

Annexure - 16



Registrar
Mangalayan University
Beswan, Aligarh

MANGALAYATAN UNIVERSITY, ALIGARH

University Examination Policy on paper setters, examiners and invigilators

- The Mangalayatan University, Aligarh Examination Policy related to appointment of paper setters, examiners and invigilators aims to ensure transparency, fairness, and academic integrity in the conduct of examinations. It provides guidelines for the constitution, responsibilities, and functioning of the Board of Question Paper Setters, Board of Examiners, and Invigilators. The broad objectives of this document are briefly described as hereunder:

Objectives

1. To uphold academic standards through credible examination systems.
2. To ensure confidentiality, impartiality, and fairness in question paper setting, evaluation, and invigilation.
3. To maintain uniformity and integrity in examination and assessment processes.

SECTION A. BOARD OF QUESTION PAPER SETTERS

Board of Question Paper Setters

The **Board of Question Paper Setters** shall be constituted by the HAU for each subject or group of subjects.

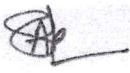
Functions and Responsibilities:


- To prepare question papers strictly in accordance with the approved syllabus and scheme of examination.
- To ensure that the question paper maintains appropriate standards of difficulty, clarity, and coverage of the prescribed syllabus.
- To submit question papers and model solutions, if required, to the Controller of Examinations within the prescribed timeline.
- To maintain strict confidentiality and integrity in the process of paper setting.
- To moderate question papers and ensure uniformity of standards across examinations by moderation committee.

Composition:

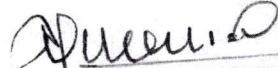
The Board shall consist of subject experts appointed by the University to ensure academic rigor and confidentiality in the paper-setting process.

- **Chairperson:** A senior faculty member or subject expert nominated by the Vice-Chancellor.


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- **Internal Paper Setter(s):** One or more teachers from the University or affiliated institutions teaching the subject.
- **External Paper Setter(s):** One or more experts from other recognized universities or institutions.

Member Secretary: Controller of Examinations or an officer nominated by him/her to coordinate and facilitate the process

SECTION B. BOARD OF EXAMINERS and INVIGILATORS

The **Board of Examiners and Invigilators** shall be responsible for the conduction of examination, conduct of evaluation and related examination processes.

- Invigilators shall be appointed by the Controller of Examinations from the panel of teaching faculty send by the HAU.
- One senior faculty member shall be designated as the Exam Superintendent/Exam Coordinator for each examination centre.

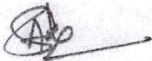
Functions and Responsibilities:

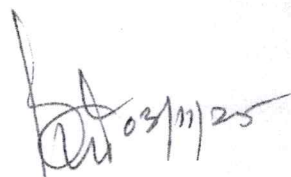
- To conduct examination smoothly.
- To oversee the evaluation of answer scripts,
- To address grievances, discrepancies as per university regulations.
- Report to the examination hall 30 minutes prior to commencement.
- Verify identity of candidates and ensure compliance with examination rules.
- Maintain discipline and silence in the examination hall.
- Report any malpractice, unfair means, or violation immediately to the Centre Superintendent/Exam Coordinator.
- Ensure collection, counting, and secure submission of answer books to the COE office.

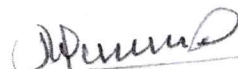

Composition (Examiners):

The Board of Examiners shall be constituted by the University for each examination or group of examinations.

- **Chairperson:** A senior professor or subject expert nominated by the Vice-Chancellor.
- **Members:**
 - Internal examiners (teachers of the University/affiliated colleges).
 - External examiners (from other universities/institutions).
- **Moderator(s):** Senior subject experts (if applicable) to review question papers and ensure uniform evaluation standards.
- **Member Secretary:** Controller of Examinations or Deputy Controller.


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Composition (Invigilator):

Invigilators are appointed by the University or the Chief Superintendent for each examination center.

- **Exam Superintendent/ Exam Coordinator:** Overall in-charge of the conduct of examinations at the center.
- **Invigilators:** Faculty members or approved staff members appointed in proportion to the number of candidates and examination halls.

Code of Conduct

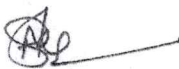
- Invigilators shall maintain neutrality and shall not engage in discussions or provide any form of assistance to examinees.
- Use of mobile phones or electronic devices during invigilation is strictly prohibited.

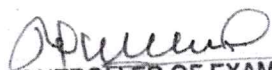
Confidentiality And Conflict Of Interest

- All members involved in examination duties must sign a confidentiality and non-disclosure agreement (NDA).
- Any individual with a potential conflict of interest must recuse themselves from examination-related assignments.

Disciplinary Action

- Any breach of duty, leakage of question paper, malpractice, or negligence shall be dealt with as per the University's disciplinary policy, which may include suspension, removal from panel, or legal proceedings under relevant provisions.


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