

**THE GUIDELINE FOR
TRAINING AND EVALUATION METHODOLOGY**



**MANOVIKAS INSITUTE OF HIGHER EDUCATION
(MIHE)**

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Index

1. Introduction	4
1.1. The Credit System	
1.2. The Assessment	
1.3. Grading System	
1.4. Teaching Methodology	
2. Pattern of Question	7
2.1. Instructions to the Question Paper Setter	
2.2. Model Question Paper	
2.3. Blue Print of Question Paper	
2.4. Questions Setting for Programme of the Persons with Developmental Disabilities	
3. Examination	11
3.1. Internal Assessment	
3.2. External Examination	
3.3. Eligibility for Examination	
3.4. Admit Card	
3.5. Examination Centre	
3.6. Written Examination	
3.7. Project/Practical Examination	
3.8. Guideline for Center Superintendent and Invigilators	
3.9. Activity during Examination	
3.10. Examination Accommodation for Students with Disabilities	
3.11. Acts of Misconduct & Use of Unfair Means (UFM)	
3.12. Penalty for unfair means	
4. Evaluation	26
4.1. Instructions for Evaluators	
4.2. Award List of Term-End Examination	
4.3. Declaration of Result	
4.4. Re-evaluation of Answer Script(s)	
4.5. Photocopy of the Evaluated Answer Script	
4.6. Issue of Official Transcript:	
Appendix	30
A. Appointment Letter to Practical Examiner	
B. Sample Letter to Practical Examination	
C. Sample Letter to Evaluator	
D. Remuneration Rates for examiners /setters/ evaluators/moderator/translator	

1. Introduction

Manovikas is a specialist ISO 9001:2008 certified Civil Society Educational Institution in the field of developmental disabilities. Apart from providing academic & vocational education to children and young people with developmental disabilities the Institute shares its facilities and staff expertise in order to provide adult education in developmental disabilities. The Institute provides high quality education in the field of Autism and Asperger Syndrome , Specific Learning Difficulties, Occupational Therapy, Guidance & Counseling, Corporate Social Responsibility, Sexuality Education, Entrepreneurship Management and provide support, mentoring and a highly successful web based training programme.

Most of these programmes have been developed after an initial survey of the demand for such studies within the community. They are launched with a view to fulfill the student's needs for:

- certification
- improvement of skills
- acquisition of professional qualifications
- continuing education and professional development at work place
- self-enrichment
- Diversification of knowledge, etc.

Manovikas Institute of Higher Education follows multi-media approach in imparting instruction to its learners. It comprises of:

- Self-instructional course material packages
- Assignments for assessment and feedback
- Supporting audio-video programmes
- Face-to-face interaction with academic counselors at Institute or at work centers depending on programme requirement
- Practical at designated institutions
- Project Work in some programmes
- Work-related field project/Functional assignments as per programme requirements
- Web Conferencing on our web portal
- Interactive Communication Network (Teleconferencing)

Concern of Imparting Education At MIHE

- Work-based learning
- Practice, practice, practice....
- Optimising learning by:
 - More reflective practice
 - More structure in learning process
 - More feedback, monitoring, guiding, reflection, role modelling
 - Fostering of learning culture or environment
 - Fostering of domain-independent skills (professional behaviour, team skills, etc).

1.1. *The Credit System*

The Credit system at MIHE is a quantified means of expressing the volume of learning based on the learning outcomes (associated with workload) achieved by an individual learner at a specified level.

Performance is assessed by judging work samples Domain i.e. “Independent skills Assessment” heavily relying on expert judgment and qualitative information. The learning outcomes are statements of what a learner is expected to know, understand and/or be able to demonstrate at the end of a period of learning e.g. -mixture of knowledge, skills, abilities, attitudes and understanding that an individual will attain as a result of his or her successful engagement in a particular set of higher education experiences.

Manovikas Institute of Higher Education follows the ‘Credit System’ for most of its programmes. Each credit amounts to 30 hours of study comprising all learning activities. This helps the student to understand the academic effort one has to put in, in order to successfully complete a course. Completion of an academic programme (Associate Degree, Diploma or Certificate) requires successful clearing of both, the assignments and the term-end examination of each course in a programme

1.2. *The Assessment*

The assessments of students are to be conducted in two method i.e.

1. Continuous assessment and
2. External assessment.

The evaluation will be done in the following terms of weightage in unit credit system, where 1 credit will be evaluated in 25 marks. The marks will be reflected in the grade system in the mark sheet. The learner will also get the division of passing on the basis of clearing all the courses of the programme:

Papers	Internal Wt.	External Wt.
Theory	40%	60%
Practical / Project	60%	40%
Unit Credit System		
1 Credit =25 Marks	10 Marks	15 Marks

1.3. Grading System

Grading system is followed for both theory and practical evaluations. In order to successfully complete the course, the learner must obtain at least 'D' grade in each course/examination. However, overall average of grades in both continuous evaluation and external examination should be at least 'C'

If a learner has missed any term end examination for any reason she/he may appear in the subsequent external examination. However if the number of learners enrolled is less, the course may not be repeated in the next session. Letter grade system is used for grading at continuous and term end examination, components and declaration of result. On the basis of total grade points of continuous and term end examination of a course, the course grade is awarded on the basis of a 5 point scale shown as follows.

GRADE	QUALITATIVE LEVEL	GRADE POINTS	AVERAGE POINT RANGE	PERCENTAGE EQUIVALENT
A	Excellent	5	4.50 & above	Above 80%
B	Very Good	4	3.5 to 4.49	60% to 79.9%
C	Good	3	2.50 to 3.49	50% to 59.9%
D	Satisfactory	2	1.50 to 2.49	40% to 49.9%
E	Unsatisfactory	1	Below 1.49	Below 40%

For successful completion of each course under the community Institute, the learner must get at least 'C' grade in each theory and practical course separately.

1.4. Teaching Methodologies:

1. Completion of Article Critiques

Students will complete THREE article critiques (from 1991 - present) on related topics dealing. Examples and models for each type of critique will be discussed in class.

- Quantitative Research (i.e., group design, surveys, single subject)
- Theoretical/case study/ethnographic (i.e., interviews, case studies)
- Popular magazines/teaching ideas (i.e., parent, news, teaching magazines)

Rationale: Students will be familiar with popular journals

2. World Wide Web Discussion Group

Participation in the World Wide Web Discussion Group. Students will be expected to log on to the discussion group weekly (at least ten times) and answer a topic question related to the chapter.

Rationale: Students will have an alternative method to for class discussion and to send personal messages to the instructor.

3. Observations

Students will make arrangements to visit classrooms, clinics, organisations, NGOs, schools, etc.

4. Project

Students will have a variety of options for in-depth study in some aspect of the subject area. Students may choose to write a position paper, conduct a research study, present a PowerPoint presentation, create a web page, write a grant proposal, or work in a group on a class presentation.

Rationale: Students will gain experience developing a presentation for an in-service or a conference, writing a paper, or creating a web page. Students working in groups will be exposed to tools for presenting to a group.

5. Final Exam

Students will complete final exam. The exam will consist of information covered in class discussions and the assigned readings. The questions will consist of multiple choices, true false; fill in the blank, short answer, matching, and essay. An exam review will be conducted prior to the exam.

Many school dropouts, late entrants into higher education and those in the workforce who find entry into the formal system to be rigid may avail of the programmes of community Institutes and equip themselves for a degree. MIHE unlike the formal system will offer **students' choices** to pursue continuing education in multiple formats to complete the Credits reflected as a part-time programme and the learners can study in any of the following method to complete the programme credit:

- On-Line e-learning (www.manovikas.co.in/e-learning) web portal having all the self-instructional study material, assignments,
- Distance learning (the learners can receive the soft/hard copy of self-instructional study material, assignments, from Institute and study at home)
- Face-to-face learning (the experts/course mentors will be available on the particular counseling days to solve the queries of the learners)
- Practical and Internship (learners can also choose the place or Institute will suggest the particular place for internship and practical)
- For Out station and International Participants separate arrangement for mentorship will be created on case to case basis.

Mode of Teaching:

This course will be taught on a part time basis. It will be delivered on-line. Students can request that this is supplemented by face-to-face teaching, if required.

- On-Line e-learning (www.manovikas.co.in/e-learning)
- Distance learning
- Face-to-face learning
- Practical and Internship

Teaching Schedule:

Admission

1st Contact Classes start from: 2nd Week of July / January

2nd Contact Classes start from: 2nd Week of January / July

3rd Contact Classes start from: 2nd Week of July / January

4th Contact Classes start from: 2nd Week of January / July

5th Contact Classes start from: 2nd Week of July / January

6th Contact Classes start from: 2nd Week of January / July

7th Contact Classes start from: 2nd Week of July / January

8th Contact Classes start from: 2nd Week of January / July

Rationale for the Fees:

The programme fees is Rs.24000/- for two years. Other Admission, Examination, Library and Institute Fees will be charged separately and details are available on the website: www.manovikas.co.in/mcc.

The programme fees can be paid on semester wise in installment.

All fees need to pay by Cash/Cheque/Draft/Bank Transfer in Favour of Manovikas Charitable Society.

Linkages with Industry and Prospective Employers:

Manovikas has linkages with about 75 mainstream schools, 25 special schools, remedial education centers where these trained learners would be a great resources for the students.

Any other Items, if any:

The programme has credit system and the credits can be transferred for other programme related to the subject matter. During the 1st semester the learners can get the opportunity to receive the Certificate, after completing 1st and 2nd semester the award of Diploma can be given to the learners. During the admission the learners has to decide and pay the required fee to receive all three awards of Certificate, Diploma and Associate Degree in the period of 2yrs of study.

2. Pattern of Questions

2.1. Instructions to the Question Paper Setter

1. Questions are to be set so as to cover the entire syllabus prescribed by Manovikas Institute of Higher Education in the Course regulations/structure.
2. All questions are to be specific without any ambiguity whatsoever.
3. Questions must be written very legibly or preferably typed on **ONE SIDE** only. If typed, enclose a declaration that the questions were typed by yourself. Leave sufficient margins on left and right side of the page.
4. All questions, including the sub-questions, are to be numbered serially (as given in the format).

For e.g.:

Objective types: 1, 2, 3, 4

Short notes/short answer questions: 5, 6, 7, 8, 9, 10, 11

Essay Questions: 12, 13, 14, 15 and so on

5. Marks for each question/subdivision of a question must be clearly indicated against it.
6. Number of questions to be answered by the candidate must be clearly mentioned.
7. Figures, if any, must be drawn neatly at the appropriate place in **BLACK INK** and properly numbered. For example the figure for question 3 maybe be numbered as FIG. Q.3
8. The requirements at the examination hall such as tables, charts, graph sheets, drawing sheets, etc. must be clearly indicated.
9. Each question paper set is to be supplied with a detailed **Scheme of Valuation (Answer Key)**. This will be given to all the Examiners during evaluation of answer books as guidelines (key answer has to be submitted compulsorily). Answer key has to be given for all question including essay type and short notes type questions.
10. Where a course has more than one component the maximum marks and time duration are to be distributed uniformly to the components or as specified in the syllabus. For eg: If Anatomy Physiology and Pathology are the components of a paper each component has to be given equal weightage in the marks and time allotment (i.e. 1/3rd) unless any specifications are given in the course structure. All the components are to be combined to form the question paper.
11. Wherever a Course has more than one component all the components are considered as one unit for a payment of remuneration to the paper setters. If more than one paper setters are involved, the remuneration will have to be claimed or paid proportionately. A set shall be

complete with all components. Remuneration will not be paid if incomplete sets are submitted.

12. Submission of answer key:

1) For essay question and short notes, detailed answers are not essential. Only the broad division of answers and mark distribution is required.

For eg: Definition (.....marks)

Principle/Objectives (.....)

Methods – No. of methods... (Marks for each)

Advantages/Disadvantages (Marks for each)

Applications/Uses (Marks for each)

2) For questions having answers of one or two sentences, the complete answer should be given.

3) Similarly for multiple choice questions and short notes, detailed answers are not essential. Only the broad division of answers and mark distribution is required.

13. Papers shall be set for the entire duration of allotted time irrespective of the maximum marks. For eg: A paper of 3 hours duration may carry a maximum of 100 marks. But the questions shall not be reduced proportionately by the paper setter/moderator based on the marks.

14. Each page of the hard copy is to be signed by the question paper setter.

15. If you have any relative appearing for the subject to be assigned to you, kindly reject the assignment and inform immediately.

16. Additional A4 size sheets, if necessary, may be used for entering the questions.

17. Question paper has to be set in the English language. If you are also familiar with Hindi language and capable of translating the English version, you may submit both English and Hindi versions. (Incomplete/partially translated papers will not be considered for payment of remuneration). Question papers set in other regional/international languages are not acceptable.

18. If the Question paper (English/Hindi) is computer typed/printed, kindly submit the soft copy (CD) of the same. The cost of the blank CD may be claimed along with the remuneration.

19. Please note that there shall not be any repetition of question from the previous MIHE examination question paper (the repetition of questions, if any, shall not exceed 20% and also among the sets to be submitted).

20. As the question paper setting is a highly confidential issue, the paper setter shall not retain any hard or soft copy or reveal to any other person.

21. If you are requested to submit 2 Question paper sets, the papers must have different questions without a repetition.
22. If you already prepared and submitted the question papers for the same subject previously, the same question paper/questions shall not be submitted once again.
23. Please send all the documents with indication of Confidential to Principal, Manovikas Institute of Higher Education, A-267, Surajmal Vihar, Delhi-110092, India,

2.2. *Model Question Paper*

Marks Distribution for Max. Marks : 60					
Sl.	Types of Question	Number of Questions	Marks for each question	Maximum Marks	Suggested Pattern
1	Objective Type	10	1	10	True/False statements. Fill in the blanks Match the following. Multiple choice (with four options)
2	Very short Answer type	5	2	10	Questions to answer in one or two sentences/words.
3	Short Notes/ Short Answers	4	5	20	Answer in 50-60 words
4	Essay Type	2	10	20	Answer in 100-120 words

2.3. Blue Pint of Question Paper

Manovikas Institute of Higher Education
Term End Examination June/Dec: 20...

Programme:
Programme Code:.....
Course Name:
Course Code:

Duration: Max. Marks:
(Number of question to be set are indicated in the backside)

Note/Instructions: (If any)

Four options A) B) C) D) are given for each of the following Multiple Choice Questions. There is only one correct answer. Write the correct answer/option.

- 1.
A) B)
C) D)
- 2.
A) B)
C) D)
- 3.

Write whether the following statements are TRUE or FALSE:

- 6.
- 7.
- 8.

Fill in the blanks in the following statements with appropriate words:

- 9.
 - 10.
- or**

Write the correct matching words/sentences under Column I from Column II:

- | <u>Column I</u> | <u>Column II</u> |
|-----------------|------------------|
| 11. | A) |
| 12. | B) |
| 13. | C) |
| 14. | D) |
| 15. | E) |

Answer the following in one or two sentences/words: (may provide the option like answer any 5 questions out of 8 options)

- 16.
- 17.
- 18.
- 19.
- 20.

Write Short Notes on any FOUR of the following:

- 21.
- 22.
- 23.
- 24.
- 25.
- 26.

Essay Type Questions

Write in detail on any TWO of the following:

- 28.
- 29.
- 30.

2.4. Question Paper Setting for the Programme of Persons with Developmental Disabilities

1. Use appropriate gestures while asking questions. Observe the verbal and non verbal communication of the students while getting answers.
2. Use appropriate verbal and nonverbal clues. Extend time and patience to the learners.
3. Try to encourage and motivate the learners. Use appropriate rewards techniques while evaluating the learners.
4. Provide reassurance to the learners about their performance.
5. Ask one question at one time only. Try to reduce the anxiety of learner by using appropriate communication mechanism. Give space to the learners.
6. The evaluator has to be patience and liberal while asking the questions.
7. Give the dignity to each learners
8. Help them to relax after then start questioning..

Theory Examination-

1. Total 60 minutes will be allotted for external examination which has pre-designed extended duration.
2. Total and maximum 15 objective questions can be asked during the external examination.

Practical Examination-

1. Total 2 Demonstration will be suggested to the students to perform in front of the examiner.
2. Total 60 minutes of time will be assigned for performing the practical exam.
3. Grading will be based on observation and reasoning of the evaluator.
4. General guidelines and explanation should be given to the learners before commencing practical Examinations.

3. Examination

3.1. Internal Assessment

The Continuous internal assessment will be done on-the-spot by the faculty members during the semesters for Foundation , Core, Application Oriented Course through any one of the methods as indicated below:–

Empowering teachers : with guideline

- Assignment
- Attendance has to be 60%
- Classroom participation
- Verbal Expressions /Seminar
- Internal Examination etc.,

There are the following instructions for internal assessment

- Marks of internal assessment will be accumulated in final result
- Without internal marks NO external examination for course/s
- 50% Marks are minimum passing marks in internal assessment
- The assignment must be received before specified Time line to accumulate the marks in final result.
- If the learner miss the time line than they will submit the assignment of next semester
- Assignment should be submitted in the Institute and learners should keep acknowledgment till final result
- The learners need to read the assignment guideline as provided on the website

3.2. External Examination

The Term end External Examination will be conducted twice in a year

1. In June 4th -5th week and
2. December 4th-5th week

Examination Date Sheet: Examination date sheet (Schedule which indicates the date and time of examination for each course) is published on MIHE web and Notice Board approximately 2 months in advance.

3.3. Eligibility for Examination

To be eligible to appear at the Term-end Examination in any course, learners are required to fulfill the following three conditions.

1. Only in the courses they have selected at the time of admission.
2. Learners should complete the submission of assignments for the respective course.
3. They should submit the examination form in time.

Examination Form: It is an essential pre-requisite for you to submit the Examination Form for taking examination in any course. The examination forms are available at MIHE office and learners may also download from INTERNET. Learners can take photocopy of this form and use it. Only one

form is to be submitted for all the courses in one term-end examination. Learners have to pay Rs. 100 per course for the term-end examinations.

The filled in examination form is to be submitted to the Principal, Manovikas Institute of Higher Education, A-267 Surajmal Vihar, Delhi-110092. The last dates for submission of examination forms also published with the notification.

3.4. Admit Card

After receiving the examination forms from learners, the MIHE will send admit card to learners before the commencement of examination. This information shall be also available on MIHE website: www.manovikas.co.in/mihe

If learners do not receive the admit card 7 days before the commencement of examinations, they may contact MIHE office. If learners name is registered for examinations in the list, even if they have not received admit card or misplaced it, they can take the examination by showing their Identity Card (Student Card) to the examination centre superintendent.

Every learners must bring identity card for appearing in term end examination along with the admit card.

3.5. Examination Centre

The MIHE is normally the examination center, the address is as below:

Manovikas Institute of Higher Education

A-267, Surajmal Vihar

Delhi-110092

Contact No.: 011-2237 7771, 65422367

3.6. Written Examination

Written examinations will be conducted for Foundation, Core, and Application Oriented Course. The question papers will be set in Hindi and English languages, the examinee has liberty to ask for more clarification of questions during the examination and the centre superintendent will arrange the facility for same. The examinee has privilege to right the answer of the question in their own language. The questions will be short answer type and application oriented.

The question will be designed on the basis of number of credits in the course. The basic guideline for setting the question is based on unit credit system. One credit unit has the weightge of 15 marks and the maximum time, without accommodation, to write the answer is 30 minutes. The 15 marks for 1 credit which will be divided into following pattern of question

10 marks are for objective type of questions which includes true/false, yes/no, fill in the blanks, multiple choice questions and 5 Marks for writing the subjective answer of the questions.

The examination pattern may be modified as per the need of the learners and content of courses.

The Examination accommodation for special case will be provided to the examinee with disability during the examination on prior information and approval from the Principal of the community Institute. The examination accommodation guide is available.

3.7. Project/Practical Examination

Projects/ Practical Courses will have the following components

- Observation Report
- Project Report
- Intervention Plan
- Teaching Learning Innovative Aids
- Web Discussion Group
- Article critique
- Presentation
- Proposal etc.

The internal marks on project or practical examination will be included only after submission of project or practical report before due date.

The external examination will include in the following points for marking, where 1 credit is equal to 15 external marks in the following areas as indicated as below:

- Face-to- face viva-voce
- Demonstration
- Practical methodology writing etc.

3.8. Guideline for Center Superintendent and Invigilators

1. The Invigilators should be deputed from the MIHE/MSI/MCS teaching/Clerical staff only. Two invigilators are to be deputed in each room. The Centre Superintendent shall allocate rooms to Invigilators.
2. Centre Superintendent should ensure that all the staff deployed on the day of exam must possess their identity card authenticated by the competent authority. **He should initiate action against late coming Invigilators as well as Invigilators coming without Identity Cards.**
3. The seating plan of the Examinees should be properly drawn up and pasted at the entry gate as well as in each room.
4. **The identity of the examinee should be checked at the entry gate of the MIHE and only authorised Examinees carrying original/duplicate admit cards duly issued by the MIHE should be allowed to enter in the Examination Centre. Examinees carrying only photocopy of the admit card should not be allowed entry.** No person other than the Examinees having original Admit Cards, Invigilators, Staff and representatives of Board be allowed to enter the examination centre.
5. **Examinees are NOT ALLOWED to bring Cell Phones, Calculators, and Electronic Watches with calculation facilities, Slide Rules, Books, Bag/Briefcases etc. inside the EXAMINATION CENTRE PREMISES.** Necessary arrangement should be made at the entry gate itself to ensure that no Examinee carries any of these items. The provision **for safe keeping of the belonging** of the Examinees and the staff on duty may be made at the

entry gate of the Examination Centre itself. **Possession and/or use of Mobile phones, Pager, Calculators or other electronic device even by the Invigilators at the examination centre premises are strictly prohibited.** If any Examinee is found with the above items/devices in the examination hall, **the same shall be confiscated and an FIR shall be lodged by the Centre Superintendent. The invigilators in the rooms shall ensure that none of the Examinees possess the above-mentioned items/devices with them failing which invigilator shall be held responsible.**

6. Examinees are **NOT ALLOWED** to go out of the examination room during the examination period. Water may be arranged inside the examination room with the assistance of the Group D staff. In case a Examinee has to necessarily go to the toilet, he/she should be thoroughly checked before going and while coming back to ensure that the Examinee is not carrying any Mobile phone, Pager, calculator or any other unauthorized article. Examinees must not be allowed to take Question Booklet or Answer Sheets with them, while going to toilet. During this process, one of the invigilators shall have strict vigil over the movement and conduct of the Examinee.
7. All necessary arrangements for conduct of exam should be made well in advance, prior to the day of examination. Also explain the **Examination Accommodation for the examinees with disabilities.**
8. Centre Superintendent should ensure that no Examinee or Invigilators or other staff possess the Mobile Phone with them in the examination hall. Only Observer, Centre Superintendent & Flying Squad members may keep the mobile phone, in silent mode, with them during exam duty to cope with unusual situations and specially when wireless system fails. In case of violation of this instruction, Centre Superintendent shall be held responsible.
9. The Centre Superintendent shall make a briefing to all invigilators at least one day before the day of exam regarding instructions to be followed during the conduct of the examination. The Centre Superintendent shall distribute "Instructions to Invigilators" to all invigilators in advance. These instructions are available on official website of the MIHE.
10. Centre Superintendent should make all necessary arrangements to prevent the cases of impersonation/cheating etc. during the examination. Centre Supdt should instruct the Invigilators to prevent all these activities strictly. If any case of impersonation and fraudulent activity is reported by the Observer-cum-Coordinator, Flying Squad Team or any team of the Board, the Centre Superintendent will also be held responsible for the same along with concerned Invigilators of the room. After the Conduct of Examination, packing of material should be made strictly as per "Packing Instructions" given below.

3.9. Activities during Conduct of Examination

Important Activities to be Done	
1.	Reach your examination centre one hour before to examination. Inspect the centre for cleanliness, sanitation, lights and security and other arrangements etc. Deploy staff at entry gate. Two Invigilators shall be deployed in one room. Give instructions to invigilators and other staff on duty. Staff on duty be directed to reach their examination rooms by <u>45 minutes before</u> . One of the Invigilators should collect Attendance Sheets and then proceed to the examination room assigned to him. Mobile phones/calculators, if any, of the staff on duty in the examination rooms should be collected and kept in the lock and key of Centre Superintendent.
2.	Entry of Examinees in the Examination Centre to be allowed only 30 minutes before to start the examination. Entry of Examinees after half an hour of examination is not allowed under any circumstances.
3.	Examination material will be delivered by the Center Superintendent to invigilators 15 minutes before the examination. Invigilator will ensure that the seal on the question envelope are intact and not tampered. The Certificate of opening has to be handed over to Center Superintendent.
4.	Ring the Bell indicating the start of examination on time .
5.	Centre Supdt., should go to examination rooms and collect the unused Question Booklets and unused Answer Sheets after checking their paper seal and tallying the number with absent students.
6.	Pack and seal unused Question Booklets.
7.	Take frequent rounds of the examination rooms and school premises to ensure that the exam is conducted smoothly. No unauthorized person should be allowed entry into the premises.
8.	Ring the bell for completion of the examination .
9.	Invigilator will Count the entire Answer sheet properly. Arrange the used Answer sheets in order of Roll Number serially and seal them in the presence of the Center Superintendent. Get the signatures at appropriate places and pack them as per the packing instructions. Center Superintendent will Collect all Attendance Sheets from Invigilators

Packing Instructions

Invigilators will bring the used Answer sheets to the room of the Centre Superintendent which should be received and counted. These should be packed & sealed as per instructions below **at the end of each shift of the examination**. Material from all the examination rooms should be received after counting and sealed as per instructions below:-

S. No.	Packets	Items and procedure of packing
1.	Cardboard Envelope	The used Answer sheets should be packed in the following manner:- 1) The used Answer sheets should be arranged serially and Roll No. wise and be kept in the polythene bag. 2) The used Answer sheets in polythene bag should be kept in the same cardboard envelope.
2.	Envelope for Attendance Sheet	Attendance sheets in serial order of Roll No. should be kept in Envelope: Mark "ATTENDANCE SHEET" & "Course Code", "Date of Examination" on Envelop. Seal the Envelop. Don't keep this envelope inside Cardboard envelope.

Note:-The Cent. Sup. shall handover the above said Material and Reports to the MIHE Board Member on the same day.

Report by Centre Superintendent

Centre Superintendent shall submit a detailed report of overall conduct of examination for each shift separately. This report should be exhaustive covering all information regarding conduct of examination.

Remuneration

The rates of remuneration payable to the Centre Superintendent and the other functionaries whose services will be utilised for the examination are indicated below:

Centre Supdt.	Centre Supdt.	Invigilators	Clerks	Group 'D' Staff
Single Shift Exam	200	100	75	50
Two OR More than Shift Exam	350	200	125	100

Note:

1. The remuneration should be paid according to the prescribed rates only. Any excess payments other than those authorized by the Board will have to be refunded by the Centre Superintendent.
2. No remuneration should be paid for briefing the Invigilators.

Disciplinary Action

The Examination Committee will recommend disciplinary action against erring Centre Superintendent to cadre controlling authority in following circumstances.

- i. Centre Superintendent remains absent unauthorisedly from duty on day of exam.
- ii. Centre Superintendent reported late for duty.

3.10. Examination Accommodation for Students with Disabilities

Accommodations for exams allow students with disabilities to fairly represent their knowledge and skills while mitigating the impact of disability-related impairments. There are several different types of accommodations that may be suggested based on the academic environment, the course objectives, and the abilities of the student. Arranging and providing accommodations is an interactive process between the student, faculty member, and staff of the Manovikas Institute of Higher Education (MIHE).

Altered Testing Conditions

Accommodation Type	Examples of Why Accommodation is Necessary
<p>Alternative Testing Site Use of a private, distraction-reduced room or a distraction-reduced room with a few other students</p>	<ul style="list-style-type: none"> ▪ Student for whom distractions significantly interfere with sustained attention and focus. ▪ Student uses accommodations that would distract others (e.g., speech-recognition software, use of a scribe). ▪ Student for whom clinical levels of generalized anxiety are debilitating.
<p>Auxiliary Aids Use of scribes, readers, Indian Sign Language interpreters, real-time captioning</p>	<ul style="list-style-type: none"> ▪ Student with severe visual impairments, spinal cord injury or limited mobility of hand/arm and may need a scribe to write exam answers. ▪ Student with hearing impairment may need a sign language interpreter or real-time captioned to access oral instructions or oral exam materials.
<p>Extended Time Amount of time authorized is determined on an individual basis considering the nature and severity of the impairment as verified in the student’s documentation and the accommodations used in the examination process.</p>	<ul style="list-style-type: none"> ▪ Student who needs to use a variety of devices, methods, or scribes for reading or recording responses to exams require additional time to transfer answers or process material. ▪ Student with visual impairment who reads or records the exam in enlarged print or Braille may need extra time. ▪ Student with chronic illness or mental health disorder where symptoms of disability or side effects of medications result in lowered stamina or cognitive slowing may need added time. ▪ Student with a learning disability whose reading lacks automaticity in rate and fluency may require additional time.
<p>Breaks</p>	<ul style="list-style-type: none"> ▪ Student who is taking prescription medications to alleviate pain,

Accommodation Type	Examples of Why Accommodation is Necessary
	<p>or has diabetes may need breaks during an exam for ingestion of food or water.</p> <ul style="list-style-type: none"> ▪ Student with traumatic brain injury may require short breaks to refocus. ▪ Student with a physical disorder may require movement to relieve muscle strain and tension.

Use of Computer and/or Computer Devices

Accommodation	Examples of Why Accommodation is Necessary
<p>Assistive Technology Hardware & Software</p>	<ul style="list-style-type: none"> ▪ Student with visual impairment may use text recognition program that converts printed text to voice in order to listen to examination questions. ▪ Student who has restricted use of hands or student with a learning disability may use a computer with speech-recognition software to write (dictate) exams.

Logistics

Testing Accommodations	How it works
<p>Alternative Testing Site Private or semi-private distraction-reduced room</p>	<ul style="list-style-type: none"> ▪ Student is to arrange the testing space and exam start/end time directly with faculty or teaching staff. Other spaces on campus (e.g., library) may be appropriate depending on faculty approval.
<p>Exam Laptops ("scrubbed" laptop)</p>	<ul style="list-style-type: none"> ▪ Requested by student and arranged by the MIHE Accommodations Coordinator. ▪ Laptop is picked up by faculty or teaching staff. ▪ Request in written application
<p>Auxiliary Aids Scribes, readers, ASL interpreters, real-time captioning</p>	<ul style="list-style-type: none"> ▪ Requested by student and arranged by the MIHE Accommodations Coordinator. ▪ Request in written application

Testing Accommodations	How it works
Extended Times and Breaks	<ul style="list-style-type: none"> ▪ Accommodation Letter specifies additional time for exams or breaks. Student is expected to take exam within specified conditions.
Assistive Technology Hardware & Software	<ul style="list-style-type: none"> ▪ Requested by student and arranged by the MIHE Accommodations Coordinator. ▪ Request in written application

3.11. Acts of Misconduct & Use of Unfair Means

The center Superintendent of Examination shall report to the Examination Committee without delay and on the day of occurrence of each case where use of unfair means in Examination is suspected or detected with full details of evidence of actually what is noticed from the concerned person either the invigilators, examiners in practical examination or from any other source together with an explanation in writing from the Examinee concerned. The report should indicate how, when and by whom the unfair means case was detected and what was actually noticed.

Following shall be taken as ‘MALPRACTICE’ in the examination

1. Examinee who is found in possession of any note-book(s) or notes or chits or any other unauthorised material concerning the subject pertaining to the examination paper.
2. Anything written on any part of clothing, body, desk, table or any instrument such as setsquare, protractor, blotting paper and question paper etc.
3. Talking to another Examinee in the examination hall or change of seat without the permission of Examination Superintendent.
4. Consulting notes, books or any other material or outside person while going to toilet etc. outside the Examination Hall.
5. Running away or swallowing or destroying any note or paper or material found with him/her.
6. Impersonation.
7. If the answer-books show that a Examinee has received or given help to any other Examinee through copying.
8. Using obscene or abusive language in the answer book.
9. Deliberately disclosing one’s identity or making any distinctive mark in the answer book for that purpose.

The Examinee found guilty of having adopted anyone or more of the above malpractice is liable to be penalized with a penalty by the MIHE, which may vary from cancellation of the examination/expulsion up to maximum period of three years following the malpractice under issue.

1. In case the Examinee refuses to give a written statement, the fact of his refusal shall be recorded by the Superintendent and witnessed by at least two members of the Supervisory Staff present at the time of interrogation of the Examinee by the Superintendent.
2. A Examinee found to be or suspected to be guilty of using unfair means in the examination shall be permitted to answer the remaining part of his question paper but on a separate answer book and the answer book in which the unfair means is suspected to have been committed shall be taken in possession by the Superintendent, who shall send both the answer books, marked I & II in the order in which these were used by the Examinee to the Examination Committee with his/her detailed report and findings in a separate sealed cover. The Examinee shall however be permitted to appear in the remaining examination(s) in subsequent papers(s).
3. Even if a Examinee is found having in his/her possession or accessible to him/her, papers, books or notes or material which do not relate to the subject of examination and which could not possibly be of any assistance to him/her, such cases must be reported to the Superintendent of Examination by the Invigilator with necessary papers for investigation.
4. If an Examinee is found talking to another Examinee during the examination hours in the examination room, the Superintendent shall record the statement of both the Examinees and the invigilator and send it to the Cent. Sup. with his/her comments. He/she shall also take action as prescribed above against both the Examinees.
5. The Superintendent of Examination shall report all cases of impersonation together with the evidence, which led to such conclusion and action taken.
6. An Examinee who refuses to obey the Superintendent of Examination and changes his/her seat with another Examinee and/or creates disturbance of any kind during the examination and/or otherwise misbehaves in the examination hall shall be liable to be expelled by the Superintendent and not permitted to appear in the rest of the examination. The decision of the Superintendent of centre in the matter shall be final and immediately sent to the Examination Committee by the Superintendent of Examination in all such cases.
7. An Examinee found copying from notes written on any part of his/her clothing, body, desk or table or instrument like setsquares, protractors, scales etc. or who is found guilty of concealing, disfiguring, rendering illegible, swallowing or destroying any notes or papers or material found with him/her or found exchanging answer book or question paper with solution or talking to a person or consulting notes or books outside the Examination Hall, while going to the toilet or in the toilet shall be deemed to have used unfair means and action as proposed in Rule 8.3 above shall be taken against him/her.
8. If an Examinee fails/refuses to deliver his/her answer book to the Supervisory staff before leaving the Examination hall, a report will be sent to the Examination Committee under separate sealed cover to this effect.
9. If an Examinee is found having exchanged the raw or semi or finished product/work or has presented a practical or class work or note book which does not belong to him/her in practical or viva-voce examination shall be deemed to have used unfair means.

3.12. Penalty for Unfair Means

1. In case an Examinee is found by the Superintendent of Examinations of having in his/her possession or accessible to him/her papers, books or notes or material which do not relate to the subject of the examination, no action be taken against the Examinee. Such a case need not be reported to the Examination Committee and may be filed by the Superintendent of Examination after a warning to the Examinee not to repeat such action.
2. An Examinee found having in his/her possession or accessible to him/her papers or chits or material relating to the subject of the question paper shall be declared fail in the subject.
3. An Examinee found having in his/her possession bulk cheating material such as books, notes, chits or material relating to the subject of the question paper shall be declared fail in all the theory and practical subjects of the semester.
4. An Examinee found exchanging answer book or question paper with solution or copying from unauthorised material shall be declared fail in all the theory and practical subjects of the semester.
5. If an Examinee voluntarily surrenders to the Superintendent during the course of examination, papers, books or notes or material in his/her possession which are relevant to the examination, and these were not found or detected by a member of the supervisory staff, he/ she shall be disqualified as per above provision under as the case may be.
6. If a Examinee is found talking to another Examinee during the examination hours, in the examination room/hall or outside or found changing his seat without the permission of Examination Superintendent, no action be taken against the Examinee. Such a case need not be reported to the Controller of Examinations and may be filed by the Superintendent of Examination after a warning to the Examinee not to repeat such action.
7. If an answer book shows that the Examinee has received help from another Examinee or to have copied from any paper, book or note or material or to have allowed any other Examinee to copy from his/her answer book or to have taken the help from the notes written on any part of his/her clothing or body or table or desk or instruments like setsquares, protractors, scales etc., shall be declared fail in all the theory and practical subjects of the semester.
8. If an Examinee is found guilty of running away or swallowing or destroying any paper or note or material found on his/her, the Examinee shall be declared fail in all the theory and practical subjects of the semester.
9. An Examinee found in possession of a solution to a question set in the paper through connivance of any member of the supervisory or any other ancillary staff or some outside agency shall be declared fail in all the theory and practical subjects of the semester. Cases of such alleged misconduct on the part of supervisory or the other ancillary staff shall be reported by the Superintendent to the Administrative Authority concerned for necessary action.

10. An Examinee found guilty of smuggling in an answer book or a continuation sheet, or to take out an answer book or a continuation sheet, shall be disqualified for a maximum period of two academic years.
11. An Examinee found using obscene or abusive language in the answer book or found guilty of serious misconduct or misbehavior towards the Invigilators Superintendent or any member of the Supervisory staff shall be disqualified for the examination and debarred from appearing in the MIHE examination for a period of two to five years according to the gravity of his/her misconduct.
12. In case of impersonation, the Examinee who is impersonated shall be disqualified for a minimum period of five academic years or for any such period as will be decided by the MIHE-Examination Committee. The Superintendent shall report the person who impersonates to the Police.
13. If an Examinee is found guilty of deliberately disclosing his/her identity or making distinctive mark in the answer book for that purpose or fails to deliver his/her answer book/continuation sheet before leaving the examination hall, he/she shall be declared fail in the subject.
14. If a Examinee is found having exchanged the raw or semi or finished product/work for an examination in practical, viva-voce or project work or presents to the examiner, a practical or class work notebook, project or tour report which does not belong to him/her, he/she shall be declared fail in all the theory and practical subjects of the semester.
15. An Examinee found to have attempted or trying to attempt personally or through another person to influence or pressurize an examiner, or any officer or official connected with the examinations, either at the institute or at the National Council, in any matter concerned with the examination shall be disqualified for a minimum period of one academic year.
16. An Examinee, found approaching or influencing or pressurizing directly or indirectly a member of the examination committee or any officer or official of the Board, regarding his/her unfair means case shall be disqualified for one more year in addition to the punishment to be awarded according to the rules for him/her having used a particular type of unfair means as detailed in above.
17. An Examinee making false statement in any of the examination form shall be disqualified for a period of one year.
18. An Examinee found guilty of having adopted unfair means, but not covered by any of the above rules shall be punished according to the nature of the offence and decision of the Examination Committee shall be final.
19. According to the above rules, disqualification for one academic year shall mean that the Examinee has failed in all subjects of the examination in which he/she has indulged/adopted unfair means and shall not be allowed to appear in the next term end examination. For example a Examinee disqualified for one year for having used unfair means in the term end Examination 2002 shall be declared fail and will not be allowed to appear in the term end examination 2003, and will be permitted to appear in the term end examination 2004 and onward if otherwise eligible under the rules.
20. On receipt of a report of use of unfair means from Superintendent/Examiner or any other person, Examination Committee shall issue notice to the Examinee who used or is

suspected to have used unfair means for providing opportunity to explain his/her position before the Examination Committee either in writing or in person

21. The Examination Committee appointed by the MIHE will then deal with and decide the case of alleged use of unfair means or misconduct by the Examinee and the decision of the Examination Committee in all such cases of malpractice reported to it shall be final.
22. If the Examination Committee is satisfied after due enquiry that the integrity of the examination has been violated at any examination centre as a result of enemas use of unfair means or unfair assistance referred to the examinees, the Examination Committee will order re-examination besides taking any other action that it may deem fit.
23. The Examination Committee shall have the right to cancel the Diploma/Certificate of an Examinee without any prejudice to its year of award by notification in gazette, if it is discovered at a later stage that the Examinee had furnished wrong or false information during the course of his/her study.
24. The Examination Committee shall in normal circumstances finally decide about the reported cases of unfair means prior to the declaration of results.
25. The condition/provision of minimum period of punishment as provided under the Examination Rules could be relaxed and the Examination Committee will be fully empowered to decide the period of disqualification/debarring of Examinees found to have committed malpractice in the MIHE Examination.

4. Evaluation

4.1. Instructions for Evaluators

1. Please check the numbers of answer scripts received with reference to the number mentioned in the letter from the Manovikas Institute of Higher Education, and in case of any discrepancy, let the Manovikas Institute of Higher Education know immediately.
2. In case you are not in a position to evaluate the answer scripts, the same may kindly be returned to us-evaluate immediately so that some other evaluator can evaluate them.
3. In case any answer script does not pertain to the course, the same may kindly be returned to us immediately.
4. Please award grade of marks as per the scheme of Question Paper/grade/numerical marking.
5. Red ink pen/ball pen is to be used for evaluation purpose.
6. Please award marks/grades for each part of the answer in the answer scripts. These marks/grades are to be reflected for each part at appropriate place on the cover sheet of the answer script.
7. In case '0' marks are awarded, the ZERO may kindly mention in the answer script as well as award sheet.
8. Evaluator has no discretion to award grace marks to the students to have required minimum marks. The grand total on cover page should be the sum of the marks awarded in different question in answer scripts.
9. Please put initials in case of overwriting in the award sheer as well as answer book. Please ensure that you have signed the answer script as well as award sheet
10. The evaluated answer scripts should be sent by speed post/registered insured parcel separately immediately after completion of evaluation work.
11. The award sheets, student performance report and remuneration bill may be sent separately in the enclosed self addressed envelope by SPEED-POST ONLY.
12. IN CASE OF Un-fair means (UFM), reasons such as copied from each other, copied from study material/text books, use of abusive language in the answer script, disclosing identity, making appeal to the examiner of enclosing currency note in the answer script etc. may invariably by indicated on cover page of the answer script in addition to other instructions for reporting of UFM cases as mentioned in the attached letter.

4.2. Award List of Term End Examination

**MANOVIKAS INSTITUTE OF HIGHER EDUCATION
AWARD LIST OF TERM-END EXAMINATION**

Programme :Programme Code:
 Course :Course Code :
 Term end Examination: June/Dec 20..... Max. Marks :

Sl. No.	Enrollment No.	Grade/Marks	Sl. No.	Enrollment No.	Grade/Marks
1.			11.		
2.			12.		
3.			13.		
4.			14.		
5.			15.		
6.			16.		
7.			17.		
8.			18.		
9.			19.		
10.			20.		

Summary of Grades in this sheet:

Range	E	D	C	B	A
No. of Students					

Summary of Marks in this Sheet:

Range	1 st Div	2 nd Div	Pass	Fail
No. of Students				

Evaluator's code:

--	--	--	--	--	--

Signature:

Name of Evaluator:

Date :

Note:

1. The enrollment no. in Award list are given in the ascending order of the first digits, the last digit being only a check digit.
2. The answer scripts are not exactly in the same order as Enrollment No. printed in the award list. However, it would be easy to locate the Enrollment No. of the answer script in the award list. With the help of two left most digits representative the year of registration.
3. In case any Enrollment No. does not figure in the award list. It may be added at the end of the list.

For office use

Check List Checked by Result Tabulated by

Date:

Date:

4.3. Declaration of Result

Result will be declared after 60 days of examination.

It is learner's duty to check whether they are registered for that course and whether they are eligible to appear for that examination or not. If learner neglect this and take the examination without being eligible for it, their result will be cancelled.

Although all efforts are made to declare the result in time, there will be no binding on the Manovikas Institute of Higher Education to declare the results of the last examination before commencement of next examination. Learners are therefore, advised to fill up the form without necessarily waiting for the result and get it cancelled at a later date if so required.

MIHE is the contact point for Learners. The MIHE will not send communication to all the learners individually. All the important communications are sent to the Course Coordinators of the MIHE. The Coordinators would display a copy of such important circular/notification on the notice board of the MIHE for the benefit of all the Students.

4.4. Re-evaluation of Answer Script(s)

The learners, who are not satisfied with the marks/grade awarded to them in the Term-end Examination may apply for re-evaluation before 31st March for result of December term end examination and 30th September for result of June term-end examination or within one month from the date of declaration of results i.e. the date on which the results are made available on the MIHE website on payment of Rs. 500 per course by means of demand draft drawn in favour of Manovikas Charitable Society and payable at New Delhi in the prescribed application form. The better of the two scores of original marks/grades and marks/grades after re-evaluation will be considered and updated in students' record.

Re-evaluation is permissible in term-end examination only and not in Practicals/Lab courses, Project, Workshop, Assignment and Seminar etc.

A sample prescribed application form with rules and regulations in detail for this purpose is made available at MIHE's website.

4.5. Photocopy of the Evaluated Answer Script

The learners may obtain the photocopy of the evaluated answer scripts for the term-end examination on request. They may apply in the prescribed application form from 1st March to 15th April for June Term-end Examination and from 1st September to 15th October for December Term-end Examination along with the requisite fee of Rs. 200/- per course by means of demand draft drawn in favor of 'Manovikas Charitable Society' and payable at 'New Delhi'. A sample prescribed application form with rules and regulations in detail for this purpose is made available at MIHE's website www.mihed.edu.in.

4.6. Issue of Official Transcript

The learners may also obtain 'Official Transcript' for submission to the Overseas or Indian Institutes/Universities on request. They may apply in the prescribed form by paying the requisite fee as under by means of demand draft in favor of 'Manovikas Charitable Society' and payable at 'New Delhi':

1. Rs. 300/- per transcript, if it is to be sent to the student/institutes in India.
2. Rs. 600/- per transcript, if required to be sent to the Institutes outside India by the University.

A sample prescribed application form with rules and regulations in detail for this purpose is made available at MIHE's.

APPENDIX

A. Appointment Letter to Practical Examiner

Practical Examination – Manovikas Institute of Higher Education, June/Dec 20....

Dear

You are appointed as the **EXTERNAL EXAMINER** for the practical Examinations scheduled to be conducted during**June/Dec 20.....** to**June/Dec 20....**

Programme Name:	Programme Code:
Course:	Course Code:
Practical Examination Center: Manovikas Institute of Higher Education, A-267 Surajmal Vihar, Delhi-110092	

1. You are requested to decline this invitation if any of the Learners appearing for the said examination is related to you in any way.
2. **If you are not able to accept the assignment for any reason, kindly inform immediately to above mentioned center, to make alternate arrangement in your place.**
3. **Kindly treat this as final and confirmed appointment. No further communication will be made by our office, unless there is any change in the above schedule.**
4. Guidelines for conduct of practical are printed overleaf.
5. Forms and format for the entry of marks and other stationary required for the conduct of practical is made available with the Superintendent of the examination center.
6. The performances of the Learners have to be entered in the respective statements and are to be duly completed, attachment, sealed in the covers.
7. After the completion of the examination, you shall send immediately all the sealed covers together in another cover, confidentially to the undersigned, Manovikas Institute of Higher Education, A-267 Surajmal vihar Dehli-110092 by Speed Post.
8. Kindly note that strict confidentiality is maintained and the examination is conducted maintaining high standards, without any bias and yielding to any kind of pressure/ influence either from Learners or staff of the center.

Thanking you,
Yours faithfully,

Principal

B. Sample Invention Letter to Practical Examiner

On MIHE Letter Head

To,

.....
.....

Dear Sir/Madam,

Sub: Practical Examination of Manovikas Institute of Higher Education Programme-June/Dec-20....

Final Practical Term-End Examinations of Manovikas Institute of Higher Education Programme for the academic year 20.....-20..... are scheduled from..... June/Dec 20..... to June/Dec 20..... You are requested to appoint as a qualified external examiner for the Manovikas Institute of Higher Education

The detailed schedule of practical examination is enclosed herewith along with for appointing the external examiner.

The examination will have to be conducted as per the course structure and guidelines prescribed by Manovikas Institute of Higher Education. A copy of the general guidelines is also enclosed. One external examiner will be conducting the practical examination for all practical subjects of a course.

The details regarding the remuneration for practical Examination and format of bill are enclosed herewith. Kindly instruct the examiners to use the correct formats and submit the marks after proper verification.

Herewith a kindly requests you to please give your confirmation as early as possible.

Thanking you,
Yours faithfully,

Principal

- Encl:** 1. Appointment Letter
2. Remuneration detail
3. Internal & External Practical marks format
4. Examination Schedule

C. Sample Invitation Letter to Evaluator

on MIHE Letter Head

.....
.....

Dear Sir/Madam,

I am glad to inform you that you are on our panel of examiners and we are sending you answer scripts for evaluation of the course of term-end- examination and would expect you to return us the evaluated answer scripts along with award lists within stipulated period as mentioned in the attached letter to enable us to declare the result in time. You may be aware that the Manovikas Institute of Higher Education conducts Term End examination twice a year in June and December and it is necessary for us to declare result before the process of submission of examination forms for the next examination ends.

I am to bring to your kind notice that the minimum Marks/Grades for passing this course is..... The detailed guidelines for evaluation and marking scheme in Numerical/Grades are enclosed herewith.

With a view to simplify the process and to facilitate the work of evaluators. I am sending computer generated award list with Enrollment numbers of examinee pre-printed in each in ascending order.

The following points are clarified in this connection:-

- I) In case enrollment number of any script is not found in the award list. The same may be added at the end of the award sheet, provide the answer script pertains to the same course.
- II) In case, answer script of any enrollment number mentioned in the award list is not found in the answer scripts received by you, you may indicate "NR" in the column of marks/grade against that enrollment number in the award list.
- III) In case, any answer script not pertaining to the course is found, kindly return the same immediately.

An annexure indicating important points to be kept in mind while evaluating answer script is given for your kind information. Kindly go through it carefully before evaluation.

"I hope you will appreciate and share the concern of the Manovikas Institute of Higher Education and send us the evaluated answer script and award list within the stipulated time enable Manovikas Institute of Higher Education to declare results of all programmes within 45 days of examination.

Yours sincerely,
Principal

***D. Remuneration Rates For Examiners /Setters/
Evaluators/Moderator/Translator***

<p><u>Conduct For Practical Examinations</u></p> <p>Honorarium for External/Internal Examiners (Only the External examiner is eligible for D.A. for the journey – day prior to the commencement of examination i.e. on the immediate previous day of the practical examination provided he/she has taken accommodation.)</p>	<p>Rs. 10 per candidate Rs. 50/- per session of 2 ½ hours (Subject to a maximum of Rs. 200/- per day)</p>
<p><u>Note:</u></p> <p>i. Rs.200/- per day (for four sessions) is payable when the practical examination is conducted for 16 or more candidates in a course</p> <p>ii. Rs.150/- per day (for three sessions) is payable when the practical examination is conducted for 11 – 15 candidates in a course.</p> <p>iii. Rs.100/- per day (for two sessions) is payable when the practical examination is conducted for 6 – 10 candidates in a course.</p> <p>iv. Rs.50/- per day (for one session) is payable when the practical examination is conducted for up to 5 candidates in a course.</p>	
<p><u>Traveling Allowance & Dearness Allowance</u></p> <p>1. Traveling allowance for External Practical Examiners, Theory Paper evaluator, Moderators, and Translators.</p>	<p>1. AC III Tier Class by train (only on presentation of ticket.)</p> <p>2. <u>Journey by Road:</u></p> <p>i) Actual fare by any type of public bus including air-conditioned bus.</p> <p>ii) Journey by auto rikshaw, own scooter, motorcycle, moped etc. Rs. 8/- per Km.</p>
<p>2. Local conveyance allowance (up to 8 Kms – two ways)</p>	<p>Rs. 75/- per day</p>
<p>3. Dearness (Per Diem) Allowance payable for all examination work</p> <p>a) D.A. payable at all places for Practical Examination</p>	<p>Rs. 200/- per day</p>

(only for External Examiners) b) D.A. payable to all evaluator, Moderators, Translators.	Rs. 200/- per day
<u>Accommodation:</u> External Examiners/Theory Paper evaluator are eligible to take accommodation for the entire period of examination.	Up to Rs. 1000/- per day (only upon producing the original bill.)
<u>Note:</u> Conveyance allowance will be paid only once for the entire period of examination.	

Notes/Instructions/Clarifications:

1. **Travel Expenses:**
 - i) Train tickets shall be submitted compulsorily.
 - ii) Wherever conveyance allowance is claimed auto charges, etc. claimed separately will not be reimbursed.
 - iii) No conveyance allowance is payable for the conduct of theory examination (except for the invigilator, if eligible.)
2. **Accommodation:**
Original bills are to be submitted. As the per diem allowance is paid, separate bills for breakfast, lunch, dinner, etc. will not be reimbursed/are not permitted.
3. **Practical Examination:**
 - i) Only external examiner is eligible for TA.
 - ii) Work done statement giving the details of the batches, dates of examination etc. shall be submitted along with remuneration bills.
4. Each and every bill/letter/statement/voucher submitted by the institute for theory and practical examination expenses are to be signed and certified by the Chief Superintendent/Head of the Institution.
5. In case of theory paper evaluation all the statements/bills remuneration, TA & DA etc. are to be signed and certified by the Principal of MIHE for the evaluation/Head of the Institution.
6. Relevant certified supporting vouchers shall be submitted along with the bills.
7. All instructions/rules governing the payment/reimbursement shall be strictly observed.
8. The bills/statements for theory examination/practical examination/theory paper evaluation shall reach the Registrar-Evaluation on or before the 10th day from the last day/date of the examination/evaluation.
9. Excess amount claimed in the bills will be deducted and the actual amount (as per MCS approved rates) will be paid/reimbursed.
10. Wherever the proforma/formats are provided by the Manovikas Institute of Higher Education, the same shall be correctly filled, certified, and submitted.