

बीर माधो सिंह मण्डारी उत्तराखण्ड प्रौद्योगिकी विश्वविद्यालय, देहरादून की दिनांक 21.09.2022 को सम्पन्न हुई परीक्षा समिति की 31 वीं बैठक का कार्यवृत्त।

बैठक में निम्नलिखित उपस्थित थे:-

1.	प्रो० ओंकार सिंह, कुलपति, वी०मा०सि० मण्डारी, उत्तराखण्ड प्रौद्योगिकी विश्वविद्यालय देहरादून	अध्यक्ष
2.	डॉ० कुसुम अरुणाचलम, प्रोफेसर एवं विभागाध्यक्ष, दून विश्वविद्यालय देहरादून	सदस्य
3.	डॉ० डी०एस० मूर्ति, प्रोफेसर, कालेज ऑफ टेक्नोलॉजी, जी०बी०पी०ई०सी०, पन्तनगर	सदस्य
4.	डॉ० एस० नैथानी, ई०सी०ई०, जी०बी०पी०ई०सी०, पौड़ी	सदस्य
5.	डॉ० वी०के० पटेल, एम०ई० जी०बी०पी०ई०सी०, पौड़ी	सदस्य
6.	डॉ० अनिरुद्ध गुप्ता, प्रोफेसर, एम०ई०, बी०टी०के०आई०टी, द्वाराहाट, अल्मोड़ा	सदस्य
7.	डॉ० अजीत सिंह, प्रोफेसर, सी०एस०ई०, बी०टी०के०आई०टी, द्वाराहाट, अल्मोड़ा	सदस्य
8.	श्री आर०पी० गुप्ता, कुलसचिव, वी०मा०सि० मण्डारी, उत्तराखण्ड प्रौद्योगिकी विश्वविद्यालय देहरादून	विशेष आमंत्रित सदस्य
9.	श्री वी० एस० जन्तवाल, वित्त नियंत्रक, वी०मा०सि० मण्डारी उत्तराखण्ड प्रौद्योगिकी विश्वविद्यालय, देहरादून	विशेष आमंत्रित सदस्य
10.	श्री पी०के० अरोड़ा, परीक्षा नियंत्रक, वी०मा०सि० मण्डारी, उत्तराखण्ड प्रौद्योगिकी विश्वविद्यालय, देहरादून	सदस्य

बैठक प्रारम्भ होने से पूर्व मा०कुलपति महोदय/अध्यक्ष परीक्षा समिति द्वारा समिति के सभी सदस्यों एवं आमंत्रितों का सत्र 2022-23 की प्रथम परीक्षा समिति की बैठक में स्वागत किया गया, जिसके उपरान्त बैठक प्रारम्भ की गयी।

एजेण्डा बिन्दु	प्रस्ताव	परीक्षा समिति में प्रस्तुत प्रस्ताव का औचित्य	परीक्षा समिति का निर्णय (विनिश्चय)
बिन्दु संख्या 01(क)	परीक्षा समिति की 29 एवं 30 वीं बैठक के कार्यवृत्त का अनुमोदन।		परीक्षा समिति द्वारा परीक्षा समिति की 29 एवं 30 वीं बैठक के कार्यवृत्त की पुष्टि की गई।
बिन्दु संख्या 01(ख)	परीक्षा समिति की 29 एवं 30 वीं बैठक में लिये गये निर्णयों पर कृत कार्यवाही सूचना।		परीक्षा समिति द्वारा 29 एवं 30 वीं परीक्षा समिति की बैठकों में लिये गये निर्णयों पर कृत कार्यवाही पर संतोष प्रकट किया गया।
बिन्दु संख्या-31--02	सत्र 2021-22 के परीक्षाफल की घोषणा किये जाने की सूचना।	सत्र 2021-22 के सम सेमेस्टर के परीक्षायें दिनांक 15.06.2022 से 05.08.2022 तक सम्पन्न की गयी थी, जिसमें बी०टेक समस्त ब्रान्च, एम०टेक समस्त ब्रान्च, बी० फार्मा०, एम० फार्मा० समस्त ब्रान्च, एम०बी०ए०, एम०बी०ए० इन्टीग्रेटेड, एम०सी०ए०, एल०एल०बी०, एल०एल०एम०, बी०ए०एल०एल०बी०ए बी०बी०ए० एल०एल०बी०, बी०एच०एम०सी०टी०, फार्मा०डी०, बी०आर्क, बी०के०आई०टी० द्वाराहाट में बी०टेक समस्त ब्रान्च, एम०टेक०, एम०सी०ए० के समस्त परीक्षाफल घोषित किये जा चुके हैं। परीक्षा समिति से अनुरोध है कि प्रस्तुत विवरण से अवगत होते हुए कृत कार्यवाही पर अनुमोदन प्रदान करने का कष्ट करें।	परीक्षा समिति द्वारा प्रस्तावानुसार परीक्षाफल घोषित किये जाने की कार्यवाही पर अनुमोदन प्रदान किया गया। साथ ही निर्णय लिया कि एम०टेक तथा एम०फार्मा० के Dissertation 30 अक्टूबर, 2022 तक पूर्ण कराये जाने हेतु संस्थानों को निर्देश दिये जाये, जिससे उनके परीक्षाफल अतिशीघ्र घोषित किये जा सकें। इसी के साथ परीक्षा समिति द्वारा विश्वविद्यालय द्वारा प्रदत्त शैक्षिक स्वायत्ता के साथ संचालित जी०बी०पी०ई०सी० घुड़दौड़ी, पौड़ी के द्वारा इस संस्थान की परीक्षाओं के रिजल्ट से संबंधित कोई सूचना विश्वविद्यालय को न दिये जाने की स्थिति पर समिति द्वारा असंतोष प्रकट किया गया तथा आवश्यक कार्यवाही हेतु निर्देशित किया गया।
बिन्दु संख्या-31--03	सत्र 2021-22 में Pass out छात्रों / छात्राओं के	विगत में विश्वविद्यालय में अन्तिम वर्ष की परीक्षा दे चुके छात्रों हेतु	प्रस्तावानुसार परीक्षा समिति द्वारा Special Back Paper Exam-2022

Alh

CS

	Special Back Paper Exam पर विचार ।	Special Back Paper Exam समय-समय पर सम्पन्न करायी जाती रही है जिसमें केवल पास आउट छात्र एवं छात्रायें जो एक या अधिक विषयों में फेल हुए हो, को एक विशेष मौका देते हुए परीक्षाये सम्पन्न करायी जाती है। सत्र 2021-22 के लिए Special Back Paper Exam का प्रस्ताव न तो परीक्षा समिति में रखा गया और न ही घोषित किया गया है। वर्तमान में लगभग 600 परीक्षार्थी विभिन्न पाठ्यक्रमों में लगभग 2000 विषयों में फेल हुए हैं। अतः इन छात्र-छात्रायों को छात्रहित एक मौका देते हुए Special Back Paper Exam (लगभग दो माह का समय लगने की सम्भावना) आयोजित करने हेतु विचार कर अनुमोदन देने हेतु प्रस्तुत।	को विषम सेमेस्टर परीक्षा 2022-23 के साथ कराये जाने का निर्णय छात्रहित में परीक्षा समिति द्वारा लिया गया।
बिन्दु संख्या-31-04	म सेमेस्टर परीक्षा के प्रश्न पत्र के आडिट तथा परीक्षा प्रश्नपत्रों की गुणवत्ता पर चर्चा, मॉडल प्रश्न पत्र प्रस्तुतीकरण पर चर्चा।	विश्वविद्यालय परीक्षाओं के स्तरीय उन्नयन हेतु सत्र 2021-22 के विषम एवं सम सेमेस्टर के सभी पाठ्यक्रम के प्रश्नपत्रों को संकलित करते हुए विद्यावार/पाठ्यक्रमवार इन प्रश्नपत्रों का आडिट कराने तथा गुणवत्ता संवर्धन के लिए प्रस्ताव हेतु विषय विशेषज्ञों की समिति गठित कर कार्यवाही कराया जाना प्रस्तावित है। विशेषज्ञों की समिति के माध्यम से प्रश्नपत्र आडिट कराये जाने के उपरान्त सुझावों के आधार पर गुणवत्ता परक मॉडल प्रश्न पत्र बनाकर इसी पैटर्न को प्रभावी करने हेतु आगामी सेमेस्टर परीक्षा से पूर्व छात्रों को उपलब्ध कराये जाना प्रस्तावित है। विचारार्थ एवं अनुमोदनार्थ।	परीक्षा समिति द्वारा प्रस्तावनुसार विषम-सम सेमेस्टर परीक्षा के प्रश्नपत्रों की विषय विशेषज्ञों की समिति के माध्यम से ऑडिट कराये जाने तथा विषम सेमेस्टर के प्रत्येक विषय के मॉडल प्रश्नपत्र बनवाने हेतु अनुमोदन प्रदान किया गया। साथ ही परीक्षा समिति द्वारा सम्यक् विचारोपरान्त Brief of working Manual for Examination in VMSBUTU Dehradun, Request and offer for Question Paper Setting, 100Mark, 75 Marks, 70 Marks, 50 Marks Template of Question Paper के प्रारूपों पर भी अनुमोदन प्रदान किया गया। (सलग्नक-01)
बिन्दु संख्या-31-05	आगामी परीक्षाओं में प्रश्नपत्रों के निर्माण से पारिश्रमिक में संशोधन की सूचना।	विश्वविद्यालय द्वारा सेमेस्टर परीक्षाओं में प्रश्न पत्रों के अंग्रेजी में निर्माण हेतु वर्तमान में रू0 1500/- का पारिश्रमिक तय किया गया है, इसमें प्रश्नपत्रों के हल हेतु किसी प्रकार का पारिश्रमिक निर्धारित न होने के कारण अधिकतर हल प्राप्त नहीं हो पाते हैं। इसके अतिरिक्त विधि पाठ्यक्रम	परीक्षा समिति द्वारा पारिश्रमिक में संशोधन की कार्यवाही का संज्ञान लेते हुए इस पर संतोष प्रकट किया गया।




		<p>में प्रश्नपत्र के अंग्रेजी अनुवाद के साथ ही हिन्दी अनुवाद भी अनिवार्य है। इसका भी पारिश्रमिक निर्धारित न होने के कारण अधिकतर प्रश्नपत्र निर्माणकर्ता इसे गूगल अनुवाद करते हैं, जिसमें कई विसंगतियां होती हैं। सेमेस्टर परीक्षा प्रणाली में इस दिशा में सुधार लाने हेतु प्रत्येक विषय के अंग्रेजी में प्रश्नपत्र निर्माण तथा अंग्रेजी में हल को अनिवार्य करते हुए पारिश्रमिक रू0 2000/- तथा अंग्रेजी के अलावा अन्य किसी भाषा में अनुवाद के लिये रू0 500/- पारिश्रमिक किये जाने का अनुमोदन वित्त समिति की 19 वीं तथा कार्य परिषद की 12 वीं बैठक में किया जा चुका है। सूचनार्थ प्रस्तुत।</p> <p>UKSSE तथा PHD प्रवेश परीक्षाओं में प्रश्नपत्रों के निर्माण में अतिरिक्त Skill तथा एक ही प्रश्नपत्र में कई खण्डों में निर्माण हेतु अलग-अलग निर्माणकर्ताओं का समावेश होता है। इन प्रश्नपत्रों के निर्माण में प्रति विषय/प्रश्नपत्र का पारिश्रमिक न तय करते हुए बल्कि प्रति प्रश्न रू0 100/- तथा अधिकतम रू0 5000/- का पारिश्रमिक निर्धारित तय करने का अनुमोदन वित्त समिति की 19 वीं बैठक में किया जा चुका है।</p>	
<p>बिन्दु संख्या-31-06</p>	<p>कार्यों को ऑनलाइन करने हेतु ERP, University Management System का मा0 सदस्यों को अवगतानार्थ प्रस्तुत।</p>	<p>विश्वविद्यालयमें वर्तमान में संचालित पाठ्यक्रमों के अनुमोदन, सम्बद्धता, शैक्षणिक प्रबन्धन, ई गर्वेनेन्स, कार्यालयी प्रक्रियाओं की ट्रेकिंग, मा0 न्यायालयों में वाद पर कार्यवाही, वित्तीय प्रबन्धन एवं छात्रों के पंजीकरण, Choice Based /Credit प्रणाली लागू करना, उपस्थिति का संग्रहीकरण, शिक्षकों का Data base, परीक्षा फार्म, परीक्षा केन्द्रों का नियंत्रण, On screen डिजिटल मूल्यांकन, कालेज लॉगइन, छात्र लॉगइन, शिक्षक लॉगइन, विश्वविद्यालय लॉगइन, डिजिटल स्वरूप में मूल्यांकित उत्तर पुस्तिकाओं को परीक्षा निर्माण से पूर्व</p>	<p>परीक्षा समिति द्वारा प्रस्तावानुसार विश्वविद्यालय की परीक्षाओं व अन्य गतिविधियों के डिजिटलीकरण हेतु किये जा रहे प्रयासों की सराहना करते हुए संतोष प्रकट किया गया।</p>

Handwritten signature


Handwritten signature


		<p>संबंधित छात्रों को डिजिटल स्वरूप में अवलोकित कराये जाने की व्यवस्था, Digitally Encrypted स्वरूप में प्रश्नपत्रों का परीक्षा केन्द्रों पर प्रेषण, ऑनलाइन परीक्षार्थियों की उपस्थिति का संग्रहीकरण, परीक्षाफल निर्माण, परीक्षाफल की घोषणा, छात्रों हेतु Help Desk की सुविधा, ऑनलाइन मार्कशीट, प्रोविजनल डिग्री सर्टिफिकेट, माइग्रेशन, डिग्री प्रिंटिंग जैसी सुविधाओं के साथ विश्वविद्यालय के प्रशासनिक, वित्तीय, शैक्षणिक व परीक्षा संबंधी दायित्वों का समग्रता से डिजिटलीकरण करने की नितान्त आवश्यकता है। इसका अनुमोदन वित्त समिति की 19 वीं बैठक तथा कार्य परिषद की 12 वीं बैठक में किया जा चुका है। उक्त सूचनार्थ प्रस्तुत है एवं परीक्षा समिति से अनुरोध है कि आवश्यकतानुसार परीक्षा की तैयारी, परीक्षा कराये जाने तथा परीक्षाफल घोषित करने आदि की कार्यवाही विश्वविद्यालय स्तर से सम्पन्न कराये जाने हेतु मा० कुलपति महोदय को अधिकृत करने पर विचार कर अनुमोदन प्रदान करने का कष्ट करें।</p>	
बिन् संख्या-31-07	<p>UFM नियमावली पर विचार व अनुमोदन हेतु अवलोकनार्थ प्रस्तुत।</p>	<p>वर्तमान में विश्वविद्यालयमें UFM नियमावली प्रख्यापित नहीं है। जबकि UFM नियमावली के अन्तर्गत दण्ड प्राविधानों के अनुसार कार्यवाही की जाती रही है। अतः अन्य विश्वविद्यालयों से UFM नियमावली संग्रहित करते हुए इस विश्वविद्यालय हेतु UFM नियमावली तैयार कर प्रस्तुत की जा रही हैं। परीक्षा समिति से अनुरोध है कि प्रस्तुत UFM नियमावली पर विचार कर अनुमोदन प्रदान करने का कष्ट करें।</p>	<p>परीक्षा समिति द्वारा विश्वविद्यालय में UFM नियमावली पर अनुमोदन प्रदान किया गया। (संलग्नक-2)</p>
बिन्दु संख्या-31-08	<p>परीक्षा संचालन हेतु नोडल सेन्टर, परीक्षा केन्द्र निर्धारण, मूल्यांकन केन्द्र निर्धारण, पेपर सेंटर, पर्यवेक्षक का चयन,</p>	<p>विश्वविद्यालयमें परीक्षा संचालन हेतु पूर्व में परीक्षा नियंत्रक द्वारा परीक्षा संचालन हेतु नोडल सेन्टर, परीक्षा केन्द्र निर्धारण, मूल्यांकन केन्द्र निर्धारण, पेपर सेंटर, पर्यवेक्षक का</p>	<p>परीक्षा समिति द्वारा प्रस्तावनुसार आवश्यक कार्यवाही हेतु माननीय कुलपति महोदय को अधिकृत करने पर अनुमोदन प्रदान किया गया।</p>

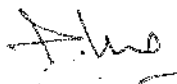


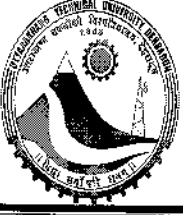

	उड़न दस्ते का चयन एवं प्रयोगात्मक परीक्षक का चयन इत्यादि के चयन हेतु मा० कुलपति महोदय को अधिकृत करने हेतु विचार तथा अनुमोदनार्थ प्रस्तुत।	चयन, उड़न दस्ते का चयन एवं प्रयोगात्मक परीक्षक का चयन इत्यादि की कार्यवाही मा० कुलपति महोदय द्वारा अनुमोदित करायी जाती रही है। इसी परिपेक्ष्य में इस सत्र 2022-23 में सम्पन्न होने वाली समस्त परीक्षाओं के लिए भी उपरोक्त कार्यवाही हेतु मा० कुलपति महोदय को अधिकृत करने हेतु अनुमोदनार्थ प्रस्तुत।	साथ ही परीक्षा समिति द्वारा परीक्षा केन्द्र बनाने से पूर्व संस्थानों में उचित संसाधनों, यथा परीक्षा हेतु कम्प्यूटर, प्रिंटर, फोटों कापियर, इण्टरनेट, CCTV कैमरे, सुरक्षा आदि की जाँच कराते हुए तथा यदि आवश्यकता हो तो निरीक्षण करने के पश्चात परीक्षा केन्द्र निर्धारण करने का निर्देश दिया गया।
बिन्दु संख्या-31-09	सत्र 2022-23 हेतु विषम सेमेस्टर की परीक्षाएँ दिनांक 27.12.2022 से प्रारम्भ किये जाने हेतु विचार तथा अनुमोदनार्थ प्रस्तुत।	वर्तमान में मा० कुलपति महोदय के अनुमोदन पत्र चालू जारी एकेडमिक कलेण्डर सत्र 2022-23 में विषम सेमेस्टर की परीक्षाएँ दिनांक 27.12.2022 से प्रारम्भ किया जाना निर्धारित हैं। अतः परीक्षा समिति से अनुरोध है, के कलेण्डर के अनुसार परीक्षाएँ सम्पन्न किये जाने की कार्यवाही पर विचार एवं अनुमोदनार्थ प्रस्तुत।	परीक्षा समिति द्वारा घोषित एकेडमिक कैलेंडर में इंगित तिथियों पर अध्ययन हेतु उपलब्ध दिवसों की गणना पुनः करते हुए नियमानुसार कार्यवाही करने पर अनुमोदन प्रदान किया गया।
बिन्दु संख्या-31-10	सत्र 2022-23 हेतु सम सेमेस्टर की परीक्षाएँ दिनांक 29.05.2023 से प्रारम्भ किये जाने हेतु विचार तथा अनुमोदनार्थ प्रस्तुत।	वर्तमान में मा० कुलपति महोदय के अनुमोदन पत्र चालू जारी एकेडमिक कलेण्डर सत्र 2022-23 में विषम सेमेस्टर की परीक्षाएँ दिनांक 29.05.2023 से प्रारम्भ किया जाना निर्धारित हैं। अतः परीक्षा समिति से अनुरोध है, कि कलेण्डर के अनुसार परीक्षाएँ सम्पन्न किये जाने की कार्यवाही पर विचार एवं अनुमोदनार्थ प्रस्तुत।	परीक्षा समिति द्वारा एकेडमिक कैलेंडर में घोषित तिथियों पर अध्ययन हेतु उपलब्ध वास्तविक दिवसों का आकलन करते हुए नियमानुसार परीक्षाएँ कराने पर अनुमोदन प्रदान किया गया।
बिन्दु संख्या-31-11	आउट छात्र एवं छात्राओं के स्पेशल बैक पेपर परीक्षा हेतु माह अगस्त के प्रथम सप्ताह में प्रारम्भ कराये जाने पर विचार एवं अनुमोदनार्थ प्रस्तुत।	विश्वविद्यालय में पूर्व की भाँति सत्र 2022-23 हेतु पास आउट छात्र एवं छात्राओं के स्पेशल बैक पेपर परीक्षा माह अगस्त के प्रथम सप्ताह में प्रारम्भ कराये जाने पर विचारार्थ प्रस्तुत।	परीक्षा समिति द्वारा प्रस्तुत प्रस्ताव पर सैद्धांतिक सहमति के साथ परीक्षा समिति की आगामी बैठक में इस प्रस्ताव को रखने हेतु अनुमोदन प्रदान किया गया।
बिन्दु संख्या-31-12	अध्यक्ष महोदय की अनुमति से अन्य मद	-	-

अन्त में परीक्षा समिति की 31 वीं बैठक अध्यक्ष महोदय व सभी सम्मानित सदस्यों के प्रति धन्यवाद ज्ञापन के साथ सम्पन्न हुयी।


(परीक्षा नियंत्रक)
सदस्य


(मा० कुलपति)
अध्यक्ष





वीर माधो सिंह भण्डारी उत्तराखण्ड प्रौद्योगिकी विश्वविद्यालय, देहरादून

(उत्तराखण्ड सरकार द्वारा अधिनियम 415/2005 द्वारा स्थापित पूर्ववर्ती उत्तराखण्ड तकनीकी विश्वविद्यालय)

VEER MADHO SINGH BHANDARI UTTARAKHAND TECHNICAL UNIVERSITY, DEHRADUN

(Formerly Uttarakhand Technical University Established By Act no. 415/2005 by Uttarakhand Government)

Chakrata Road P.O. Chandanwadi, Premnagar suddholwal, Dehradun, Uttarakhand (India)

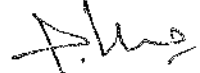

Tel. No. 0135-2774067 Website: www.uktech.ac.in

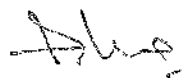
पत्रांक: 1967 / परीक्षा समिति / यूटीयू / 2022

दिनांक: 27 सितम्बर, 2022

प्रतिलिपि :- निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित:-

1. निजी सचिव, कुलपति को मा० कुलपति महोदय के सादर संज्ञानार्थ।
2. कुलसचिव, वीर माधो सिंह भण्डारी उत्तराखण्ड प्रौद्योगिकी विश्वविद्यालय, देहरादून।
3. वित्त नियंत्रक, वीर माधो सिंह भण्डारी उत्तराखण्ड प्रौद्योगिकी विश्वविद्यालय, देहरादून।
4. परीक्षा समिति के सभी सम्मानित सदस्यों को सूचनार्थ।
5. विश्वविद्यालय की वेबसाइट में अपलोड हेतु।


(परीक्षा नियंत्रक)
सदस्य




Brief of Working Manual for Examinations in VMSBUTU Dehradun

(Approved in 31st meeting of Examination Committee of VMSBUTU held on 21st September 2022)

A. Pre Examination Activities

1. Examination Form
 - a. Examination form filling
 - b. Creation of database of eligible examinees
 - c. Centrewise, subject, coursewise, student strength database creation
2. Question Paper
 - a. Fixing Question paper requirements
 - b. Identification of Question paper setters and updating faculty database for question paper setters, evaluators, examiners, etc.
 - c. Setting of Question paper
 - d. Moderation of Question paper
 - e. Typesetting, printing, and distribution of Question papers
3. Answer books
 - a. Procurement
 - b. Distribution
4. Fixing Examination Centres, Centre Superintendents and issuing instructions for smooth conduction of examination
5. All Institutions to have safe and secure premises of Exam Control Room under superintendence of its Director / Principal and Centre Superintendent for maintaining confidentiality in all examination activities.
6. Exam Control rooms must have good quality high speed black and white printing facility and CCTV camera network with recording facilities for keeping daily recording of activities in Control room and Examination Centre including examination halls.
7. Generation and electronic dispatch of Admit Card, Verification Card, Roll list preparation and other examination related documents to colleges for downloading, printing, and further use as per University directions.
8. Assignment of Flying Squad Members, Centre Observers, Invigilators, etc.
9. Submission of Test marks, Sessional marks, Laboratory, Seminar, Project, Training Marks, etc. digitally by colleges on University portal.

B. Conduction of Examination

- a. Issue of Admit Cards, Verification Cards, Roll list as per University Ordinances
- b. In camera examination in examination halls and Examination Control Room
- c. Arrangements for frisking of examinees at entrance of examination centre and necessary security arrangements for ensuring free and fair examinations and eliminating the possibility of use of unfair means in examinations
- d. Centre Superintendent to ensure seating arrangements, invigilators, necessary supporting staff etc. and issue necessary instructions while completing required formalities
- e. Centre Superintendent to get passcode for printing question papers and get Question papers printed in safe and secure manner as per directions of University
- f. Distribution of Answer books, Question papers, Attendance sheets, Verification Cards to examination halls.
- g. Collection of unused and used Answer books, Attendance sheets, Verification Cards from examination halls

A. U. S. 1 CS

- h. Preparation of all reports as desired by University
- i. Packing of answer books subject wise using packing slips provided by the University with copy of Attendance Sheets along with it
- j. Examination Shift wise video recording of whole examination in various examination halls in CDs / Pen drives and keeping in secure storage and supply to University as and when called for
- k. Dispatch of Used / Unused Answer books as per directions to University / Nodal Centre

C. Post Examination

- a. Collection of used Answer books in the University
- b. Coding and Scanning of Answer books on daily basis.
- c. Identification and appointment of subject wise Head Examiners, Deputy Head Examiners, and evaluators from eligible subject teachers following the policy of having Head Examiners for programs/subject groups and Dy Head Examiners for each subject groups/discipline as decided by the University
- d. Validation of subject wise model solution before starting evaluation by team of Head Examiner and two evaluators
- e. Starting of On Screen / Offline evaluation in University premises
- f. Sample scrutiny of the evaluation to the limit of 5% of evaluated answer books by Head examiner and 10 % by Dy Head examiners, which may be changed as per need by the University for improving the quality of evaluation
- g. Commencement of On Screen evaluation in University / designated evaluation centres as per directions of the University
- h. Digitally displaying evaluated answer books to the respective students in secured manner for viewing it and submitting feedback to University in case of not being satisfied with it within 24 hours of display. No claim for viewing answer book shall be considered after the prescribed time schedule for showing of the evaluated answer book for respective subject(s).
- i. In case of candidates seeking reevaluation of their evaluated answer books after viewing the evaluated answer book, they will have to apply as per the policy of the University by paying the prescribed fee. The answer book shall be reevaluated by two subject examiners appointed by the University who shall be other than the examiner who evaluated it earlier. The decision on change of marks if any shall be based on the recommendation of the two new examiners who reevaluate the answer book. The change in marks shall be made only in case of the average of new marks awarded by these two new examiners is different from the earlier awarded marks. The average of new marks awarded will be replacing the earlier awarded marks irrespective of whether these are more or less than the earlier obtained marks.
- j. Decoding and Result preparation
- k. Result declaration and announcement of program wise/year wise ranking of top 10 students in each
- l. Distribution of mark sheets, and other documents as per University policy

D. Result Analysis

- a. Program wise result analysis to be carried out and posted on website
- b. Ranking of Institutions based on result

Note: Activities shown may be changed as per need of the examination activities by the Controller of Examination with the approval of Hon'ble Vice Chancellor, VMSBUTU, Dehradun

Handwritten signature

Sub Code:

ROLL NO.....

.....SEMESTER EXAMINATION, 2022 – 23

Year , Programme – Branch if any (e.g. IInd yr B.Tech. – Mechanical Engineering)

NAME OF SUBJECT

Duration: 3:00 hrs

Max Marks: 100

Note: - Attempt all questions. All Questions carry equal marks. In case of any ambiguity or missing data, the same may be assumed and state the assumption made in the answer.

Q 1.	Answer any four parts of the following. a) b) c) d) e) f)	5x4=20
Q 2.	Answer any four parts of the following. a) b) c) d) e) f)	5x4=20
Q 3.	Answer any two parts of the following. a) b) c)	10x2= 20
Q 4.	Answer any two parts of the following. a) b) c)	10x2= 20
Q 5.	Answer any two parts of the following. a) b) c)	10x2= 20

Handwritten signature/initials

Sub Code:

ROLL NO.....

.....SEMESTER EXAMINATION, 2022 – 23

Year , Programme – Branch if any (e.g. IInd yr B.Tech. – Mechanical Engineering)

NAME OF SUBJECT

Duration: 3:00 hrs

Max Marks: 50

Note: - Attempt all questions. All Questions carry equal marks. In case of any ambiguity or missing data, the same may be assumed and state the assumption made in the answer.

Q 1.	Answer any two parts of the following. a) b) c)	5x2=10
Q 2.	Answer any two parts of the following. a) b) c)	5x2=10
Q 3.	Answer any two parts of the following. a) b) c)	5x2= 10
Q 4.	Answer any two parts of the following. a) b) c)	5x2= 10
Q 5.	Answer any two parts of the following. a) b) c)	5x2= 10

Handwritten signature

Sub Code:

ROLL NO.....

.....SEMESTER EXAMINATION, 2022 – 23
Year , Programme – Branch if any (e.g. IInd yr B. Pharm.)
NAME OF SUBJECT

Duration: 3:00 hrs

Max Marks: 75

Note: - Attempt all questions. All Questions carry equal marks. In case of any ambiguity or missing data, the same may be assumed and state the assumption made in the answer.

Q 1.	Answer any three parts of the following. a) b) c) d) e)	5x3 = 15
Q 2.	Answer any three parts of the following. a) b) c) d) e)	5x3 = 15
Q 3.	Answer any three parts of the following. a) b) c) d) e)	5x3 = 15
Q 4.	Answer any three parts of the following. a) b) c) d) e)	5x3 = 15
Q 5.	Answer any three parts of the following. a) b) c) d) e)	5x3 = 15

Handwritten signature

Sub Code:

ROLL NO.....

.....SEMESTER EXAMINATION, 2022 – 23
 Year , Programme – Branch if any (e.g. IIInd yr M.B.A. –Digital Marketing)
 NAME OF SUBJECT

Duration: 3:00 hrs

Max Marks: 70

Note: - Attempt all questions. All Questions carry equal marks. In case of any ambiguity or missing data, the same may be assumed and state the assumption made in the answer.

Q 1.	Answer any four parts of the following. a) b) c) d) e) f)	4x3.5=14
Q 2.	Answer any four parts of the following. a) b) c) d) e) f)	4x3.5=14
Q 3.	Answer any two parts of the following. a) b) c)	2x7=14
Q 4.	Answer any two parts of the following. a) b) c)	2x7=14
Q 5.	Answer any two parts of the following. a) b) c)	2x7=14

Handwritten signatures



Ref. No...../EXAM/2022-23

Date.....

To,

.....

CONFIDENTIAL

Subject: Request and Offer for Question Paper Setting

Sir/Madam,

I have the pleasure to inform you that the competent authority of the Veer Madho Singh Bhandari Uttarakhand Technical University (VMSBUTU), Dehradun (Formerly Uttarakhand Technical University) has appointed you as the question paper setter for Odd/Even Semester Examinations for the subjects mentioned below: As per the policy of VMSBUTU, the question paper setter has to prepare one set of assigned question paper on the format prescribed by the University in typed form using the fonts used therein. Also, the question paper setter has to provide the model solution with steps of marking i.e. marking scheme.

The remuneration for one complete set of question paper in digital form with model solution is Rs.2000/- per set of question paper. In case of bilingual question paper requirement, the question paper setter has to provide the question paper in English and Hindi languages both and the question paper setter is entitled for additional Rs.500 as translation charges for each question paper. Thus the total remuneration for bilingual question paper in English as well as in Hindi along with solution in either language is Rs.2500/- per set of question paper. In case of question paper setter providing only English version of the paper and its model solution, the remuneration shall remain Rs. 2000/- per set.

SNo.	COURSE	BRANCH	SEMESTER	SUBJECT CODE	SUBJECT NAME	DURATION	MAX MARKS

The general guidelines for question paper setter are,

- The question paper is to be made in prescribed format in MS-Word using the template provided along with this offer letter.
- The questions should not be out of syllabus in any case and the language of questions must be free from ambiguity and errors of any kind.
- The questions should not be asked verbatim from the sample question paper provided with this offer letter.
- The figures and pictures may be scanned and pasted as image in the respective questions with each image size not being more than 50 kB.
- There should not be any repletion of questions in the paper.
- Marks allotted to each question must be as indicated in the question paper format.

(Handwritten Signature)

Page 13/20

- The additional material to be supplied during the examination of respective question paper such as Tables/ Standards/ Charts etc. must be categorically mentioned in the NOTE on the top of the question paper.
- The question paper is to be send in soft copy on email utucoe@gmail.com only in password-protected format.
- The password is to be sent separately by you at email coe@uktech.ac.in detailing the Reference no. of this Offer letter, Date and name of Subject.
- Question paper should be made either in English / Hindi or both as desired by University.
- The complete process of setting question paper has to be kept in highly confidential so it is your obligation to maintain complete confidentiality of the assigned work and destroy the stationery used for question paper setting and digital form of paper at your end including the trail of sending email after confirmation of receipt of the paper by Controller of Examination, VMSBUTU.
- The following documents are to be sent by Speed Post to the Controller of Examination, Veer Madho Singh Bhandari Uttarakhand Technical University, Chakrata Road, P.O. Chandanwadi, Premnagar, Suddhowala, Dehradun, Uttarakhand(India) - 248007
 1. Remuneration Bill
 2. Undertaking in original
 3. Copy of this offer letter
 4. Self-attested copy of Pan Card
 5. Self-attested copy of Bank Pass book or cancelled cheque with IFSC code.

In this regard, the following documents are being sent as attachments with the template for question paper setting and submitting it along with solution and translated copy of the question paper in English and Hindi both, if applicable at the email utucoe@gmail.com address within 10 days of receipt of this offer letter along with duly complete Remuneration bill, Undertaking, and other documents as indicated above by speed post. The following documents are being sent enclosed herewith for kind reference and necessary action.

1. Syllabus
2. Paper Setter's Undertaking letter
3. Format of QP – Editable blank template to be used for preparing Question paper is also available on University website www.uktech.ac.in
4. Remuneration bill Form

Looking forward for your timely cooperation in maintaining highest standard and confidentiality of examinations of VMSBUTU.

Sincerely yours

Controller of Examination
Mobile: XXXXXXXXX
Email: coe@uktech.ac.in

Enclosures: As above



वीर माधो सिंह भण्डारी उत्तराखण्ड प्रौद्योगिकी विश्वविद्यालय

(उत्तराखण्ड सरकार द्वारा अधिनियम 415/2005 द्वारा स्थापित पूर्ववर्ती उत्तराखण्ड तकनीकी विश्वविद्यालय)

Veer Madho Singh Bhandari Uttarakhand Technical University

(Formerly Uttarakhand Technical University Established by Act no. 415/2005 by Uttarakhand Government)

Chakrata Road, P.O. Chandanwadi, Premnagar, Suddhowala, Dehradun, Uttarakhand (India)

Tel.No.0135-2774067 Website: www.uktech.ac.in

Ref. No..... /EXAM/2022-23

Date.....

To
The Directors/Principals of All affiliated Institutions of
Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun

Subject: Regarding updating of faculty data for examination work of university

Sir / Madam

It's my pleasure to inform you that the Veer Madho Singh Bhandari Uttarakhand Technical University (VMSBUTU), Dehradun (Formerly Uttarakhand Technical University) is updating its database of faculty members for various examination related work such as Question paper setter, Theory Examiner, Practical Examiner, etc. As per the policy of University, the faculty members engaged in teaching various subjects of the programmes such as B.Tech. / B.Pharm. / B.H.M.C.T. / B.A. LL.B. / B.B.A. LL.B. / LL.B. / LL.M. / M.Tech. / M.Pharm. /M.B.A. / M.C.A. / M.I.I.M. / D.Pharm, etc. for a period of minimum 5 years (i.e. teaching experience) are eligible for getting empannelled in the database for examination works of VMSBUTU.

Therefore, on behalf of the University, it is to request you to kindly share this request with faculty members of your esteemed Institution and encourage them for getting enrolled in University's faculty database for examination works. In this regard, the interested faculty member(s) may submit their information on the enclosed Google form available at following link.

Soliciting your cooperation in updating of faculty database for examination works of VMSBUTU latest by by furnishing the following information in the Google form.

FORMAT

1	2	3	4	5	6	7
DR/MR/MRS/MS	FACULTY NAME	DESIGNATION	HIGHEST TECHNICAL / PROFESSIONAL QUALIFICATION	MOBILE NUMBER	WHATSAPP NO	PERSONAL EMAIL_ID
8	9	10	11	12	13	14
INSTITUTE NAME	INSTITUTE EMAIL_ID	BRANCH/ COURSE	SUBJECT SPECIALIZATION	IF SELECT BRANCH/COURSE NAME OTHERS PLEASE SPECIFY BRANCH/COURSE NAME	EXPERIENCE IN CURRENT INSTITUTE (IN DIGIT NO DECIMAL)	OVERALL EXPERIENCE (IN DIGIT NO DECIMAL)
15	16	17	18	19	20	
EXPERT IN UTU EXAM ONLY PAPER SETTER/THEORY EVALUATION EXAMINER/PRACTICAL EXAMINER	PAN CARD NUMBER	BANK ACCOUNT NUMBER	NAME OF A/C HOLDER	NAME OF ACCOUNT HOLDER	IFSC CODE	

Sincerely yours

[Handwritten Signature]

[Handwritten Signature]

Controller of Examination

INSTRUCTIONS AND PENALTY FOR USE OF UNFAIR MEANS

Procedure to be followed by the invigilator/ centre Superintendent / observer in case of unfair means.

1. As soon as any case of unfair means comes to the notice of the Invigilator, he/she shall bring it to the notice of the examination center Superintendent of the examination centre as well as the observer appointed by the University.
2. The invigilator shall take possession of the Answer Book of the candidate along with paper or other material found in his possession and immediately provide the candidate second Answer Book.
3. The Superintendent shall record the time when the case was brought to his notice. He shall also record the time of issue on the second Answer Book. "(A): UFM-Main Answer Script" should be written on the page cover of the main answer script and "(B): UFM- Second Answer Script" on the cover page of the second answer book.
4. The Invigilator, who detects the use of UFM by a candidate, shall also record his statement about the UFM case on specified UFM format.
5. Centre Superintendent shall also give his statement in specified UFM format.
6. The statements of Invigilator and Centre Superintendent shall be in presence of the observer and shall also submit his / her statement about the incident on the specified format.
7. In case the candidate refuses to give his statement, he should NOT BE forced to do so, only the fact of his refusal and the time of occurrence of the incident should be recorded by the Invigilator/s on duty. The statement of the candidate if any and the statement of the Invigilator/s are attested by the Centre Superintendent and countersigned by the observer.
8. The Examination Center Superintendent / Observer shall also provide the details of the 'UFM case to the control room of the University through E-mail ONLY.
9. In case a student is found to have written something on the body part a photo of same may be taken on the web cam available etc., if possible.
10. No extra time will be given for completing the Examination as a result of this procedure.
11. After the Examination is over, both of the answer books marked as A (confiscated copy) and B (freshly issued copy) along with the material found in possession and COMPLETELY filled and signed the prescribed FORM and COUNTERSIGNED BY THE OBSERVER SHALL BE SEND IN SEPARATE ENVELOPE MARKED UFM TO THE OFFICE OF THE CONTROLLER OF EXAMINATION OF UNIVERSITY
12. In case a candidate has smuggled out an 'Answer Book, the Centre Superintendent should call the student directly and try to secure the Answer Book. In case of non availability of the Answer Book, the matter should be reported to the police and a copy of the FIR are sent to the office of the

Ahs *cr*

15/10/19

Controller of Examination along with the statement of the Invigilator present in the room, statement of the observer and also of the candidate (if candidate is available)

13. In case of im impersonation the Centre Superintendent shall report the matter to the POLICE. Centre Superintendent shall also report the incident to the controller of Examination of the University along with the detailed report with necessary documents duly countersigned by the observer.
14. In case of misconduct of serious nature, the matter should be reported to the police, if necessary. Statement of the Invigilator/s and that of the other concerned (e.g. Security person etc.) may be obtained and sent to the office of the Controller of Examination.
15. In case of electronic gadgets, the clear photocopy of that from front and back, and the enlarged photocopy of the screen shot / the printout of the material stored in the electronic gadgets duly signed by the candidate, invigilator, Center Superintendent, and countersigned by observer MUST be attached with UFM report. The electronic gadgets need NOT to be sent to the University.

CONVENING OF COMMITTEE ON UNFAIR MEANS:

A Committee (Standing Committee) appointed by the Vice-Chancellor shall enquire into cases of unfair means in the Examination. The student who is involved in UFM cases will be given a chance to submit their representation to the committee, if they want, during a period as specified via circular by the office of the Controller of Examination. The Committee shall thoroughly examine the cases on the basis of the material / documents placed and student report (if any). The committee shall submit its recommendations after laying down clearly the nature of the offence to the Vice Chancellor for consideration and necessary orders.

TABLE SHOWING PUNISHMENT DETAILS FOR UNFAIR MEANS W. E. F. FROM EVEN SEMESTER OF SESSION 2017- 18 OF THE UNIVERSITY:

A	1. Doesn't follow the instructions given by the Center Superintend / Invigilator.	Warning will be issued to the candidate not to repeat in future. If repeated, CONCERNED PAPER will be awarded ZERO marks or "F" grade.
	2. Communicates with another examinee or try to pass on information even after a word of caution from the invigilator or any competent authority.	
	3. Any sort of writing on the question paper except the Roll No. at the given space.	
	4. Any exam relevant literature found near or just beneath his/her seat but he/she has not copied from the said material as ascertained by the Center Superintend / Observer / invigilator.	

Handwritten signature

	5. Use of indecent or abusing words in the answer book.	
	6. Attempts to remove Encrypted code/Bar Code or any sticker from the answer book.	
	7. Indulges in writing the matter relevant to subject before commencement of examination.	
	8. Attempts oral communication with another examinee	
	9. Indecent behavior at the examination centre or in the examination hall.	
B	1. If the examinee is found in possession Notes, chits, answer book of any other examinee, etc. however he/she not written from the said material in his/her answer book	Cancellation of result of CONCERNED PAPER and will be awarded ZERO Marks or "F" grade in that paper.
	2. Deliberately reveals his identity or intentionally makes some irrelevant symbols, sketches etc. in the answer book which may reveal his identity.	
	3. Possess any sort of exam relevant material in the examination hall or even outside the examination hall like toilet, lobby etc. or tries to contact any Unauthorized person during the exam timings	
	4. Brings any electronic gadgets (except memory less scientific calculator if permitted in that paper) in the examination hall.	
	5. Attempts to bribe the examiner by mentioning address, contact detail, Mobile No. etc. or to contact the examiner directly or through any representative for his/her favor	
	6. Any sort of writing on the question paper regarding solution of the questions.	
C	1. Examinee has copied from the subject exam relevant material, Scribble on chits, compass box, calculator, pad, cloth, handkerchief, dress or any part of the body or stored in electronic-gadgets including mobile-phone.	Cancellation of result of the CONCERNED PAPER and two other paper in which the candidate has secured the minimum marks percentage among the rest of the papers except the paper in which candidate has UFM. That is total three papers will be awarded ZERO marks or "F" grades.
	2. Examinee has indulged in exchange of answer book with other examinee.	
	3. Examinee has copied from another examinee or deliberately allows other examinee to copy from his own answer book or pass on the exam relevant material or literature in any form to another examinee in exam hall.	
	4. If the examiner find some written/printed papers etc. of Exam related material from the answer book of an examinee	
	5. Attempts to get rid of or to destroy any kind of exam relevant prohibited material with which he is caught or helps other in such an act.	
	6. Examinee is found to throw away his answer book, supplementary, question paper, practical job or part thereof	
	7. if Examinee is found to have torn the answer book, question paper, any other exam related material or part thereof of his/her own or other examinee.	
	8. If the examiner reports that in the examinee's answer book is written with more than one type of hand writing	
	9. If the examiner reports about missing pages or additional	

Handwritten signature

	pages in the answer book of examinee	
	10. If the examinee obstructs the process of conducting the examination in any way.	
	11. If the examinee tries to destroy the evidence by chewing the chit or in any other manner, which was found in his possession during examination	
	12. If the examinee attempt to bribe by may of Keeping currency not. In his/her answer book	
	13. If the examination committee is satisfied from the report of the examiner that the candidate has copied from one another or from any other sources or involving in mass copying during the examination.	
	14. Possess any sort of exam relevant material written/printed compels box, calculator, pad, cloth, hand kerchief, dress Or any part of the body or stored in electronic-gadgets including mobile-phone. in the examination hall or even outside the examination hall like lobby etc. If the examinee obstructs/threatens orally or assaults the invigilator or any competent authority on exam duty.	
D	1. If the examinee obstructs/Threatens orally or assaults the invigilator or any competent authority on exam duty.	Cancellation of result of the all the theory papers in that semester (all the theory papers in that semester will be awarded ZERO marks or "F' grades).
	2. Tries to bring duly written answer book or supplementary from outside	
	3. If the examinee is found with bulk material like book, note book, and short notes etc. related with the concerned paper.	
E	1. If person impersonates as examinee and if this is detected during or after the examination.	Cancellation of result of the all the theory papers and practical examination in that semester will be cancelled. (All the theory and practical papers will be awarded ZERO marks or "F' grades in that semester).
	2. If the examinee carries away an answer book, supplementary or practical job or part thereof outside the exam hall.	
	3. Leaves the examination ball without submitting his answer book or tries to destroy it.	
	4. If the examinee is not appearing in that particular examination but who is a candidate of other examination of the university behaves in an indiscipline manner during particular examination or helps other examinee in using unfair means.	
F	1. Possesses Gun, Revolver, Knife or any other prohibited weapon in or around exam hall.	Cancellation of result of the all the theory papers and practical

Handwritten signature

	2. Physically assaulting invigilator or any competent authority on exam duty.	examinations (i.e. the papers and practical examination will be awarded ZERO marks or 'F' grades) in that YEAR and candidate has to repeat that session.
G.	1. (In a Carry Paper). If unauthorized material is found with the candidate in bulk such as books, huge cheating material, etc. which shows the clear intention of copying.	The candidate shall be awarded zero marks or 'F' grade in that Carryover paper and will not be allowed to appear in that paper for next one year.
H.	If during the examination or afterwards any examinee is found to have indulged in unfair means other than specified in A to G as above and which has been bearing on the examination or result of the examinee and/or any other examinee.	The examination committee shall decide the penalty depending upon the nature and complexity of involvement of the examinee is concerned on case to case basis.

The result of the student will be declared after implementation of the decision of examination committee.

Handwritten signature