

Examination Procedure

Appointment of Paper-setters/Examiners

- Deemed to be University follows a continuous evaluation process and is carried out by internal teachers, the external evaluation is, however, done by External Paper setters/Examiners for all courses and PG dissertations
- Only senior teachers who fulfil the qualifications as prescribed in the ordinances are appointed as appointed as Paper-setters/Examiners
- Paper-setters/Examiners both the theory and practical examinations are appointed from panel recommended by respective Board of Studies and approved by the Academic Council
- Paper-setters/Examiners for Medical, Dental, Nursing and Pharmacy etc. are appointed as per the norms of their regulatory bodies

Setting & Printing Question Papers

- Each of the Paper-setter is requested to set two sets of question papers, out of which, one is used in the examinations
- Paper-setters are requested to set the question papers selecting questions spread over the whole syllabi
- Sealed packets of question papers as received from Paper-setters are sent for printing to a confidential printer with full secrecy

Evaluation of Answer Books

- Secrecy code numbers are allotted to all Answer Books to hide identify to student for evaluation
- Evaluation of answer books is done by a panel recommended by the Chairman of respective Board of Studies in a time bound schedule to ensure timely declaration of results
- System of double evaluation has been adopted in the case of courses of Medical and Dental Stream as per guidelines of respective

Evaluation of Ph.D. Thesis

- Continuous evaluation of research work is done in the form of one semester course work on Research Methodologies, Quantitative methods and Computer Applications etc., monitoring of progress report, fulfilling the requirement of publishing at least one Research Paper and Pre-submission Seminar, strictly as per UGC Regulations of 2009/2016
- Ph. D. Thesis are got evaluated from two examiners appointed by the Vice-Chancellor from a panel of Examiners recommended by respective Board of Studies selecting at least one Examiner from out of State or out of Country.
- After getting reports from examiners, a viva-voce is conducted and finally put-up before the Research Degree Committee for final decision

CONDUCT BRANCH

- This branch is responsible for the smooth conduct of all the Annual/Semester/Supplementary examinations of the university.
- Release the examination schedule for all the courses run by the university at the beginning of each calendar year and displayed in all departments.
- Date Sheets of all the examinations of the university are notified well in advance.
- Invigilation and other supervisory staff for examination centres is appointed from Colleges/Institutions of the university.
- Question papers are supplied to the Centre Superintendent in sealed packets as received from the confidential printer.
- Flying Squads and Observers are appointed to check the use of Unfair Means during the examinations.
- There is a provision of Unfair Means Committee and Appellate Committee which decide the cases of use of Unfair Means during examinations after giving proper opportunity of hearing to the students.
- Complaints about the Question Papers are decided by the Complaint Committee.
- Deputy Registrar (Conduct) is the presenting officer in the UMC Appellate and Complaint Committee.

RESULT BRANCH

- Result branch is responsible for the timely declaration of computerized results of all the courses.
- All the results are got computerized and are declared after proper scrutiny
- While some of the results are declared within a couple of days or so, the result of courses of all candidates are declared within 4 weeks
- DMCs are issued within two days from the date of results with photograph and Aadhaar number of the students in the DMC
- Degrees are got printed on special untearable paper with photo of the students and security features including Aadhaar number
- Degrees are awarded at the convocation which is held regularly every year

Evaluation Related Grievance Redressal Mechanism:

Re-evaluation Branch is responsible for considering the student grievances and gives opportunity to the student for the following:

- **Re-checking:-** Permitted for all courses of the University
- **Re-totaling:-** Permitted for all courses of the University
- **Identification of Answer Books:-** Permitted for all courses of the University
- **Re-evaluation:-** Permitted in all courses of the University except in the streams where Answer Books of an examination are evaluated by two examiners.

Constitution of Committees

Sl.No.	Name of Committees	Chairman	Members
1	Unfair Means Committee	Principal, MM College of Nursing	1. Principal, MM College of Hotel Management 2. Dr. Anshu Mittal, Prof. Community Medicine, MMIMSR 3. Dr. J.K. Sharma, Prof. Deptt. of Physics, MMEC
2	Appellate Committee	Principal,	1. Dean, (Academic Affairs)

		MMIMSR	MMEC 2. Dr. Poonam Sheroan, Prof. MM College of Nursing
3	Complaint Committee	Controller of Examinations	1. Head, Concerned Department 2. Subject Teacher

Note: Dy. Registrar (Conduct) is the presenting officer at the above committees.

IMPORTANT INSTRUCTIONS

1. A candidate may apply to the Asstt. Registrar (Re-evaluation) of the University for Re-evaluation/Re-checking/Identification of Answerbook of Theory Papers in an examination taken by him/her within 20 days of the publication of result or 15 days of the date of despatch of DMC from the University whichever is later. Three days grace period will be permitted if despatched by post(not by private courier service) within the due date.
2. Re-evaluation/Re-checking/Identification will not be admissible in the case of papers which have already been evaluated by two examiners, Dissertation, Project Report, Practical Examinations etc. No Answer book will be got Re-evaluated after one year of the examination on any ground whatsoever.
3. The Application for Re-evaluation is required to be accompanied by the original DMC and prescribed fee @ Rs. 300/- per Answerbook, the Application for Re-checking/Identification of Answerbooks will be accompanied by the prescribed fee @ Rs. 300/- per Answerbook. Late fee after the expiry of prescribed time limit for receipt of forms for Re-evaluation of answer books will be Rs. 100/- upto next seven days and Rs. 200/- upto further seven days. The requisite fee can be paid at the Counter of the Oriental Bank of Commerce/ State Bank of India or it may be remitted in the form of Demand Draft drawn in favour of Registrar Maharishi Markandeshwar University payable at Mullana.
4. Application Form complete in all respects along with the fee, original DMC and a self addressed stamped envelope with Rs. 25/- stamps be submitted personally or by Registered Post, addressed to the Asstt. Registrar (Re-evaluation) Maharishi Markandeshwar University, Mullana-Ambala, 133 207. Incomplete Application or those which are not accompanied by original DMCs and requisite Fee in the case of Re-evaluation and prescribed Fee in the case of Re-checking/ Identification of Answer book will be rejected.
5. Late procurement of Application Form shall not be entertained as a plea for its late submission in any case.
6. In case the Application for Re-evaluation is rejected by the University for any reason, only 50% of the amount deposited is refundable.
7. Decrease in marks due to Re-evaluation upto 10% of the maximum marks of the paper will not be taken into account. In case the decrease/increase is more than 10% the case will go to the 3rd examiner. But the candidate will be allowed minimum pass marks if any of the three Examiners (including the two Re-evaluators) awards minimum pass marks or more than the pass marks. Fractional marks if any shall be rounded to the next full mark. The result/marks of a candidate will be revised on the basis of Re-evaluation score, only if the score increases by 3% or more of the maximum marks allotted to the concerned paper or if on Re-evaluation, the character of the result changes (character means 'Change in division' or 'Fail to Compartment/Re-appear' or 'Fail to Pass' or 'Compartment/Re-appear to Pass') or in the case of a candidate for Master's Degree examination the aggregate comes to 54.5 or 55%. If consequent upon Re-evaluation of Answer-book(s), one or more candidates secure marks more than the marks secured by the original candidate securing 1st Position in the Merit list, they will also be eligible for award of Gold Medal. However, the Medal already awarded by the original candidate will not be withdrawn.
8. The candidate is allowed to withdraw his/her request for Re-evaluation in one or more paper(s) for which his/her Answer Books have not been sent for re-evaluation. No fee will be refunded in such cases.
9. A candidate will be permitted to see his/her Re-evaluated answer book(s) for Identification only if his/her application is received within 15 days of the date of despatch of result of Re-evaluation along with a fee of Rs. 100/- per answer book.
10. The Re-evaluation will be done in accordance with the rules framed by the University from time to time and the result of the Re-evaluation will be conveyed to the candidate soon after it is declared. No interim communication to this effect will be entertained. The candidate is, however, advised to plan his/her future programmes in accordance with his/her original result already communicated by the University till it is actually superseded by the result of Re-evaluation. He/she may, if desires, submit the examination admission form to avail the admissible chance(s), if any.
11. BEFORE SUBMITTING THE RE-EVALUATION FORM TOGETHER WITH THE ORIGINAL DMC IN THE UNIVERSITY OFFICE, THE STUDENTS ARE ADVISED IN THEIR OWN INTEREST TO RETAIN THE REQUIRED NO. OF ATTESTED COPIES OF THE D.M.C. CERTIFICATE FOR ADMISSION TO ANY COURSE OR FOR SEEKING JOB OPPORTUNITIES ANYWHERE, OR FOR ANY OTHER PURPOSE.
12. ALL LEGAL DISPUTES RELATING TO EXAMINATIONS/ADMISSION OF STUDENTS WILL BE SUBJECT TO AMBALA COURTS HAVING JURISDICTION IN MULLANA-AMBALA.

Note: This Application Form is common for Re-evaluation, Re-checking and Identification of Answerbook.

Sr. No.

MAHARISHI MARKANDESHWAR (DEEMED TO BE UNIVERSITY), MULLANA-AMBALA
 (Established under Section 3 of the UGC Act, 1956)
 (NAAC Accredited Grade 'A' University)

APPLICATION FOR RE-EVALUATION/RE-CHECKING/IDENTIFICATION OF ANSWER BOOKS

Note : 1. All columns should be filled in by the candidate in capital letters in his/her own handwriting.

2. Before filling up this form, please read carefully instructions printed on the reverse page of this form.

Date of Issue of DMC :
 (as indicated on the back of DMC) (to be indicated by the candidate)

Case No.
 (To be filled in by the Office)

1. Name of candidate (in Block letters)
 2. Year & Month of Examination Annual/Supplementary/Retest
 3. Name of Examination Roll no. Result

Particulars of paper(s) in which Re-evaluation/Re-checking/Identification is applied						Detail of Fee remitted		
Sr. No.	Paper	Title of the paper	Marks Obtained	Pass Marks	Purpose*	Amount Rs.	Bank Draft No.	Dated
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								

Detail of Fee deposited in the Bank
 Scroll No. Dated Rs.

Note : Please see instructions No. 3 on the reverse page of this form

* Indicate against each paper if the request is for Re-evaluation or Re-checking or Identification of Answer book (s).

DECLARATION

I solemnly declare that :

- I have carefully read all the relevant rules/instructions etc. of the university for Re-evaluation/Re-checking/Identification of Answer book(s) and I undertake to abide by the same in all respects.
- The result of Re-evaluation/Re-checking as declared by the university shall be binding upon me even if it affects my results adversely.
- I shall have no right to claim additional chance to appear in an examination in lieu of any change which I may lose due to Re-evaluation/Re-checking.
- The University shall not be liable to pay any compensation/damages whatsoever on account of delay in the declaration of Re-evaluation result of answer-book(s) and/or if any mistake is found during the process of Re-checking.

Correspondence Address of the Candidate

.....
 PIN

.....
 (Signature of the Candidate)

Dated:

Note :- The original Detailed Marks Card(DMC)/Certificate and the prescribed fee per answer book must be attached with this application failing which the application will not be entertained.

(For use in Re-evaluation/ Branch)

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|--|--|
| 1. Date of Receipt of Form..... | 6. (i) Date of Declaration of Result |
| 2. Diary No. Date: | (ii) Date of Despatch of DMC..... |
| 3. Amount of fee paid | 7. ELIGIBLE : YES/NO |
| 4. Whether original DMC attached | 8. Reasons, if not eligible |
| 5. Sign. of Diarist | |

(For use in Re-evaluation Branch)

Dealing Official

Supdt. (Re-evaluation)

A.R./D.R. (Re-eval.)

(Entries below to be filled in by the Results Branch)

Original Roll No.

Sr. No.	Subject/Paper	Code No.	Marks obtained	Identity No. of Examiner	Remarks, if any.
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					