



**GUIDELINES FOR THE EXAMINATION ZONES AND MICRO ZONES FOR THE
B.A./B.SC./B.COM. (REGULAR) EXAMINATIONS
OF
DIBRUGARH UNIVERSITY**

**DIBRUGARH UNIVERSITY
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GUIDELINES FOR THE EXAMINATION ZONES AND MICRO ZONES

1. DEFINITIONS OF EXAMINATION ZONE AND MICRO ZONE:

1.1 Examination Zone:

For the effective implementation of the B.A./B.Sc./B.Com. Examination, few Examination Zones have been set up considering the geographical proximity of the colleges affiliated to and permitted by Dibrugarh University. The Principal of the College where the Examination Zone has been set up shall act as the Zonal Officer of the concerned zone. The Examination Zones shall act as the Distribution Centre for distributing the answer scripts to the Micro Zones, i.e. the respective colleges.

1.2 Micro Zone:

Each and every college affiliated to/permitted by Dibrugarh University where eligible examiners are available shall act as a Micro Zone. The Principal (s) of the concerned College (s) shall act as the In-charge of the Micro Zone (s).

1.3 The Principal/Zonal Officer of the college where the Examination Zone has been set up shall also function as the In-charge of the Micro Zone of his/her college.

2. TIME ALLOTTED FOR EVALUATION WORK:

The Micro Zones/Examiners shall have to return the evaluated answer scripts **within 15 (fifteen) days** from the date of receiving the answer scripts from the Examination Zones.

3. FUNCTIONS OF EXAMINATION ZONES:

3.1 Examination Zone

Zonal set up:

- The Examination Zone for B.A./B.Sc./B.Com. Examination shall be set up at the various affiliated/permitted colleges of Dibrugarh University having permanent examination centre.
- The set up of the Zone shall be decided on the basis of the geographical proximity of the colleges affiliated to or permitted by Dibrugarh University.

- The set up of the Zone shall be on rotation basis.

3.2 Functions and Responsibilities:

- The Examination Zone shall be responsible for rendering the following functions:
 - a) The Zone shall have to make all arrangement including security to establish a Zone at the college premises before the commencement of the examination as intimated by the University.
 - b) The Zone / Zonal Officer shall have to forward name (s) of the teachers as per norms to the Controller's Office for the appointment as Assistant Zonal Officer.
 - c) The Zone / Zonal Officers shall ensure that the zone receives the list of colleges allotted to the individual zone from which they take help in evaluation and Scrutiny processes.
 - d) The Zone / Zonal Officers shall ensure that the zone receives the list of Examination Centers allotted to the individual zone from where they receive the answer scripts after each day of examination.
 - e) The zone shall ensure that the Examination Centres allotted to the Zone strictly follows the rules pertaining to dispatch of answer scripts under clause 45(i) and (ii) of the Dibrugarh University Examination Ordinance (as amended), 1972.
 - f) The Zone / Zonal Officer shall have to ensure timely receipt of the panel of Examiners from the Office of the Controller of Examinations, Dibrugarh University. The Head Examiners and Scrutinizers may be appointed by the Zonal Officer as per Clause No. 8.3 and 8.8 respectively of this Guideline.
 - g) The Zone / Zonal Officer shall have to maintain a record of the packets of answer scripts received from different examination centre allotted to the Zone. Before receiving the packets, the Zonal Officer shall have to ascertain that the packets contains the following documents:
 - Dispatch Report

- Certificate from the Treasury/ Police Stations (wherever applicable)
 - Top Sheet (which indicate the subject, course/paper and Roll numbers of the candidates appeared in the examination)
 - Absentee statement
- h) A separate record register for each programme shall have to be maintained on the following points :

Examination Centre Code:

Subject:

Course Code/ Paper:

Date of receipt:

Total No of Answer Scripts:

- i) The 'Top Sheet' (s) of all packets received shall have to be kept carefully subject wise.
- j) It shall be the duty of the Zone/ Zonal Officers to inform the concerned authority any delay of receiving answer scripts from the examination centre.

3.3 Scrutiny of the Answer scripts:

- **THE SCRUTINY OF THE ANSWER SCRIPTS AND EXAMINATION OF THE ANSWER SCRIPTS BY THE HEAD EXAMINERS SHOULD BE DONE IN THE EXAMINATION ZONES ONLY, NOT IN THE MICRO ZONES.**
- Scrutiny should be done in presence of Head Examiners. The office of the Controller of Examinations shall appoint subject wise Head examiners and Scrutinizers or the respective Zonal Officers may appoint them as per Clause No. 51 and 58 (Clause No. 8.3 and 8.8 of this Guideline) of the Dibrugarh University Examination Ordinance, 1972 (as amended) with prior approval from the competent authorities of the University.

3.4 Distribution and Evaluation of the answer scripts:

The Zonal Officer shall have to adhere strictly the following rules pertaining to the distribution and evaluation of the answer scripts:

- a) An appointment letter should be issued by the Zonal Officer in the name of the examiner to whom answer scripts are sent for evaluation. The answer scripts/packets allotted in the name of the Examiners should be distributed to the concerned In-charge of the Micro Zones within the shortest time possible from the date of receiving the answer scripts from the Examination Centres. **The Examination Zone shall maintain account in a register meant for the purpose. This register shall have to be submitted to the University at the end of evaluation work.**
- b) The Assistant Zonal Officer (s) or a person deputed by the Zonal Officer should be present while delivering the answer scripts to the Micro Zones.
- c) Distribution of the answer scripts shall have to be done as per the subject wise examiner panel provided by the Office of the Controller of Examinations, Dibrugarh University or the respective Zonal Officers may appoint the Examiners as per Clause No. 50 (Clause No. 8.2 of this Guideline) of the Dibrugarh University Examination Ordinance, 1972 (as amended) with prior approval from the competent authorities of the University.
- d) While deciding upon the number of answer scripts to be allotted to an examiner, it shall be kept in mind that the examiner shall be entitled to draw *remuneration subject to condition that s/he has to evaluate minimum 100 answer scripts (with exceptions where the number of candidates in some particular subjects may be less)*. The same shall have to be certified by the Zonal Officers.
- e) While issuing the answer scripts to the examiners, the Zonal Officer shall have to provide the following items to the examiners:
 - ‘TOP SHEET’ of the packet concerned
 - Blank mark foil sheet
 - Outer and Inner envelope
 - Question paper of the subject concerned

- Instructions to the examiners/ scrutinizers/ head examiners if any.
 - Remuneration Bill.
- f) The Zonal Officer shall have to maintain subject-wise record of issuing answer scripts to the examiners/scrutinizers.
- g) The Zonal Officers shall have to maintain an attendance register for the scrutinizers/ head examiners.
- h) The Zonal Officers shall have to ensure that the evaluation/scrutiny process is completed within the time frame specified for purpose.
- i) The Zonal Officers shall monitor the evaluation/ scrutiny process in close coordination with the In-charge of the concerned Micro Zones for maintaining the uniformity of standard of evaluation/ scrutiny.
- j) The Zonal Officers shall have to ensure that the Examiners, Scrutinizers and Head Examiners performing their allotted duties as per the Clauses: 55, 56, 57 of the Dibrugarh University Examination Ordinance, 1972 (as amended).
- k) It shall be the duty of the Zonal Officer to collect the evaluated answer scripts along with the mark foils from the In- charge of the Micro Zones once the evaluation is done.
- l) The Zonal Officer shall have to collect the mark foils from the Head Examiners after the completion of evaluation and scrutiny work and record and tally the same in the issue register. If any discrepancy detected either in the number of scripts issued to the examiners/ scrutinizers or in the top sheet statement or other-wise, it shall be the duty of the Zonal Officer to bring the matter to the notice of the In-charge of the Micro Zones/Examiners/ Scrutinizers/ Head Examiners of the subject concerned as the case may be and to the competent authorities of Dibrugarh University.
- m) The Zonal Officers shall have to send the evaluated answer scripts, scrutinized mark foils (original copies and in CD format or otherwise as specified by the University), Head Examiners' reports, top sheets, Zonal Officer report and other relevant papers to the University within the time frame specified for the purpose.

3.5 Examiner/ Scrutinizer falling short:

- In the event of the number of the Examiners available for a particular course/ paper falling short of the requirement, it shall be duty of the Zonal Officer to obtain expeditiously additional name (s) of examiners / scrutinizers from the competent authorities of the University.

3.6 Custody of Zonal Materials/ Papers:

- On receipt of the answer scripts from the examination centre and thereafter, evaluated answer scripts and mark foils, the Zonal Officer empowered by the University shall keep them in his/ her custody. It shall be the responsibility of the Zonal Officer to see that no leakage takes place at any stage whatsoever till s/he hands them over to Office of the Controller of Examinations/ proper authority. The Zonal Officers shall invariably remain present during the process of scrutiny in the Examination Zone.

3.7 Secrecy to be maintained:

- The Zonal Officer shall have to ensure strict secrecy at the centre of scrutiny. Entry to the hall used for the scrutiny work should be confined to the Examiners, Head Examiners and Scrutinizers and the staff members associated with the actual work.
- The Zonal Officers shall have to keep the answer scripts and the scrutinized mark foils in his/ her safe custody.

3.8 DOCUMENTS TO BE SUBMITTED TO THE UNIVERSITY:

- On completion of the scrutiny work, the zonal officer shall have to ensure the receipt of subject-wise/paper-wise finalized mark foils, subject-wise/paper-wise evaluated answer scripts and subject-wise Head Examiner's report.
- The Zonal Officers shall have to send the following documents to the University. All the documents mentioned below are essential in connection with the declaration of results. Therefore it should be sent at the earliest on completion of the zonal activities. The Zonal

Officers shall have to keep in mind the academic schedule of Dibrugarh University in this regard.

- (i) Consolidated statement of total numbers of subject-wise/paper-wise answer scripts received by the Examination Zone (**as per proforma at Annexure- A**). Moreover, the details of subject-wise/paper-wise answer scripts received from each of the Examination Centres should also be submitted (**as per proforma at Annexure- B**).
- (ii) Subject-wise/paper-wise list of examiners along with their **sample signatures** and the number of answer scripts allotted to them (**as per proforma at Annexure- C**).
- (iii) Subject-wise list of Head examiners /Scrutinizers along with their **sample signatures** and the number of answer scripts allotted to them (**as per proforma at Annexure- D**).
- (iv) Top Sheets of all answer script packets of all subjects/papers as received from the examination centres.
- (v) Student attendance sheet (Roll sheet), Expulsion Report, if any. Non-compliance with such requirement will lead to withholding the examination result.
- (vi) All records related with the distribution and scrutiny of answer scripts. The registers maintained by the Micro Zones and the Examination Zone in this regard should be submitted.
- (vii) Scrutinized mark foils (hard copy/ computerized/ CD format) serially arranged centre code-wise.
- (viii) All evaluated and scrutinized answer scripts.
- (ix) Zonal accounts with all supporting vouchers, documents etc. **This shall have to be submitted within one month**

from the date of completion of the zonal activities (please refer the Check list at Annexure-E for submitting the Zonal Accounts).

- (x) All other relevant documents/ papers concerned with the evaluation and scrutiny process at the zone.

4. FUNCTIONS OF MICRO ZONES:

4.1. Micro Zone

The In-charge of the Micro Zone is a key functionary of the examination system of the University. S/he shall have to adhere strictly the following rules pertaining to the evaluation work of the examiners of his/her college:

- (i) S/he will receive packets of answer scripts from the Zonal Officer of the concerned Examination Zone or an officer authorized by him/her and **keeps its account in a register meant for the purpose. This register shall have to be submitted to the Examination Zone/University at the end of evaluation work.**
- (ii) S/he will hand over the answer scripts to the concerned examiners in person on the same day of receiving the scripts from the examination zone.
- (iii) Before starting the evaluation process, the In-charge of the Micro Zone will hold meeting of the examiners and explain the evaluation procedure as per the concerned rules and regulations of the University. All doubts and queries of the examiners should be removed and clarified. Every examiner should be fully conversant with his/her duties in accordance with the Dibrugarh University Examination Ordinance, 1972 (as amended) and other relevant guidelines issued by the University from time to time.
- (iv) **The In-charge of the Micro Zone shall ensure that the evaluation process is completed by the concerned examiners within 15 (fifteen) days of receiving the answer scripts from the examination zones.**

- (v) It shall be the duty of the In-charge of the Micro Zone to hand over the evaluated answer scripts to the examination zone within the stipulated time.

5. INSTRUCTIONS TO THE EXAMINERS, HEAD EXAMINERS AND SCRUTINIZERS

Before evaluating the answer scripts, the examiners are requested to go through the following instructions carefully

- (i) For evaluation of answer scripts, only red ink should be used.
- (ii) For entering the marks on the cover page of the answer scripts, blue ink should be used.
- (iii) Marks awarded to a question or any part of a question must be written at two places. First, on the top most corner of the page (s) of the answer scripts where the answer of the question ends. Second, on the cover page against the serial number of the question.
- (iv) There shouldn't be any mismatch between the marks written at two places, i.e. cover page and the inside page (s).
- (v) The examiners should ensure that marks have been counted correctly before writing the sum (total) on the cover page.
- (vi) The marks should be carried from the earlier pages of the answer script to the next pages in order to avoid mistakes in totaling of marks.
- (vii) No question or part of a question should remain unmarked.
- (viii) If a question consists of two or more parts (part questions), the marks awarded in each part of the question should be shown separately on the particular page (s) of the answer script.**
- (ix) Marks awarded to a question or any part of a question must be written legibly. This is necessary to avoid any confusion during the process of re-checking/re-totaling/RTI.
- (x) Overwriting or corrections should be avoided. Where correction becomes unavoidable, the same may be encircled and the examiner should put his/her signature towards the right of the circle.
- (xi) Marks shouldn't be awarded if the same question has been attempted by the candidate more than once even if the same is correct. Repeated question/repeated parts should be indicated by the examiner and zero marks be awarded and the answer/repeated portion should be crossed out.

- (xii) While evaluating an answer script if any new page (s) are found to be inserted or unwanted handwritten/printed page (s) are found, the matter may immediately be brought to the notice of the Zonal Officer or Controller of Examinations. Same procedure should be followed if there is any evidence of double handwriting/mismatch of handwriting in any answer script.
- (xiii) Quick declaration of results is the hall mark of an efficient examination system. **The examiners are requested to complete the assignment of evaluation within the stipulated period of 15 (fifteen) days.** As a student-friendly teacher, hope the examiners shall ensure the declaration of the result within the quickest possible time.
- (xiv) **The examiners must remember that the answer scripts are being evaluated at a time when RTI Act is already in operation.** As such, a student/candidate may seek his/her answer script to verify immediately after declaration of result. The examiners are requested to be extra careful pertaining to the following points:
- (a) no question escapes evaluation particularly where the answer is attempted at two places. In certain cases, a student leaves a few blank pages and then writes the answer of a fresh question.
 - (b) it is necessary that the examiner put his/her initial or at least a tick mark at the end of each attempted answer. It will convince the student that each answer has been thoroughly evaluated/checked.
 - (c) the evaluator should draw a line where the candidate has finished his/her last attempted part or question in the answer scripts and the blank pages/remaining pages should be crossed out.
 - (d) the examiner should put his/her signature at the appropriate place on the cover page of the answer script.
- (xv) The Scrutinizer shall thoroughly check the scripts and shall ensure that the marks recorded inside the scripts tally with the proforma in the front cover/mark foil.
- (xvi) If, as a result of the scrutiny, any mistake is detected by the Scrutinizer, it shall be brought to the notice of the Head Examiner concerned. The Head Examiner shall exercise re-check and verification, and, if satisfied that there has been a mistake, shall rectify the mistakes by adding, deducting or altering the marks, as the case

may be inside the answer script as well as on the front cover and also in the mark foil, and shall put his/her signature below the corrections.

6. DENIAL OF EXAMINATION WORK:

The Zonal Officer of the Examination Zone in consultation with the In-charge of the Micro Zone will send a list of the names of teachers with a note who deny any works relating to examination without any valid and justifiable reason to the Office of the Controller of Examinations, Dibrugarh University. The University shall in turn inform the matter to the Office of the Director of Higher Education, Govt. of Assam for further necessary action.

7. GENERAL:

- For any matter not covered under these Guide lines, the existing Dibrugarh University Rules and Regulation, Ordinances and Dibrugarh University Act, 1965 (as amended) shall be applicable.
- The University desires that all zonal post examination activities shall be done expeditiously and efficiently and completed as per the academic calendar of the University.

8. EXTRACTS OF THE DIBRUGARH UNIVERSITY EXAMINATION ORDINANCE, 1972 (AS AMENDED)

8.1 Appointment of Examiners and Head Examiners

- (i) The Registrar or the Officer authorized by him shall every year call for a list of teachers from every affiliated college and every Head of Department of the University. The list shall contain information about the length of service of each teacher; subject taught by him/her, his/her experience as examiner or Head Examiner and related information.
- (ii) The Registrar or the authorized Officer shall send the list to the respective Boards of Studies. S/he shall inform the Boards about the total number of Examiners and Head Examiners required for examining each paper.
- (iii) The Boards of Studies shall prepare panels of names of Examiners and Head Examiners separately and arrange the names in alphabetical order. Each panel shall contain at least 50% names in excess of the required number.
- (iv) The panel shall be scrutinized by the Post Graduate Board or the Under Graduate Board as the case may be.
- (v) The Vice-Chancellor shall appoint the required number of examiners and Head Examiners out of the approved panels, with as much rotation among each category as is practicable, to ensure that the same set of persons are not appointed for an unduly long period. Provided that the Head Examiner shall be appointed subject-wise and not paper-wise preferably out of eligible teachers.

Provided further that in case of urgency, the Vice-Chancellor may, in the interest of holding the examination according to schedule appoint the examiners and the Head Examiners even before the scrutiny of the panels by the Post Graduate Board or Under Graduate Board.

8.2 Qualification for appointment as Examiner

No one shall ordinarily be appointed as an examiner unless s/he possesses teaching experience as mentioned below: -

- (i) For Bachelor's Degree Examination (Pass Course) including Practical: As a teacher in an affiliated college,- Five Years; Or as a teacher in any University, - Three years.
- (ii) For Bachelor's Degree Examination: (Major Course), including practicals. As a teacher in an affiliated college - Six years; including at least 3 years teaching in major subject; or as a teacher in any University,- Five years, provided that any teaching in Major subject in an affiliated college shall also be counted towards this period of 5 years.

8.3 Qualification for appointment as Head Examiner

No one shall be appointed as a Head Examiner unless s/he satisfies the following conditions, namely that—

- (a) S/he has got experience as examiner in a University Examination for at least five years; and
- (b) S/he has completed at least 7 years of service as a teacher in an affiliated college or a university or both taken together.

8.4 Numbers of answer scripts for each Examiner

While deciding upon the number of answer scripts to be evaluated by an examiner, it shall be kept in view that s/he shall examine the same within 15 days.

8.5 Discontinuance of examinership on failure to return Scripts timely

If any examiner fails to return the scripts in accordance with the specified dates, the Vice-Chancellor may order discontinuance of sending answer scripts to him/her in future.

8.6 Duties of the Examiners

- a) As soon as the examiner receives the packets of answer scripts, s/he shall carefully examine the seals and packing of the packets so as to satisfy himself/herself that these have not been tampered with.
- b) S/he shall acknowledge the receipt of the answer scripts immediately in the prescribed form. If the number of answer scripts received by him/her does not tally with the number noted on the top-sheet, s/he shall mention it clearly stating the actual shortage or excess.
- c) It shall be the duty of the examiner to examine the answer scripts with due care, calmness and precision, justice, equity and fairness, and without any bias, prejudice or emotion, and maintain the strictest secrecy about the answer scripts.
- d) The examiner shall record the mark scored in each answer on the margin of the answer scripts and shall enter the scores answer wise in proforma on the front cover of the answer script and add their total.
- e) If any candidate is found to have answered more questions than required according to the instructions of the question paper, the examiner nevertheless evaluates all the answers, but shall note the word “excess answer” against the answer which has secured the lowest score, after ensuring that the total of the full marks for the remaining questions as printed on the question paper comes to be equal to the total marks for which that paper has been set. S/he should note the words “excess answer” also in the proforma on the front cover.
- f) S/he shall enter the total mark secured by each candidate in the mark foil after arranging these in order of roll numbers.
- g) S/He shall pack and seal the answer scripts with all due care and precaution and submit the packets to the proper authority strictly according to the specified date. S/he shall also submit the mark foils in a separate sealed cover. Failure to keep the specified date shall be treated as a disqualification for future appointment as examiner.
- h) It shall be the duty of the examiner to report the concerned authority any case of answer scripts which gives rise to any suspicion of adoption of unfair means.
- i) It shall be the duty of the examiner to report any case where directly or indirectly any approach was made to him/her by any candidate.

- j) Failure to comply with the provisions of clause (c) ;(g);(h); and (i) above on the part of any examiner shall entail removal of the name of such examiner from the list of examiners

8.7 Duties of the Head Examiners

- (1) The Head Examiner shall bring together the scrutinizers and shall give necessary direction to them.
- (2) S/he shall examine 10% of the answer scripts examined by each examiner and shall record and certify the roll numbers indicated on the scripts which s/he has examined, and the discrepancies, if any s/he has detected in the already evaluated scripts.
- (3) If as a result of his/her examination, s/he finds any under marking or over marking in any paper, s/he may add or deduct, as the case may be, such marks as s/he deems justified, provided that the total addition or deduction shall not exceed 10% of the total marks of the paper.
- (4) If the Head Examiner finds large scale under marking or over marking in a particular packet, s/he shall report it to the Controller of Examinations who may there upon arrange re-examination of all the scripts of the particular packet. The University may, further debar such examiner from further appointment for such length of time as deemed fit.
- (5) If as a result of scrutiny of any answer script by a scrutinizer (according to the provision of the Article ‘Duties of a Scrutinizer’), it is found that there has been any omission or commission or duplication of any marking or wrong totaling and that, therefore, alteration in the score in necessary, the Head Examiner, after satisfying himself/herself of such necessity, shall make such alteration and put his/her signature below it.
- (6) On the conclusion of his/her work, the Head Examiner shall under confidential cover submit a report in the prescribed proforma as to the performance of the examiners and the examinees, and the University Authorities shall duly consider it and take necessary action.

8.8 Scrutinizer

- (1) In order to assist the Head Examiner in thorough checking of marks in each script, the Registrar or the authorized Officer of the University may appoint as many scrutinizers as are required to meet any particular situation. Ordinarily 300 scripts per day shall be scrutinized by one scrutinizer. The total number of scripts to be scrutinized on the whole by one scrutinizer shall not, however exceed 5,000.
- (2) The scrutinizer shall, as far as practicable, be appointed on rotation for different papers.

Qualification for a Scrutinizer

No one shall be appointed as scrutinizer unless she/he is empanelled as an examiner.

Duties of a Scrutinizer

It shall be the duty of the scrutinizer to ensure:

- (a) That the total number of questions answered does not exceed the number required to be answered;
- (b) That no answer has been marked twice;
- (c) That no extra answer has been taken into account;
- (d) That no answer has been given more marks than allotted to it;
- (e) That no answer remains unevaluated;
- (f) That there has been no mistake in totaling;
- (g) That marks recorded inside scripts are duly entered in the proforma in front-cover;
- (h) That marks in the answer scripts tally with the marks in the mark foil. The scrutinizer shall do any other duties of like nature allotted by the Head Examiner. It shall be the duty of the scrutinizer to maintain the strictest secrecy about his works.

8.9 Detection of mistakes & rectification

If, as a result of the scrutiny, any mistake is detected by the scrutinizer, it shall be brought to the notice of the Head Examiner concerned. The Head Examiner shall exercise re-check and verification, and, if satisfied that there has been a mistake, shall rectify the mistakes by

adding, deducting or altering the marks, as the case may be inside the answer script as well as on the front cover and also in the mark foil; and shall put his/her signature below in corrections.

8.10 Failure to attend timely entail penalty

Failure of a scrutinizer to attend to duty according to the specified time and according to the provisions of this Ordinance shall entail cancellation of his/her appointment.

8.11 Remunerations

Remuneration for Paper-Setters, Moderators, Examiners, Head Examiners, Scrutinizers, Tabulators and Scalars shall be at such rates as are prescribed by the University from time to time. The schedule of rates may be amended by the Executive Council on the advice of the Examination Committee from time to time.

9. SUMMARY OF APPROVED RATES OF EXAMINATION REMUNERATION

(As per notification of the Registrar vide No. DU/RG/G.01.01/17/2380, dated 03.04.2017)

9.1 Paper Examiner

Examination	Nature of paper	Rate (in Rs.)	Minimum
B.A./B.Sc./B.Com. (General)	Full paper	12.00	250.00
	Half paper	7.00	150.00
B.A./B.Sc./B.Com. (Major/Speciality)	Full paper	15.00	250.00
	Half paper	8.00	150.00

9.2 #Head Examiner

No. of scripts	Rate (in Rs.)
1-500	500.00 (exceptional cases only)
501-1000	600.00
1001-2000	700.00
2001-3000	800.00
3001 and above	900.00

*Plus usual remuneration for examining 10% of total scripts which the Head Examiner will be required to examine as per Dibrugarh University Examination Ordinance, 1972 (as amended).

Head Examiner should not be appointed for less than 500 answer scripts.

9.3 Scrutiny (for all examinations)

Rs. 2/- per script with a minimum of Rs. 300/- per examination.

9.4 Remuneration to the Zonal Staff should be paid as per the approved rates of the University (any change in the structure of payment shall be informed in due course of time)

9.5 Rates for hired vehicles:

Vehicle category	Rate (in Rs.)	
SUV/MUV/Mini Truck	1500/- per day (12 hours) +200/- per day as Driver allowance excluding fuel charge	OR As per the prevailing market rate after due approval from the competent authorities
Van/Tata Sumo	2,000/- per day (12 hours)+ 200/- per day as Driver allowance excluding fuel charge	

9.6 Rates for using personal vehicles:

(As per notification of the Registrar vide No. DU/RG/A.02.03/12/8516, dated 03.07.2012)

Sl. No.	Type of Car	Rate per kilometer (in Rs.)
1	Maruti Car 800	7.00/-
2	Maruti Van/Indica (Diesel)/Alto/Matiz	7.60/-
3	Fiat/Maruti Gypsy/Zen/Santro/Ambassador (Diesel)/any diesel big cars/Indica (Petrol)/Standard Wagon and Similar Cars	9.20/-
4	Ambassador (Petrol)/Other big Petrol Cars	11.00/-
5	Scooter/Bike	3.60/-

N.B.

- Self-attested photocopy of the Registration card of the vehicle used should be submitted along with the T.A. Bill.
- The vehicle should be in the name of the person to whom the T.A. is paid.

10. LIST OF FORMS AND DOCUMENTS TO BE SUPPLIED BY DIBRUGARH UNIVERSITY FOR USE BY THE EXAMINATION ZONE/MICRO ZONE

Sl. No.	Description
1	Top Sheet
2	Mark Foils
3	Outer Envelope
4	Inner Envelope
5	Scrutiny Slip
6	Head Examiner's Report
7	Scrutiny Label
8	Remuneration Bill
9	T.A. Bill

11. ANNEXURES

Annexure-A

CONSOLIDATED STATEMENT OF TOTAL NUMBER OF SUBJECT-WISE/PAPER-WISE ANSWER SCRIPTS RECEIVED BY THE EXAMINATION ZONE

This statement should be duly filled in by the Zonal Officer and submit to the Office of the Controller of Examinations, Dibrugarh University

Name of the Examination Zone _____

Programme: B.A./B.Sc./B.Com. (please strike out whichever is not required)

Semester _____

Sl. No.	Subject (Major/General/Speciality)	Paper code	Paper code	Paper code	Paper code	Paper code	Paper code	Paper code	Total
	Grand Total	Grand Total	Grand Total	Grand Total	Grand Total	Grand Total	Grand Total	Grand Total	Grand Total

Signature and Name of the Zonal Officer

Annexure-B

**TOTAL NUMBER OF SUBJECT-WISE/PAPER-WISE ANSWER SCRIPTS RECEIVED
BY THE EXAMINATION ZONE FROM EACH OF THE EXAMINATION CENTRES
(This proforma should be submitted for each paper separately)**

This statement should be duly filled in by the Zonal Officer and submit to the Office of the Controller of Examinations, Dibrugarh University

Name of the Examination Zone _____

Programme: B.A./B.Sc./B.Com. (please strike out whichever is not required)

Semester _____

Paper _____

Sl. No.	Centre code (s) of the Examination Centre (s)	Subject-wise no. of answer scripts received from the Examination Centres							Total
		Subject	Subject	Subject	Subject	Subject	Subject	Subject	
	Grand total	Grand total	Grand total	Grand total	Grand total	Grand total	Grand total	Grand total	Grand total

Signature and Name of the Zonal Officer

Annexure-C

LIST OF EXAMINERS

This statement should be duly filled in by the Zonal Officer and submit to the Office of the Controller of Examinations, Dibrugarh University

Name of the Examination Zone_____

Programme: B.A./B.Sc./B.Com. (please strike out whichever is not required)

Semester_____

Subject	Sl. No.	Name of the Examiners	College	No. of scripts evaluated by the Examiners paper-wise					Total no. of scripts	#Sample signature of the Examiner
				Paper Code	Paper Code	Paper Code	Paper Code	Paper Code		
Grand total		Grand total	Grand total	Grand total	Grand total	Grand total	Grand total	Grand total	Grand total	

#Sample signature of the Examiners may be submitted in a separate sheet.

Signature and Name of the Zonal Officer

Annexure-D

LIST OF HEAD EXAMINERS AND SCRUTINIZERS

This statement should be duly filled in by the Zonal Officer and submit to the Office of the Controller of Examinations, Dibrugarh University

Name of the Examination Zone_____

Programme: B.A./B.Sc./B.Com. (please strike out whichever is not required)

Semester_____

Subject	Sl. No.	Name of the Head Examiners/ Scrutinizers	College	Duty allotted (Head Examiner/Scrutinizer)	No. of scripts evaluated by the Examiners paper-wise					Total no. of scripts	#Sample signature of the Examiner
					Paper Code	Paper Code	Paper Code	Paper Code	Paper Code		
Grand total		Grand total	Grand total		Grand total	Grand total	Grand total	Grand total	Grand total	Grand total	

#Sample signature of the Head Examiners/Scrutinizers may be submitted in a separate sheet.

Signature and Name of the Zonal Officer

**CHECK LIST FOR SUBMITTING THE ZONAL ACCOUNTS BY THE
EXAMINATION ZONES**

The following documents should be submitted/procedures should be followed regarding the Zonal Accounts:

1. Forwarding letter with consolidated Statement of Expenditure.
2. Cash Book in printed register. All the pages of the Cash Book are to be certified by the concerned Zonal Officer with seal.
3. Acquaintance register. All the pages of the Acquaintance register are to be certified by the concerned Zonal Officer with seal.
4. Attendance register of the Head Examiners and Scrutinizers. All the pages of the Attendance register are to be certified by the concerned Zonal Officer with seal.
- 5. All the payments should be made through RTGS/NEFT only.**
- 6. Travel Agency money receipt with GSTN No. should be submitted in case of hired vehicle used for works related to Examination Zone.**
- 7. For any payments wherever applicable, money receipts with GSTN No. should be submitted.**
8. All the payments should be made through Remuneration Bill of the University.
9. All the supporting vouchers should be arranged by putting Voucher No. from the beginning.
10. All the documents are to be certified by the concerned Zonal Officer with seal.
11. All the documents should be put inside a file cover to submit it in the University.
12. Whitener should not be used on any documents.
13. In case of any mistake, re-write the figure by putting signature below.
14. Refund of unspent amount is to be made by Demand Draft drawn in favour of Registrar, D.U., payable at Punjab National Bank, Dibrugarh University Branch or through RTGS/NEFT (A/C No. 0157002100032540, IFSC Code PUNB0994000, MICR Code: 786024003 Punjab National Bank, Dibrugarh University Branch). In case of refund

through RTGS/NEFT, the concerned Bank Statement should be submitted along with the other relevant documents.

15. All the payments must be made as per the concerned guidelines of Dibrugarh University.
