



MANIPUR UNIVERSITY OF CULTURE

Palace Compound, Imphal East, Manipur-795001

GUIDELINES FOR CONDUCT OF B.A. & M.A. EXAMINATIONS

A. INVIGILATORS: DO'S AND DON'TS

1. DO'S

1. Report on Time: Arrive at the examination venue at least 30 minutes before the exam starts.
2. Verify Identity: Ensure all students have valid admit cards and ID cards before entering the hall.
3. Brief Candidates: Read out essential instructions before the start of the exam.
4. Ensure Silence: Maintain strict silence and decorum in the exam hall.
5. Vigilant Monitoring: Actively supervise students without engaging in unrelated activities.
6. Time Announcements: Inform students of time left at regular intervals (e.g., 30 mins remaining).
7. Handle Misconduct: Report any malpractice or unusual behavior to the Head Invigilator or Chief Superintendent immediately.
8. Distribute Materials Properly: Check and distribute question papers and answer booklets accurately.
9. Document Irregularities: Note any issues or incidents in the invigilator's diary/report.

2. DON'TS

1. Do not use mobile phones unless necessary for official communication.
2. Do not leave the exam room unattended.
3. Do not interact unnecessarily with candidates or colleagues.
4. Do not allow late entries beyond the permissible grace period.
5. Do not permit students to borrow items (pens, erasers, calculators) once the exam starts.
6. Do not read newspapers, chat, or engage in distractions during invigilation.

B. STUDENTS: DO'S AND DON'TS

1. DO'S

1. Reach Early: Report to the examination hall at least 15–30 minutes before the exam begins.
2. Carry Required Documents: Always bring your admit card, college ID, pens, and allowed tools.
3. Follow Instructions: Listen to invigilators and comply with all directions given.
4. Maintain Silence: Observe strict silence once inside the examination hall.
5. Write Clearly: Use legible handwriting and avoid unnecessary markings.



6. Label Answer Sheets Correctly: Fill in all required details (name, roll number, subject code) on the answer script as per instructions.
7. Raise Hand for Help: Seek assistance from invigilators only when needed, without disturbing others.

2. DON'TS

1. Do not bring electronic gadgets (mobile phones, smartwatches, earphones, etc.) into the exam hall.
2. Do not indulge in cheating, copying, or communicating with other students.
3. Do not write your name or any identification (other than what's officially required) on the answer booklet.
4. Do not leave the hall within the first 30 minutes or the last 10 minutes of the exam.
5. Do not carry any unauthorized materials such as notes, books, or chits.
6. Do not tamper with official stationery or question papers.

C. GUIDELINES FOR EXAMINATION CONDUCT

Do's and Don'ts for Invigilators

1. DO'S:

1. Report on time (at least 30 minutes before the exam begins).
2. Verify identity of all students through valid ID/admit cards.
3. Ensure seating arrangement as per roll number and room plan.
4. Announce important instructions clearly before the exam begins.
5. Distribute and collect answer scripts carefully and systematically.
6. Maintain a calm and vigilant presence throughout the examination.
7. Record attendance properly with signatures and time of entry/exit (if applicable).
8. Report any malpractice or suspicious activity immediately to the Examination Superintendent or Controller.
9. Ensure no unauthorized materials (mobile phones, books, paper chits, etc.) are present.
10. Check for fairness by occasionally walking around without disturbing students.

2. DON'TS:

1. Don't leave the exam hall unattended at any time.
2. Don't engage in personal conversations or use mobile phones.
3. Don't help or give hints to students regarding questions.
4. Don't argue or create disturbance — report any issue formally.
5. Don't accept bribes, favors, or requests from students.
6. Don't allow entry of unauthorized persons into the exam hall except the person who has been assigned his/her duty or University authority.



D. DO'S AND DON'TS FOR STUDENTS

1. DO'S:

1. Arrive at least 30 minutes early to the examination center.
2. Carry valid ID card and admit card at all times.
3. Bring only permitted items (pens, pencils, erasers, transparent pouch).
4. Listen carefully to instructions given by invigilators.
5. Write your roll number and details correctly on the answer booklet.
6. Use only permitted stationery and follow the format instructed.
7. Ask the invigilator in case of any doubt or clarification.
8. Maintain silence and discipline inside and outside the exam room.
9. Submit your paper on time, even if incomplete.
10. Respect invigilators and fellow students during the exam.

2. DON'TS:

1. Don't carry mobile phones, smart watches, or electronic gadgets into the exam hall.
2. Don't carry books, notes, or paper chits.
3. Don't communicate or exchange items with other students.
4. Don't write anything irrelevant or abusive in the answer booklet.
5. Don't cheat, copy, or attempt impersonation — strict action will be taken.
6. Don't leave the exam hall without permission before the exam ends.
7. Don't use unfair means or disobey the rules.

E. EXAMINATION GUIDELINES FOR STUDENTS WITH DISABILITIES

1. General Principles

1. Equality & Accessibility: All students with disabilities shall be provided equal opportunities to appear in examinations with dignity, respect, and required accommodations.
2. Confidentiality: The nature of the disability and the accommodations provided must be kept confidential and handled sensitively.

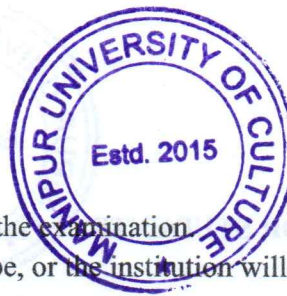
2. Facilities and Accommodations

1. Extra Time

- Compensatory time of 20 minutes per hour of examination shall be allowed (e.g., 1 hour extra for a 3-hour exam).

2. Scribes / Readers / Assistants

- A scribe or reader may be provided upon request and verification of disability documentation.
- The scribe should be:
 - One grade level below the student or as per university norms.



- Not related to the subject of the examination
 - Students may choose their own scribe, or the institution will provide one.
- 3. Assistive Devices**
- Students are allowed to use hearing aids, magnifiers, Braille slates, adapted keyboards, screen readers, etc. as per their needs.
 - Separate computer-enabled rooms may be provided if required.
- 4. Seating Arrangement**
- Accessible seating arrangements should be made:
 - On ground floors whenever possible.
 - Near ramps, elevators, or accessible toilets.
 - With ample space for wheelchairs or mobility aids.
- 5. Alternative Modes**
- Where necessary, oral/viva exams, typed submissions, or audio-recorded answers may be allowed.
 - For blind/low vision students, Braille question papers or large print versions must be made available.
- 6. Administrative Guidelines**
- 1. Pre-Examination Planning:**
 - Collect documentation of disability well in advance.
 - Provide confirmation of accommodations in writing to the student.
 - Schedule exams in disability-friendly venues.
 - 2. During the Examination:**
 - Invigilators must be informed of the student's needs but maintain confidentiality.
 - Provide necessary support without causing undue attention or delay.
 - 3. Post-Examination:**
 - Ensure evaluation takes into account alternative formats (typed, oral, Braille, etc.) without bias.
- 7. Prohibited Actions**
- No denial of reasonable accommodation based on logistical inconvenience.
 - No unauthorized substitution or questioning of disability documents.
 - No penalizing students for needing or using accommodations.

F. Malpractice Punishment Guidelines

These guidelines apply to all students found indulging in unfair means during internal or university examinations. The severity of the punishment corresponds to the nature of the malpractice.



1. Types of Malpractice and Corresponding Punishments

Sl. No.	TYPE OF MALPRACTICE	PUNISHMENT
1	Possession of unauthorized materials (notes, mobile phones, chits, etc.)	Cancellation of the exam for that paper.
2	Copying from another student or material	Cancellation of that paper and debarment from the next examination.
3	Use of mobile phones or electronic devices during the exam	Immediate confiscation + cancellation of paper + possible debarment for up to one year.
4	Communication with others inside the hall (oral, gestures, signs, passing papers)	Warning for minor cases; repetition leads to cancellation of paper.
5	Impersonation (appearing for another student)	Cancellation of all subjects + debarment for 2-3 years; possible legal action.
6	Assault, threat, or abuse of invigilator or examiner	Immediate expulsion + cancellation of all papers + legal action + rustication up to 3 years.
7	Tampering with answer scripts, forging signatures	Cancellation of entire examination + disciplinary action + possible police complaint.
8	Smuggling out question papers/answer books	Cancellation of all papers + debarment for 2 years + FIR (if criminal intent is established).
9	Writing offensive, vulgar, or irrelevant matter in answer scripts	Zero marks in the subject + possible disciplinary warning.
10	Assisting others in malpractice (including scribes)	Both students' papers cancelled + further debarment based on involvement.

2. General Notes:

- Repeat offenders will face harsher penalties including debarment up to 5 years.
- All cases shall be reviewed by the Examination Disciplinary Committee before final action.
- The accused student will be given an opportunity to explain their conduct before a final decision is made.
- The institution reserves the right to report serious cases to law enforcement if necessary.

G. ROLE AND DUTIES OF EXAMINATION SUPERVISORS / OFFICE IN-CHARGE

The Examination Supervisor or Office In-Charge plays a crucial role in ensuring the smooth, fair, and transparent conduct of examinations. Their responsibilities span before, during, and after the examination period.

1. Before the Examination

1. Receive and Safeguard Question Papers:
 - Collect question papers securely from the Controller of Examinations or University authority.
 - Store them in a locked and confidential manner.
2. Prepare Exam Rooms:
 - Ensure adequate seating arrangements and visibility of roll numbers.



- Display important information (exam timings, roll lists, room numbers).
- Check availability of exam materials (answer booklets, supplementary sheets, attendance sheets).

3. Brief Invigilators and Staff:

- Conduct a pre-exam briefing on exam rules and responsibilities.
- Assign duties to invigilators and support staff clearly.

4. Ensure Special Arrangements (if any):

- Coordinate accessible arrangements for students with disabilities.
- Prepare for students with approved scribes or extra time.

2. During the Examination

1. Start and Monitor the Exam:

- Ensure the exam begins on time with all required announcements.
- Supervise the distribution of question papers and answer booklets.

2. Maintain Discipline and Fairness:

- Address any irregularities, disturbances, or suspicion of malpractice immediately.
- Ensure that invigilators remain alert and follow protocol.

3. Coordinate Movements:

- Manage entry and exit of students and invigilators without chaos.
- Allow restroom breaks only under supervision and in special cases.

4. Handle Emergencies:

- Be prepared for health emergencies, power failure, or technical issues.
- Maintain a record of such incidents.

3. After the Examination

1. Collect and Verify Materials:

- Collect all answer scripts, attendance sheets, and unused papers.
- Ensure all scripts are labeled and sealed properly.

2. Submit to Controller's Office:

- Handover sealed answer scripts to the Controller of Examinations or designated official.
- Submit incident reports, if any, regarding malpractice or emergencies.

3. Ensure Clean Handover:

- Oversee the cleanliness and restoration of exam rooms after use.
- Submit duty reports of invigilators if required.

4. Additional Duties

- Maintain confidentiality and neutrality at all times.
- Ensure that no unauthorized personnel access the exam materials or rooms.
- Support students and staff with clarifications on rules, without influencing or disclosing exam content.

H. GUIDELINES FOR PRIVATE CENTRE ALLOTMENT

1. Eligibility for Private Centre Allotment

- Applicable to private candidates who are enrolled in regular colleges.



- Also includes students appearing for improvement, back papers, or special permission exams.

2. Criteria for Centre Allotment

- Centres will be allotted based on:
 - Geographical convenience of the candidate.
 - Availability of infrastructure at the examination centre.
 - Capacity and security of the centre.
- Preference may be given to recognized institutions or affiliated colleges.
- Centres with a history of malpractice or poor supervision may be excluded.

3. Process of Allotment

1. Application by Candidate:

- Candidates must indicate their preferred examination zone during form submission.
- Valid ID and documents must be uploaded or submitted.

2. Verification by Examination Cell:

- All submitted details will be verified.
- Centre changes will not be entertained once finalized.

3. Allotment and Notification:

- Centres will be allotted by the Examination Branch under the supervision of the Controller of Examinations.
- Final allotment will be published on the official notice board or website.

4. Instructions for Allotted Centres

- The private centres must:
 - Maintain confidentiality of question papers.
 - Follow all standard invigilation and evaluation protocols.
 - Provide necessary infrastructure including seating, electricity, and drinking water.

5. Disqualification and Penalties

- Centres found aiding in malpractices will be blacklisted.
- Private candidates misusing the allotment process will be debarred from appearing.

6. Authority and Control

- All decisions regarding private centre allotment lie with the Examination Committee.
- In case of disputes, the decision of the Controller of Examinations shall be final.

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