



## Examination Cell

Mahatma Vidur Autonomous State Medical College, Bijnor

Ref no: MVASMC/EC/2025/1

Date: 29<sup>th</sup> July 2025

### General rules and guidelines for Examination Hall

Formative and summative assessment is an integral aspect of education and should be held in a fair, friendly and impartial manner. The following rules and regulation will aid to produce a world class Indian Medical Graduate at Mahatma Vidur Autonomous State Medical College, Bijnor. The rules and regulation maybe modified from time to time by competent authorities for the betterment of students and institution.

#### Location:

Examination Hall is situated on the 5<sup>th</sup> floor of the academic block of Mahatma Vidur Autonomous State Medical College, Bijnor.

#### In-charge:

The examination hall, furniture and all other items lies with the exam cell. The exam cell is headed by Examination in-charge and aided by assistant examination in-charges.

#### Purpose:

The use of examination hall is limited to conduct of theory examinations. The theory examinations include all papers of University Examination, Pre-University Examinations and terminal examinations.

The hall may also be utilized to conduct class tests/PCT by respective departments by obtaining prior written permission from exam cell minimum 3 working days in advance.

The exam cell reserves the right either to allow or refuse permission to conduct class test/PCT as deemed appropriate according to prevailing situation.

Use of exam hall for any other purpose is restricted and requires prior written approval of exam cell as well as college council.

**Maintenance:**

The upkeep of the exam hall lies with the exam cell under the guidance of Principal, MVASMC, Bijnor.

Removal or addition of any type of furniture or item from exam hall is prohibited without prior written approval of the in-charge of exam cell.

In the instance of class test, the responsibility of cleaning and dusting lies with the respective department utilizing their own resources.

**Security:**

The examination hall is under 24x7 CCTV surveillance.

**Timings:**

The timings of external university examination will be followed as notified by Atal Bihari Vajpayee Medical University (ABVMU), Lucknow. Exam timings of all types of internal examination will be confined to official working hours of college i.e. 8am to 4pm.

Multiple sessions of internal examination may be conducted on the same day; morning session 9am to 12 noon and afternoon session 1pm to 4pm.

Late entry and early exit from exam hall during university examination will be governed by regulations notified by ABVMU, Lucknow. For terminal and pre-university examination no late entry is permitted beyond 15 minutes from commencement of examination. No early exit from exam hall is permitted within first 45 minutes of commencement of terminal and pre-university examination.

Late entry and early exit for class test is upon the discretion of the chief invigilator/ Invigilator/ respective department.

**Answer booklets:**

For external university examinations, answer booklets will be supplied by ABVMU and same to be utilized to for the conduct of examinations.

For conduct of internal examinations type A, type B and type P copies are available along with OMR sheets. Use of type A copy and OMR sheets are restricted to terminal and pre-university examination and is limited to one booklet/ Sheet per student per paper. For additional copy, type B copy may be used. Use of type B copy is open for all types of theory assessment with no restrictions on utilization. Use of type P copy is limited to any type internal practical examination conducted by the department.

Each department is advised to send their annual demand for number of type A, type B and type P copies along with OMR sheets in the month of October each year along with their utilization report of issued answer booklets detailing copies used and in stock copies to exam cell. The departments are advised to make their own provision to collect their demanded copies from exam cell between 1<sup>st</sup> – 10<sup>th</sup> December each year.

All utilized answer booklets of terminal and pre university examinations should be stored by the respective departments till 60 days after the declaration of university examination result of their subject by ABVMU. Subsequently all utilized answer booklet to be returned back to the examination cell.

**Question paper:**

The preparation and printing of university examination question paper will be governed by rules and regulations as notified by ABVMU from time to time.

For all types of internal examinations, printing of question paper should be done with minimum 2 working days in advance. Printing facility is available in the exam cell and can be utilized by the departments by submitting a formal request signed by the head of department detailing number of copies to be printed. Departments are advised to format

their question paper in environment friendly manner to reduce paper and ink wastage. Question paper will be on A-4 paper with printing on both sides of the paper.

**Invigilation:**

The examination hall is under 24x7 CCTV surveillance and use of any type of electronic communications device is prohibited by all who are present inside examination hall during the entire conduct of theory paper.

A minimum of 1 invigilator should be assigned for 25 students for any theory examination in the exam hall. The invigilators must report 15 minutes prior to the commencement of internal examination and 45 minutes prior to university examination.

In case any invigilator is unable to perform their assigned duty, it's their responsibility to arrange suitable substitute faculty for the event.

Skipping invigilation duty without prior written intimation and approval from competent authority in instance of university examination conducted by ABVMU will be reported to Principal, MVASMC, Bijnor and Exam Controller, ABVMU, Lucknow.

Invigilator shall leave the exam hall after the utilized and unused answer booklets have been verified and sealed packed. All unused resource material must be returned back to the exam cell after the completion of the paper along with attendance sheet and any remaining question papers.

Onus lies on the invigilator to verify the details entered by the student in the answer booklet. The invigilator must examine the admit card to ascertain the eligibility of the student to appear in the examination. Invigilator should maintain the record of additional sheets used by the student and should put their signature at all the marked places.

For internal examinations, it's the responsibility of the respective departments to collect before starting of examination and return the keys after completion of examination to the exam cell. Additionally onus lies on the respective departments to collect all used and unused resources and take them back with them after completion of examination.



Invigilators should ensure that all lights, fans and air conditioning have been switched off and all doors and windows have been locked before they exit the exam hall.

**Student:**

The student must report to examination hall minimum 20 minutes prior to the commencement of internal examination and 45 minutes prior to university examination.

Students are advised not to skip meals before examination.

Students are advised to discard any waste paper from their pocket and void their bladder before entry into the exam hall.

Any type of mobile phone, smart watch, ear phones, ear plugs and similar gadgets are strictly prohibited in the exam hall. Exam hall has no storage or safe-keeping facility for such electronic gadgets and devices. Students maybe frisked before entry into examination hall for any type of communication device or study material.

Exam hall has no facility for safe-keeping of any type of valuables and students are advised against bringing any such valuables to the exam hall.

All types of books, notes or any type of study material is prohibited.

All type of food items and beverages are prohibited in exam hall. Students are allowed to bring one clear transparent water bottle as personal item.

Any carry bag, scarves, caps are prohibited in the exam hall.

Possession of any types of fire-arms and weapons in exam hall is strictly prohibited and may lead to immediate suspension from the examination.

Student found under influence of alcohol or narcotics may be immediately suspended from the examination.

Student to bring their personal writing material like pen, pencil, erasure, pencil sharpener, foot ruler and colouring pencil, etc for the examination. Students may carry a

clear transparent pouch to carry such writing material. No sharing of these items is permitted inside examination hall.

Student must occupy their allotted respective seat as per seating plan displayed on the notice board or as instructed by the invigilator.

Student must wear identity card on person and mandatory to have admit card to gain entry into the exam hall.

Students should fill the front sheet of the answer booklets in capital letters except signature. Removal of any pages from answer booklet is prohibited.

Bathroom break maybe permitted after entry into the break register upon discretion of the invigilator. Only 2 such breaks are permitted during the entire duration of the paper. No break is permitted in the first half hour and last half hour of the examination.

Students should maintain silence and follow the instructions written in the question paper or as given by the invigilator. Student found talking or indulging in any activity deemed inappropriate for the conduct of fair examination by the invigilator may result in expulsion from the examination hall.

Student found indulging in any unfair practice maybe allowed to complete the paper. All such instances must be reported to the exam cell in writing which will investigate all such reported cases after the completion of terminal/pre-university exam and suitable disciplinary action will be undertaken at the level of disciplinary committee of MVASMC, Bijnor.

**The following points are summarized for the conduct of university examination.**

Chief invigilator will receive the OMR sheet for MCQ, A copy (Main booklet), B copy Supplementary booklet and will ensure its distribution and collection.

Chief invigilator will ensure that all assigned invigilators are present and remain on duty during the entire period of examination. Also, no unauthorised person is permitted inside the exam hall from commencement of exam till sealing and packaging of answer booklets and other documents.

Before entry in the exam hall, all students will be frisked for any electronic communication devices and any notes or paper falling under unfair means. The frisking will be done by male and female guard and will be supervised by co-chief invigilator. The student will gain entry into exam hall upon producing the admit card in front of co-chief invigilator. **No entry will be permitted without the admit card.**

Each invigilator is advised to limit themselves to their allotted students and not interfere with students allotted to other invigilators unless directed by Chief Invigilator. All invigilators must ensure that in the front cover of A Copy, B copy and OMR sheet, all information has been filled by the student as per instruction including signature of the student. The paper code is written on the top of the question paper. The student and invigilator may refer to the admit card of the student for filling out relevant information in the answer booklet front sheet. Upon verification of all details, invigilator will put their signature on the answer booklet/ OMR sheet. Any mistake in writing any digit or alphabet may be rectified by using correction fluid provided by the exam cell. No correction fluid is to be used to rectify the darken circles in the OMR sheet.

The invigilator will ensure that student has entered the serial number of their OMR sheet, A copy and B copy (taken if any) in the generated attendance sheet provided at the beginning of the examination. Invigilator will put their signature along with signature of student in the attendance sheet after all entries in the OMR sheet and A copy has been completed.

B copy will be tied to A copy using tag. No B copy will be distributed in the last 30 minutes of the examination.

The seating plan will be signed by the Chief invigilator along with external observers.

Chief invigilator will verify the total number of students present and total number of OMR sheets, A copy, B copy utilized in the examination. They will sign and seal the envelopes marked for question paper (all 4 set of MCQ, main question paper), seating plan, OMR answer sheet and attendance sheet.

All unutilized writing material (OMR sheet, A copy, B copy) must be returned back to exam cell at conclusion of the exam. Any discrepancy must be resolved before the invigilators are permitted to leave.

No bathroom break is allowed during the first 30 minutes and last 30 minutes of the examination. No student is permitted to leave exam hall during first and last 30 minutes of the examination. Students may leave exam hall only after all answer-sheets have been collected, counted and all entries have been verified.

All invigilators are permitted to leave the exam hall only after packaging of all answer copies and documents have been completed.

**In case of any discrepancy or clarification, the final decision lies with the appointed observer from the ABVMUUP, Lucknow during external university examination. During internal examination, chief invigilator/ Head of Department of the subject will have the final decision.**

*The matter was discussed &  
approved in college  
council meeting August  
10/10/25.*