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**I. Overview of the Examination : Administrative Processes :**

**1. PREPARATION PHASE :**

**1) Setting Examination Schedule :** Administrative staff working with Dean, MEU Co-ordinator and Academic Officer to set the examination schedule, taking into account factors such as academic calendar, availability of examination venues. The finalised dates may be approved by the Examination Committee at least 2 months before the Pre Professional Examination.

**2) Model Q paper and List of Examiners :** Model Question papers and list of Internal and External Examiners need to be submitted by HoDs for onward submission to MZU.

**3) Pre Professional Examination :** This is an internal examination prior to the University Exam. Here, candidates who will be eligible and not eligible to face the University exams are decided based on their performance in this exam and the Internal Marks of that Academic Year. The examination is conducted by the concerned Departments and the Academic Section has no role in it.

**4) Forwarding of Eligible List to Mizoram University :** The list of Eligible students for University exams as decided by concerned Departments are forwarded to MZU in a specific format as given in Annex - 1 . The timeline for submission of this list has to be maintained and is often urgent i.e. Departments have to submit the eligible list at least two days after the Pre Prof Exams are finished. The list of eligible has to be verified by the concerned HoDs before sending to the University after which alteration of the list will no longer be possible.

**5) Fee payment to MZU :** The examination fee has to be deposited to MZU Account without which the University cannot send the roll sheet for the Exam. This fee has to be collected from the students which means that the whole process has to be expedited as delayed payment of fees can lead to unexpected hurdles. *A checklist for these procedures is attached in Annex - 2.*

**6) Response from University :** Response from University has to be sought immediately after completion of formalities from our end. Often, we cannot wait for their due process as our exam schedules are often tight and they are overburdened with exams from other Colleges.

The University may send different forms and other necessary papers like Admit Card, Roll Sheet etc. in compliance with letters.

**7) Exam Venue :** Venue of the Exam needs to be checked and verified before the University Exam. If there are overlapping exams, arrangements will have to be made to ensure whether proper arrangements are made. Roll nos have to be pasted on the Tables.

**8) Collection of Question papers and Answer Sheets from University :** Collection of these materials has to be done with extreme care. A security officer along with one staff of Academic Section has to collect the same from MZU as soon as the materials are ready for dispatch. A dak book/receipt book has to be maintained so that all the materials dispatched by them is clearly recorded. Signature of the MZU Officer who dispatches these materials may be obtaining on the receipt book prepared by Academic Section.

**9) Receiving the materials from MZU :** The persons in charge of collecting the materials should make sure that they deliver them with no stoppages along the way from MZU. The officer-in-charge of Exams at Academic section should thoroughly check all the sealed packages, especially the Question papers once they are received. If he or she is convinced that there may be chances of tampering, it should be immediately reported to MZU. If not, the Question papers should be placed in a safe location and should be taken out only in the presence of the officer-in-charge of examination.

**10) Allocation of Staff :** Various staff are required during the days of examination are as follows:.... The following staff have to be briefed thoroughly on the Examination process. Also,

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the budget sanction for the exam has to be made during this period for conduct of theory and practical exams.

**11) Appointment of Invigilators :** Invigilators have to be appointed at least 10 days before the exam. There has to be an invigilators to discuss the Rules and Regulations (for invigilators and students) related to the meeting.

## **2. EXAMINATION PHASE**

### **INSTRUCTIONS TO INVIGILATORS :-**

#### **All Invigilators must :**

- 1) Arrive 45 minutes before commencement of the Examination.
- 2) Be continuously vigilant during the Examination process. Invigilators must continuously monitor students to ensure that there is no unfair means during the examination.
- 3) Avoid distracting students such as having loud conversations or using mobile phones while Examination is ongoing inside the Examination hall. Mobile phones must be submitted to the Dy. Centre Superintendent.
- 4) Distribute Answer Booklets 5 minutes before commencement of the examination.
- 5) Distribute Question Papers in time exactly at the commencement of examination.
- 6) Collect attendance/signature of students and countersign in the appropriate forms. Ensure the number of Answer sheets tally with the number of students.
- 7) Thoroughly check and sign the front page of each answer scripts.
- 8) Collect MCQ Papers after 15/20/30 minutes as per the time allotted in the Question Paper.
- 9) Collect, count and arrange all the answer sheets at the end of the Examination.
- 10) Sign in all additional sheets used by the students.

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- 11) Use Red Coloured Pen for signature.
- 12) Check admit card and registration card of students at the time of entry to the examination hall.
  - *Instructions that are not mentioned above but are important for the Examination may be given by the Exam Centre Superintendent, Deputy Centre Superintendent or Assistant Centre Superintendent.*

### **INSTRUCTION TO STUDENTS**

**(based on Mizoram University guidelines) :**

- 1) Examinations will commence according to the Programme notified.
- 2) All candidates should enter the Examination Hall and take their seat 20 minutes before commencement of the Examination.
- 3) Candidates will not be allowed to enter the Examination Hall after commencement of the Examination. However, the Dy. Centre Superintendent or the Asst. Centre Superintendent may allow extension up to 30 minutes, on very special circumstances (no additional time is allowed in such cases). In any circumstances, candidates should not be allowed to enter the Examination Hall after 30 minutes of the commencement of the Examination.
- 4) No candidates will be allowed to leave the Exam Hall until 30 minutes before the end of allotted time of Examination. No candidate will be allowed to re-enter the Exam Hall after leaving and no candidate will be allowed to leave the Exam Hall with their answer sheets.
- 5) Students are not allowed to leave the examination hall, however, a candidate, may, with the special permission of the Invigilator leave the Examination Hall temporarily, with a valid reason only, under the vigilance of a person to be deputed by the Dy. Centre Superintendent. Students are only allowed to leave 1 (One) time and only 1 (One) student at a time with a time limit of 5 minutes.

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- 6) A candidate having completed his/her Answer Paper must hand it over, even if blank, to an Invigilator before leaving the Examination Hall. The Answer-Paper must on no account be left on the desk. No candidate will be allowed to remain in the Examination Hall, after examination.
- 7) Each Candidate will write his/her University Roll No, Registration No, Subject, Paper Code, Sections and Date to the space provided in the Question and Answer Book supplied to the candidates before answering the booklet.
- 8) Candidate is not allowed to carry any book or paper other than the Admit Card and the Registration Card.
- 9) A candidate shall not help or try to help any other candidate nor obtain or try to obtain any help from any other candidate or other person. A candidate requiring an additional Answer Book or desiring permission to leave the room with a valid purpose or desiring to submit his Answer Paper, may seek the attention of the Invigilator by raising his hand and without making any noise or disturbance. No candidate is permitted to speak to an Invigilator or on any matter with reference to any question or answer.
- 10) Candidate must not write any objectionable or improper remark in their Answer Papers or attempt in any way to render identification of the Answer Paper by giving false name or number or intentionally omitting to state the correct names or numbers. Candidate must not write anything on the Question Paper or other paper or carrying away any writing or scribbling from the examination hall.
- 11) Candidates are required to produce their Admit Cards and Registration Cards, as and when asked for.
- 12) Candidates are cautioned not to attempt use of any unfair means at the Examination or any breach or attempted breach of these or other Examination Rules will render

them liable for expulsion for subsequent examination by the Centre Superintendent from the Examination or any part thereof and to such further penalties as the Mizoram University may determine.

- 13) Notwithstanding the issue of the Admit Card, the Mizoram University shall have the right, for any sufficient reason to cancel the admission of the candidate to any Examination whether before, during or after the Examination. The Mizoram University may also debar a candidate from appearing at any subsequent University Examination or Examinations. The decision of the Executive Council in all such cases shall be final.
- 14) Any unexpected holiday declared after the publication of the Examination Routine shall not prevent the conduct of the Examination scheduled for the day or days concerned.
- 15) No candidate is allowed to carry Mobile Phone, Smart watches, Tablets or any other electronic devices inside Examination Hall or the premises. Any confiscated mobile phones will be returned only after payment of fine.
- 16) Sharing of writing materials pen, pencil, eraser, etc is not permitted during the Examination.
- 17) Candidates are advised to check their Examination Routine, carefully before Examination(s).
- 18) If a candidate finds any error in the Admit Card, the University Examinations must be informed immediately. The Admit Card with incorrect details can hamper one's candidature.
- 19) After accessing the Admit Card, the candidates will secure a hard copy of it. The Hard copy shall be maintained on an A-4 sheet
- 20) Students should come without wearing their White Coats to the Exam Hall.

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- 21) Regarding any contingencies or issue that may arise which are not contained in these rules and instructions, final decision will be taken by the Exam Centre Superintendent

**INSTRUCTIONS FOR THE CONDUCT OF EXAMINATIONS :**

In addition to the Instructions to the Centre Superintendent of Professional Courses Examinations Centre, the following Instructions are informed for strict compliance, for the conduct of Examinations:

1) The Superintendent of the Examination Centre should make careful seating arrangement for the Examinations, in such a manner that candidates do not sit in the same seat while appearing all the Papers/Course. Candidates of the same Semester should not normally be allowed to sit together.

2) All Candidates should enter the Examination Hall 30 minutes before commencement of the Examination, on each day, both in the morning and afternoon. Answer cum Question Booklet should be distributed to candidates 5 minutes prior to commencement of Exam so that candidate will have enough time for filling up of Roll No. Registration No. and Examining the Booklet. Another bell shall be rung precisely at the hour fixed for the commencement of the Examination, as a signal for the candidates to begin writing the answer.

3) All Examination Centers should adjust their time with the Indian Standard Time(IST) indicated in the Mizoram UniversityWebsite; [www.mzu.edu.in](http://www.mzu.edu.in)

4) Warning Bell shall be rung 5 minutes before the hour fixed for completion of duration of Examination. Final Bell shall be rung at the completion of the Examination; the Invigilator should ask all candidates to rise up so that no candidate can write, after the expiry of the slotted Exam-time.

**E.g:**The Examination for 3 hours is to be conducted from  
10:00AM – 01:00PM,



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Bell should be rung as below:

- 09:30 AM : First Bell - *All Candidates shall Proceed to Examination Hall*
- 09:55 AM : Second Bell - *Distribution of Question cum Answer Booklet*
- 10:00 AM : Third Bell - *Writing of Examination starts*
- 12:45 PM : Fourth Bell - *Warning Bell*
- 01:00 PM : Final Bell - *All candidates shall be asked to rise up from their seat and Collection of the Answer Booklet by the Invigilator(s).*

5) Candidate should write Answer within the space provided in each of the Answer Book, Viz., Part –A Objective-Section A and B, after each of the Question and Part B-Descriptive from the next Page, after the Descriptive Question till the Last Page of the Answer Book.

6) Candidate may tear off the Student's Copy from the Question Paper as indicated, provided at the last page of the Question cum Answer Booklet

7) Although Additional Sheets are made available, Question cum Answer Booklet is designed to contain all Descriptive Answers with a total of 32+4 Pages. Candidates may be advised to adopt neat and clean hand writing with normal space and size. (use of extraordinary space between the lines can amount to deduction of marks)

8) No candidates are allowed to leave the Examinations Hall until a lapse of 1 hour after the commencement of the examination.

9) Candidates should not be allowed to carry Mobile Phone, Smart watch, Tablets or any other electronic device inside the Examination Hall. Use of Calculator/Scientific Calculator is not allowed but may be used if specifically instructed in the Question Paper.

10) Use of unfair practice(s) may be reported to the Controller of Examinations in the prescribed Proforma.

**INSTRUCTIONS TO CENTRE SUPERINTENDENT OF THE  
U.G./PROFESSIONAL EXAMINATION CENTRES :-**

**A. Seats Arrangement :**

1. Two days prior to the commencement of the examination, the superintendent of the respective Centres shall complete all seating arrangements of the candidates. The seats shall be arranged in such a way that the students seated shall face in one direction, and that they shall be placed at sufficient distance from one another so as to prevent them from copying, prompting or adopting unfair practices.

**B. Admission to Examination Hall :**

1. On the first day of the examination, the examination hall is to be opened 30 minutes before the commencement of the examination to enable candidates to find out seats allotted to them. Admission to examination hall of a person or persons not connected with examination is strictly forbidden. The Superintendent should see that all friends and relatives of candidates and others not on duty for the session retire from the premises of the examination hall when a warning bell is rung for the commencement of the examination. Roll slips pasted on the seats should not be tampered with or disfigured in anyway.

2. Calculator, Mobile Phone, Books, Papers, Notes, any printed materials or writing or scribbling are strictly prohibited into the examination hall. However, Calculator (Not the calculator in mobile phone) may be allowed in the papers/subjects in which large figures having several digits are involved. Any candidate having any of these prohibited materials in his/her possession shall be liable to be expelled, disqualified for sitting in the examination and his/her examination cancelled. The examination of candidate is also liable to be cancelled if he/she refuses to abide by the instructions of the Superintendent/Invigilator regarding seating arrangement for the candidates allotted to the Centre.

3. Graph Paper wherever required may be supplied to the students by the college.

4. Warning Bell shall be rung 5 minutes before the hour fixed for completion of duration of Examination. Final Bell shall be rung at the completion of the Examination; the Invigilator should ask all candidates to rise up so that no candidate can write, after the expiry of the slotted Exam-time time.

**Example :** The Examination for 3 hours is to be conducted from 10:00 AM – 01:00 PM, Bell should be rung as below:

09:30 AM : First Bell - *All Candidate shall Proceed to Examination Hall*

09:55 AM : Second Bell - *Distribution of Question cum Answer Booklet*

10:00 AM : Third Bell - *Writing of Examination starts*

12:45 PM : Fourth Bell - *Warning Bell*

01:00 PM : Final Bell - *All candidates shall be asked to rise up from their seat and Collection of the Answer Booklet by the Invigilator(s).*

5. If admit card is left at home by the candidate, the candidate may be admitted provisionally and be asked to produce the Card in the next session without fail. If lost, fresh Admit Card/ Duplicate Card may be issued if the case is genuine.

6. A candidate should not normally be admitted to the examination hall or given a question paper after 15(fifteen) minutes of the commencement of the examination. However, the Superintendent may extend the time limit up to half an hour on very special circumstances.

7. No Candidate shall in any case be allowed to leave the examination hall before the expiry of 1 hour from the commencement of the examination.

8. All candidates must submit their answer sheets (even blank answer book) to the invigilators before leaving the examination hall.

9. Writer of a Blind Candidate must be a person from lower standard/class than that of the blind candidate.

**C. Attendance of Candidates :**

1. Attendance of Candidates should be taken every day in duplicate in the attendance sheet supplied by the Examination Deptt. The sheet wherein signatures of candidates are taken and their attendance are recorded against his/her names in the Roll Sheet, should be sent to the COE under sealed cover immediately after an examination of any subject is over along with the bundles of the Answer Scripts and Top-Sheet. The other copy of the Attendance Sheet should be retained for office record.

2. Candidate identity should be checked carefully so that no impersonation may be there. Candidates appearance must tally with the appearance in the photograph on the Admit Card. Impersonation case should be handed over to the police.

**D. Candidates and Subjects Offered :**

1. A candidate shall be allowed to appear only in the compulsory subjects and other subjects offered by him/her as recorded against his/her **name in the Roll Sheet. Subject change in the subject offered or Additional Subject will not be allowed.**

**E. Candidates with contagious disease :**

1. Candidates suffering from contagious disease or from any illness, which in the opinion of the Superintendent of a Centre is likely to render their presence harmful to the health of other candidates, will be accommodated in a separate room with two invigilators.

**F. Arrangement for receipt, safe custody, opening of question papers :**

1. The Superintendent of a center on receipt of the Roll Sheets of the Centre must check up immediately the number of a questions supplied to the Centre from the statement indicated on the packets of the questions whether all necessary questions are supplied to the Centre in sufficient quantity. In case of any shortage/omission, other than QP requirement submitted the fact must be brought to the notice of the Controller of Examinations (COE)/Examination Dept. immediately for

rectification well on time before the commencement of the examination.

2. Immediately, after receipt and check up of these question papers, the Superintendent shall arrange to keep them in his safe custody in the College. The Superintendent as a Custodian of Confidential papers shall be held responsible for the safe keeping of the Question Papers.

3. The sealed packets containing question papers should not be opened earlier than 20 (twenty) minutes before the time fixed for the examination.

**G. Blank answer Books and dispatch of Answer scripts :**

1. The Superintendent, on receipt of Question cum Answer Booklet must verify carefully whether sufficient quantities have been supplied for the Centre, and if there is any shortage or omission, he/she must report it immediately to the COE/ Examination Dept. for necessary rectification well ahead of the commencement of the examination.

2. The blank Answer Books and Additional Sheets must be kept in the custody of the Superintendent and he/she will be responsible for any loss or theft of the same.

3. Immediately after the examination of any subject, answer script must be sorted serially/arranged according to Roll Numbers of the candidates and packed and sealed in presence of the Superintendent. No Question cum Answer Booklet is required to be enclosed along with the Answer Sheets.

4. Answer scripts for different subjects/papers must be packed separately in lots of not more than one hundred with a copy of Top Sheet.

5. The Answer scripts must be dispatched to the Examination Dept. by the earliest available mean of Transportation ensuring full security during the transit. The Superintendent will personally be responsible for the safe custody of answer scripts.

**H. Invigilation of Candidates :**

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1. It must be ensured that as a rule, only teachers of colleges/institutions noted for integrity and dependability are appointed as invigilators. The ratio of the number of Invigilators to the number of Candidates should normally be 1:30 subject to the condition that no room should have less than two invigilators.

2. All Invigilators should be fully instructed as to their duties and responsibilities in a meeting to be called by the Superintendent on the eve of the examination. The Superintendent shall supervise their work on each day of examination.

3. It is the duty of an Invigilator to check particulars filled in by candidates on the answer books meticulously and make corrections if necessary. Only after such careful check the Invigilator should append his/her signature.

4. Invigilators are to guard against all sorts of malpractices and misconducts on the part of candidate and should render all necessary assistance to the Superintendent as requested by him. The following points may be carefully noted in this connection.

- i) All Invigilators should be instructed to report for duty at least 20(twenty) minutes before the hour fixed for each shift of examination.
- ii) Invigilators must not engage in any occupation likely to diminish the efficiency of supervision. Reading of books, newspaper, etc. must be avoided. **Mobile phone also be put in a silent mode.**
- iii) No Invigilators should talk or communicate with candidates except under unavoidable circumstances.
- iv) Invigilators shall be in his/her allotted room of duty and shall not go to another room.
- v) It shall be the duty of Invigilators to take steps for prevention and detection of unfair practices on the part of candidates. It shall be their duty to report forthwith any such cases, if detected, to the Superintendent
- vi) Invigilators should not normally allow any candidates to go out of the examination hall during examination. If

allowed for satisfying the call of nature, Invigilator must see that they do not go to any places other than those arranged for the purpose and also that two or more candidates do not meet together or with outsiders when they go outside the hall.

**I. Disciplinary Control of an examination Centre and expulsion of Candidates :**

1. During an examination, the candidates shall be under the disciplinary control of the Superintendent of a Centre who shall issue instructions. If a candidate disobeys instruction or misbehaves with any member of supervisory staff or with any of the invigilators at the Centre, he/she may be expelled from the examination of that Session. The Superintendent shall immediately report *in the prescribed form* the fact of such a case with full details of evidence to the COE. This report together with the answer script of the candidate, in which he/she has been guilty of malpractice and incriminating documents, if any, should be forwarded in a sealed cover addressed to the COE by name who will refer the matter to the Examination Discipline Committee. The Committee will make recommendations for disciplinary action as it may deem fit to the Vice-Chancellor as provided under the Ordinances.

2. Names of Candidates threatening or intimidating any Invigilator will be reported immediately to the Examination Dept. as well as to the local police. The Superintendent is authorized to expel such candidates and shall submit a report as in a specific format as given in Annex 3.

3. On the morning of the first examination, all candidates should be instructed to go through the rules of the examination carefully as printed on the reverse of their Admit Card and also on the cover page of the Answer Book, giving them due warning regarding offences which may entail expulsion from the examination.

4. In the event of any contingencies arising which may call for an immediate action the Superintendent, will act on his/her own responsibility and report action taken at once for information and orders of the COE.

MIZORAM



UNIVERSITY

EXAMINATION

Date.....

**EXPULSION REPORT**

To

The Controller of Examination,  
Mizoram University, Aizawl

Sir,

I have the honor to report that Shri/Smt/  
Kum..... Roll No..... a candidate of the .....  
Examination at my centre was found copying from Printed/  
Manuscript/loose sheets/books in (subject) ..... paper on  
..... He/she was detected while copying by the invigilator. Shri/  
Smt .....in the presence of Shri/Smt.....  
The answer script of the Candidate has been seized and he/she  
has been expelled and *debarred* from appearing at the remaining  
Examinations. His/her answer script with incriminating  
documents(s) and the original reports of the invigilator  
concerned are enclosed herewith.

Enclosures :

1. Answer - book .....
2. Incriminating document(s) Signature of Officer in-  
Charge
3. Report of the Invigilator \_\_\_\_ Examination of 20 \_\_\_\_
4. Statement obtained from the candidate
5. Copy of the Notice expelling the Candidate \_\_\_\_\_  
Centre \_\_\_\_\_  
Name & Signature of Invigilator \_\_\_\_\_ (who detected)  
Name & Signature of Witness \_\_\_\_\_



*Under section 28 (g) of the MZU Act, 2000*

**Disciplinary Control of an Examination Centre:**

1) During an examination the candidates shall be under the disciplinary control of the Superintendent of the centre who shall issue instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or with any of the invigilators at the centre, he may be expelled from the examination of that Session. The Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee. The Committee will make recommendations for disciplinary action as it may deem fit to the Vice-chancellor as provided under the Ordinances.

2. Everyday, before an examination begins, the Invigilators shall call upon all the candidates to search their persons, tables, desks, etc, and deliver to them all papers, books, notes or other reference material which they are not allowed to have in their possession or accessible to them in the examination hall. Where a latecomer is admitted this warning shall be repeated to him at the time of entrance to the examination hall. They are also to see that each candidate has his admit card with him.

**Use of unfair means**

3. A candidate shall not use unfair means in connection with any examination.
4. The following shall be deemed to be unfair means:
  - (a) Talking to another candidate or any person, inside or outside the examination hall during the examination hours without the permission of a member of the supervisory staff.

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- (b) Leaving the examination hall without delivering the answer book or continuation sheet, if any, to the Superintendent or Supervisor concerned, and taking away, tearing off or otherwise disposing off the same or any part thereof.
- (c) Writing on blotting paper or any other piece of paper, a question or matter connected with or relating to a question or solving a question on anything excepting the answer book or the continuation sheet supplied to the candidate.
- (d) Using abusive or obscene language in the answer books.
- (e) Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose or writing Roll number at place(s) other than the specified one for that purpose.
- (f) Making an appeal to the Examiner through the answer book.
- (g) Possession by a candidate or having access to his books, notes, papers or any other material, whether written, inscribed or engraved, or any other device, which could be of help or assistance to him in answering any part of the question paper.
- (h) Concealing, destroying, disfiguring, rendering illegible, swallowing, running away with, causing disappearance of or attempting to do any of these things in respect of any book notes, paper or other material or device, used or attempted to be used for assistance or help in answering a question or a part thereof.

- (i) Passing on or attempting to pass on, during the examination hours, a copy of a question or a part thereof, or solution to a question or a part thereof, to any other candidate or to any person.
- (j) Smuggling into the examination hall an answer book or a continuation sheet, or taking out or arranging to send an answer book or continuation sheet, or replacing or attempting to get replaced the answer book or continuation sheet, during or after the examination with or without the help or connivance of any person connected with the examination, or through any other agency, whatsoever.
- (k) Receiving or attempting to receive, with or without the help or connivance of any member of the supervisory or ministerial staff (Grade-IV) or any outside agency, a solution to a question or to a part thereof.
- (l) Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, tabulator or any other person connected with the University examinations with the object directly or indirectly, of inducing him to leak out the question paper or any part thereof, or to enhance marks, or favourably evaluate, or to change the award in favour of the candidate.
- (m) Undue influence, that is to say, direct or indirect interference or attempt thereof, on the part of the candidate or any person on his behalf, with the discharge of the duties of a member of the supervisory or inspecting staff of an examination centre before, during or after the examination. Provided that without prejudice to the generality of the provisions of the clause any

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- such person as is referred to therein who:
- (i) Abuses, insults, intimidates, assaults any member of the supervisory or inspecting staff, or threaten to do so;
  - (ii) abuses, insults, intimidates, assaults any other candidate or threatens to do so; Shall be deemed to have interfered with the duties of the Supervisory and the inspecting staff within the meaning of the clause.
  - (n) Copying, attempting to copy, taking assistance or help from any book, notes, paper or any other material or device or from any other candidate, to do any of these things of facilitating or rendering any assistance to any other candidate to do any of these things.
  - (o) Presenting a thesis, dissertation, practical or class work note-book, wherever required, not prepared or produced by the candidate himself.
  - (p) Arranging or permitting any person, whosoever he may be, to impersonate for the candidate at the examination.
  - (q) Forging a document or using a forged document knowing it to be forged in any matter relating to the examination.
- 5 (a) The Executive Council may declare, by resolution, any other act of omission or commission to be unfair means in respect of any or all the examinations.
- (b) If the Executive Council is satisfied that there has been copying or use of unfair means in mass scale at a particular centre(s) it may cancel the examination of the candidates concerned and order re-examinations.

OR

disqualify the candidate from appearing at such an examination of the University for a period not exceeding three years; in case disqualification is to be imposed then such action may be taken on the report/recommendations of the Examinations Discipline Committee, or the Executive Council may take such action *suo-moto* after giving the affected candidates a reasonable opportunity of being heard. The Executive Council may take one or both the actions i.e. ordering re-examination or disqualifying them from appearing at such an examination as stated above.

(c) The use of unfair means at the centre(s) was aided, abetted or connived at by the authorities of the institution where the centre was located or by some other agency or due to the inability of the authorities to prevent the use of unfair means, it may abolish the centre for a manner as stated in (I) above.

Explanation: In clause 5(b) 'Mass copying' means: where the invigilator in charge is satisfied that 30 or more students are involved in using unfair means or copying in the particular paper.

6 (a) The power of expulsion of candidates for the entire examination of paper as specified in Clause 4 above in respect of unfair means detected in the Examination Hall and the premises of the Centre shall vest in the Officer-in-charge of the Centre Discipline Committee formally constituted for the purpose and shall report the matter immediately to the Controller of Examinations

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along with all incriminating materials for the consideration of the Mizoram University Discipline Committee.

- (b) A candidate shall not be forced to give a statement but the fact that the candidate has refused to make a statement shall be recorded by the Officer-in-charge and shall be got attested by two other members of the Supervisory Staff on duty, at the time of occurrence. The decisions regarding the quantum of punishment beyond one year and other reported offences shall vest in the Mizoram University Discipline Committee.
- (c) Deleted
- (d) All cases of use of unfair means specified in sub-clause d,e,l,n,o,q of Clause 4 shall be reported immediately to the Controller of Examinations by the examiner, paper setter, evaluator, tabulator or the person connected with the University examination as the case may be, with all the relevant materials.

**7. Examination Discipline Committee**

- (a) All the cases of alleged use of unfair means shall be referred to a Committee called the Examination Discipline Committee to be appointed by the Vice - Chancellor
- (b) The Committee shall consist of at least five but not more than seven members drawn from amongst the teachers/officers of the University and affiliated Colleges. The committee shall sit in one or two benches of three members each, as may be directed by the Vice - Chancellor.
- (c) A member shall be appointed for a term of two years, but shall be eligible for reappointment.

- (d) Members of the Examination Discipline Committee shall be paid such remuneration as may be decided by the Executive Council from time to time.
- (e) At least three members present shall constitute the quorum.
- (f) A decision taken by the majority of members present at a meeting shall be final; but if the members are equally divided, the case shall be referred to the Vice - Chancellor, whose decision shall be final.
- (g) A candidate may, within seven days of the receipt of the decision of the Examination Discipline Committee, bring to the notice of the Vice - Chancellor, in writing, any fact or material which may both have been considered by the Examination Discipline Committee. If the Vice - Chancellor is satisfied that there is merit in the representation of the candidate he may refer back the case to the Examination Discipline Committee for reconsideration. The Examination Discipline Committee shall then reconsider the case and a unanimous decision of the Committee shall be final. In case of a difference of opinion amongst members of the Committee the matter shall be referred by the Vice - Chancellor to the Executive Council, whose decision shall be final.

**8. The Examination Discipline Committee may recommend that:-**

- (i) The Examination for the session or paper in respect of which a candidate is found to have used unfair means specified in sub-clauses (a) and (b) of Clause 4 be cancelled.

**Examination Booklet**

(ii) The paper or the entire examination of candidate in respect of which he/she is found to have used unfair means specified in sub-clauses c, d, e, f, and g of Clause 4 be cancelled.

(iii) Deleted

(iv) The entire examination of a candidate in respect of which he/she is found to have used unfair means specified in sub-clause h, i, j, k, l, m, n, o, of clause 4 be cancelled and the candidate shall further be disqualified from appearing at any University Examination for a period of one year. The entire examination of a candidate in respect of which he/she is found to have used unfair means specified in sub-clause p and q of clause 4 be cancelled and the candidate shall further be disqualified from appearing at any University examination for a period of two year

**Annex - 1**

**ELIGIBLE students**

Sl. No.	Class Roll	University Roll No	Name	Eligibility
1	7	1837MBBS006	Thanchungnunga	Eligible
2	8	1837MBBS007	Biswas Sandhu	Eligible

*\*Names and roll no are for examples only\**

**INELIGIBLE students**

Sl. No.	Class Roll	University Roll No	Name	Eligibility
3	9	1837MBBS008	RangineeDewan	Not Eligible
4	10	1837MBBS009	Lalmuanpuii	Not Eligible

*\*Names and roll no are for examples only\**





**ZORAM MEDICAL COLLEGE  
FALKAWN, MIZORAM**

**PREPARATION OF EXAMINATION CHECK LIST**

Name of Exam. \_\_\_\_\_

**A. EXAM PREPARATION:**

- Circulate Exam Timetable
- Office order for Payment of Exam fees
- Office Order for various expenditures during Examination
- Eligibility List to be submitted by Departments within 2 days after Pre Prof Exam
- Submission of Students List to MZU
- Collection of Answer sheets and Question papers from MZU
- Office Order for the Duty routine of invigilators
- Invigilators Meeting 2 weeks before Exams
- Distribute of Admit Card after Sign by Dean
- Seat arrangement
- Collecting Material
  - Sealing Wax      ZMC Seal      Spirit Lamp
  - Cello Tape (wide)    Marker (Big+ Small)    Envelopes
  - Wrapping Cloth    Needle + Thread      Wrapping Paper
- Printed materials
- Rules and regulations
- Forwarding letter for all subjects
- Attendance Sheet for Students
- Absent list
- Attendance Sheet
- Remuneration Sheet for Invigilators and duty personnel
- Top sheets
- Outgoing/ incoming Record
- Remuneration for Exam duty

**Examination Booklet**

**B. DURING/AFTER EXAMINATION**

- Distribute Duty Remuneration
  - Superintendent : Rs. 900 per day
  - Asst Superintendent : Rs. 700 per day
  - Invigilators : Rs. 500 per day
  - Clerk : Rs. 400 per day
  - Group D : Rs. 250 per day
  - Answer Sheet Delivery : Rs. 250 per delivery
  - Practical Exam : Rs. 10,000 per day of Practical per Dept
- Refreshment may be ordered for duty personnels
- **First Submission of Answer Scripts**
  - Forwarding Letter
  - Departments should not submit directly to COE MZU
  - Answer Scripts Paper 1 & 2 (Section A & B - 4 packs)
  - Attendance Sheets
  - Top Sheet
- **Second submission of Checked Answer Scripts**
  - Forwarding Letter
  - Departments should not submit directly to COE MZU
  - Answer Scripts Paper 1 & 2 (Section A & B - 4 packs)
  - Theory Marks in MZU Mark format
  - Practical & Viva Marks, Practical Answer sheets not required
  - Internal Assessment Marks, uploaded from Academic Section (which will be submitted before exam)
- **While Submitting answer sheets to MZU and collecting the same from MZU**
  - MZU should checjed number of answer sheets sent from ZMC
  - MZU may be requested to let ZMC to check number of answer sheets before putting the same in the Envelope.
  - Answer sheets collected from MZU may be opened by the concerned HoD and one representative of

**March 2024**

Academic Section may be present to witness the number of answer sheets while opening answer sheets by the concerned HoD. Format for receipt of answer sheets are shown below:

Date & Time	Name of Exam	Department	Received	Name & Signature of Recipient
			I have received ____ nos of Answer sheets from ZMC for _____ students.	
			I have received ____ nos of Answer sheets from ZMC for _____ students.	
			I have received ____ nos of Answer sheets from ZMC for _____ students.	

Date & Time	Name of Exam	Department	Received	Name & Signature of Recipient
			I have received ____ nos of Checked Answer sheets from MZU for _____ students.	
			I have received ____ nos of Checked Answer sheets from MZU for _____ students.	
			I have received ____ nos of Checked Answer sheets from MZU for _____ students.	

Date & Time	Name of Exam	Department	Received	Name & Signature of Recipient
			I have received ____ nos of Checked Answer sheets from Pi/Pu _____ Section	
			I have received ____ nos of Checked Answer sheets from Pi/Pu _____ Section	
			I have received ____ nos of Checked Answer sheets from Pi/Pu _____ Section	