

कार्यालय आदेश

राजकीय महाविद्यालय बयाना परीक्षा केन्द्र, राजस्थान विश्वविद्यालय, जयपुर 175 तथा महाराजा सूरजमल बृजविश्वविद्यालय, भरतपुर-101 पर विश्वविद्यालय परीक्षा 2018 को सुचारु रूप से संचालन हेतु निम्न सदस्यों की समिति/उपसमितियों का गठन किया जाता है।

परीक्षा प्रभारी— श्री महेन्द्र कुमार, वरिष्ठ व्याख्याता

परीक्षा सह प्रभारी— श्री हनुमान प्रसाद मीना, वरिष्ठ व्याख्याता

क्र.सं.	समिति/उपसमिति	नाम संयोजक एवं सदस्य	उत्तरदायित्व का निर्धारण, परीक्षा सम्बंधित निर्देशों की अनुपालना सुनिश्चित करते हुए निर्देशों की अनुपालना
1	समग्र परीक्षा संचालन समिति	श्री महेन्द्र कुमार — संयोजक श्री हनुमान प्रसाद मीना— सदस्य श्री वृजेश गुप्ता— सदस्य श्री रमेश चन्द शर्मा— सदस्य	परीक्षा संचालन की समस्त उपसमितियों के कार्यों की देखरेख, परीक्षा सम्बंधी समस्त पत्राचार का उचित समयावधि में सम्पादन व निस्तारण/केन्द्राधीक्षक के प्रति जबाब देही।
2	मास्टर प्लान, डेली डायरी उपसमिति	डॉ. रीता शुक्ला — संयोजक डॉ. हेमलता शर्मा— सदस्य श्री चन्द्रकला— सदस्य	एन.आर. रील लिस्ट व परीक्षा कार्यक्रमानुसार तथ्यों/आंकड़ों का मिलान कर मास्टर प्लान बनाना एवं विषय/प्रश्न पत्रों के लिए कक्षां व आवश्यक वीक्षक स्टाफ की डेली डायरी तैयार करना।
3	वीक्षक एवं उपकेन्द्र व्यवस्था उपसमिति	श्री महेन्द्र कुमार— संयोजक श्री हनुमान प्रसाद मीना— सदस्य डॉ. राकेश कुमार शर्मा— सदस्य	परीक्षा संचालन हेतु आवश्यक वीक्षकों की व्यवस्था कर ड्यूटी लगाना।
4	प्रश्न पत्र उपसमिति	श्री हनुमान प्रसाद मीना— संयोजक डॉ. राकेश कुमार शर्मा — सदस्य श्री किशोर— सहा. कर्म.	विश्वविद्यालय प्रतिनिधि से प्रश्न पत्र प्राप्त करना, उनका सुरक्षित तरीके से डबल लॉक में सत्र बाईज संग्रहण करना तथा प्रश्न पत्र सम्बंधी किसी भी कमी के लिए प्राचार्य को सूचित करना तथा विश्वविद्यालय को सूचित करना

उत्तर पुस्तिका मूल्यांकन व्यवस्था उपसमिति	श्री महेन्द्र कुमार— श्री चन्द्रमान पु.अ.— श्री तोता राम—	संयोजक सदस्य बुक लिपटर	विश्वविद्यालय से जांच हेतु प्राप्त उत्तर पुस्तिकाओं को प्राप्त कर उनका सम्बंधित परीक्षकों को वितरण एवं समुचित रिकॉर्ड संधारण।
परीक्षा हेतु आवश्यक सामग्री/ स्टेशनरी व्यवस्था उपसमिति	श्री शशीकान्त शर्मा— डॉ. शीता शुक्ला— श्री बृजेश गुप्ता, — श्री रमेश चन्द शर्मा, क.लि.—	संयोजक सदस्य सदस्य सदस्य	आवश्यक सामग्री की सूची तैयार कर नियमानुसार प्रक्रिया का अनुसरण करते हुए लेखा शाखा के माध्यम से सामग्री क्रय प्रक्रिया सम्बंधी समस्त रिकॉर्ड के संधारण हेतु श्री सुमरन सिंह, कनिष्ठ लिपिक को आदेशित किया जाता है।
बैठक व्यवस्था एवं जल विद्युत उपसमिति	श्री शशीकान्त शर्मा— डॉ. रवीन्द्र कुमार शर्मा— श्री चन्द्रमान — श्री रमेश चन्द शर्मा, क.लि.—	संयोजक सदस्य सदस्य सदस्य	परीक्षा केन्द्र एवं उपकेन्द्र पर आवश्यकतानुसार पानी, विद्युत, पंखे तथा फर्नीचर, दरी पट्टी आदि की व्यवस्था सुनिश्चित करना।
8 वीक्षक ड्यूटी पोस्टिंग उपसमिति	डॉ. जितेन्द्र कुमार— डॉ. चन्द्रकला— डॉ. हेमलता शर्मा—	संयोजक सदस्य सदस्य	वीक्षक ड्यूटी पोस्टिंग रजिस्टर का समुचित रूप से नियमित संधारण एवं विश्वविद्यालय बिल का सत्यापन करना

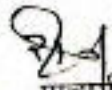
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प्राचार्य  
राजकीय महाविद्यालय  
बयाना (भरतपुर)

क्रमांक/रामब/स्था/परीक्षा/2018/

दिनांक:-

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

1. श्रीमान् आयुक्त, पदेन एवं विशिष्ट शासन सचिव, उच्च शिक्षा विभाग, राजस्थान, जयपुर।
2. सम्बंधित अधिकारी/कर्मचारी की अनुपालनार्थ।
3. संस्थापन शाखा/संकाय शाखा रिकॉर्ड संधारण हेतु।
4. रक्षित पत्रावली।

  
प्राचार्य  
राजकीय महाविद्यालय  
बयाना (भरतपुर)

# कार्यालय प्राचार्य, राजकीय महाविद्यालय, बयाना (भरतपुर)

क्रमांक/समब/स्था/परीक्षा/2019/4922

दिनांक:-26-03-19

## कार्यालय आदेश

राजकीय महाविद्यालय बयाना परीक्षा केन्द्र, महाराजा सूरजमल वृजविश्वविद्यालय, भरतपुर-101 पर विश्वविद्यालय परीक्षा 2019 को सुचारु रूप से संचालन हेतु निम्न सदस्यों की समिति/उपसमितियों का गठन किया जाता है।

परीक्षा प्रभारी- श्री महेन्द्र कुमार, सहायक आचार्य  
 परीक्षा सह प्रभारी प्रथम- श्री हनुमान प्रसाद मीना, सहायक आचार्य  
 परीक्षा सह प्रभारी द्वितीय- डॉ. राकेश कुमार शर्मा, सहायक आचार्य

नोट- उपरोक्त अधिकारियों के चुनाव ड्यूटी पर रहने के दौरान श्री अभयवीर सिंह चौधरी, परीक्षा प्रभारी तथा कु. वर्षा डागुर, एवं श्री तेजराम मीना, परीक्षा सह प्रभारी का कार्य सम्पादित करेंगे।

क्र	समिति/उपसमिति	नाम संयोजक एवं सदस्य	उत्तरदायित्व का निर्धारण, परीक्षा सम्बंधित निर्देशों की अनुपालना सुनिश्चित करते हुए निर्देशों की अनुपालना
1	समग्र परीक्षा संचालन समिति	श्री महेन्द्र कुमार - संयोजक श्री हनुमान प्रसाद मीना- सदस्य डॉ. राकेश कुमार शर्मा- सदस्य श्री अभयवीर चौधरी- सदस्य डॉ. रवीन्द्र कुमार शर्मा- सदस्य डॉ. रीता शुक्ला- सदस्य श्री वृजेश गुप्ता- सदस्य श्री मनोज कुमार- सदस्य	परीक्षा संचालन की समस्त उपसमितियों के कार्यों की देखरेख, परीक्षा सम्बंधी समस्त पत्राचार का उचित समयावधि में सम्पादन व निस्तारण/केन्द्राधीक्षक के प्रति जबाब देही।
2	मास्टर प्लान, डेली डायरी उपसमिति	डॉ. राकेश कुमार शर्मा- संयोजक कु. वर्षा डागुर- सदस्य डॉ. रीता शुक्ला - सदस्य श्री चन्द्रकला- सदस्य डॉ. हेमलता शर्मा- सदस्य	एन.आर. टैल लिस्ट व परीक्षा कार्यक्रमानुसार तथ्यों/आंकड़ों का मिलान कर मास्टर प्लान बनाना एवं विषय/प्रश्न पत्रों के लिए कक्षां व आवश्यक वीक्षक स्टॉफ की डेली डायरी तैयार करना।
3	वीक्षक एवं उपकेन्द्र व्यवस्था उपसमिति	श्री महेन्द्र कुमार- संयोजक डॉ. राकेश कुमार शर्मा- सदस्य श्री अभयवीर चौधरी- सदस्य श्री तेजराम मीना- सदस्य कु. सुशीला मीना- सदस्य	परीक्षा संचालन हेतु आवश्यक वीक्षकों की व्यवस्था कर ड्यूटी लगाना।

प्रश्न पत्र उपसमिति	श्री हनुमान प्रसाद मीना- संयोजक श्री राजेश कुमार शर्मा - सदस्य श्री तेजराज मीना- सदस्य श्री सीता शुक्ला- सदस्य श्री किशोर- सहा. कर्म.	विश्वविद्यालय प्रतिनिधि से प्रश्न पत्र प्राप्त करना, उनका सुरक्षित तरीके से डायल लॉक में सात्र बाईज संग्रहण करना तथा प्रश्न पत्र सम्बंधी किसी भी कमी के लिए प्राचार्य को सूचित करना तथा विश्वविद्यालय को सूचित करना
पुस्तिका सुरक्षण उपसमिति	श्री महेन्द्र कुमार- संयोजक श्री अभयवीर चौधरी- सदस्य श्री मनोज कुमार.- सदस्य	विश्वविद्यालय से जांच हेतु प्राप्त उत्तर पुस्तिकाओं को प्राप्त कर उनका सम्बंधित परीक्षकों को वितरण एवं समुचित रिकॉर्ड संधारण।
परीक्षा हेतु आवश्यक सामग्री / स्टेशनरी उपसमिति	श्री शशीकान्त शर्मा- संयोजक श्री. रवीन्द्र कुमार शर्मा- सदस्य श्री. सीता शुक्ला- सदस्य श्री बृजेश गुप्ता, - सदस्य श्री मनोज कुमार.- सदस्य	आवश्यक सामग्री की सूची तैयार कर नियमानुसार प्रक्रिया का अनुसरण करते हुए लेखा शाखा के माध्यम से सामग्री क्रय प्रक्रिया सम्बंधी समस्त रिकॉर्ड के संधारण हेतु श्री सुनरग सिंह, कनिष्ठ लिपिक को आदेशित किया जाता है।
पेठक व्यवस्था एवं जल विद्युत उपसमिति	श्री शशीकान्त शर्मा- संयोजक श्री. रवीन्द्र कुमार शर्मा- सदस्य श्री बृजेश गुप्ता- सदस्य श्री मनोज कुमार- सदस्य	परीक्षा केन्द्र एवं उपकेन्द्र पर आवश्यकतानुसार पानी, विद्युत, पंखे तथा फर्नीचर, दरी पट्टी आदि की व्यवस्था सुनिश्चित करना।
वीक्षक ड्यूटी पोस्टिंग उपसमिति	श्री. जितेन्द्र कुमार- संयोजक श्री. चन्द्रकला- सदस्य श्री. हेमलता शर्मा- सदस्य श्री. सुशीला मीना- सदस्य	वीक्षक ड्यूटी पोस्टिंग रजिस्टर का समुचित रूप से नियमित संधारण एवं विश्वविद्यालय बिल का सत्यापन करना

  
26/03/2019  
प्राचार्य


राजकीय महाविद्यालय  
बयाना (भरतपुर)

क्रमांक / रागव / रथा / परीक्षा / 2019 / 4922

दिनांक- 26-03-19

प्रतिलिपि-निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित-

1. श्रीमान् आयुक्त, पदेन एवं विशिष्ट शासन सचिव, उच्च शिक्षा विभाग, राजस्थान, जयपुर।
2. सम्बंधित अधिकारी/कर्मचारी की अनुपालनार्थ।
3. संस्थापन शाखा/संकाय शाखा रिकॉर्ड संधारण हेतु।
4. रक्षित पत्रावली।

  
26/03/2019  
प्राचार्य  
राजकीय महाविद्यालय  
बयाना (भरतपुर)

**संशोधित कार्यालय आदेश**

राजकीय स्नातकोत्तर महाविद्यालय, बयाना परीक्षा केन्द्र, महाराजा सूरजमल वृजविश्वविद्यालय, भरतपुर-101 पर विश्वविद्यालय परीक्षा 2021 को सुचारु रूप से संचालन हेतु निम्न सदस्यों की समिति/उपसमितियों का गठन किया जाता है।

परीक्षा प्रभारी- श्री हनुमान प्रसाद मीना, सहायक आचार्य

परीक्षा सह प्रभारी- श्री अभयवीर सिंह चौधरी, सहायक आचार्य

क्र.	समिति/उपसमिति	नाम संयोजक एवं सदस्य	उत्तरदायित्व का निर्धारण, परीक्षा सम्बंधित निर्देशों की अनुपालना सुनिश्चित करते हुए निर्देशों की अनुपालना
	समग्र परीक्षा संचालन समिति	श्री हनुमान प्रसाद मीना- संयोजक श्री अभयवीर चौधरी- सदस्य डॉ. रवीन्द्र कुमार शर्मा- सदस्य श्री मनोज कुमार- सदस्य श्री मुकेश कुमार मीना- सदस्य	परीक्षा संचालन की समस्त उपसमितियों के कार्यों की देखरेख, परीक्षा सम्बंधी समस्त पत्राचार का उचित समयावधि में सम्पादन व निस्तारण/केन्द्राधीक्षक के प्रति जवाब देही।
2	मास्टर प्लान, डेली डायरी उपसमिति	डॉ. रीता शुक्ला - संयोजक श्री चन्द्रकला- सदस्य डॉ. हेमलता शर्मा- सदस्य	एन.आर, रोल लिस्ट व परीक्षा कार्यक्रमानुसार तथ्यों/आंकड़ों का मिलान कर मास्टर प्लान बनाना एवं विषय/प्रश्न पत्रों के लिए कक्षाओं व आवश्यक वीक्षक स्टाफ की डेली डायरी तैयार करना।
3	वीक्षक एवं उपकेन्द्र व्यवस्था उपसमिति	श्री हनुमान प्रसाद मीना संयोजक श्री अभयवीर चौधरी- सदस्य श्री मुकेश मीना- सदस्य श्री कुंवर सिंह- सदस्य	परीक्षा संचालन हेतु आवश्यक वीक्षकों की व्यवस्था कर ड्यूटी लगाना।
4	प्रश्न पत्र उपसमिति	श्री हनुमान प्रसाद मीना- संयोजक डॉ. रीता शुक्ला- सदस्य डॉ. जितेन्द्र कुमार- सदस्य	विश्वविद्यालय प्रतिनिधि से प्रश्न पत्र प्राप्त करना, उनका सुरक्षित तरीके से डबल लॉक में सत्र बाईज संग्रहण करना तथा प्रश्न पत्र सम्बंधी किसी भी कमी के लिए प्राचार्य को सूचित करना तथा

<p>उत्तर पुस्तिका पुस्त्यांकन व्यवस्था उपसमिति</p>	<p>श्री अन्वयवीर सिंह घोंघरी- संयोजक श्री मनोज कुमार- सदस्य श्री कुंवर सिंह डागुर- सदस्य</p>	<p>विश्वविद्यालय से जांच हेतु प्राप्त उत्तर पुस्तिकाओं को प्राप्त कर उनका सम्बंधित परीक्षकों को वितरण एवं समुचित रिकॉर्ड संधारण।</p>
<p>परीक्षा हेतु आवश्यक सामग्री/स्टेशनरी व्यवस्था उपसमिति</p>	<p>डॉ. रवीन्द्र कुमार शर्मा- संयोजक डॉ. रीता शुक्ला- सदस्य श्री मुकेश कुमार मीना- सदस्य श्री कुंवर सिंह डागुर- सदस्य</p>	<p>आवश्यक सामग्री की सूची तैयार कर नियमानुसार प्रक्रिया का अनुसरण करते हुए लेखा शाखा के माध्यम से सामग्री क्रय प्रक्रिया सम्बंधी समस्त रिकॉर्ड के संधारण हेतु श्री सुमरन सिंह, सहायक प्रशासनिक अधिकारी को आदेशित किया जाता है।</p>
<p>बैठक व्यवस्था एवं जल विद्युत उपसमिति</p>	<p>डॉ. रवीन्द्र कुमार शर्मा- संयोजक डॉ. रीता शुक्ला- सदस्य श्री मनोज कुमार- सदस्य</p>	<p>परीक्षा केन्द्र एवं उपकेन्द्र पर आवश्यकतानुसार पानी, विद्युत, पंखे तथा फर्नीचर, दरी पट्टी आदि की व्यवस्था सुनिश्चित करना।</p>
<p>8 वीसक इयूटी पोस्टिंग उपसमिति</p>	<p>डॉ. जितेन्द्र कुमार- संयोजक डॉ. चन्द्रकला- सदस्य डॉ. हेमलता शर्मा- सदस्य</p>	<p>वीसक इयूटी पोस्टिंग रजिस्टर का समुचित रूप से नियमित संधारण एवं विश्वविद्यालय बिल का सत्यापन करना</p>

प्रचार्य

राजकीय स्नातकोत्तर महाविद्यालय  
बयाना (भरतपुर)

दिनांक- 01/10/21

क्रमांक/सामब/स्था/परीक्षा/2021/304-07

प्रतिलिपि-निम्नलिखित को सूचनाार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित-

1. श्रीमान् आयुक्त, पदेन एवं विशिष्ट शासन सचिव, उच्च शिक्षा विभाग, राजस्थान, जयपुर।
2. सम्बंधित अधिकारी/कर्मचारी की अनुपालनार्थ।
3. संस्थापन शाखा/संकाय शाखा रिकॉर्ड संधारण हेतु।
4. रक्षित पत्रावली।

प्रचार्य

राजकीय स्नातकोत्तर महाविद्यालय  
बयाना (भरतपुर)

## कार्यालय आदेश

राजकीय स्नातकोत्तर महाविद्यालय, बयाना परीक्षा केन्द्र, महाराजा सूरजमल बृजविश्वविद्यालय, भरतपुर-101 पर विश्वविद्यालय परीक्षा 2021 को सुचारु रूप से संचालन हेतु निम्न सदस्यों की समिति/उपसमितियों का गठन किया जाता है।

- परीक्षा प्रभारी- श्री हनुमान प्रसाद मीना, सहायक आचार्य  
 परीक्षा सह प्रभारी- श्री अभयवीर सिंह चौधरी, सहायक आचार्य

क्र.सं.	समिति/उपसमिति	नाम संयोजक एवं सदस्य	उत्तरदायित्व का निर्धारण, परीक्षा सम्बंधित निर्देशों की अनुपालना सुनिश्चित करते हुए निर्देशों की अनुपालना
1	समग्र परीक्षा संचालन समिति	श्री हनुमान प्रसाद मीना- संयोजक श्री अभयवीर चौधरी- सदस्य डॉ. रवीन्द्र कुमार शर्मा- सदस्य श्रीमती सुशीला मीना- सदस्य श्री बृजेश गुप्ता- सदस्य श्री मनोज कुमार- सदस्य श्री मुकेश कुमार मीना- सदस्य	परीक्षा संचालन की समस्त उपसमितियों के कार्यों की देखरेख, परीक्षा सम्बंधी समस्त पत्राचार का उचित समयवधि में सम्पादन व निस्तारण/केन्द्राधीक्षक के प्रति जबाब देही।
2	मास्टर प्लान, डेली डायरी उपसमिति	डॉ. रीता शुक्ला - संयोजक श्री चन्द्रकला- सदस्य डॉ. हेमलता शर्मा- सदस्य	एन.आर. रूल लिस्ट व परीक्षा कार्यक्रमानुसार तथ्यों/आंकड़ों का मिलान कर मास्टर प्लान बनाना एवं विषय/प्रश्न पत्रों के लिए कक्षा व आवश्यक वीक्षक रटॉफ की डेली डायरी तैयार करना।
	वीक्षक एवं उपकेन्द्र व्यवस्था उपसमिति	श्री हनुमान प्रसाद मीना- संयोजक श्री अभयवीर चौधरी- सदस्य श्री तेजराम मीना- सदस्य श्रीमती सुशीला मीना- सदस्य	परीक्षा संचालन हेतु आवश्यक वीक्षकों की व्यवस्था कर झूम्टी लगाना।
	प्रश्न पत्र उपसमिति	श्री हनुमान प्रसाद मीना- संयोजक श्री तेजराम मीना- सदस्य डॉ. रीता शुक्ला- सदस्य डॉ. जितेन्द्र कुमार- सदस्य	विश्वविद्यालय प्रतिनिधि से प्रश्न पत्र प्राप्त करना, उनका सुरक्षित तरीके से उबल लॉक में सत्र बाईज संग्रहण करना तथा प्रश्न पत्र सम्बंधी किसी भी कमी के लिए प्राचार्य को सूचित करना तथा विश्वविद्यालय को सूचित करना

श्री अमयवीर चौधरी- श्री मनोज कुमार.- श्री मुकेश कुमार मीना-	संयोजक सदस्य सदस्य	विश्वविद्यालय से जांच हेतु प्राप्त उत्तर पुरितकाओं को प्राप्त कर उनका सम्बंधित परीक्षकों को वितरण एवं समुचित रिकॉर्ड संधारण।
डॉ. रवीन्द्र कुमार शर्मा- डॉ. रीता शुक्ला- श्री बृजेश गुप्ता, - श्री सुमरन सिंह,- श्री मुकेश कुमार मीना	संयोजक सदस्य सदस्य सदस्य सदस्य	आवश्यक सामग्री की सूची तैयार कर नियमानुसार प्रक्रिया का अनुसरण करते हुए लेखा शाखा के माध्यम से सामग्री क्रय प्रक्रिया सम्बंधी समस्त रिकॉर्ड के संधारण हेतु श्री सुमरन सिंह, सहायक प्रशासनिक अधिकारी को आदेशित किया जाता है।
डॉ. रवीन्द्र कुमार शर्मा- डॉ. रीता शुक्ला- श्री बृजेश गुप्ता- श्री सुमरन सिंह,- श्री मनोज कुमार-	संयोजक सदस्य सदस्य सदस्य सदस्य	परीक्षा केन्द्र एवं उपकेन्द्र पर आवश्यकतानुसार पानी, विद्युत, पंखे तथा फर्नीचर, दरी पट्टी आदि की व्यवस्था सुनिश्चित करना।
डॉ. जितेन्द्र कुमार- डॉ. चन्द्रकला- डॉ. हेमलता शर्मा-	संयोजक सदस्य सदस्य	वीक्षक इयूटी पोस्टिंग रजिस्टर का समुचित रूप से नियमित संधारण एवं विश्वविद्यालय बिल का सत्यापन करना

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प्राचार्य

राजकीय स्नातकोत्तर महाविद्यालय  
बयाना (भरतपुर)

दिनांक:- 12/02/21

क्रमांक/रामब/स्था/परीक्षा/2021/135

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

1. श्रीमान् आयुक्त, पदेन एवं विशिष्ट शासन सचिव, उच्च शिक्षा विभाग, राजस्थान, जयपुर।
2. सम्बंधित अधिकारी/कर्मचारी की अनुपालनार्थ।
3. संस्थापन शाखा/संकाय शाखा रिकॉर्ड संधारण हेतु।
4. रक्षित पत्रावली।

12.02.21  
प्राचार्य

राजकीय स्नातकोत्तर महाविद्यालय  
बयाना (भरतपुर)



कार्यालय प्राचार्य, राजकीय स्नातकोत्तर महाविद्यालय, बयाना  
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दिनांक / रात्रि / रक्षा / 2022 /

दिनांक:- 23/4/22

**कार्यालय आदेश**

राजकीय स्नातकोत्तर महाविद्यालय, बयाना परीक्षा केन्द्र, महाराजा सूरजमल वृजविश्वविद्यालय, भरतपुर-101 पर विश्वविद्यालय परीक्षा 2022 को सुचारु एवं सफल रूप से संचालन हेतु निम्न सदस्यों की समिति/उपसमितियों का गठन किया जाता है।

परीक्षा प्रभारी- श्री हनुमान प्रसाद मीना, सहायक आचार्य

परीक्षा सह प्रभारी- श्री रामलखन मीना, सहायक आचार्य

क्र.सं.	समिति/उपसमिति	नाम संयोजक एवं सदस्य	उत्तरदायित्व का निर्धारण, परीक्षा सम्बंधित निर्देशों की अनुपालना सुनिश्चित करते हुए निर्देशों की अनुपालना
	समग्र परीक्षा संचालन समिति	श्री हनुमान प्रसाद मीना- संयोजक श्री रामलखन मीना- सह-संयोजक श्री अभयवीर चौधरी- सदस्य प्रतिभा मीना- सदस्य डॉ. रवीन्द्र कुमार शर्मा- सदस्य श्री मनोज कुमार- सदस्य श्री मुकेश कुमार मीना- सदस्य	परीक्षा संचालन की समस्त उपसमितियों के कार्य की देखरेख, परीक्षा सम्बंधी समस्त पत्राचार का उचित समयावधि में सम्पादन व निस्तारण/केन्द्राधीक्षक के प्रति जवाब देही।
	मास्टर प्लान, डेली डायरी उपसमिति	डॉ. रीता शुक्ला - संयोजक श्री चन्द्रकला- सदस्य डॉ. हेमलता शर्मा- सदस्य	एन.आर. रील लिस्ट व परीक्षा कार्यक्रमानुसार तथ्यों/आंकड़ों का मिलान कर मास्टर प्लान बनाना एवं दिश्य/प्रश्न पत्रों के लिए कक्षों व आवश्यक वीक्षक स्टॉफ की डेली डायरी तैयार करना।
	वीक्षक एवं उपकेन्द्र व्यवस्था उपसमिति	श्री हनुमान प्रसाद मीना- संयोजक श्री रामलखन मीना- सदस्य प्रतिभा मीना- सदस्य श्री मुकेश मीना- सदस्य श्री कुंवर सिंह- सदस्य	परीक्षा संचालन हेतु आवश्यक वीक्षकों की व्यवस्था कर इयूटी लगाना।
	प्रश्न पत्र उपसमिति	श्री हनुमान प्रसाद मीना- संयोजक प्रतिभा मीना- सदस्य डॉ. रीता शुक्ला- सदस्य डॉ. जितेन्द्र कुमार- सदस्य	विश्वविद्यालय प्रतिनिधि से प्रश्न पत्र प्राप्त करना, उनका सुरक्षित तरीके से उबल लॉक में सत्र बाईज संग्रहण करना तथा प्रश्न पत्र सम्बंधी किसी भी कमी के लिए प्राचार्य को सूचित करना तथा विश्वविद्यालय को सूचित करना

श्री अमरवीर सिंह चौधरी- डॉ. रीता शुक्ला- श्री मनोज कुमार- श्री कुंवर सिंह डागुर-	संयोजक सह-संयोजक सदस्य सदस्य	विश्वविद्यालय से जांच हेतु प्राप्त उत्तर पुस्तिकाओं को प्राप्त कर उनका सम्बंधित परीक्षकों को वितरण एवं समुचित रिकॉर्ड संधारण।
डॉ. रवीन्द्र कुमार शर्मा- डॉ. रीता शुक्ला- श्री मुकेश कुमार भीना श्री कुंवर सिंह डागुर-	संयोजक सदस्य सदस्य सदस्य	आवश्यक सामग्री की सूची तैयार कर नियमानुसार प्रक्रिया का अनुसरण करते हुए लेखा शाखा के माध्यम से सामग्री क्रय प्रक्रिया सम्बंधी समस्त रिकॉर्ड के संधारण हेतु श्री कुंवर सिंह डागुर, कनिष्ठ लिपिक को आदेशित किया जाता है।
डॉ. रवीन्द्र कुमार शर्मा- डॉ. रीता शुक्ला- श्री मनोज कुमार-	संयोजक सदस्य सदस्य	परीक्षा केन्द्र एवं उपकेन्द्र पर आवश्यकतानुसार पानी, विद्युत, पंखे तथा फर्नीचर, दरी पट्टी आदि की व्यवस्था सुनिश्चित करना।
डॉ. जितेन्द्र कुमार- डॉ. चन्द्रकला- डॉ. हेमलता शर्मा-	संयोजक सदस्य सदस्य	वीक्षक ड्यूटी पोस्टिंग रजिस्टर का समुचित रूप से नियमित संधारण एवं विश्वविद्यालय बिल का सत्यापन करना।

प्राचार्य  
राजकीय स्नातकोत्तर महाविद्यालय  
बयाना (भरतपुर)  
दिनांक:- 23/4/22

क्रमांक/रामब/स्था/परीक्षा/2021/1030-33

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

1. श्रीमान् आयुक्त, पदेन एवं विशिष्ट शासन सचिव, उच्च शिक्षा विभाग, राजस्थान, जयपुर।
2. सम्बंधित अधिकारी/कर्मचारी की अनुपालनार्थ।
3. संस्थापन शाखा/संकाय शाखा रिकॉर्ड संधारण हेतु।
4. रक्षित पत्रावली।

प्राचार्य  
राजकीय स्नातकोत्तर महाविद्यालय  
बयाना (भरतपुर)

प्राचार्य, राजकीय स्नातकोत्तर महाविद्यालय, बयाना  
वैर रोड, बयाना, 321401 (भरतपुर) राज.

05648-222135

E-mail- govtcollegebayana@gmail.com

सं. क्र./स्था/2023/1957-60

दिनांक:- 15/3/23

कार्यालय आदेश

राजकीय स्नातकोत्तर महाविद्यालय, बयाना परीक्षा केन्द्र 101, महाराजा सूरजमल बृज विश्वविद्यालय, भरतपुर की परीक्षा 2023 को सुचारु, समयबद्ध एवं सफलता पूर्वक संचालन हेतु समिति/उपसमितियों का गठन निम्नानुसार किया जाता है-

परीक्षा प्रभारी- श्री हनुमान प्रसाद मीना, सहायक आचार्य  
परीक्षा सह प्रभारी- श्री सवाई सिंह गुर्जर, सहायक आचार्य

समिति/उपसमिति	नाम संयोजक एवं सदस्य	उत्तरदायित्व का निर्धारण, परीक्षा सम्बन्धित निर्देशों की अनुपालना सुनिश्चित करते हुए निर्देशों की अनुपालना
समग्र परीक्षा संचालन समिति	श्री हनुमान प्रसाद मीना- संयोजक श्री सवाई सिंह गुर्जर- सह-संयोजक रविना मीना- सदस्य डॉ. रवीन्द्र कुमार शर्मा- सदस्य ✓ डॉ. रीता शुक्ला- सदस्य श्री मनोज कुमार- सदस्य श्री मुकेश कुमार मीना- सदस्य	परीक्षा संचालन की समस्त उपसमितियों के कार्यों की देखरेख, परीक्षा सम्बन्धी समस्त पत्राचार का उचित समयबद्धि में सम्पादन व निस्तारण/केन्द्राधीक्षक के प्रति जवाब देही।
मास्टर प्लान, डेली डायरी उपसमिति	✓ डॉ. रीता शुक्ला - संयोजक श्री चन्द्रकला- सदस्य डॉ. हेमलता शर्मा- सदस्य श्री कुंवर सिंह डानुर- सदस्य	एन.आर, रोल लिस्ट व परीक्षा कार्यक्रमानुसार तथ्यों/आंकड़ों का मिलान कर मास्टर प्लान बनाना एवं विषय/प्रश्न पत्रों के लिए कक्षा व आवश्यक वीक्षक स्टाफ की डेली डायरी तैयार करना।
वीक्षक एवं उपकेन्द्र व्यवस्था उपसमिति	श्री हनुमान प्रसाद मीना संयोजक श्री सवाई सिंह गुर्जर - सदस्य रविना मीना- सदस्य डॉ. हेमलता शर्मा- सदस्य श्री मुकेश मीना- सदस्य श्री कुंवर सिंह- सदस्य	परीक्षा संचालन हेतु आवश्यक वीक्षकों की व्यवस्था कर ल्यूटी लगाना।
प्रश्न पत्र उपसमिति	श्री हनुमान प्रसाद मीना- संयोजक श्री सवाई सिंह गुर्जर- सदस्य रविना मीना- सदस्य ✓ डॉ. रीता शुक्ला- सदस्य डॉ. जितेन्द्र कुमार- सदस्य	विश्वविद्यालय प्रतिनिधि से प्रश्न पत्र प्राप्त करना, उनका सुरक्षित तरीके से अबल लॉक में सुरक्षित संग्रहण करना तथा प्रश्न पत्र सम्बन्धी किसी भी कमी के लिए प्राचार्य को सूचित करना तथा विश्वविद्यालय को सूचित करना।

पुस्तिका मूल्यांकन स्था उपसमिति	डॉ. चन्द्रकला- श्री मनोज कुमार.- श्री कुंवर सिंह डागुर-	संयोजक सदस्य सदस्य	विश्वविद्यालय से जांच हेतु प्राप्त उत्तर पुस्तिकाओं को प्राप्त कर उनका सम्बंधित परीक्षकों को वितरण एवं समुचित रिकॉर्ड संभारण।
परीक्षा हेतु आवश्यक सामग्री/स्टेशनरी व्यवस्था उपसमिति	डॉ. रवीन्द्र कुमार शर्मा- श्री मानसिंह - श्री मुकेश कुमार मीना श्री कुंवर सिंह डागुर-	संयोजक सदस्य सदस्य सदस्य	आवश्यक सामग्री की सूची तैयार कर नियमानुसार प्रक्रिया का अनुसरण करते हुए लेखा शाखा के माध्यम से सामग्री क्रय प्रक्रिया सम्बंधी समस्त रिकॉर्ड के संभारण हेतु श्री कुंवर सिंह डागुर, कनिष्ठ लिपिक को आदेशित किया जाता है।
वैतक व्यवस्था एवं जल विद्युत उपसमिति	डॉ. रवीन्द्र कुमार शर्मा- श्री मानसिंह - श्री मनोज कुमार-	संयोजक सदस्य सदस्य	परीक्षा केंद्र एवं उपकेन्द्र पर आवश्यकतानुसार पानी, विद्युत, पंखे तथा फर्नीचर, दरी पट्टी आदि की व्यवस्था सुनिश्चित करना।
वीक्षक ड्यूटी पोस्टिंग उपसमिति	डॉ. जितेन्द्र कुमार- डॉ. चन्द्रकला- डॉ. हेमलता शर्मा- श्री मानसिंह (र.ए.ओ.)- श्री मुकेश मीना-	संयोजक सदस्य सदस्य सदस्य सदस्य	वीक्षक ड्यूटी पोस्टिंग रजिस्टर का समुचित रूप से नियमित संभारण एवं विश्वविद्यालय बिल तैयार करना एवं सत्यापन करना। विश्वविद्यालय को समय पर बिल भिजवाकर पारिश्रमिक का भुगतान कराना।

प्राचार्य

राजकीय स्नातकोत्तर महाविद्यालय  
बयाना (भरतपुर)

दिनांक:-

क्रमांक / रामध / रथा / परीक्षा / 2023 /

प्रतिनिधि-निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित-

- श्रीमान् आयुक्त, पदेन एवं विशिष्ट शासन सचिव, उच्च शिक्षा विभाग, राजस्थान, जयपुर।
- सम्बंधित अधिकारी/कर्मचारी को अनुपालनार्थ।
- संस्थापन शाखा/रांकाय शाखा रिकॉर्ड संभारण हेतु।
- संश्लेषित पत्रावली।

प्राचार्य

राजकीय स्नातकोत्तर महाविद्यालय  
बयाना (भरतपुर)

**MAHARAJA SURAJMAL BRIJ UNIVERSITY,  
BHARATPUR**

**INSTRUCTIONS TO CENTRE SUPDTS. FOR THE EXAMINATIONS, -2024**

**Appointment of Superintendents, addl. Supdts. and Asstt. Supdts**

1. The Examinations will be held on the dates notified by the University separately.
2. The Principal of the College which is a Centre for University Examination shall, as a rule, act as the Supdt. of exam at his/her Centre unless otherwise permitted by the Vice Chancellor in special case. He/She is expected not to leave the station during the examination days for any purpose without obtaining permission of the Vice-Chancellor.
  - (a) No person shall be appointed as Superintendent for the examinations of two bodies held simultaneously at the same institution.
  - (b) One Assistant Superintendent for each session can be appointed at every Examination Centre.
  - (c) When the examinations are held in three sessions per day, one Addl. Superintendent can be appointed for the noon session. He will be In-Charge of the noon session but work under the Supervision of the Superintendent.
  - (d) "In addition to the above, one additional Superintendent can be appointed at an Examination Centre for each session where total number of examinees registered for all examinations of the university exceeds 750 in that session".
  - (e) The person to be appointed as an additional Superintendent or Asstt. Superintendent as the case may be, shall normally be the Vice Principal or Asstt. Principal and if these post do not exist in the college, the senior most teacher of the staff of the College. The Superintendent will appoint the Additional/Assistant Superintendent, where necessary, and intimate his/ their name(s) to the University for record.

Approval of the University for the appointment of Addl./Asstt. Superintendent is not necessary.

  - (f) The Addl./Asstt. Superintendent will not leave the station during the examination days for any purpose without obtaining prior permission of the superintendent who will inform the Controller of Examinations of his action.
  - (g) Nobody should be appointed as addl./Asstt. Superintendent for more than two sessions in a day as it is difficult for anybody to work in all the three sessions.
3. The arrangement and discipline of the examinations at the Centre shall rest in the hands of the superintendent alone. But Addl. Superintendent / Astt. Superintendent shall be equally responsible.

**Receipt of Question Papers**

- (a) The University dispatches the Question papers regularly through the special messengers and University vehicles so as to ensure timely delivery of the same at the examination centres. The Centre Superintendents are required to make arrangements at their centres to receive the delivery of Question paper and other examination material even on Sunday and other holidays. The Centre Superintendent should acknowledge receipt of the packets containing the Question papers on receipt of the same and the receipt be given to the messengers of university deputed for the purpose. The safe custody of examination material has to be ensured. The Question papers be kept under double lock room. The old suspected locks may be changed. Similarly other examination material like blank answer books, Centre

code seals etc. will also be kept in safe custody. Keys of the double lock room should be kept only by the Centre Superintendent/Addl. Centre Superintendent. In no case the keys be handed over to Ministerial/ Class IV Staff. Security arrangements round the clock should be made for the safety of confidential record which includes not only the question papers but also blank answer books as well as written answer books when a particular examination is over. Because such answer books remain at the centre for few days before dispatch to the university or collection centres made by the university. Adequate security arrangements should be made at Centre level for all kinds of security by requesting the concerned District Administration/sub-division administrators/police authorities.

(b) The superintendents are requested to carefully observe the state in which the envelopes of question papers reach them. If an envelope appears to have been tampered with or found unsealed, the fact should be reported to the Controller of Examinations at once and the envelope kept securely in the same condition with him duly sealed in a bigger envelope. The name of examination subject, paper date and time noted on the envelope should also be checked with the programme of examination and the discrepancy, if any, should be brought to the notice of the Controller of Examinations immediately. This must be reported within one day of receipt.

(c) If the packet containing question paper does not reach a Superintendent at least three days before the date of the examination, he should contact the Controller of Examination without delay. Question papers may be delivered upto one day before exam date, but Suptdt. should remain in touch with designated officer of University for supply of question papers.

4 (a) Allocation of invigilators: Invigilators shall be appointed for each room at the rate of one invigilator for every 25 candidates. Subject to a minimum of two invigilators in each room. Supervisors may be appointed at the rate of one supervisor for every four invigilators posted in such rooms each of which the number of examinees exceed 25. No supervisor is to be appointed for the rooms accommodating 25 or less examinees.

(b) One invigilator can be kept in reserve purpose on the day(s) on which the total number of candidates to be examined exceeds 300.

(c) As far as possible no room, which cannot accommodate even 20 candidates should be used for examination purpose.

(d) Teachers accompanying their students from outside colleges may also be taken on invigilation duty.

(e) In the interest of efficiency, nobody should be put on invigilation duty for more than two sessions in a day.

(f) Two copies of instructions to invigilators (FORM No.M25 E) are enclosed.

#### **Internal flying squad:**

**Internal flying squad for watching the campus and corridors and preventing use of unfair means can be appointed according to the following norms:-**

- |   |               |
|---|---------------|
| a) when number of examinees in a sessions is not more than 100.     | Two persons   |
| b) when the number of examinees in a sessions is between 101 to 200 | Three persons |
| c) when the number of examinees in a session is more than 200       | Four persons  |

### Other arrangements to be made before the examination commences

6. A definite seat should be assigned to each candidate and a card showing his Roll No., name of examination and other necessary particulars should be fixed on his desk from University Of Rajasthan. (Between the rows a minimum of 3 ft distance has to be kept, so as to make copying or prompting use of other unfair practices difficult. As far as possible, candidates from the same institution or for the same examination should not be allowed to sit together).

A plan of seating arrangement showing the position of candidates (according to their roll numbers) in each room for each day together with the dimension of each room and the serial number given to it must be sent to the Controller of Examinations at the end of each Examination.

7. Candidates may be allowed to use their own fountain or ball point pens and ink. If the ink brought by a candidate is finished, he may use another kind of ink. In such cases the Superintendent should please note the fact on his answer- book and put facsimile stamp of the Controller of Examinations at the place where the ink is changed for the information of the examiner.
8. Logarithmic-Tables may be supplied to the candidates, who ask for them in the Degree or post- graduate examinations. The Superintendents should announce to the candidates the exact time of commencement of each examination according to the programmes of examinations (supplied separately adding that ignorance of the correct time will not serve an excuse for coming late or remaining absent).
9. (a) Candidates may be admitted to the examination hall 20 minutes before the time fixed for the examination on the first day and the first session; and a quarter of an hour before time on subsequent day/ sessions,
- (b) Candidates are not to be admitted to the examination hall unless their names appear in the printed roll list sent separately. Examinee has to bring admission card which has to be inspected every day and returned after inspection. If any candidate, whose name appears in the printed roll list, forgets to bring his/her admission card or loses it and does not succeed in getting its duplicate copy from the university Office in time, he/she may be admitted to the examination, provided the head of the institution or some responsible teacher of the candidate's college identifies the candidate in writing and, in the case of loss of admission card, he also certifies that the fee of Rs.20/- for a duplicate copy of the admission card has been paid by the candidate to the office concerned and that his/ her fee has been or will be sent by him/her to the Controller of Examinations. In the case of a private candidate the Superintendent may use his discretion and admit the Candidate and in the case of loss of admission card, also the payments of the prescribed fee of Rs.25/- for duplicate copy of the admission card. The Centre Superintendent should report the roll numbers and names of such candidates to the Controller of Examination at the end of the examination.
- (c) Appearing in exam with permission of university under provisional college roll number. Full particulars of the candidate, who is allowed to appear at an examination with the express permission of the University, under provisional college roll number should be immediately sent to the Controller of Examinations, so as to regularize his appearance in exam by giving him University roll number and to declare his result along with students of that examination.

### Arriving Late at Examination

(d) Candidates who arrive late for any examination are not to be admitted to the examination hall after the time fixed for the commencement of the examination. The invigilator can allow up to 10 minutes. The Superintendents may at their discretion admit Candidates coming late by not more than 20 minutes. In exceptional situation the suptdt with the concurrence of CE or OIC (VC) and/ or VC may allow a candidate upto half an hour, but the Suptdt. would write reasons for the same and state whom he informed in the University. No body to be allowed after half an hour.

(e) No candidate has to be allowed to leave the examination hall for half an hour from commencement of exam. Even the invigilators or supervisor or flying squad or any person who has seen question paper will not leave for half an hour. All such cases should, however, be reported to the Controller of examinations. No extra time can be given to such candidates.

#### **Instructions to candidates and discipline etc**

(f) One hour extra time be given to blind candidates and other differently abled candidates for answering their question paper at the examination.

(g) Candidates are to be assembled without mobile phones, books, papers of reference material or any electronic items of any kind. The Centre Superintendent should make suitable arrangement for placing books etc. outside the examination rooms. The place for keeping books/ papers etc. by the candidates should be announced to them.

A note of warning has to be issued that the candidates should keep their belongings outside before entering the examination hall and that if anybody is found in possession of paper, chits, mobiles or any unlawful material, he/she shall be treated to have resorted to the use of unfair means and dealt with accordingly.

(h) Pre-entry search of the candidate should be made by the Superintendent/ Addl. Superintendent/ Asstt. Superintendent/ Supervisors/Invigilators for any unlawful material to prevent use of unfair means in the examination. It will be obligatory on the part of the examinee to submit to such search. Such search can be made during examination time also. This may be notified to the candidates for their information.

(i) Candidates should be prepared and produce themselves for giving their search physically, to the supervisors Staff/ Internal flying squad/ University Flying Squad or any person authorized by the University/ Centre Superintendent, if they are asked to do so during the examination.

(j) The Superintendent should ensure that no candidate who is actually suffering from an infectious disease, such as small pox, plague, influenza etc or who, though convalescent, is not free from infection, is allowed to sit for the examination. If such a candidate is noticed after the examination has begun, immediate steps should be taken to see that his paper are destroyed and that other disinfecting measures are carried out.

(k) Rules for guidance of candidates: Form No. M 26 E- (sent herewith) should please be read out to examinees on the first day and then placed on the Notice Board outside the examination hall.

#### **Preparing Answer Books and delivery to candidates:**

**Only Main Answer Book Is To Be Given To The Examinees.**

**No Supplementary Answer Book Is To Be Given To Any Candidate.**

**It should be announced to the candidates before distribution of question papers. The Candidates should write the answer carefully and precisely In the Main Answer Book.**



- 10 (a) Before giving answer- books to the candidates, the facsimile stamp of the signature of the Controller of Examinations (sent separately) shall be affixed on the right part of the title covers of all answer- books and answer- sheets to be used by them. In addition to this, one of the alphabet stamps (sent separately), shall be affixed on the space provided on the left part of title covers of each answer- book below the C.E.'s facsimile stamp. The alphabet stamps should be used daily at the discretion of the Superintendent. A statement showing the serial number of answer-books with a particular alphabet used on each day should be maintained. This is intended as a precaution against blank or pre written answer books being smuggled out/ into the examination hall. If the Centre Superintendent finds any answer book in bad shape, he is requested not to issue such answer- book to the candidates to avoid the manipulation.

Answer book should therefore, in no case be stamped in larger quantity than required for each day's use so that if by any chance blank answer books are stolen at a Centre and afterwards smuggled into, the answer books collected at the end of an examination the absence of the particular alphabet stamp of the day on their title cover might at once prove them to be contraband.

At an institution which is a Centre for several examinations of the University, the Superintendent should ensure that answer- books of regular/Non-Collegiate /Ex. Students/Due Papers examinations packed separately and not be mixed up. The Superintendents should maintain a correct record of serial number and alphabet stamps used on the answer- books issued to candidates every day.

A consolidated statement of the answer- books used should be sent to the Controller of Examinations after the examination on the form Nos. M36 (E) & M43 (E) already supplied. The balance of unused answer- books and other papers may be kept at the Centre in safe custody under lock and key for next year's use.

**All Rubber Stamps to be affixed on the answer- books are to be kept in the personal custody of the Superintendent.**

(b) Answers of objective type questions must be given in sequential order. The candidates are required to answer all the parts of one question at one place in the answer book. It should be announced to the examinees that a complete question should not be answered at different places in the answer book.

(c) Candidates are required to write answers on both sides of each leaf. The Superintendent should notify this requirement to them. If a candidate uses any page for rough work, he/she should cross it. He/she wishes to cancel any part of his/ her answer, he/she may do so by drawing distinct lines across it, No portion of the answer- book should be torn off or folded.

(d) If the Superintendents are required to supply more than one blank answer books to each candidate for answering question paper in the specified subject/ papers, as they contain different sections which are to be answered in separate answer- books, then Supdt must arrange such answer books from University and make arrangement to make the same available.

(e) If different sections of a question paper are required to be answered in separate answer-books, the Superintendents will ask the candidates to note carefully and comply with the requirement of answering questions in separate answer books. They should write Sec. A or Sec. B clearly on the answer book wherever required.

If the candidates fail to do so, and answer both the sections in one answer- book, questions of only one section shall be examined and those of the other section treated as cancelled.

Similarly if wrong section has been written by them on the cover page, answers written in the answer book will be treated as irrelevant. Similarly the supplementary answer book of sec. A should not be tied with the main answer book of sec. B or Vice- versa, otherwise the answer written in the supplementary answer book will be treated as irrelevant.

(f) In the examination of compulsory papers (i) Environmental Studies & (ii) Elementary Computer of B.A./ B. Com./ B.Sc. Pt. I. no answer book will be supplied to the candidates. There will be no descriptive type question. The candidates will be required to answer all the multiple choice type questions in the OMR answer sheet with black/ blue ball point pen. Thus the candidates will be supplied OMR answer sheet instead of answer books in these papers. The invigilator should announce in the Examination Hall that the candidates should cross the blank pages in the answer- books.

#### **Handling and Checking of opening of Question Paper**

11. (a) The envelopes containing question papers must be opened in the main hall; if it is not used for examination purpose, the question paper may be opened in a room where candidates are seated.
- (b) before taking the envelopes of question paper to the main examination hall, the name of the examination, subject, paper, date and time noted on the envelopes should be checked with the programme of examination to avoid wrong opening of a questions envelope of a later session or a later date.
- (c) Before an envelope of question paper is opened, the certificate pasted on each envelope should be signed by the Superintendent and other witnesses. Each person should sign his name legibly and give his designation below his name.
- (d) While opening the sealed envelope, the Superintendent should not break the seals but cut the envelope at one end neatly with a pair of scissors. The envelopes so opened with the certificates duly signed should be returned to the Controller of Examinations after the examination.
- (e) each question paper with the contents noted on the envelope. It should be ensured that the examination which is fixed for a later day or a later hour is not mixed up. If such a paper is found, it should be sealed properly in an envelope and kept along with the envelopes containing copies of the same paper and the fact reported to the Controller of Examinations. The Superintendents should check the heading printed on the first page of all the copies of the question papers. To facilitate this checking suitable catch letter are printed at the right hand top corner of the first page of each question paper.

#### **Distribution of Question Papers Instruction to be followed during Examination hours**

12. (a) Question paper should be distributed punctually at the time of commencement of the examination.
- (b) The question paper of B.A/ B. Com/BSc. Pt. I Environmental studies will have the booklets in 4 series A, B, C and D containing only multiple choice type questions, which are to be answered in OMR answer sheet to be given to the candidates along with the question paper booklets. The question paper booklets are to be given to the candidates in such a way that two nearby candidates do not get the booklets of the same series.
- (c) If any question paper is printed on more than one page the invigilators may be asked to announce the number of pages to the candidates to enable them to check that no page is missing in the question paper.
- (d) Immediately after the distribution of question paper to the candidates the Superintendent should collect all spare copies of question papers left with the invigilators

and check the number of question papers received minus the number of examinees present. No spare copy of the question paper should be left in the hands of the invigilators or allowed to go outside the examination rooms for at least two hours after the commencement of examination.

If a candidate wishes to leave the examination room earlier, he should not be allowed to take question paper with him. It should be handed over to the Superintendent to be returned to the candidate after the examination is over. Similarly, no candidate should be allowed to take the question papers with him while going out to urinal.

(e) Some extra copies of question papers are always sent but if ever the number of copies of a question paper fall short and therefore, the question paper cannot be supplied to some candidates, the paper may be got- photocopied and given to them and as much extra time as is taken in distributing photocopied paper be allowed to them for answering the paper and the matter reported to the Controller of Examination at once. Extra time should not be allowed to other candidates to whom printed question paper was given.

(f) In case a candidate asks for a question paper in an optional or an alternative subject not offered by him according to the entry in the printed Roll List, he may be given the question paper he asks for in writing, but he should be clearly warned that if it is found afterwards that he had taken a question paper of a paper not actually offered by him according to his declaration in the application form, his examination in that paper shall be liable to be cancelled.

The Superintendent of the Centre should, however, try to satisfy by a reference to the entries in the application form with him that the candidate is not asking for a wrong question paper. All such cases should be immediately reported to the University.

#### **Grievances against Question Paper**

(g) If ever there is a complaint from the examinees that the question paper or a part there of it is out of the prescribed syllabus, or that there is misprint or some ambiguity in the question paper, they may be instructed to answer the question paper as given to them and send their representation alongwith a copy of the question paper to the CE, Maharaja Surajmal Brij University through the Centre Superintendent within a week from the date of examination for consideration and necessary action. Representation received after the above time limit shall not be entertained.

Any announcement regarding cancellation of the examination paper made by the Centre Superintendent or any other person is of no avail. Only the Controller of Examination/Director with the approval of V.C. can order the cancellation of exam.

#### **Procedure to be followed when a candidate is found using unfair means and control of disorderly conduct in the examination hall**

13. Candidates found using unfair means or indulging in disorderly conduct at or in connection with an examination shall be dealt with in accordance with the provisions of 0.152, University of Rajasthan till applicable. O 152 are being supplied separately in Form No. M 67-E, which may be read carefully and followed strictly. Such cases should be sent in separate cover in the name and addressed to the Director, Examination (U.M. Cell.), along with, question paper of the day.
14. On each day of the Examination and as soon after the commencement of the Examination as possible the Superintendent should verify with the help of invigilators that all candidates have correctly written their roll numbers (both in figures and words) and other particulars required to be entered on the title cover of Answer-Books.

**15 Instructions to be followed for blind/albino/Visually Challenged and physically Handicapped candidates:**

**A writer may be allowed by the Centre Superintendent on the request to a blind albino, visually Challenged and differently disabled candidate and also the candidate who is suffering from any of the following physical handicaps :**

- (i) Whose dominant hand is in a plaster cast due to fracture or injury.
- (ii) Who are suffering from Arthritis and other painful conditions of dominant hand.
- (iii) Who are suffering from nerve injuries under paralytic conditions of dominant hand.
- (iv) Any condition interfering with writing performance of dominant hand.
- (2) The writer will be provided subject to the following conditions:
  - (i) The Centre Superintendent is satisfied that the request is genuine.
  - (ii) Writer is a student of the standard specified below and selected by the Centre Superintendent.
    - For Post-Graduate Exam. : Writer of degree standard.
    - For Final Year part-III under Graduate Examination :
    - For writer of UG Part II/I : Writer of Senior Secondary Examination.
  - (iii) The candidates' request for grant of writer is accompanied by a medical certificate from the Principal Medical and Health Officer of the District. For visually handicaps, a certificate will be issued by a Board of 3 doctors including one Ophthalmologist, medical jurist and CMO/ Principal/Supt, of the concerned Hospital.
  - (iv) The candidate will remit to the University an amount equal to double the amount payable to an invigilator for the total number of sessions in which he is to be examined.
  - (v) Ordinarily one and the same student will act as a writer for an examinee for the whole examination and payment to him shall be made by the examinee @ of Rs. 100/- per session.
  - (vi) Blind candidate shall not be required to pay anything.
- 3 (i) One hour extra time shall be given to a blind/ Albino/ Visually Challenged candidate for answering each question paper.
- (ii) One hour extra time shall be given to a physically handicapped candidate who has defects in his hand and its fingers and to a candidate carrying Cerebral Palsy Spastic Quadriplegia since birth due to pre maturity and partial brain damage to whom no amanuensis has been allowed by the Centre Superintendent.
- (4) (i) The Centre Superintendent will report each such case to the University with full details about both the candidates, i.e. the examinee and the amanuensis writing for him on the prescribed form.
- (5) "Visually handicapped candidates are exempted from practical examination of Elementary Computer Application a Compulsory subject of, if any, B.A/ B.Com./ B.Sc. Only Viva- Voce examination would be given to them and the maximum marks of viva- voce examination would be kept for them as are prescribed for the whole practical examination of the subject. Such a visually handicapped candidate shall be required to produce a medical certificate from an ophthalmologist duly counter signed by the Senior Medical officer of the Concerned Hospital".
- (6) The Centre Superintendent should please provide the necessary facilities of Ramp. Vehicle etc. to disabled persons as per provision of Disabilities (Equal opportunities, Protection of Rights and full participation) Act, 1995 and Disabilities (Equal opportunities, Protection of Rights and Full Participation) rules 2011.

**16. A Procedure to be followed for providing a writer to a candidate who meets with an accident during examination days.**

Writer may be provided to a candidate who meets with an accident during the days of examination and requests for a writer. The following procedure should be adopted in this connection:

a. The candidate who meets with an accident during the days of examination and requests for a writer should normally meet the Centre Superintendent, at least 24 hours before the commencement of the examination, together with the following declarations:

**FOR CANDIDATES:**

I.....daughter/son of Shri ..... Resident of ..... Do hereby affirm as under :

- (1) that I have suffered an injury as a result of an accident on .....
- (2) that I was treated by Dr.....and that the medical Certificate furnished to me from the Principal Medical and health Officer of the District, is a genuine one.
- (3) that the writer Shri..... Son of .....Resident of ..... is a student of ..... College .....

I understand that the permission granted by the Centre Superintendent of writer is purely provisional. If any of my statements are found to be incorrect, my examination may be cancelled in addition to any legal action that may be taken in the matter by the University against me.

Signature of the candidate with local address

**FOR Writer (AMANUENSIS):**

I..... Son of Shri ..... resident of ..... hereby affirm as under :

1. That I am a student of ..... Of .....college.
2. That I have been asked to act an writer for ..... Son of .....Resident of ..... who has met with an accident and is not a position to write in the examination himself.
3. Shri ..... is not related to me .

I understand that if any of the statements made above are found to be incorrect I am liable to legal action which may be taken by the University in this matter

Signature of the Writer/ Amanuensis with local address

- (a) The writer should be a student of the standard as specified in para 15 (2) above.

- (b) The examinee who meets with an accident should submit a medical certificate from the Principal Medical and Health Officer of the District or by a Medical Board.
- (c) The same writer should continue for all the examination days.
- (d) The candidate will have to pay an amount equal to double the amount payable to a invigilator for each day/session. This amount should be remitted to the University.
- (e) The Centre Superintendent should report each such case to the University with full details about both the candidates (original candidate and the writer).

N.B: The words "Answers written by the writer (Amanuensis)" should be written in red ink by the Centre Superintendent on the title cover of the answer -books

### **Medium of Answer Sheet**

17. (a) Generally Question Paper printed in English have to be answered by the candidates through the medium of English. In the case of question paper printed in English as well as in Hindi, candidates have the option of answering the questions throughout the medium of either English or Hindi.  
 (b) The question paper of P.G. Diploma in Law will be in English only but the Candidates shall have the option of answer the questions in Hindi or in English. The Superintendents are requested kindly to inform the candidates that they should answer the question paper through only that language medium which is permitted for the examination.
18. The Superintendent should please inform the candidates that answering the same question more than once or answering more question than required shall be deemed an offence amounting to cheating. They should also be informed that they must not write their names or roll numbers or any other sign which may disclose the identification of the candidate in any part of the answer- books. This will be treated as unfair means. The invigilators may be asked to check this fact before handing over the answer- books to the person deputed for the purpose.
19. No candidate should be permitted to leave the examination room until he has finished his answer except in special cases with the permission of the Superintendents and under some escort. Each case in which such permission is given must be recorded in Form No. M 42 (E). No candidate should be allowed to give his answer- book till at least half an hour after the beginning of the examination.
20. Nobody other than the invigilators or supervisors of examination should be allowed to enter or move around the examination rooms without the permission of the Superintendent. College peons or other persons should not be permitted to deliver letter to candidate during the examination. Any communication with candidates during the examination is strictly prohibited.
21. No one should be permitted to speak to a candidate on any subject pertaining to the question during the hours of examination, not even for the purpose of correcting a misprint or removing an ambiguity in a question paper.
22. Nobody be allowed to write the prescribed time is over.
23. Smoking & other intoxicants are strictly prohibited in the examination hall.

**24. Entry of candidates into examination hall with mobile phones, Calculators and other electronic devices is strictly prohibited**

25. Application forms of candidates to be examined at each centre will be sent separately. The Superintendents are requested kindly to check the candidates with their photograph. Obtain their signature on the forms a second time and attest them after comparing them with the originals. The application forms should be returned to the Controller of Examinations soon after the examination is over by a separate registered parcel and not along with other paper or packets of answer-books.

**Preparation and dispatch of absentee Statements & written Answer book**

26. (a) The Centre Superintendent will keep a record of daily attendance of candidates with their signature. Roll number of candidates absent from the examination in each paper for any reason whatsoever should be reported in the absentee statement (Form No. M 29 (E)). If any answer- book (s) is/are sent to the OIC (UM) separately on account of the candidate (s) having resorted to the use of unfair means. This fact should also be mentioned in the absentee statement. If no candidate is absent, a 'Nil' report be given in the absentee statement. If no candidate turns up for examination in any paper, all the candidates should be reported absent in the absentee statement. The number of candidates examined at each Centre as shown in the absentee statement plus the number of candidates shown there as absent must tally with the number registered as shown in the consolidated numerical return of candidates. If there is any discrepancy, the same should be clarified in the absentee statements and also intimated to the Controller of paper should be sent to the examiner along with the answer book.

**(b) Immediately after every session the answer books of each paper collected from candidates will be arranged in the serial order of Roll Number and after counting them and checking the number of answer books with the numbers of candidates appeared, the same will be packed in hessian cloth, making packets examination wise and sealed in the presence of the Centre superintendent with the seal supplied by the University. The answer- books should not be folded but packed flat and a copy of the question paper and absentee statement must be placed in each packet.**

The OMR answer sheets of B.A/B.Com/B.Sc. Pt I and Environmental Studies and Elementary Computer are to be packed examination wise. Care is to be taken that they are not folded in packets.

(c) Packing of answer books of not more than 300 candidates.

No packet should contain answer books of more than 300 registered candidates in a paper. In case, more than 300 candidates are registered in a particular paper, the packets of answer book should be prepared in the following manner.

**First packet:** Answer books of first 300 registered candidates From Roll No

to Roll No

**Second packet :** Answer books of second 300 registered candidates From Roll No..... ..to Roll No...

**Third packet :** Answer books of third 300 registered candidates. From Roll No..... to Roll No.....

**Fourth packet :** Answer books of remaining candidates From Roll No.....to Roll NO.....

The answer books of special or college provisional Roll Nos. if allotted by the Centre should be kept in the last packet of answer books and the particulars there of be given on the slip to be pasted on the packet.

- (d) **Packing of separate packets of answer books of Due paper of lower examinations**

The answer books of due papers of the candidates who appear in their **due paper of lower examination should be packet separately in RED cloth line envelope or RED cloth packet.**

**(e) Packing of separate packets of answer books of the papers having more than one option.**

Wherever there are more than one option in a paper, the answer book of each option should be packed separately. No packet should contain answer books of more than one option in a paper. The students should also be instructed to write full nomenclature of the paper attempted by them on the cover pages of the answer books example Economics of B.A. Part-III has got two options in its II paper viz,

- a. Applications of Mathematics in Economics
- b. Environmental Economics
- c. Economy of Rajasthan

As such the students should not write only Economics -II but should write Economics II(a) Applications of Mathematics in Economics

- d. Environmental Economics
- e. Economy of Rajasthan as the case may be.

**(f) Putting Question paper and absentees statement**

Each packet of answer books should contain the relevant Question paper and the Absentees statement related to the answer books of the packet.

**(g) Packing in cloth/Taat**

Answer books should not be backed in Newspaper covering because this causes damage of answer books in transit. The Answer books should be well packed in cloth/ taat covering. Wherever the number of answer books is less in any option of a paper, small cloth lined envelopes should be used for packing of small number of answer books. Form No. M32 (E) or M42-A(E) should invariably be pasted on each smaller packet/ outer cover of the answer books packet as the case may be.

27. (1) The University would get assessed the answer books of various examinations through original or fictitious roll number as under:-

- a. All Professional courses examinations
- b. All post Graduate examinations including M. Phil.
- (c) All Under Graduate examinations under the faculties of Commerce, Science, Fine Arts (Except compulsory papers: Gen Hindi, Gen English of Part-I)
- (d) All Under Graduate examinations under the faculties of Arts and Social Science like
  - (i) B.A, B.A. (Hons), B.A. Addl.
  - (ii) Certificate, Diploma, post Diplomas in modern European language, Persian, Urdu,
  - (iii) Higher Proficiency Test in English

(2) Certain performs have been prepared to facilitate the assessment through fictitious Roll Nos. which are to be used during examination/ preparation of bundles at the examination centers. These performs include:

**(i) Form No, M 42-A (E): Information regarding examination paper Code absentees etc.**



**(ii) (ii) Form No. M 100-EAttendance sheet.**

These proformas are to be completed in triplicate. 1st copy is to be kept in the packet of answer books, 2nd copy is to be sent to the. Officer Incharge/Secrecy Officer and the 3rd Copy is to be retained by the Center Superintendent.

Each packet of the answer books which will be assessed through coded roll numbers should invariably contain:

- (i) Form No. M29 (E)- Absentees statement as per old pattern
- (ii) Form No-M42 A (E)-Information regarding exam paper Code, absentees etc.
- (iii) Form No. M 100-(E)- Attendance sheet, and
- (iv) Question paper

**A copy of Form No. M42- A (E) is to be pasted on the cover of the packet of these answer books.**

- (3) OMR answer sheets of Environmental Studies & Elementary Computer of B.A./B.Com/ B.Sc. Pt. I will be scanned directly. The packet of these answer sheets should contain the absentee statement (Form No. M29 (E) and the attendance sheet corresponding to the OMR answer sheets.
28. (a) The written answer- books of all the University main examinations except Professional Course will be collected through Nodal collection centre. The detailed programme of which has been supplied to you separately. The Principals/ Centre Supdts of the examination centres which are situated in Bharatpur city will deliver the packets of written answer books to the university office every day. The answer books of university constituent college/ Departments will be collected through university vehicle every day.
- (b) As soon the examinations are over the following articles should be returned to the Controller Examinations.
- (i) Pieces of Mark in cloth in which question paper envelopes were wrapped (they should not be used as outer cover, while returning papers to the office).
  - (ii) empty question paper envelopes,
  - (iii) spare copies of question paper and
  - (iv) rubber stamps of centre code number.
- (c) The Centre Superintendents may retain the brass seal, rubber stamp of the Registrar's facsimile signature and the four alphabet stamps for use in subsequent examinations, but they should be checked and a certificate duly signed by the Centre Superintendent to the effect that they have been checked and kept safely for use in the next examination should be set to the University.
29. All letters and covers weighing more than 100 gm should be sent as parcel with the word 'registered parcel' written on such covers.
30. In any emergency not provided for in the above paragraphs the Superintendent should please act according to his own discretion and report his action to the Controller of Examinations. Orders passed by the Superintendent on any matter not provided for in these instructions shall be binding on all.

31. The Centre Superintendent should kindly note the above instruction and also the details of the subject, time allowed for each paper etc. as given in the Printed programme of examination carefully. At the conclusion of the examination, he should please send a report for the information of the BOM that the examinations at his centre were conducted in accordance with these instructions. He may, if he thinks necessary and has some special suggestions to make for improvement in the conduct of examinations, send a separate report to the Controller of Examinations.

### Payment

32. (a) Payment for the expenditure incurred at the centres in connection with the examination will be made by the University at the following scales subject to marginal adjustments. Centre Superintendents are requested to keep the expenditure within this limit. Actual expenses incurred on railway freight, postal charges and octroi charges shall be paid extra on production of vouchers.

(b) Centre Charges:

(i) For all the candidates Rs. 4.00/- per candidate registered for the examination.

(ii) Payment for expenditure incurred on purchase of ice for supplying cold drinking water to the examinees will be made @ 0.30 paise per examinee or Rs. 45/- for each session whichever is on higher side.

### (c) Norms of the staff which may be engaged by the Centre Superintendents for examination work:

(i) class III staff

No. of Registered Candidates for the session	No. of person to be engaged
Upto 200 candidates	Three
Upto 500 candidates	Four
For subsequent 500 candidates or part there of	One

(ii) Daftari : One Daftari irrespective of number of candidates.

(iii) Class IV Staff

Upto 100 candidates	Four
Above 100 For 50 candidates or part there of	One
Electrician	One
pump driver	One
Chowkidar	One

For every-500 one extra peon may be engaged over and above the open engaged as per above norms. Note:- The number of peons engaged as per above norms will be subject to the maximum number of 25 peons.

**(d) Rate of Payments:-**

(i) Ministerial Staff (Class III)	Rs. 80.00 per session
(ii) Daftari	Rs. 60.00 per session
(iii) Peons	Rs. 60.00 per session
(iv) Electrician, pump driver and Chowkidar	Rs. 65.00 per day

In addition to the remuneration payable at the above rate to the staff actually engaged in each session remuneration of two sessions for one day prior to the commencement of examination for preparation and one day after the examination for closing and preparation of bills etc. will also be paid to the following.

(i) Clerks	4
(ii) Daftari	1

Class IV Maximum number of peons engaged in a session during the examination

**(e) Rate of payment to the Lab. Staff:**

(For one batch of 20 or less students) For duration of four hours per day:

(i) Lab Staff in the grade of Lab. Asstt. & above	Rs. 80.00
(ii) Lab Staff other than as mentioned above and	Rs. 60.00 class IV Staff

(For extra hours to be increased proportionately)

The Centre Superintendents should please send a bill for the above charges after the examinations are over.

**If anything is not clear in the above instructions the Superintendents are requested to refer the same to the Controller of Examinations.**

33. The scale of honorarium to the Superintendents, Additional Supdts., Asstt. Supdts and Invigilators for the main as well as supplementary examinations of the University will be as follows:-

	Per day of 1 session of 3hrs	Per day of 2 session of 3hrs	Per day of 3 session of 3hrs
*Superintendent	Rs. 340.00	Rs. 540.00	Rs. 740.00
Additional Supdt.	Rs. 290.00	Rs. 440.00	Rs. 590.00
Assistant Supdts.	Rs. 220.00	Rs. 360.00	Rs. 460.00
Invigilators/Supervisors	Rs. 170.00 per session		

N.B (i) At Centres where the number of examinees exceeds 1000, the Centre Superintendent, the additional Supdts./Asstt. Superintendents/ Invigilators/ Supervisors/Flying Squad will be paid remuneration at the rates mentioned above.

(ii) Where the duration of a question paper is more than four hours the invigilators shall be paid for two sessions.

(iii) Rs. 25/- per session as conveyance charges is to be paid during Summer vacation to Centre Supdts./ Addl Supdts./Admn. Supdts./Asstt. Supdts./ Invigilators and Internal Flying Squad who will be assigned examination work at the Examination Centre.

34. In addition to the above a sum of Rs. 12/-per non-collegiate candidate will be paid conducting the examination, the distribution of which will be as under:

(a) Principal (Centre supdt.)	Rs. 3.00 per candidate
(b) Addl./Extra addl. Centre supdt.	Rs. 1.50 per candidate.
(c) Asstt. Centre Supdt.	Rs. 1.50 per candidate
(d) Ministerial Staff	Rs. 3.00 per candidate
(e) Class IV Employees	Rs. 3.00 per candidate

Total Rs. 12.00
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Note: - In case there is no addl. or Extra addl. Centre Supdt. the amount of Rs.1.50 per candidate will be divided fifty between the Centre Supdt. and Asst. Centre Supdt.

35. Whom and where to contact, during any emergency the University officers may be contacted on the following telephone numbers:

- 1- Deputy Registrar, Dr. Arun Kumar Pandey :8787219218
- 2- Dr. Man Singh Meena, OIC Control Room :- 8290845992, 8290845986
- 3- Sh. Niranjana Singh-9414354927
- 4- Sh. Prashant Kumar Asstt. Registrar: 9772410625
- 5- Dr. Farbat Singh, Controller of Exam. (M) 9352816277
- 6- Sh. S.N. Gaur : 9664040485

संबंधित कार्य	OIC/Clerk/Asst	Mobile No.
परीक्षा केन्द्र संबंधी जानकारी	Dr. Farbat Singh	9358968027
परीक्षा कार्यक्रम से संबंधी सूचना	Dr. Man Singh Meena Sh. Kunwar Bhan Sh. Vipin Baswda	7240464170 908 9856610 8005631379
izos'k i= बेबसाईट पर जारी करनका lalks/ku ;Fkk iz'u i=] le;] fnukad lqfuf'pr djukA नोट:-विश्वविद्यालय की मेल आई डी msbu.exam.ac.in पर सम्पर्क करें ।	Sh. Ram Gopal (B.Sc, B. Com, BCA) Sh. Ishwar Singh(B.A) & Sh Soran singh (BA) Sh. Man Singh(PG) Sh. Kunwar Bhan (Education & Law)	9660123282 8740904119 8279243063 9759980444 9089856610
परीक्षा केन्द्रों पर Blank उत्तर पुस्तिकाओं की आपूर्ति djuk ,oa leLr fjdkWMZ la/kkfjr djukA	Dr. Angad singh Sh. Gajendra Singh Sh. Bharat	9818134045 9680070671 7424883289
QP, Seating plan, attendance sheet, Roll list, Numerical Return (NR) संबंधी जानकारी । परीक्षा केन्द्र से सम्बन्धित समस्त सील एवं परीक्षा से संबंधित समस्त प्रपत्र को परीक्षा केन्द्रों पर miyC/k djukA	Sh. Sobran Singh Sh. Ram Gopal Sh. Tara singh	8279243063 9660123282 9079004450
SEC, VAC, AEC, GEN. HINDI, GEN. ENGLISH की परीक्षा हेतु प्री एण्ड पोस्ट फर्म से ओएमआर प्राप्त		

कर छटनी कर और सभी सेन्टर्स को भिजवावुक ।		
ijh{kk dsUnzksa ij dkuwu O;oLFkk lqfufLpr djus okor LEof/kar ftyksa o ftyk iqfyl v/kh{k dks i= izsf'kr dj ijh{kk dsUnzksa dks voxr djukA ijh{kk dsUnzksa ij oh{kdksa dh O;oLFkk gsrq ftyk?kh" k o Mh-bZ-vks dks i= izsf'kr djukA	Sh. S N Gaur Sh. Jitendrapal sharma Sh. Abhishek Gothi Sh.Kunwar Bhan	9664040485 8619723159 8079032916 9089856610
परीक्षा से संबंधित सामग्री तथा केन्द्राधीक्षक के लिए निर्देश 'प्रपत्र M24 (E) miyC/k djuk ।	Sh.Ishwar Singh Sh. Vipin Baswda	8740904119 8005631378
प्रश्न पत्रों को परीक्षा केन्द्रों पर पहुँचने की व्यवस्था djuk	Sh. S N Gaur Sh. Ram Gopal Sh. Jitendrapal Sharma	9664040485 9660123282 8619723159
प्रेस से प्रश्न-पत्र प्राप्त करना एवं परीक्षा केन्द्रों पर प्रश्न-पत्रों dks Hkstus dh O;oLFkk djuk ,oa deh gksus dh fLFkrh esa iwrhZ djuk ।	Dr. Farbat Singh (CE) Sh. S N Gaur Sh. Vipin Baswda	9358968027 9664040485 8005631378
प्रश्नपत्रों में छपने वाले निर्देशों के संबंधी जानकारी ।	Sh. Nishant Mishra	9616187843
लिखित उत्तर पुस्तिकाओं के संग्रहण केन्द्र बनाने के लिए आदेश जारी करना एवं संग्रहण सुनिश्चित कराना एवं लिखित उत्तर-पुस्तिकाओं को प्रतिदिन संग्रहित करवाने संबंधी कार्य ।	Dr. Niranjana Singh Sh. K K Choudhary Sh. Tara Singh	9414334927 9079684199 9079004450
नकल से संबंधित शिकायतों से संबंधित जानकारी ।	Sh. Jagvir Singh Sh Abhishek Sogarwal	9468583951 8952070234
I. परीक्षा से संबंधित शिकायतों के लिए कंट्रोल रूम II. कंट्रोल रूम (समय सारिणीनुसार समय प्रातः 07 बजे से सांय 5 बजे तक)	Dr. Man Singh Meena (OIC)  Sh Abhishek Sogarwal	7062794629  8952070234
प्रायोगिक परीक्षा 2024 सम्पन्न कराना। प्रायोगिक परीक्षा के प्रश्न-पत्र एवं उत्तर-पुस्तिकाएं संबंधित परीक्षा केन्द्र पर भिजवावुक gsrq okgu O;oLFkk djuk	Sh. Abhishek Gothi  Sh. Tara Singh	8079032916  9079004450
परीक्षा केन्द्रों से प्रतिदिन ऑनलाईन उपस्थिति लेने का कार्य ।	Bharatpur { Dholpur { Sh. Vipin Baswada Sh.Abhishek Gothi Sh Vijay Mithel Sh. Manmohan Singh	8005631379 8079032916 9672974911 7014557538 9887362871

CONTRTOLLER OF EXAMINATION



# महाराजा सूरजमल बृज विश्वविद्यालय

चक सकीतरा, कुम्हेर, भरतपुर-321201

Ph. & Fax No. 05644-220025, Email- exam@msbrijuniversity.ac.in

Website – www.msbrijuniversity.ac.in

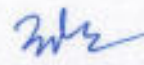
क्रमांक :- मसूब्रवि/परीक्षा/2021/ 5148

दिनांक :- 29.09.21

माननीय कुलपति महोदय के आदेश दिनांक 27.09.2021 के अनुसार स्नातकोत्तर (अंतिम) वर्ष की परीक्षा के आयोजन हेतु भरतपुर एवं धौलपुर स्थित जिलों में परीक्षा केन्द्र निम्नानुसार बनाये जाते हैं:-

## Examination center for M.A. (Final)2021

S. No.	Examination Center	Code
1	<b>(101) Govt. College, Bayana</b>	
	Govt. College, Bayana	101
2	<b>(103) R.D. Girls College, Bharatpur</b>	
	R.D Girls College, Bharatpur	103
	Shree Agrasen Mahila Snatakottar Mahavidyalaya, Ranjeet nagar, Bharatpur	134
	Shri S.N. College, Halena (D&P)	144
3	<b>(104) M.A.J. College, Deeg (104)</b>	
	M.A.J. Govt. College, Deeg	104
	Master Balvir Singh College, Astawan (Kumher)	153
4	<b>(105) MSJ College, Bharatpur</b>	
	MSJ College, Bharatpur	105
	Maruti Nandan Girls College, Nagla chandmari road, Bharatpur	123
	Shri Ratan Singh Girls College, Kumher	143
	Shri S.N. College, Halena	144
	Sh. Rangay Raghav Mahavidyalaya, Weir	133
5	<b>(503) Govt. PG College, Dholpur</b>	
	Govt. College, Bari, Dholpur	501
	Govt. Girls College, Dholpur	502
	Govt. PG College, Dholpur	503
	J.L.N. Mahavidyalaya, Baseri (Dholpur)	515
	Kamla PG College, Dholpur	517
	Maharani Mahila PG Mahavidyalay, Dholpur	519
	Pt. Uma Dutt Girls College, Dholpur	523

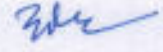
  
(डॉ० अरुण कुमार पाण्डेय)  
परीक्षा नियंत्रक

क्रमांक :- मसूबुवि/परीक्षा/2021/ 5148

दिनांक :- 29.09 '21

प्रतिलिपि निम्नांकित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है :-

1. निजी सहायक, कुलपति, कुलपति महोदय, के सूचनार्थ।
2. कुलसचिव महोदय।
3. प्राचार्य/केन्द्राधीक्षक
4. प्री एण्ड पोस्ट फर्म को प्रेषित कर लेख है कि उक्त परीक्षा केन्द्रों के अनुसार परीक्षा सामग्री तैयार कर संबंधित महाविद्यालयों के पोर्टल पर अपलोड करना सुनिश्चित करें।
5. रक्षित पत्रावली।



(डॉ० अरुण कुमार पाण्डेय)  
परीक्षा नियंत्रक



# MAHARAJA SURAJMAL BRIJ UNIVERSITY, BHARATPUR EXAMINATION, 2022

Provisional Examination Centres for Regular & NC Students Bharatpur & Dholpur

B.Sc,B.Com ,BCA Part I, II and III & BA Hons -2022

माननीय कुलपति महोदय के आदेश दिनांक 21.04.2022 की पालना में B.Sc,B.Com ,BCA Part I, II and III

& BA Hons Examinations-2022, जो कि दिनांक 05.05.2022 से प्रारम्भ होने जा रही है, को सम्पन्न करवाने हेतु परीक्षा केन्द्र निम्नानुसार बनाये जाते हैं।

S.No.	COLLEGE NAME	COLLEGE CODE
01.	(101) GOVT. COLLEGE, BAYANA	
	GOVT. COLLEGE, BAYANA	101
	GOVT GIRLS COLLEGE, BANAYA	102
	PARSHURAM MAHAVIDHYALYA, BAYANA, BHARATPUR	124
	SARASWATI KANYA MAHAVIDYALAYA, BAYANA, BHARATPUR	156
	Raj College, Bayana	129
02	(103) GOVT.R.D.GIRLS COLLEGE, BHARATPUR	
	GOVT.R.D.GIRLS COLLEGE, BHARATPUR	103
	SHRI AGRASEN MAHILA COLLEGE, BHARATPUR	131
03	(104) M.A.J.GOVT.COLLEGE, DEEG, BHARATPUR	
	M.A.J.GOVT.COLLEGE, DEEG, BHARATPUR	104
	GOVT. COLLEGE, KAMAN, BHARATPUR	108
	SHRI BANKE BIHARI MAHAVIDYALAYA, KAMAN, BHARATPUR	137
	KOUSHALYA DEVI COLLEGE, DEEG, BHARATPUR	195
04	(105) M.S.J. COLLEGE, BHARATPUR	
	M.S.J. COLLEGE, BHARATPUR	105
	PODDAR COLLEGE OF TECHNOLOGY & MANAGEMENT, BHARATPUR	125
05	(118) G.I.M.T. COLLEGE, BHARATPUR	
	SWAMI VIVEKANAND P.G. COLLEGE, BHARATPUR	167
	SHRI BALAJI DEGREE COLLEGE, BHARATPUR	169
	SHRI HARIDUTT DEGREE COLLEGE, SEWAR, BHARATPUR	171
	INDIRA GANDHI MEMORIAL MAHAVIDYALAYA, BHARATPUR	181
	GURU MADHVANAND PRATIBHA MAHAVIDYALAYA, ROOPWAS, BHARATPUR	163
06	(134) Shree AgrasenMahilaSnatakottarMahavidyalaya, Ranjeet Nagar, Bharatpur	
	G.I.M.T. COLLEGE, BHARATPUR	118
	J.K. COLLEGE OF SCIENCE & RESEARCH TECHNOLOGY, BHARATPUR	148
07	(131) SANSKAR COLLEGE, NADBAI, BHARATPUR	
	SHRI RADHEY P.G. COLLEGE, NADBAI, BHARATPUR	132
	KALA BHARATI KANYA MAHAVIDYALAYA, NADBAI, BHARATPUR	149
08	(217) SHRI BALVIKAS T.T COLLEGE, NAGAR, BHARATPUR	
	RADHA SWAMI SNATAKOTTAR MAHAVIDYALAYA, NAGAR, BHARATPUR	154
	SHRI KRISHNA MAHAVIDALAYA, JALUKI, NAGAR, BHARATPUR	164
	MAHARAJA AGRASEN SNATAKOTTAR MAHAVIDYALAYA, NAGAR, BHARATPUR	122
	SHRI BANKE BIHARI MAHAVIDYALAYA, NAGAR, BHARATPUR	159
09	(117) D.P.M. COLLEGE, SARSENA, WEIR, BHARATPUR	
	CH. GOLI SINGH COLLEGE, BHOSINGA, NADBAI, BHARATPUR	175
	SHRI S.N. MAHAVIDYALAYA, HALENA, WEIR, BHARATPUR	144
10	(136) SHRI BABA LAXMAN DAS COLLEGE, BHARTPUR	
	SHRI GANGASHARAN MAHILA MAHAVIDYALAYA, BHARATPUR	188
	S.R.S BOYS COLLEGE, KUMHER, BHARATPUR	166

11	[147] G.B. COLLEGE, BHUSAWAR, BHARATPUR,	
	ARYA VIDYAPEETH GIRLS COLLEGE, BHUSAWAR, BHARATPUR	113
	SHREE RANGEY RAGHAV MAHAVIDYALAYA, WEIR, BHARATPUR	133
	D.P.M. COLLEGE, SARSENA, WEIR, BHARATPUR	117
	SHRI RAMA DEVI COLLEGE, BHUSAWAR, BHARATPUR	186
12	VIDAY BHARTI COLLEGE, BALLABHGARH, BHUSAWAR, BHARATPUR	192
	[149] KALA BHARATI KANYA MAHAVIDYALAYA, NADBAI, BHARATPUR	
	ADARSH TAGORE PREM SUBHADRA MAHAVIDYALAYA, NADBAI, BHARATPUR	112
	GOVT. COLLEGE, NADBAI, BHARATPUR	107
	SANSKAR COLLEGE, NADBAI, BHARATPUR	131
13	(501) GOVERNMENT COLLEGE, DARI, DHOLPUR	
	GOVERNMENT COLLEGE, BARI, DHOLPUR	501
	SHRI AGRASEN MAHILA MAHAVIDYALAYA, BARI, DHOLPUR	552
14	(502) GOVERNMENT GIRLS COLLEGE, DHOLPUR.	
	GOVERNMENT GIRLS COLLEGE, DHOLPUR.	502
	MAHARANI MAHILA SNATAKOTTAR MAHAVIDYALAYA, DHOLPUR	519
	PT. UMA DUTT GIRLS P.G. COLLEGE, DHOLPUR	523
	VIVEKANAND KANYA MAHAVIDYALAYA, DHOLPUR	536
15	DHOLPUR COLLEGE OF SCIENCE & ARTS, DHOLPUR	539
	(503) GOVERNMENT P.G. COLLEGE, DHOLPUR	
	GOVERNMENT P.G. COLLEGE, DHOLPUR	503
	KAMLA SNATAKOTTAR MAHAVIDYALAYA, DHOLPUR	517
16	S.N. COLLEGE OF SCIENCE, DHOLPUR	525
	(515) J.L.N. MAHAVIDYALAYA, BASERI, DHOLPUR	105
	SAINGER COLLEGE OF ARTS & EDUCATION, BASERI, DHOLPUR	526
	Y.S. MEMORIAL MAHAVIDYALAYA, BASERI, DHOLPUR	537

(Dr. Farhat Singh)  
Controller of Examination

क्रमांक - प.8(06)मसूबि/परीक्षा/2022/477

दिनांक - 26.2.2022

प्रतिलिपि निम्नलिखित को सूचना एवं आशयक कार्यवाही हेतु प्रेषित है-

1. विज्ञान सचिव, कुलपति महोदय महाराजा सुरजमल वृज विश्वविद्यालय, भरतपुर।
2. कुलसचिव महाराजा सुरजमल वृज विश्वविद्यालय, भरतपुर।
3. सचिव/केंद्राधीक्षक को प्रेषित कर लेख है कि समय-सारिणी के अनुसार परीक्षा केंद्र पर परीक्षाओं हेतु व्यवस्था करना सुनिश्चित करें।
4. श्री एच पोस्ट फॉर्म को प्रेषित कर लेख है कि परीक्षा समीची विश्वविद्यालय को एवं Soft Copy 25-04-2022 तक परीक्षा केंद्र के लेमिटन आईडी पर उपलब्ध कराने का भ्रम करें।
5. लेखा शाखा मसूबि।
6. प्रेषित प्रतिलिपि।

Controller of Examination



# महाराजा सूरजमल बृज विश्वविद्यालय

चक सक्तीतरा, कुम्हेर, भरतपुर-321201

Ph. & Fax No. 05644-220025, Email- exam@msbrijuniversity.ac.in

Website - www.msbrijuniversity.ac.in

S.No:-MSBU/Exam/2023/2377

Date :- 25.04.2023

In pursuance of order of Hon'ble Vice-Chancellor dated 25.04.2023 following exam centers are constituted for the exams-2023 (M.Sc/M.Com. Previous & Final) with immediate effect :-

## Exam Center for M.Sc/M.Com. Previous & Final Examination-2023 (Both Regular & Non-Collegiate)

S.No.	Center's for Examination-2023	Code
1.	(101) Govt. College, Bayana, Bharatpur	
	Govt. College, Bayana, Bharatpur	101
2.	(103) Govt. R.D. Girls College, Bharatpur	
	Govt. R.D. Girls College, Bharatpur	103
3.	(104) M.A.J. Govt. College, Deeg, Bharatpur	
	M.A.J. Govt. College, Deeg, Bharatpur	104
	Maharaja Agrasen P.G. College, Nagar, Bharatpur	122
4.	(105) M.S.J. Govt. College, Bharatpur	
	M.S.J. Govt. College, Bharatpur	105
5.	(503) Govt. P.G. College, Tiwari Bagh, Dholpur	
	Govt. P.G. College, Tiwari Bagh, Dholpur	503
	Kamla College, Dholpur	517

(Dr. Farbat Singh)

Controller of Examinations

Date :- 25.04.2023

S.No:-MSBU/Exam/2023/2377

Copy To :-

1. P.S. To Hon'ble Vice-Chancellor
2. Registrar, MSBU
3. Comptroller, MSBU
4. Exam Center Superintendent to ensure to conduct exams as per schedule of the examinations.
5. Project Manager, Pre & Post Exam Firm to ensure to provide QP, Roll-List, Attendance Sheet, NR, Admit Card etc. in soft and hard copy to university and to all exam centers by 30.04.2023.
6. Office Copy.

Controller of Examinations