notice of District Police Superintendent.
- 14.6 All type of precaution should be taken at the time of examination at usual. Especially during examination, care should be taken to see that there is no contact in between candidates. In case candidate is found copying material, the same should be prevented immediately and report alongwith statement of Centre Incharge and Centre Observers alongwith material found with candidates should be sent to the University.
- A) Written statement should be obtained from candidate containing therein Subject Code, Subject, Date, Time of material found with candidate alongwith his/her signature thereon. Signature of two candidates must be obtained on statement as witness. Centre Incharge and Centre Observer should sign statement alongwith their remarks.
- B) In case candidate refuses to give statement, Centre Incharge and Centre Observer should prepare their own report mentioning therein refusal of candidate and sign the same. Signature of two candidates should be obtained on report as witness. Signature of two candidates as witness may be obtained after time of examination is over so that there will be no wastage of time for these candidates (witnesses).
- C) The said statement/report alongwith material should be put in sealed envelope. Centre Incharge / Centre Observer should send the same to the University immediately.
- 14.7 Packets of Hall Tickets and any other chits should not be misused by candidate for writing answers. It must be ensured before start of examination that such packets or chits are not found with candidates; if found, the Centre Observer should take the same in his/her possession and destroy before start of examination. In addition to this, examinee has done any rough work, the same should be treated as unfair-means and act accordingly. In case any candidate has taken disadvantage of laxity of Supervisor and Centre Observer for writing answerbooks through malpractices, and if the same comes to the notice after examination, then suitable action will be taken against concerned Supervisor and Centre Observer. This should be noted by the Supervisor, Centre Incharge and Centre Observer.
- 14.8 In order to prevent anti-social elements indulging in malpractices in examination, the candidate will be liable for action under Maharashtra Prevention of Malpractices at University, Board & Other Specified Examination Act 1982.
- 14.9 In case any candidate is found in making unnecessary arguments with Jr. Supervisor / Centre Observer and if Supervisor find it difficult to conduct examination smoothly due to nuisance of the candidate, he/she should take into possession Question paper and answerbook of the concerned candidate and the said candidate should be taken out of examination hall. Written statement in this regard may be obtained from the concerned candidate with his signature and address thereon.

### **15. Action to be taken on copy cases before entrusting to the police**

- 15.1 Obtain written statement from candidate involved in malpractice during examination (please see Specimen-8 & 9, Page No.34 & 35).
- 15.2 Obtain statement of two candidates who sit front side / back side / next to the concerned candidate even though the said candidate accepts his/her crime or refuses to accept the same. This statement should be taken after time of examination is over so that there will be no loss of time for these candidates. There should be signatures of Candidates, Jr. Supervisor and Centre Observer alongwith date and time.
- 15.3 Please attach report of Jr. Supervisor of the said examination hall in this regard.
- 15.4 Signature of candidate should be obtained on copying material and other documents / evidence; counter signatures of Jr. Supervisors, Centre Incharge and Centre Observer should also be thereon.
- 15.5 In case of impostor candidate, he/she should be handed-over to the police after completing all requisite procedure (please see Specimen-11, Page No.38)
- 15.6 Answerbook, Supplements, Hall Ticket and any other papers of impostor candidate should be sent to the University immediately alongwith report of Jr. Supervisor and Centre Observer (please see Specimen-10, Page No.36 & 37).

**Controller of Examinations**

**ORDINANCE 1/2002 : CONDUCT OF EXAMINATIONS****65.3 Definition – Unless the context otherwise requires:**

- 65.3.1 “Unfair means” include one or more of the following acts of commission or omissions on the part of student/s during the examination period.
- 65.3.1.1. Possessing unfair means material and or copying there from.
- 65.3.1.2. Transcribing any unauthorised material or any other use thereof
- 65.3.1.3. 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.
- 65.3.1.4 Unauthorisedly communicating with other examinees or any one else inside or outside the examination hall.
- 65.3.1.5 Mutual / Mass copying.
- 65.3.1.6 Smuggling-out, or smuggling-in of either blank or written answer books as copying material.
- 65.3.1.7 Smuggling-in blank or written answer book and forging signature of the Jr. Supervisor thereon.
- 65.3.1.8 Interfering with or counterfeiting of University/College/ Institution seal, or answer books or office stationery used in the examinations.
- 65.3.1.9 Insertion of currency notes in the answer books or attempting to bribe any of the person connected with conduct of examinations.
- 65.3.1.10 Impersonation at the University/College/Institution examination.
- 65.3.1.11 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.
- 65.3.1.12 Or any other similar act/s of commission and/or omission/s which may be considered as unfair means by the
- 65.3.2 “Unfair means relating to examination” means and includes directly competent authority. or indirectly committing 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.
- 65.3.3 “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.
- 65.3.4 “Possession of unfair means material by a student” means having any unauthorised material 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.
- 65.3.5 “Student found in possession” means a student, reported in writing, as having been found in possession of unfair means material by Jr. Supervisor, Sr. Supervisor, member of the vigilance Committee or Examination Squad or any other person authorised 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 Jr./Sr. Supervisor or Chief Conductor or any other authorised person to the Controller of Examinations or Dean/Principal or Head of the Institution concerned or any officer authorised in this behalf.
- 65.3.6 “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 (65.3.5) above, the presumption shall be that the material did relate to the subject of the examination.
- 65.3.7 “Chief Conductor” means Dean/Principal of the College concerned or Head of the University Department or Recognised Institution concerned, where concerned examination is being conducted, and any other person duly authorized by him or person appointed as in-charge of examination, by prior approval of the University.

65.4 During examination, examinees and other students shall be under disciplinary control of the Chief Conductor/s.

**65.5 Chief Conductor/s of the Examination Centre shall, in the case of unfair means, follow the procedure as under**

- 65.5.1 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.
- 65.5.2 Signature of the concerned student shall be obtained on the relevant materials and list thereon. Concerned Jr. Supervisor, Sr. Supervisor and the Chief Conductor shall also sign on all the relevant materials and documents.
- 65.5.3 Statement of the student and his/her undertaking in the prescribed format (Appendix- I & II) and statement of the concerned Jr. Supervisor and Sr. 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 Jr./Sr. Supervisor and Chief Conductor shall record accordingly under their signatures.
- 65.5.4 Chief Conductor shall take one or more of the following decisions depending upon seriousness/gravity of the case:
- 65.5.4.1 In the case of impersonation or violence, expel the concerned student from the examination and not allow him/her to appear for the remaining examination.
- 65.5.4.2 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.
- 65.5.4.3 May report the case to the concerned Police Station (Appendix - IV) as per provisions of Maharashtra Act. No. XXXI 1982 - An act to provide for preventing mal-practices at University; Board and other specified examinations.
- 65.5.4.4 Confiscate his/her answer book, mark it as “suspected unfair means case” and issue him/her fresh answerbook duly marked.
- 65.5.4.5 All the materials and list of material mentioned in sub-clause (65.5.1) and the undertaking with the statement of the student and that of the Jr. Supervisor as mentioned in clause No. (65.5.2) and (65.5.3) and the answerbook/s shall be forwarded by the Chief Conductor, alongwith his report, to the concerned Controller of Examinations / Dean / Principal / Head of the Institution, as the case may be, in a separate and confidential sealed envelope marked “suspected unfair means case”.
- 65.5.4.6 In case of unfair means of oral type, the Jr. Supervisor and the Sr. Supervisor or concerned authorised person shall record the facts in writing and shall report the same to the concerned Controller of Examinations/Dean/Principal/Head of the Institution, as the case may be.

## Maharashtra Prevention of Malpractices at University, Board and other specified Examinations Act, 1982

MAHARASHTRA ACT NO.XXXI OF 1982

*(First published after having received the assent of the President in the Maharashtra Government Gazette on the October 14, 1982)*

An Act to provide for preventing malpractices at University, Board and other specified examinations.

WHEREAS both houses of the State Legislature were not in session;

AND WHEREAS Governor of Maharashtra was satisfied that circumstances existed which rendered it necessary for him to take immediate action to have a special law in this State to provide for preventing malpractices at examinations held or proposed to be held by any University or the Board or any other authority specified by such examinations, and for matters connected therewith, and therefore promulgated the Maharashtra Prevention of Malpractices at University, Board or other specified Examinations Ordinance, 1982 on the 25th May, 1982.

AND WHEREAS it is expedient to replace the said ordinance by an Act of the State Legislature; it is hereby enacted in the Thirty-third year of the Republic of India as follows:

- (01) 1. This act may be called the Maharashtra Prevention of Malpractices at University, Board and other specified Examinations Act, 1982.  
2. It shall be deemed to have come into force on the 25th May, 1982.
- (02) In this act, unless the context otherwise requires-  
(a) "Board" means the Maharashtra State Board of Secondary and Higher Secondary Education established under the Maharashtra Secondary and Higher Secondary Education Boards Act, 1965 or Divisional Boards.  
(b) "Examination" means any examination held or proposed to be held by such other authority as may be specified in this behalf time to from time, by the State Government by notification in the official gazette.  
(c) "University" means any University established by law in the State of Maharashtra.
- (03) 1. Any person who is appointed as a paper setter at any examination shall not supply or cause to be supplied the question paper drawn by him or a copy thereof or communicate the contents of such paper to any person or give publicity thereto in any manner, except in accordance with the instructions given to him in writing by his appointing authority in this behalf.  
2. Any person who contravenes the provisions of sub-section (1).  
2.1 Shall on contravention be punished with imprisonment for a term which may extend to one year or with fine which may extend to one thousand rupees, or with both.
- (04) (a) Any person who is entrusted with the work of printing, cyclostyling, typing or otherwise producing copies of any question paper set for the purposes of any examination shall not supply or cause to be supplied a copy thereof or communicate the contents thereof to any person or give publicity thereto in any manner except in accordance with the instructions given to him in writing by the authority which entrusted the work to him.  
(b) Any person who contravenes the provision of sub-section (1) shall, on conviction, be punished with imprisonment for a term which may extend to one year or with fine which may extend to one thousand rupees, or with both.
- (05) 1. Any person is entrusted with the custody or is otherwise in possession, of any question papers set up for the purposes of examination shall not supply or distribute or cause to be supplied or distributed any copy thereof in any manner, except in accordance with the instructions given to him in writing by the authority which entrusted the custody or gave possession thereof to him.  
2. Any person who contravenes the provision of sub-section (1) shall, on conviction, be punished with imprisonment for a term which may extend to one year or with fine which may extend to one thousand rupees, or with both.
- (06) 1. Whoever has in his possession any question paper set or purported to be set for any examination and supplied or causes to be supplied or offers to supply a copy thereof or communicate the contents thereof to any person, whether for any consideration or otherwise or gives publicity thereof in any manner except in accordance with the instructions issued in writing by an authorised officer of the University, Board or other authority concerned with the examination, at any time before the examination is held shall, on conviction, be punished with imprisonment for a term which may extend to one year, or with fine which may extend to one thousand rupees, or with both.
- (07) Whoever is found in or near an examination hall by the invigilator or any other person appointed to supervise the conduct of examination copying answer to the question paper set at the examination from any book, notes or answer papers of other candidates appearing at the examination for any other candidate or using any other unfair means shall, on convictions be punished with imprisonment for a term which may extend to six months or with fine which may extend to five hundred rupees, or with both.
- (08) Whoever abets any offence punishable under this act shall be punishable with the punishment provided for the offence.
- (09) Notwithstanding anything contained in the Code of Criminal Procedure, 1973 all offences under this Act shall be recognizable offences and shall be non-bailable 1974.
- (10) Notwithstanding anything contained in the Code of Criminal Procedure, 1973 all offences under this Act shall be tried in a summary way by any metropolitan magistrate or any judicial magistrate of the first class and the provisions 262 to 265 (both inclusive) of the said code shall as, far as may be, apply to such trial.  
Provided that in the case of conviction for any offences in a summary trial under this section, it shall be lawful for the magistrate to pass a sentence of imprisonment for any term for which such offence is punishable under this Act.
- (11) 1. The Maharashtra Prevention of Malpractices at University, Board and Other Specified Examinations Ordinance, 1982 is hereby repealed.  
2. Notwithstanding such repeal, anything done or any action taken (including any notification issued) under the said Ordinance shall be deemed to have been done, taken or issued as the correspondence provision of this Act.



Specimen-2 (for Rule 9.9)

नमुना क्र.२ (कलम ९.९ साठी)

**Centre Observer's Report**

(Before filling up of this form, go through the "Guidelines" mentioned at end.)

**Examination:** ..... **Centre Name:** .....

1. Name of Centre Observer : .....
2. Parent College of Centre Observer : .....
3. Reporting Date & Time : .....
4. Date & Time of first meeting with Centre Incharge and Staff of the Centre : .....
5. Familiarisation of Duties and Responsibilities of concerned staff? :  Yes  No
6. Whether Flying Squad visited the Centre? (mention date & time) :  Yes  No
7. Whether Centre Incharge / Dean / Principal were available at Centre during examination period ? :  Yes  No
8. Whether Sr. Supr. / Jr. Supr. performed their duties satisfactorily? If not, mention details. :  Yes  No
9. Whether Internal Vigilance Squad Chairman was appointed and performed the duties satisfactorily? :  Yes  No  
Name & Department of IVS Chairman: .....
10. Whether full secrecy maintained at Centre? :  Yes  No
11. Whether sufficient cupboard provided for keeping Question Papers & Answer Papers with adequate security arrangements? :  Yes  No
12. Whether office & cupboard were sealed every day? :  Yes  No
13. Whether sending answerbooks to the University was carried out in separate packets for Section A, B & C respectively? :  Yes  No
14. Whether all examinations were conducted in time? :  Yes  No
15. Whether time-table, instruction, seating arrangements, etc. was displayed on Notice Board at suitable place? :  Yes  No
16. Whether instructions regarding Examination Unfair Means Act were displayed on Notice Board? :  Yes  No
17. Whether question papers / solved answerbooks were kept at secured place? :  Yes  No
18. Whether any hurdle / disturbance from outside observed during examination period? :  Yes  No
19. Whether any Deficiency of Question Paper? If any, mention details in enclosure. :  Yes  No
20. Whether any theft case observed? :  Yes  No
21. Whether police protection was available? :  Yes  No
22. Whether writer/translator/extra time provided to the examinee? Specify details. :  Yes  No  
(i) .....
- (ii) .....
- (iii) .....

P.T.O.



23. Whether any **Unfair-Means** observed? Please specify Student Seat No, Course, :  Yes  No  
Subject and Paper No., Date and Time of Incidence, etc

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24. Any other difficulties, **complaints** regarding centre? :  Yes  No

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25. Any **suggestions**? :  Yes  No

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Date : \_\_\_ / \_\_\_ /20\_\_

Place: \_\_\_\_\_

\_\_\_\_\_  
Signature of Centre Observer

**Guidelines**

1. Before filling up of this form, centre observer must go through conduct of examination rules and regulations.
2. Tick-mark (✓) when selecting the option "Yes / No" in the box (□) provided for it.
3. Give more details regarding any point/s against the norms, on separate page (if necessary).
4. Centre Observer will sent this report to the following and keep one copy with himself/herself:-
  - (a) To the Controller of Examinations, Maharashtra University of Health Sciences, Mhasrul, Dindori Road, Nashik – 422 004, by **Speed Post** with acknowledgement **only (original copy)**;
  - (b) To Centre Incharge;
5. **No matter regarding Internal Assessment Report will be indicated in your Centre Observer Report.** Internal assessment report will be made separately and sent along with this report as per proforma enclosed only to the Controller of Examinations.
6. Both reports should reach the University with seven days of completion of the theory examination.










Specimen-5 (for Rule 13.3)

नमुना क्र.५ (कलम १३.३ साठी)

विभाग "ब/क" उत्तरपत्रिकेच्या पहिल्या पानाचा पूर्वतःमुद्रित नमुना

	<b>॥ स्वास्थ्यरक्षणाय विज्ञानानुसंधानाय च समर्पितम् ॥</b>	Centre Code																																																																																																												
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<p><b>Pledge :</b> I hereby declare that I have gone through the "Special Instructions to Candidate" printed on page number two and my seat no., PRN, Subject printed / written on page no. one of the Answer Booklet. I also know that no supplement will be provided to me.</p>																																																																																																														
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Specimen-6 (for Rule 13.6)

नमुना क्र.६ (कलम १३.६ साठी)

**[SAMPLE FILLED JUNIOR SUPERVISOR'S REPORT]**

MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK

**Junior Supervisor's Report**

Date:- 30/11/2010

Examination: **First MBBS** Centre: **3201** Seat No. From : **258171** To **258181**Subject: **Anatomy** Block No. : **4** Total Strength of the Block: **30** Paper: **I**Total No. of Answer-books sent in this bundle **30** Number of candidates in this block **30**

Seat Number of the Candidate's 'Present'	Main Answer-book No.		Student's Signature	Seat numbers of candidates 'Absent'
	Sec. A	Sec. B & C		
258171	<b>ABSENT</b>	<b>ABSENT</b>	<b>ABSENT</b>	<b>258196</b>
258172	<b>011232</b>	<b>255442 (Blank Sheet's Number)</b>	<b>355442 (Blank Sheet's Number)</b>	<b>Section damaged and blank answerbook issued.</b>
258173	<b>011233</b>	<b>255443 (Interchanged New Number)</b>	<b>355443 (Interchanged New Number)</b>	<b>Section Interchange Completely</b>
258174	<b>011234</b>	<b>255444 (No Change in Data)</b>	<b>355444 (No Change in Data)</b>	<b>Partially Section Interchange (Some questions are written neither of the section)</b>
258175				
258176	<b>011236</b>	<b>255446 (No Change in Data)</b>	<b>355446 (No Change in Data)</b>	<b>Unfair Means Case.</b>
258177	<b>011237</b>	<b>255447 (Blank Sheet's Number)</b>	<b>355447 (Blank Sheet's Number)</b>	<b>Section-B &amp; C – Missing.</b>
258178	<b>011238</b>	<b>255448 (No Change in Data)</b>	<b>355448 (No Change in Data)</b>	<b>Sec. B &amp; C – Does not contain Seat No.</b>
258179	<b>011239</b>	<b>255449 (Change Answersheet Number)</b>	<b>355449 (Change Answersheet Number)</b>	<b>Student Interchange.</b>
258180	<b>011240</b>	<b>255450 (No Change in Data)</b>	<b>355450 (No Change in Data)</b>	<b>Not Eligible/Not Appeared (Due to attendance, etc.).</b>
258181	<b>011241</b>	<b>255451 (No Change in Data)</b>	<b>355451 (No Change in Data)</b>	<b>Not Eligible/Not Appeared - because failed in Internal Assessment (MCI Rule).</b>
...	...	...	...	...
...	...	...	...	...
...	...	...	...	...
<b>Total</b>	<b>30</b>			<b>Total</b>

I certify that verified the candidate's seat number on each Answer-book submitted by each candidate in the block and that the same tallies with the number allotted by the University.

Sr. No.		Name	Signature
1.	Block Supervisor	XYZ	zy
2.	Senior Supervisor	ABC	bc

Specimen-7 (for Rule 1.20)

नमूना क्र.७ (कलम १.२० साठी)

**Information for Return of Answerbooks**

Name of the Centre: - .....

Received Total Personalized Bar-coding Packages	Used	Returned Bar-coding Packages or Serial Nos. Returned	Received Blank Answerbooks without Student's data	Used No. of Blank Answerbooks	Serial No. of Used Answerbooks	Returned Total Number of Answerbooks
(a)	(b)	(a - b)	(c)	(d)	(e)	(c-d)

\* These are those Serial Numbers of students who have not appeared in the examination due to any reason i.e. Absent or Exempted in the examination and their Personalised Answerbooks exists. However, these answerbooks should not be placed separately but instead included as per their sequence in the original packet and indicated in Red in respective JSR.

Date : \_\_\_/\_\_\_/20\_\_

Name &amp; Signature of Centre Incharge : .....

Name &amp; Signature of University Representative : .....





Appendix-II / Specimen-9 (for Rule 14 &amp; 15)

नमुना क्र.९ (कलम १४ व १५ साठी)

**FORM OF UNDERTAKING**CONFIDENTIAL

Full Name of Candidate : .....  
 (in Block Letters) Surname First Name Father's/Husband's Name

Permanent Home Address: .....

Tel./Mobile No. : .....

To,  
 The Controller of Examinations,  
 Maharashtra University of Health Sciences,  
 Mhasrul, Dindori Road,  
 Nashik-422 004.

**Sir,**

I, the undersigned student of ..... College /Institution appearing  
 for ..... Examination at the .....  
 ..... College (Exam 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 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.**

Date : \_\_\_/\_\_\_/20\_\_\_ Time of Unfiar Means : .....

Place: .....

Signature of the Candidates

Before me

.....  
 Chief Conductor of the Centre  
 and Rubber Stamp of the College / Institution / University  
 Date : \_\_\_/\_\_\_/20\_\_\_

APPENDIX-III / Specimen-10 (for Rule 14 &amp; 15)

नमुना क्र.१० (कलम १४ व १५ साठी)

MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK

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

Subject : ..... Date : \_\_\_/\_\_\_/20\_\_\_  
 Examination : ..... Paper No. : .....  
 Block No. : .....

To,  
 The Controller of Examinations,  
 Maharashtra University of Health Sciences,  
 Mhasrul, Dindori Road,  
 Nashik- 422 004.

Sir,

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

(The Jr./Sr. Supervisor must write the details of the case).

Description of Unfair Means material/ Copy material :-

Note :- (Enclose the Unfair Means material / Copy material)

Yours faithfully,

(Signature Jr. Supervisor)

Date : .....  
 Time of Unfair means : .....  
 Name & Address of the Junior Supervisor : .....  
 .....  
 Tel./Mobile No. : .....

P.T.O.

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 (Seat No.)..... and therefore, the case be forwarded to the University for investigation.

Forwarded to the Controller of Examinations, Maharashtra University of Health Sciences, Nashik for necessary action.

**Observation of Centre Observer in the above mentioned Unfair Means Case :**

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Name of Centre Observer..... Signature.....

Tel./Mobile No. ....

**Observation of Centre Incharge in the above mentioned Unfair Means Case :**

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Name of Centre Incharge..... Signature.....

Tel. No /Mobile No.....

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

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

- Encl.:-** 1) Question Paper.....  
2) Section 'B' & 'C' .....  
3) M.C.Q. Question Paper .....  
4) M.C.Q. Answerbook .....  
5) Xerox Copy of Hall Ticket ..... **Place :** .....  
6) Xerox Copy of I.D. Card ..... **Date :** .....  
7) Copy Material (if any).....

**(N.B. : Kindly enclose a copy of the relevant Question paper, Hall ticket, identity card of the Candidate having resort to Unfair Means in the examinations)**

Appendix-IV / Specimen-11 (for Rule 14 &amp; 15)

नमुना क्र.११ (कलम १४ व १५ साठी)

CONFIDENTIAL

To,  
**The Inspector / Sub-Inspector,**  
 ..... Police Station,

Sub. :- Complaint against the student for the alleged use of Unfair Means at the .....  
 ..... examination held in the .....

Sir,  
 On behalf of Maharashtra University of Health Sciences, Nashik, the ..... examination  
 held in the First Half / Second Half of 200... is conducted in the premises of the .....  
 ..... College/Institute/University. I have been  
 authorised by the University of ..... vide letter No. ....  
 ..... dated ..... addressed to the  
 Dean/Principal by ..... to take action under the provisions of Maharashtra Act XXXI of 1982, an Act to  
 provide for preventing malpractices at University, Board and Other Specified Examination.

I furnish herewith the details of the following student/s who has / have used Unfair Means at the  
 ..... examination.

1. Name of the Student : .....
2. Examination Seat No. : .....
3. Name of the College through : .....  
 which he/she appeared for the  
 examination .....
4. Name of the subject, Date and : .....  
 Time .....
5. Name of the Jr. Supervisor : .....
6. Name of the Sr. Supervisor who : .....  
 detected the case .....
7. Unfair Means Material found with : .....  
 the candidate .....
8. Other information if any in : .....  
 connection with the case .....

According to Section-7 of the Maharashtra Act XXXI of 1982, an act to provide for preventing malpractices at  
 University, Board and Other Specified Examinations, Shri./Kum. has committed the offence at the  
 ..... examination and therefore, I lodge a complaint against him / her with the  
 Police Station .....

(Name of the Police Station)

Yours faithfully,

Date : \_\_\_/\_\_\_/20\_\_

Place: \_\_\_\_\_

Signature of Chief Conductor /Centre Incharge

Name of the Centre : .....

Specimen-12

नमुना क्र.१२ (कलम १.१३ साठी)

MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK

**Report of First Day Meeting**

(To be submitted by Centre Observer &amp; Centre Incharge)

1. Name of Theory Centre :- .....
2. Reporting Date & Time by Centre Observer :- .....
3. Whether staying arrangements for Centre Observer is made by college :-  Yes  No
4. Whether number of Question Paper Packets and Answerbooks are as per list provided by the University? :-  Yes  No
5. Whether seal of Question Paper packets are intact? :-  Yes  No
6. Whether any deficiency observed? :-  Yes  No
7. Whether staff appointments are made as per Notification No.05/2008? :-  Yes  No
8. Date & Time of first meeting with centre Incharge and staff .....
9. Minutes of the Meeting in short :- .....

Date : \_\_\_/\_\_\_/20\_\_

Place: \_\_\_\_\_

\_\_\_\_\_  
Signature of Centre Incharge\_\_\_\_\_  
Signature of Centre Observer



Specimen-14

नमुना क्र.१४

MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK  
**Centre Incharge Nomination Cum Acceptance Letter**

**CONFIDENTIAL**

- (1) Examination (Month & Year) : .....
- (2) Centre Name : .....
- (3) Name of Nominated Centre Incharge : .....
- (4) Designation : .....
- (5) Department : .....

I hereby nominated above said teacher as Centre Incharge for forthcoming Theory Examinations after going through assumptions. He/she is directed to keep liasoning contact with Centre Observer / Internal Vigilance Squad Chairman for smooth conduct of Examinations.

Date : \_\_\_/\_\_\_/20\_\_

Signature of Dean/Principal .....

Name of Dean/Principal .....

**ACCEPTANCE FOR CENTRE INCHARGE DUTIES**

I, Dr. ....intimate to you that, I hereby accept the appointment for Centre Incharge Duties after going through the assumption\* (mentioned below), the duties & responsibilities (mentioned in the Booklet) for the Theory Examinations.

**My Contact Details are:-**

- a. **Email Address (required)** : .....
- b. **b) Mobile No. (required)** : .....
- c. College Telephone No. : .....
- d. Residential Telephone No. : .....

Date : \_\_\_/\_\_\_/20\_\_

Signature of Nominated Centre Incharge

**\*ASSUMPTIONS FOR APPOINTMENT**

- i) That none of you has any relation of the following type appearing in the class and faculty for which your appointment is made, at this examination of the University: -  
*wife, husband, son, daughter, grand-son, grand-daughter, brother, sister, nephew, niece, uncle, grand-nephew, grand-niece, aunt, first cousin, son-in-law, daughter-in-law, brother-in-law and sister-in-law. (N.B. - Son, daughter, brother or sister will be understood to include also step-son, step-daughter, step-brother or step-sister as the case may be.)*
- ii) That none of you is debarred from examination work by the parent/any other University.
- iii) That you are not a member of Board of Examinations.
- iv) That you are not undergoing Post Graduate examination of this University.



**Internal Vigilance Squad Chairman Nomination Cum Acceptance Letter****CONFIDENTIAL**

- (1) Examination (Month & Year) : .....
- (2) Centre Name : .....
- (3) Name of Nominated IVS : .....
- (4) Designation : .....
- (5) Department : .....

I hereby nominated above said teacher as Internal Vigilance Squad Chairman for forthcoming Theory Examinations after going through assumptions. He/she is directed to keep liasoning with Centre Observer / Centre Incharge for smooth conduct of Examinations.

Date : \_\_\_/\_\_\_/20\_\_

Signature of Dean/Principal .....

Name of Dean/Principal .....

**ACCEPTANCE FOR INTERNAL VIGILANCE SQUAD CHAIRMAN DUTIES**

I, Dr. .... intimate to you that, I hereby accept the appointment for Internal Vigilance Squad Chairman Duties after going through the \*assumption (mentioned below), the duties & responsibilities (mentioned in the Booklet) for the Theory Examinations.

**My Contact Details are:-**

- a. **Email Address (required)** : .....
- b. **Mobile No. (required)** : .....
- c. **College Telephone No.** : .....
- d. **Residential Telephone No.** : .....

Date : \_\_\_/\_\_\_/20\_\_

Signature of Nominated Internal Vigilance Squad Chairman

**\*ASSUMPTIONS FOR APPOINTMENT**

- i) That none of you has any relation of the following type appearing in the class and faculty for which your appointment is made, at this examination of the University: -  
*wife, husband, son, daughter, grand-son, grand-daughter, brother, sister, nephew, niece, uncle, grand-nephew, grand-niece, aunt, first cousin, son-in-law, daughter-in-law, brother-in-law and sister-in-law. (N.B. - Son, daughter, brother or sister will be understood to include also step-son, step-daughter, step-brother or step-sister as the case may be.)*
- ii) That none of you is debarred from examination work by the parent/any other University.
- iii) That you are not a member of Board of Examinations.
- iv) That you are not undergoing Post Graduate examination of this University.

**DUTIES & RESPONSIBILITIES OF THE INTERNAL VIGILANT SQUAD**

- i) The Chairman/Member of the Squad will visit to each block in every session. He/She will be present in the Centre during the entire examination period. His/Her absence will be reported by Centre Observer.
- ii) He/She should report the cases of unfair means with adequate proof to the Centre Incharge for further action with a copy of intimation to the Controller of Examinations on the same day.
- iii) He/She will ensure that packets of all question papers are opened in front of him/her, two examinees, Centre Incharge and Centre Observer. In case any tampering is noticed in the seal of the packet, he/she will report the matter independently, immediately to the Controller of Examinations.
- iv) He/She will ensure that the cupboard in which question papers are kept is locked and sealed with a paper, dated and signed by the Centre Incharge and Centre Observer. In case either of the two above mentioned Incharge do not carry out this task, it should be reported to Controller of Examinations immediately telephonically.
- v) He/She is expected to, if need be, check physically the suspects, resorting to unfair means. If the Squad Chairman/Member is male and he suspects female examinee to be checked physically, then he should take the help of lady Jr. Supervisor / female staff concerned to theory exam duties for that particular period. He/She is expected to check the identity of the examinees.
- vi) He/She will coordinate visit of Flying Squad.
- vii) He/She will coordinate with examination related person viz. Senior Supervisor / Centre Incharge / Centre Observer.
- viii) He/She will be paid remuneration Rs.100/- per session. This amount should be paid from the theory examination advance. He/She being from the teaching staff of the same college & therefore will not be entitled to TA/DA or local conveyance allowances.
- ix) Also follow the instructions mentioned in the booklet "Rules for Conduct of Examinations" published by the University.

## महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक

MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK

महाराष्ट्र, दिंडोरी रोड, नाशिक-४२२००४. Mhasrul, Dindori Road, Nashik-422004

Ref.No.:MUHS/XC-30/7319/2004

Date:23/10/2004

**NOTIFICATION NO 12/2004****PROCEDURE FOR RAISING OBSERVATION ON THEORY QUESTION PAPER OF UNIVERSITY**

Authority: Hon'ble Vice Chancellor's decision in the Senate Meeting dated 20<sup>th</sup> October 2004 under provisions of Rule 31(4) of MUHS Act 1998.

It has been observed that **various observations/objections** e.g. **out of syllabus questions, printing errors etc.** have been **raised by the students** without **following a laid down procedure**. Consequently, in order to give **due consideration** to all such complaints/ the following **Standard Operating Procedure (SOP)** will be followed:-

- (i) All such complaints **duly signed by the student(s)** as per the **format** given below should be presented to the **Dean/Principal of the respective College** of the student(s).
- (ii) The **Dean/Principal of the College** in **turn** will obtain the **comments** of the **subject expert** and forward the same to the Controller of Examinations through **a fax**. **Hard copy** should be sent speed post.
- (iii) Above mentioned **complaint completed in all respects** should reach the Controller of Examination through **Fax/Speed Post within a period of seven days** from the **actual date on which written University examination of the subject has been held**. University will **not be bound to consider** complaints not following the above **mentioned time frame work** unless exceptional circumstances for reasons of delay are justified by the respective Dean/Principal of the College.
- (iv) **All valid complaints** received will be **referred by Controller of Examinations** 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**.
- (v) **Suitable relief** in case **admitted by the Board of Examinations** will be provided to all affected students.
- (vi) University will **not be bound to convey the final decision of the Board of Examinations and its reasons** thereof to the student since the proceedings of the Board of Examinations are **CONFIDENTIAL** in nature. However, an **acknowledgement** for receiving the complaint will be duly issued to the respective college.
- (vii) Formate for the complaint will be as per Appendix attached.
- (viii) The Dean/Principal of the College should **only forward** the complaint to the University in case **he/she is convinces** that the complaint is **justified** after taking the **subject experts comments into consideration**. **Subject expert** in turn should **recommend only** the complaints which are **genuine in nature**. All the information regarding **comments** will be kept **CONFIDENTIAL**. All the related students/appointments/authorities **raising complaints** and **giving comments** thereof **will be held accountable** for the same **under the provisions of Ordinance 1/2002 (amended)** and therefore **should raise complaints** and **offer their comments** respectively after due **deliberation** on the subject. The **comments should cover** the following heads:-
  - (a) Relief admissible or not.
  - (b) Reasons of admissibility/Not admissibility with reference to syllabus i.e. its related Topic.
  - (c) Signature of the subject expert with name.
- Note : **Complaints** as well as **comments** should be **specific** and **not general in nature**. Complaints and comments should **given in general will be invalid** and thereby **discarded**.
- (ix) It is **mandatory** to follow the above mentioned procedure in respect of all complaints **raised henceforth** and **any deviation from the same** will render the **complaint invalid**.

**Note: All the Deans/Principals of the College are requested to give wide publicity for the same on respective College Notice Boards.**

Sd/  
Controller of Examinations

Enclosures: One only

P.T.O.



Appendix

(Refer to Para(vii) of Notification No. 12/2004 dated 23/10/2004)

**Format for Raising Observations / Compliments on  
Theory Question Paper of University Examination**

Name of the Student	Seat No.	Name of the College	Course	Subject/Paper	Question No.	Nature of Complaint i.e. out of Syllabus / Printing Error, etc.	Signature of the student with date

**COMMENTS OF THE SUBJECT EXPERT**

Relief admissible or Not	Reasons of admissibility / non-admissibility	Name and College of subject expert	Signature of the subject expert with date

**COMMENTS OF THE DEAN/PRINCIPAL OF THE COLLEGE**

.....

.....

.....

.....

.....

.....

Date : .....

Signature of the Dean/Principal of the college

# महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक

MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK  
 म्हसळ, दिंडोरी रोड, नाशिक-४२२००४. Mhasrul, Dindori Road, Nashik-422004  
 Tel: 0253-2539214 / 215, Fax : 2539215 / 222 / 223, 2531836

Ref. No. MUHS/XC-30/01/17350/2008

Date: 24/12/2008

## **NOTIFICATION NO. 05/2008 (Amended)**

Earlier Notification No. 05/2008 issued under Ref. No. MUHS/XC-30/01/6889/2008, dated 26/05/2008, stands cancelled.

- Ref. :** 1. Notification No. 05/2004 (Amended) dt. 17/08/2004.  
 2. Management Council resolution No. 175/2008 dt. 15/12/2008.

### **ADMISSIBLE MANPOWER AND RATES OF REMUNERATION AT THEORY EXAMINATIONS APPLICABLE FROM UNIVERSITY EXAMINATIONS FROM WINTER 2008 ONWARDS**

Centre Observer, Centre Incharge and other staff to be deployed at Examination Centre for conducting Theory Examinations of Maharashtra University of Health Sciences, Nashik

Sr. No.	Designation	Authorisation Criteria	Rates of Remuneration
01.	Centre Observer	One per exam Centre, to be appointed by the University	Rs.150/- per session and + Rs.100/- per day for one day prior to commencement of Examination and one day after ending of Examination and <b>Rs. 150/- per college allotted for checking of Internal Assessment Record.</b>
02.	Centre Incharge	One per exam Centre, to be appointed by the University	Rs.150/- per session during exam days and <b>Rs.100/- per day for non exam day w.e.f. date on which papers are received at Centre till commencement of examination and for the days after completion of examination till final dispatch of Answerbooks.</b>
03.	Internal Vigilance Squad	One squad consisting of one person per Centre, to be appointed by the University.	Rs.100/- per session per person
04.	Senior Supervisor	One for 400 or less no. of Candidates. Two for 401 or more no. of Candidates.	Rs.100/- per session
05.	Junior Supervisor	One per 30 candidates	Rs.60/- per session
06.	Relieving Supervisor Jr.	One relieving Supervisor for every 150 Candidates per session or part there of.	Rs.60/- per session
07.	Dispatch Clerk	One per centre	Rs.400/- for whole examination
08.	Stationery Clerk	One per centre	Rs.250/- for whole examination
09.	Accounts Clerk	One per centre	Rs.300/- for whole examination
10.	Peon cum bellman	One each for 120 candidates	Rs.150/- for whole exam period
11.	Peon	One per exam centre for centre in charge/centre Observer office.	Rs.150/- for whole exam period
12.	Watchman	One per shift of 08 hours i.e. three watchmen per day from date of receiving papers till date of dispatch of answerbooks.	Rs.50/- per shift of 08 hour each
13.	Waterman	One each for 60 candidates.	Rs.30/- per session
14.	Sweeper	One per Five blocks or part there of.	Rs.150/- for whole exam period
15.	Hamal	One each for 300 candidates.	Rs.250/- for whole exam period
16.	Audit Fee	Per exam Centre.	Rs.500/- per exam centre
17.	Misc. Expenditure	Items admissible under Misc. Expenditure are stationery, Misc. printing, tea, breakfast, packing material, Postage etc.	Rs.3000/- per centre for strength of students upto 350 and Rs.3500/- per centre for centres having students strength above 350.
18.	Flying Squad: Chairman Member	As per University appointment.	Rs.150/- Per centre per visit+Rs.100/- coordination charges for whole programme. Rs.150/- Per centre/per visit .
19.	T.A./D.A. to Centre Observer	As per Ordinance 03/1999 (Amended) copy already forwarded.	

**Note :** All the Orders/Circulars/Notifications etc. issued earlier on the subject are hereby stand cancelled with immediate effect. No claims based on past circulars will be admitted henceforth. This notification supersedes all previous Orders/Circulars/Notifications on the subject.

Sd/-  
 Controller of Examinations

## MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK

**ORDINANCE NO.03/1999 (Amended): RATES OF T.A./D.A.**

(Approved by Management Council Vide Resolution No. 04/2009 dated 05/02/2009;  
& as Amended by Resolution No.81/2010 dated 19/05/2010; applicable w.e.f. 01/06/2010)

1. Applicability of the Rule:

A member of the University Authorities (Senate, Management Council, Academic Council, Faculty, Planning Board, Board of Studies, Board of Examination, Local Inquiry Committee, Finance Committee, Purchase Committee, Body, Committee, Sub Committee, etc.), Examiners, Paper Setter, Moderator, Flying Squad, Internal Invigilators, Centre Observer, Centre Incharge, Senior/Junior Supervisor, Officer/Employee appointed at Central Assessment Programme, University Employee (Teaching/Non-teaching), Person other than University Employee who is required to travel/work in the interest of the University.

2. Revised Eligibility for Railway Journey:-

Sr. No.	Class	Grade Pay of Employee	Unrevised 5th Basic Pay (Excluding D.P.)	Ordinary Mail, Express, Passenger and other Super Fast Trains	Rajdhani Express	Shatabdi Express
1.	I	a) G. P. Rs.8,900 & above Basic:- i) 37,400-67,000	Rs.16,400 & above	A.C. First Class / A.C. Two tier Sleeper	A.C. First Class/A.C. Second Class Two tier Sleeper	Executive Class
		b) G. P. Rs.6,600/- & above but less than 8,900/- Basic:- i) 15,600-39,100 ii) 37,400-67,000	Rs.10,000 to 16,399	A.C. Second Class Two Tier Sleeper / First Class / A.C. Chair Car	A.C. Second Class Two Tier Sleeper	A.C. Chair Car
2.	II	a) G.P. Rs.4,400/- & above but less than Rs.6,600/- Basic:- i) 9,300-34,800 ii) 15,600-39,100	Rs.7,500 to 9,999	First Class / A.C. Three Tier Sleeper/ A.C. Second Class Three Tier Sleeper/ A.C. Chair Car / Second Class Sleeper	A.C. Chair Car	--
3.	III	a) G.P. Rs.4,200 & above but less than Rs.4,400/-	Below Rs.4,500	A.C. Chair Car / Second Class Sleeper	--	--
		b) G.P. Less than Rs.4,200/- Basic:- i) 4,440-7,440 ii) 5,200-20,200 iii) 9,300-34,800		Second Class Sleeper		

- In case journey is performed by A.C. First Class / A.C. 2 Tier / First Class / A.C. 3 Tire/ A.C. Chair Car, Tickets Numbers must be quoted on the T. A. bill.
- If the T.A. bill is submitted before commencement of the return journey, the fare of the return journey shall be in the same manner as inward journey.
- In addition to the Rail-Fare, Reservation Charges/Agents Ticket Booking Charges, if supported with proof, shall be paid.
- "Tatkal" Charges shall be paid on merit of the case as decided by the Competent Authority.
- If ticket is purchased beyond the destination place due to non availability of the seat, the claim shall be considered on merit of the case as decided by the competent authority.
- Examiner/ Moderators/Paper Setters whose pay is less than Rs.7,500[1] shall be eligible to travel as per serial No.2(II)(a) above.

3. a) Journey by Public / Private Bus:

Actual fare including reservation charges shall be paid. A member shall also eligible to travel by Luxury Bus. Luxury Bus ticket to be produced it demanded by the University/College/Institute Authorities.

b) Journey by Shared Taxi:

1) Actual shared taxi fare or rail fare of eligible class as per clause 2 whichever is less shall be paid.

Note: Printed and machine numbered ticket of the inward journey in case the claim is submitted before commencement of return journey and tickets of both ways if the claim is submitted after completion of the return must be supported with the claim if travelled by luxury bus/taxi.

4. Journey by Air:

Person of member drawing basic pay Rs.16,400/-[1] (excluding dearness pay) & above or Professor & above shall be eligible to by Air with the prior permission of Vice-Chancellor. A person or member drawing basic pay less than Rs.16,400/- [1] may travel by Air where air journey is inevitable on merit of the case with the prior permission of the Vice-Chancellor. Ticket/Boarding Pass/ Xerox Copy the tickets must be supported with T.A. bills.

5. Journey of Road:

a) Road mileage allowance shall be paid as per the following per kilometre rates.

Sr. No	Class	Basic Pay (Excluding Grade Pay)	Own Motor Car /Jeep		Motor Cycle/Auto Riksha	Moped/ Luna
			Petrol	Diesel		
			Rs.	Rs.		
1.	I	a) 37,400 & above G.P.Rs.8,900	9.00	7.00	3.50	1.75
		b) 15,600-37,400 G.P. Rs.6,600				
2.	II	a) 15,600 & above G.P. Rs.4,400 to 5,400	9.00	7.00	3.50	1.75
		b) 9,300-15,600 G.P. Rs.4,400 to 5,400				
3	III	a) 9,300-15,600 G.P. Rs.4,200 to 4,300	0	0	3.50	1.75
		b) 4,440 to 9,300 G.P. Rs.4,200				

b) Kilometre rate shall be admissible to the members/persons of the following categories, in case travelled alone by own/hire vehicle:-

- The Senate / Management Council / Academic Council / Faculty Dean / Planning Board / B.O.E.
- The member/person of the above Committee/Bodies [as per clause 5(b)(i)] appointed/nominated on other Committees/Sub-committees.
- The person who is not covered under clause 5(b) but at least two members/persons travelled entire journey shall be paid as per the kilometre rates, provided the basic pay of such member is more than Rs.7,500/-[1].
- In case more than one member/person under clause 5(c) travelled together in own/hired vehicle, the person owning /hiring the vehicle shall be paid T.A./D.A. and accompanying person shall be paid D.A. only.
- The member /person not covered under clause 5 (b) above & travelled alone by own/hired vehicle, his/her claim shall be regulated as per the entitled class of rail journey as per Clause 2.
- Details of the vehicles such as Vehicle No., Petrol/Diesel must be mentioned in the TA claim.
- If vehicle is provided by the other Institute and claiming T.A. undertaking shall be given on T.A Bill that amount of T.A shall be deposited/paid to the concerned authority that has provided the vehicle.
- Toll tax, if any shall be paid on production of the receipts.
- The Vehicle book entry at the gate of the premises of the University/College/Institute is to be done to verify that the members/persons have actually by the vehicle to justify the claim.
- Examiners/Moderators/Paper-Setters & Members of B.O.S. shall be eligible to draw Rs.2.00 per k.m. road mileage allowance for the entire journey from residence to place of work and vice versa, irrespective of the actual mode of journey. In this case, no separate local conveyance allowance shall be eligible.

OR

Examiners/Moderator/Paper setters &amp; Members of B.O.S. shall be eligible to draw travelling allowance at the higher rate, if applicable by any other rule of this Ordinance.

- Students shall be eligible for T.A. at the lowest rate i.e. pay below Rs.4,500/-[1] as per Clause 2(3)(iii) & D.A. as per clause 6(a)(3)(iii) for inter University Competitions only.
- Non official member or person appointed /nominated on committee/sub-committee/body of the University shall be eligible to draw T.A./D.A. as per pay Rs.16,400 & above[1].

6. Daily Allowance: (D.A. as per State Govt. Rules)

## A) REVISED RATES OF DA FOR STAY IN GUEST HOUSE/OWN ARRANGMENT

Sr. No.	Class	Basic Pay (Excluding Grade P.)	Delhi, Mumbai, Kolkata, Chennai, Bangalore & Hyderabad	"A" Class Cities (Pune & Nagpur)	"B-1" Class City (Nashik)	Other than "A" & "B-1" class cities (Ordinary Rates)
1.	I	a) 37,400 & above G.P.Rs.8,900	325	200	160	130
		b) 15,600-37,400 G.P. Rs.6,600	290	180	140	120
2.	II	a) 15,600 & above G.P. Rs.5,400 to 6,600	290	180	140	120
		b) 9,300-15,600 G.P. Rs.4,400 to 5,400	225	150	140	110
3.	III	a) 9,300-15,600 G.P. Rs.4,200 to 4,300	210	130	130	110
		b) 4,440 to 9,300 G.P. Rs.4,200	160	125	125	100

- D.A. shall be paid at Ordinary Rates for return journey to headquarter on the same day i.e. before midnight.
- D.A. for the journey period shall be paid at the Ordinary Rates.
- Daily allowance shall be admissible for entire period of absence from headquarter with grace period of 2 hours (1 hour before departure & 1 hour after arrival at headquarter). No such grace period shall be allowed for journey performed by own/hired vehicles & journey within corporation area.
- No D.A. for Sundays & Holidays shall be paid unless person is actually and not merely on tour.



- (v) Member of Senate/Management Council/Academic Council shall be paid T.A./D.A. for Convocation/Foundation day/any other such University Function, if recommended by the Vice-Chancellor.
- (vi) Only resource persons and Co-ordinators shall be paid T.A./D.A. when workshop/seminar organised by the University. Participants shall not be paid any T.A./D.A.

**B) REVISED D.A. RATES FOR STAY IN HOTEL**

Sr. No.	Class	Basic Pay (Excluding Grade P.)	Delhi, Mumbai, Kolkata, Chennai, Bangalore & Hyderabad	"A" Class Cities (Pune & Nagpur)	"B-1" Class City (Nashik)	Other than "A" & "B-1" class cities (Ordinary Rates)
1.	I	a) 37,400 & above G.P.Rs.8,900	1000	800	650	500
		b) 15,600-37,400 G.P. Rs.6,600	750	600	500	350
2.	II	a) 15,600 & above G.P. Rs.5,400 to 6,600	750	600	500	350
		b) 9,300-15,600 G.P. Rs.4,400 to 5,400	575	450	375	300
3.	III	a) 9,300-15,600 G.P. Rs.4,200 to 4,300	375	300	250	200
		b) 4,440 to 9,300 G.P. Rs.4,200	300	225	225	150

- (i) For claiming D.A. for stay in Hotel, sufficient proof regarding lodging and boarding should be produced along with the T.A. bill. The rates prescribed above or the actual hotel charges whichever is less shall be paid.
- (ii) Hotels rates at Nashik are not admissible since the guest house is available at Nashik. However, hotels rates shall be paid if the non-availability certificate of the guest house issued by the concerned University Official.
- (iii) D.A. shall be paid as per the rates given in 6(a) OR 6(b) and no other allowance /charges/expenses shall be paid in addition to D.A.
- (iv) In addition to D.A., University Employee (including Drivers) handling confidential examination material shall be paid confidential allowance equivalent to the rate of admissible D.A. for the period of custody of the examination confidential material.

**7. Calculation of D.A.**

- a) Admissibility of D. A.
- i) Journey upto 8 km. (one way) : Nil
- ii) More than 8 km & within corporation area : 50%
- iii) More than 8 km & beyond corporation area : Full D.A.
- b) Every 24 hours shall be regulated as under :
- i) Up to 6 hours : 30% of admissible rates
- ii) More than 6 hours to 12 hours : 50% of admissible rates
- iii) More than 12 hours to 24 hours : Full D.A.
- c) Eligibility of D.A.
- i) Free boarding and lodging : 25%
- ii) Free boarding alone : 50%
- iii) Free loading alone : 75%

- 8.
- a) Where a member has to attend meeting/meetings of the University for two or more consecutive days, no separate travelling allowance shall be admissible.
- b) The T.A. shall be claimed in the prescribed form duly completed in all respect within six months from the date of return journey, failing to which the claim shall be forfeited. Powers to accept the T.A. bill after expiry of six months period shall vest with the Vice Chancellor.
- c) The University may demand any Document / Ticket / Bills / Receipts, if deemed necessary to satisfy the genuineness of the claim.
- d) Incidental charges such as telephone, Xerox, mail, e-mail, postage, fax, coolie charges shall be specially authorised by the competent authority and to be claimed with T.A. bill.

**9. Local Conveyance Allowances:**

a) <u>Mumbai and suburban areas</u> (Navi Mumbai, Kalyan, Panvel, Thane & Virar / other A-1 class cities)	: Rs.175/- one way ( Rs.350/- for inward and outward journey)
b) <u>Other Places:</u>	: Rs.125/- one way (Rs.250/- for inward and outward journey)

10. In case non availability / inability to produce tickets/bills/documents to satisfy the genuineness of the claim, the power to waive off shall vest with the Vice-Chancellor.
11. The Vice- Chancellor may claim the actual expenditure incurred on travelling / lodging / boarding / any other incidental charges.
12. Notwithstanding anything hereinbefore contained, the Vice-Chancellor shall have power to deal with special cases on their merit.

**FORMAT OF ACCEPTANCE LETTER**

To,  
The Controller of Examinations,  
Maharashtra University of Health Sciences,  
Nashik.

**Sub.: Regarding Centre Incharge / Centre Observer duties for University Examinations.**

Sir,

1. I have the honour to intimate that I hereby accept / unable-to-accept\* (after going through all the assumptions) the invitation of the University for above mentioned duties communicated in letter No. MUHS/XP-61/ ..... dated .....

2. I have separately informed to the Dean/Principal of the concerned College about my acceptance/non-acceptance.

**MY CONTACT DETAILS ARE-**

Teacher's Email ID (required) : .....

Mobile No. (required) : .....

Residential Telephone No. : .....

College Telephone : .....

Date : ..... / ..... /20 .....

Signature

\* Reason for non-acceptance .....

If there is no suitable reason for non-acceptance of the appointment, the name will be removed from the list for all Examination work.

*\*Please Note: The provision in Section 63(g) of MUHS Act: "That the services of all teaching and non-teaching employees and facilities of the college to be affiliated shall be made available for conducting examinations and for promoting other activities of University."*

**CONTACT INFORMATION****महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक**

MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK

म्हस्रुळ, दिंडोरी रोड, नाशिक-४२२००४. Mhasrul, Dindori Road, Nashik-422004

**FOR ANY QUERIES REGARDING APPOINTMENT/ACCEPTANCE/NON-ACCEPTANCE**

**Incharge, Preexam Section: (0253) 2539215**

Tel. :- (0253) 2539214, 2539215

Fax :- (0253) 2539223, 2531836 (COE Office), 2539215 (Preexam), 2539222 (Exam Admin.)

Email :- preexam@muhsnashik.com

**FOR ANY OTHER PROBLEMS / DIFFICULTIES AT CENTRE**

**Controller of Examinations : (0253) 2539219**

Tel. :- (0253) 2539214, 2539215 (Pre-exam)

Fax :- (0253) 2539223, 2531836 (COE Office), 2539215 (Preexam), 2539222 (Exam Admin.)

Email :- coe@muhsnashik.com, preexam@muhsnashik.com