

**MANUAL OF INSTRUCTIONS
FOR THE CONDUCT OF
UNIVERSITY EXAMINATIONS**



MAHARISHI MARKANDESHWAR UNIVERSITY
MULLANA - AMBALA

- (i) The Centre Superintendent shall permit a candidate to take examination provisionally if the candidate is not more than half an hour late.
- (ii) Under very exceptional circumstances when the Centre Superintendent is satisfied that the candidate has been delayed for reasons beyond his/her control, he/she may provisionally admit a candidate upto half an hour from the commencement of the examination after which no candidate shall be admitted to the examination hall for any reason whatsoever. During the time no person including service staff shall be allowed to leave the examination hall.

The Centre Superintendent shall send to the Officer of examination branch concerned as given on the title page a detailed account regarding the cause of delay on the part of the candidate in the case of both (i) and (ii) on the prescribed form No. EC-37.

N.B. The Centre Superintendent shall also submit a list of candidates not admitted to the examination hall with reasons for refusal of admission.

- (g) **Identification Sheets** - Candidates present in each session shall be asked to give their full signature against their Roll Nos. in the blank identification Sheets sent by the office and the same shall then be compared with the Roll No. Cards of the candidates. Discrepancies, if any, should be settled before the candidates are allowed to leave the examination hall. In case the signatures of a candidate in the above mentioned two documents do not tally, the matter shall be immediately reported to the Deputy/Asstt. Registrar (Secrecy) along with the candidate's explanation. His/her answer-books should be treated as the stray answer-books and despatched separately.
- (h) **Illness of a candidate** - In case a candidate falls ill or becomes unconscious in the examination hall, the Centre Superintendent may send for a qualified doctor for his/her treatment, if necessary. The college concerned should meet the expenses, if any, incurred on calling a doctor or on purchase of medicines, in all such cases.

10. **SPECIAL ARRANGEMENT OF AMANUENSIS (WRITER OF ANSWER) -**

- (1) A candidate may be allowed help of an amanuensis (write) if :-
 - (i) he is blind
 - Or
 - (ii) he is permanently disabled from writing with his own hand
 - Or
 - (iii) he is temporarily disabled from writing such as fracture of the right or left arm forearm of dislocation of a shoulder elbow or

wrist etc. The candidate shall produce a certificate from a professor to the speciality concerned of a Medical College, and where there is no "Medical College, from the Civil Surgeon of the District concerned to the effect that the candidate is unable to write because of the temporary disablement.

- (2) On a written request from a blind candidate through the Head of the Teaching Department/Principal of the College/Director of Distance Education, the Controller of Examinations may appoint an amanuensis. In case of other handicapped persons amanuensis will be appointed with the approval of Vice-Chancellor.
- (3) In case of blind candidate only extra time of one hour will be allowed.
- (4) The amanuensis shall be of lower grade in education than the candidate, but he/she must not have secured more than 50 percent marks in the last examination. The requirements of having obtained not more than 50% marks in the last exams. may be relaxed if the qualification of the writer is more than one grade lower than that of the examinee.
- (5) The Centre Superintendent shall arrange for a suitable room for the disabled candidate and put on duty there one additional Asstt. Supdt. for him/her out of the list supplied by the University office. Asstt. Supdt. should be daily changed.
- (6)
 - (a) The candidate, other than a blind person shall pay in advance to the University, the expenses involved in the appointment of an amanuensis, i.e. at the rate of Rs. 50/- per paper for the writer and also the remuneration payable to the additional Assistant Superintendent at the prescribed rate.
 - (b) The dues of the writer and the Asstt. Supdt will be included in the bill of the Supervisory staff by the Supdt. of the Centre concerned.
- (7) THE CENTRE SUPDT. MAY CHECK PHOTOGRAPH OF THE WRITER AND ALSO COMPARE THE SIGNATURE OF WRITER WITH THE FORM OF WRITER.
- (8) The Answer-books of the blind candidates should be sent to the Asstt./ Deputy Registrar (Secrecy) separately with report of the Centre Superintendent.
- (9) In case where an amanuensis has been duly sanctioned by the University this office, one hour extra may be given to such candidate and his/her answer-book be collected after the Superintendent and the Assistant Superintendent have collected the scripts from other candidates and arrange them.

INSTRUCTIONS FOR APPOINTMENT OF WRITER

(AMANUENSIS)

- (a) The amanuensis shall be of lower grade in education than the candidate and he must not have secured more than 50% marks in the last examination may be relaxed if the qualification of the writer is more than one grade lower than that of examinee.
- (b) Application form must be attested by the Principal/Director/Head of the College/Institute/Deptt.
- (c) The request for the approval of the writer must be on the prescribed form in DUPLICATE.
- (d) The application form complete in all respects must reach the Controller of Examinations, M.M. University, Mullana-Ambala atleast 15 days before the commencement of examinations.
- (e) The application received late or after the examination are over will not be entertained and the candidate himself will be responsible for the consequences. Use of writer in the examination without prior approval of the University may be considered as unfair means case.

DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FORM

- (a) Prescribed fee @ Rs. 50/- per paper in case of disabled candidates only. Blind students are, however, exempted from the payment of fee. Fee may be deposited with the University Cashier or in the shape of Bank Draft drawn in favour of Registrar, M.M. University Mullana, Ambala
- (a) Medical Certificate from the Civil Surgeon/Specialised Professor of the Medical College, clearly mentioning the nature of physical disability that he/she is unable to write and needs help of a writer.
- (c) Attested copy of the Detailed Marks Cards of the Last Examination passed by the writer.
- (d) Affidavit from the writer for the gap period, if any (Affidavit should be duly attested by the Magistrate 1st class).

Note : CLARIFICATION OF LOWER GRADES suppose if the candidate is to appear in B.A./B.Sc (Final), the writer should have passed B.A./B.Sc. Part - I examination. If the candidate is to appear in MA/M.Sc. (Final), the writer should have passed BA/B.Sc. III examination.