

# **The Rajasthan Homoeopathic Medicine Board (Examination) Regulations, 1975**

RAJASTHAN

India

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### **Rule**

### **THE-RAJASTHAN-HOMOEOPATHIC-MEDICINE-BOARD-EXAMINATION of 1975**

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The Rajasthan Homoeopathic Medicine Board (Examination) Regulations, 1975 Published vide Notification No. G.S.R. 14 (25)/RBHM/Gen. 97(Volume 2)/18131, dated 10-6-1975, published in Rajasthan Gazette, Part 4-C, dated 29-4-1976, Page 94(85) In exercise of the powers conferred by Clauses (iii), (v) and (vii) of section 40 read with sub-clauses (c), (f) (g) and (m) of sub-section (1) of section 58 of the said Act, the Board hereby makes the following regulations, the same having been previously published in the Rajasthan Gazette, Part 3(B), dated the 10th January, 1974. These regulations have also been confirmed by the State Government.

### **1. Short title and commencement.**

(1) These regulations may be called the Rajasthan Homoeopathic Medicine Board (Examination) Regulations, 1975. (2) They shall come into force on the date of their publication in the Rajasthan Rajpatra.

### **2. Definitions.**

- In these regulations unless the context otherwise requires, - (a) "Academic Year" means a year commencing on 1st July and ending on the 30th June: (b) "Act" means the Rajasthan Homoeopathic Medicine Act, 1969: (c) "Board" means the Rajasthan Board of Homoeopathic Medicine, constituted under the provisions of the Act: (d) "Chairman" means the Chairman of the Board: (e) "Course of Study" means a course of study and curricula duly prescribed by the Board under section 40(ii) of the Act: (f) "Examination" includes a part of the examination and an examination in only a limited

number of subjects of the examination and a supplementary examination:(g)"Examiner" includes a Sub-examiner and means a person appointed as such for setting a question paper for a subject included in an examination or for evaluating the answer books or for oral or practical examinations of a subject:(h)"Faculty" means the faculty of Homoeopathic Medicine established and constituted under these regulations;(i)"Institution" means a Homoeopathic educational or instructional institution and unless the context otherwise requires includes an affiliated institution:(j)"Prescribed" means prescribed by the Board:(k)"Recognised or Affiliated" means recognised by the Board for the purpose of affiliation under section 40(i) of the Act:(l)"Registrar" means the Registrar of the Board appointed under the Act:(m)"Regulations" means the Regulations framed by the Board under the Act:(n)"Rules" mean the rules framed by the Rajasthan Government under the Act:(o)"Secretary" means the Secretary of the Board as defined in section 27(4) of the Act:(p)"section" means a section of the Act:(q)"Student" means a person who has been admitted to a course of study in an affiliated institution and who has paid to the institution the prescribed fee etc.:(r)"Teacher" includes Principal, Vice-Principal, Professor, Assistant Professor, Lecturer, Assistant Lecturer and Demonstrator:(s)Words and expressions used but not defined in these regulations shall have the meanings assigned to them in the Act.

### **3. Enrolment with the Board.**

(1)All students admitted or readmitted to the various courses of study in affiliated institutions shall get themselves enrolled with the Board.(2)No student shall be admitted to any examination for a particular course of study unless he is enrolled with the Board for that course of study.(3)The enrolment fee for a course of study shall be Rs. 15/- but it shall be paid only once irrespective of the number of times a student appears at the Board's examinations of that course of study as student of an affiliated institution.(4)Every student shall submit an application on such form as may be prescribed by the Board, for enrolment with the Board alongwith the enrolment fee of Rs. 15/- and the original certificate(s) of educational and other qualifications on the basis of which he has been admitted to a course of study in an institution, through the Head of his institution so as to reach the Registrar by the last working day of September of the year in which he has been admitted to a course of study.(5)The Heads of all institutions shall forward all such applications for enrolment with respect to all such students as have been admitted or re-admitted to a particular course of study upto the 15th of September alongwith the enrolment fee therefor not later than the last working day of September every year alongwith a list of all such students as have been admitted or re admitted to a course of study upto the 15th September of the year.Applications for enrolment with respect to those students who are admitted or re-admitted after the 15th September shall be forwarded to the Registrar alongwith the fees therefor and the list of students as aforesaid within a fortnight of such admission or re-admission.(6)If an application for enrolment is found to be in order, the student concerned will be enrolled with the Board by the Registrar by making suitable entries in the relevant enrolment register.(7)The Registrar shall maintain an enrolment register separately for each course of study on such form as may be prescribed by the Board. The register will contain columns to indicate all the details about a student's enrolment number, admissions, re- admissions, transfers, successes and failures at the examinations etc. Enrolment numbers for each course of study shall start from one year year. Abbreviated name of the course of study shall be a part of the enrolment number.(8)The Registrar shall also maintain a card index of all students enrolled with the Board for

the purposes of identification.(9)On enrolment every student shall receive from the Registrar an enrolment certificate, on such form as may be prescribed by the Board, showing the enrolment number under which his name has been entered in the enrolment register and that number shall be quoted by the student in all communications to the Board and in all subsequent applications for admission to the examinations of the Board in the course of study for which he has been enrolled with the Board.(10)If the name of any student is struck off the rolls of an institution or if he is transferred to another institution or migrates to another Board or institution not affiliated to the Board, the fact will be reported to the Registrar by the Head of the institution concerned before the end of the term in which such an event takes place. On receipt of this information the Registrar shall cause suitable entries to be made in the enrolment Register.(11)The name of any student rusticated or expelled shall be reported to the Registrar immediately. On receipt of such information, the Registrar shall cause suitable entries to be made in the enrolment register.(12)Any enrolled student may at any time obtain a certified copy of the entries relating to him in the enrolment register on payment of a fee of Rs. 5/- only. A duplicate copy of the enrolment certificate may be granted on payment of a fee of Rs. 5/- only.

#### **4. Establishment of a Faculty of Homoeopathic Medicine.**

(1)All the examinations of the Board shall be held and conducted on behalf of the Board by a Faculty of the Board to be known as the "Faculty of Homoeopathic Medicine".(2)The Faculty of Homoeopathic Medicine shall consist of the Chairman of the Board and four other members of the Board to be appointed by it for such period as the Board may deem proper. The Chairman of the Board shall be the Chairman of the Faculty and the Registrar of the Board shall be the Registrar of the Faculty.(3)The meetings of the Faculty shall be presided over by the Chairman. In absence of the Chairman, the Faculty may elect any one of its member for the purpose.(4)No business shall be transacted at any meeting of the Faculty unless at least 3 members are present.(5)All questions at a meeting of the Faculty shall be decided by a majority of the votes of the members present and voting. In case of an equality of votes, the person presiding shall have a second or casting vote.(6)The minutes of the proceedings of the meeting of the Faculty shall be drawn up by the Registrar and shall be signed by him and the person presiding the meeting before the meeting disperses. The minutes shall be read over and got confirmed in the same or the next following meeting under the signatures of the person presiding that meeting.(7)The decisions taken by the Faculty shall be executed or got implemented by the Registrar.(8)The meetings of the Faculty shall be called by the Chairman as and when necessary. The agenda for each meeting shall be drawn up by the Registrar and got approved from the Chairman.(9)Notices of the meetings of the Faculty alongwith the agenda therefor shall be issued by the Registrar to all members of the Faculty at least 3 clear days earlier to the date of the meeting.(10)Subject to the general supervision and control of the Board, the Faculty will exercise all such powers and perform all such functions as have been assigned to it under these regulations with respect to the centres of examinations, appointment of examiners, invigilators, tabulators, paper setters. Superintendents of examinations etc. and the declaration of the results of examinations etc.(11)The Board may suo moto or on an application made to it, review any decision of the Faculty and confirm, rescind, alter or amend the same or refer it back to the Faculty for reconsideration.

## 5. Admission of students to examinations.

(1) No student shall be admitted to any examination of the Board unless:-(a) He has attended at least 75% of the lectures, practicals and clinical classes every year counted separately in each subject as prescribed in the Regulations relating to the concerned course of study: Provided that the head of an institution may in exceptional cases condone shortage of attendance up to 15% for valid reasons. (b) He has paid to the Board the prescribed examination fee and has submitted his application for the examination on the prescribed form, in the prescribed manner within the prescribed time. (c) He fulfills such other conditions of admission to an examination as may be laid down by the Board in the Regulations pertaining to a course of study. (d) He is enrolled with the Board for that course of study. (2) No candidate who has failed to qualify at an examination of the Board in his first attempt or has failed to appear at the first examination at which he was qualified to appear shall be allowed to re-appear at the same examination subsequently in all the subjects of that examination or in the subject or subjects in which he has failed to qualify unless he satisfies such conditions as may be laid down by the Board in the Regulations pertaining to a course of study, pays to the Board the prescribed examination fee and submits his application therefor to the Registrar through the Head of his institution on the prescribed form in the prescribed manner within the prescribed time. (3) In order to enable the Board to draw up its plans for an examination all Heads of institutions shall, before such date as may be prescribed in the Regulations pertaining to a course of study, send to the Registrar a list of candidates who may be admitted to an examination. (4) Every student desirous of appearing at an examination of the Board for which he is eligible shall apply to the Registrar through the Head of his institution on such form as may be prescribed by the Board in the Regulations pertaining to the Course of study, alongwith all such certificates as may be prescribed and alongwith the prescribed examination fee. (5) The Registrar shall maintain a register with respect to each examination to be known as the examination register in such form as may be prescribed by the Board. In this register, the details of all students submitted to an examination, roll numbers allotted, examination centres assigned, details of the subjects in which examined, maximum marks and marks obtained for each subject and part thereof, distinction obtained and the result of examination in each subject and the result of the examination as a whole shall be indicated. (6) Every application for admission to an examination received in the office of the Board shall be examined by the Registrar. In case a student is found to be eligible for admission to an examination his application shall be suitably endorsed by the Registrar and his name shall be entered in the examination register meant for that examination. If a student found to be ineligible for the examination he shall be informed accordingly through the Head of his institution. (7) Every student admitted to an examination shall be allotted a roll number and shall be assigned to an examination centre and shall be through the Head of his institution:-(a) Informed by the Registrar of the roll number allotted to him, the name of the examination centre to which he has been assigned and the programme of the examination. (b) Supplied by the Registrar with an identity-cum-authority card on the authority of which he shall be admitted to the examination centre. (c) Supplied with a copy of the Regulations governing his conduct in the examination and with a copy of the instructions pertaining to the examination. (8) All the concerned institutions shall be supplied by the Registrar with a list of its students admitted to an examination, the roll numbers allotted to them, the examination centres to which they have been assigned, the programme for the examination and a copy of the institutions pertaining to the examination and a copy of the Regulations governing the

conduct of student at the examination.

## **6. Examinations.**

(1)The Board shall in the Regulations pertaining to each course of study prescribe:(a)the number of examinations for the course of study;(b)the parts into which any examination for the course of study may be divided;(c)the subjects in which a student at each such examination shall be examined and the scope of each subject;(d)the nature of examination in each subject i.e. theoretical, oral or practical and the number and scope of theoretical papers and the number and scope of the oral and practical examinations:(e)the duration of each theoretical paper and the oral and practical examinations:(f)the maximum marks allotted to each theoretical question paper, the oral examination and the practical examination.(2)If the duration of a course of study is less than a year, the examination therefor shall be conducted in the month following the month in which the duration of the course comes to an end or at such other times as the Board may in the Regulations pertaining to the courses of study prescribe.(3)If the duration of a course of study is one year or more than one year, each examination or a part of the examination therefor shall be conducted and held twice a year, as follows:-(a)one examination to be conducted ordinarily in the month of April and to be known as the Annual Examination.(b)the second examination to be conducted ordinarily in the month of July and to be known as the supplementary examination.(4)The detailed plans and programme for each examination shall be drawn up by the faculty every year well in advance and shall be intimated to all affiliated institutions.

## **7. Success or failure at an examination.**

(1)In order to be declared successful at an examination for a part of an examination, a candidate shall have to qualify separately in each subject of the examination or a part of the examination by securing such minimum percentage of marks in each subject of the examination and such minimum percentage of marks in the aggregate as may be prescribed by the Board in the Regulations pertaining to a course of study or otherwise:Provided that the minimum qualifying marks for an examination in a subject shall in no case be less than 45% in the aggregate for a subject, 40% in the theory, 40% in the oral examination if any and 40% in the practical examination if any.(2)Candidates who appear at an examination at the first opportunity available to them and who qualify in that examination in their first attempt by securing 75% or more marks in a subject or subjects will be described as having qualified with distinction in that subject or those subjects.(3)Candidates who fail to appear at an examination or a part of an examination at the first opportunity available to them or fail to qualify an examination in the first attempt shall not be permitted to appear at subsequent examinations unless they fulfill conditions therefor as may be prescribed by the Board in the Regulations pertaining to the concerning course of study.

## **8. Examination Centres.**

(1)Every student admitted to an examination of the Board shall be assigned to an examination centre where his written, oral and practical examinations will be held.(2)For every examination of the Board there shall be as many examination centres as may be fixed by the

Faculty.(3)Examination centres shall ordinarily be located in institutions affiliated to the Board.(4)It shall be obligatory for an institution, which is selected for locating an examination centre therein, to make timely arrangements for al the necessary' furniture and equipment which will be required for conducting the written, oral and practical examinations.(5)Examination centres fixed for an examination shall be notified by the Registrar to all the concerned institutions at least 2 months before the date of the commencement of an examination.

## **9. Superintendent of Examinations.**

(1)For every examination centre, there shall be a Superintendent of examinations.(2)A Superintendent of examinations shall be appointed by the Faculty and shall either be the Head of the institution wherein the examination centre is located or a Senior teacher of that institution duly recommended for the purpose by the head of that institution or a Senior member of the teaching staff of any other affiliated Institution or a member of the Board:Provided that for an examination centre where students of more than one institution are to be examined, the head of the institution wherein the examination centre is located shall ordinarily be appointed as the Superintendent of examinations.(3)Every Superintendent of examination shall be supplied by the Registrar, at least 7 days before the date of the commencement of the examination, such instructions, material, stationery, forms, questions papers, answer books etc. as may be necessary for the fulfilment of the duties assigned to the Superintendent of examinations.(4)Every Superintendent of examinations shall carry out the duties and instructions enumerated in Appendix-I.(5)In an emergency, the Registrar shall be competent to appoint a Superintendent of examinations for a examination centre. Each such appointment shall be reported to the Faculty for confirmation.(6)The used answer books received by the Registrar from the Superintendent of examinations shall be sent by him to the examiners and sub-examiners for marking and return within the prescribed time.

## **10. Appointment of invigilators.**

(1)The Registrar shall in consultation with the concerned Superintendent of examinations appoint a sufficient number of invigilators for each examination centre for the purposes of invigilation at the examination.(2)Invigilators shall ordinarily be appointed from out of the teachers serving in institution affiliated to the Board.(3)The number of invigilators shall not ordinarily exceed one or every 20 examinees at each centre but the minimum number of invigilators at any centre on any examination day shall not be less than two.(4)At each examination centre, at least one invigilator shall be a teacher serving in the institution whose students are being examined at that examination centre.(5)If students belonging to more than one institution are to be examined at a particular examination centre, at least one teacher from each such institution shall be appointed as an invigilator at such an examination centre.(6)At each examination centre at least half the total number of invigilators shall be persons not connected with the institutions whose students are to be examined at that centre.(7)In case of an emergency, the Superintendent of examinations shall be competent to appoint such number of invigilators as are considered necessary to him. Each such appointment alongwith reasons therefor shall be reported to the Board for the approval of the Registrar.(8)Every person appointed as an invigilator at an examination centre shall perform such duties in connection with that examination as to invigilation or otherwise as may be assigned to him

by the concerned Superintendent of examinations.

## **11. Appointment of examiners.**

(1)The Board may from time to time lay down the minimum qualifications of persons for being appointed as examiners for the written, oral and practical examinations in each subject forming part of an examination.(2)In the year preceding the year in which the Board purposes to hold an examination for the first time, the Faculty shall draw up a panel containing names of persons who are members of the teaching staff of the affiliated institutions or otherwise, whom it considers competent for being appointed as examiners for the written, oral and practical examinations for subjects forming part of that examination.(3)The panel so drawn will be revised and brought up-to-date by the Faculty every year.(4)Appointment of all examiners in written, oral and practical examinations shall be made by the Faculty from out of the persons whose names have been entered in the panel of examiners for a particular subject for a particular examination but in case of urgency such appointments may be made by the Chairman of the Faculty from out of persons whose names have been entered in the panel.(5)At least one-third of the examiners appointed for each examination shall not be members of the teaching staff of the institutions affiliated to the Board.(6)All examiners shall carry out the duties and instructions connected in the Regulations enumerated in Appendix-II.

## **12. Appointment of Examiners for written examinations.**

(1)The Faculty shall appoint one examiner for each question paper for each subject for which a written examination consisting of one or more than one written question paper has been prescribed and such number of sub-examiners as are considered necessary by it.(2)Each such appointment shall be made for a period of three years.(3)Question papers for written examinations in a subject of an examination shall be set by the respective examiners and examinees answer books shall be evaluated by them:Provided that if the number of examiners for a particular question paper exceeds 250 answer books shall be got evaluated from the examiner and the sub-examiners in such a way that the examiner does not have to evaluate more than 250 answer books and no sub-examiner has to evaluate more than 250 answer books:Provided further that evaluation of each answer book by a sub-examiner shall be done by him strictly in accordance with the instructions laid down by the examiner with regard to the evaluation of each question included in the question paper.(4)Examiners appointed for written examination shall be required to submit two sets of questions for each paper, either of which may be accepted for the examination.(5)The Board may if necessary, require an examination paper to be set in two parts by two different examiners and in that case the remuneration payable to setting the question paper shall be divided between the two examiners in the proportion of marks allotted to each part of the paper. In such a case each part of the paper shall be answered in two separate answer books to be examined separately by the two examiners(6)Each question paper shall be moderated by a committee consisting of two or three experts to be appointed by the Faculty, in the office of the Board.(7)The Board shall make suitable arrangements for the printing of question papers under strict secrecy.

### **13. Appointment of examiners for oral and practical examinations.**

(1) For every oral and practical examinations of the Board in those subjects of an examination for which such examinations have been prescribed, there shall be an external examiner and an internal examiner. (2) The external examiner for a subject shall be a person not in any way connected with the institution to which the examinees belong and the internal examiner shall ordinarily be the teacher in that subject in the institution. (3) Appointment of at least one external examiner for each subject each examination centre for the oral or the practical examination as the case may be shall be made by the Faculty. (4) Appointment of internal examiners shall be made by the Faculty from out of the list of teachers of each subject at every institution which shall be duly obtained by the Registrar for the purpose. (5) The names of internal examiners shall be communicated to the Superintendents of examinations and the external examiners concerned. If an internal examiner fails to be present at an examination for which he has been appointed, the Head of the institution wherein the examination centre is located shall have the power to fill up such a vacancy on the spot. Any such action taken shall be reported by him to the Registrar without necessary delay for confirmation by the Faculty. (6) The procedure to be adopted, the questions to be put and the marks to be awarded to each examinee, at an oral or a practical examination as the case may be shall be such as may be decided by the external examiner in consultation with the internal examiner. (7) Ten per cent of the marks for a practical examination shall be set apart for the record of the practical work done by each examinee during the academic year before the examination. This marking shall be done by the internal examiner. (8) Fifty percent of the marks for a practical examination shall be set apart for a viva voce test on the subject matter of the questions constituting the practical examination. (9) The details of the examinees to be examined at the examination centre, their roll numbers etc. and the required forms and stationery etc. shall be supplied to the internal and the external examiners by the concerned Superintendent of examinations. (10) The external examiner shall keep the concerned Superintendent of examinations informed about the progress of the oral or the practical examination as the case may be. (11) The proceeding with respect to an oral or a practical examination as the case may be shall be drawn up by the external examiner in consultation with the internal examiner. In these proceedings the procedure of the examination decided upon the questions generally put to the examinees, the number and roll numbers of the examinees assigned to the examination centre, the number and roll number of examinees examined and found absent etc. shall be stated. These proceedings shall be signed by both the external examiner. (12) In a practical examination the internal examiner shall award marks to each examinee for the record of the practical work done by him on a mark sheet meant for that purpose. It shall be signed by the internal examiner and handed over to the external examiner after the examination is over. (13) In an oral or a practical examination as the case may be, the external examiner shall award marks to each examinee in a separate marks sheet meant for the purpose. In case of a practical examination the marks awarded to each examinee on the basis of the record of the practical work done by each such examinee shall also be appropriately indicated in this marks sheet. Totals of marks obtained by each examinee shall then be indicated in this marks sheet. This mark sheet shall be signed by the external examiner and the internal examiner, after the examination is over. (14) Both the marks sheet and the proceedings shall then be carefully and properly sealed by the external examiner and sent to the Registrar by post under a registered cover insured for Rs. 500/- with a forwarding letter. A copy of the forwarding letter shall be endorsed to the Superintendent of examinations concerned.



## **14. Conduct of candidates at examinations and penalties for mis-conduct.**

(1) All candidates appearing at any examination of the Board shall strictly abide by the Regulations enumerated in Appendix III. (2) A candidate found to have violated any of the Regulations governing his conduct may be awarded any punishment provided for in the regulations in Appendix III. (3) It shall be the duty of every examiner, Superintendent of examinations and invigilator to see that all candidates strictly abide by the regulations mentioned in Appendix III. All violations of these regulations shall be reported to the Registrar by the concerned examiner or the Superintendent of examinations. (4) The result of a candidate involved in any case of an alleged breach of any regulation shall not be declared by the Registrar unless otherwise decided by the Faculty. (5) The regulations mentioned in Appendix III shall be suitably got printed on all admission cards meant for being issued to the candidates by the Board for being produced before the Superintendent of examinations as an authority for admission to an examination, and on all answer books on which candidates will be required to write their answers. (6) A copy of regulations enumerated in Appendix III shall be displayed on the Notice Board of each examination centre and these regulations shall be read over to all candidates before the start of each examination by the concerned examiner or the Superintendent of examination.

## **15. Appointment of Tabulators.**

(1) The marks obtained by each candidate in each paper of the written examination and in the oral and practical examinations if any, with respect to each subject of an examination shall be intimated to the Registrar by the examiners concerned. (2) The Registrar shall cause the marks obtained by all the candidates at an examination, in all the question papers of the written examination and in the oral and the practical examinations, if any, of all the subjects of an examination tabulated separately in such form as may be prescribed by the Board. (3) For the purposes of tabulating the results of an examination, the Faculty shall for each examination, ordinarily appoint one head tabulator and two tabulators for a period of 3 years.

## **16. Preparation and declaration of Results.**

(1) On the basis of the tabulation of results done by the Tabulators, the Registrar shall prepare the result of each examinee at an examination. (2) In the result, it shall be indicated whether an examinee has been found to be successful, or whether an examinee has been found to be successful with distinction in a particular subject or subjects or an examinee has been found to be not successful but eligible to appear or re-appear in one or more subsequent examinations in some of the subjects of the examination or in all the subjects of an examination. (3) The result shall be approved by the Faculty and shall then be declared by the Registrar. The results so declared shall be placed before the Board for confirmation, at their next meeting.

## **17. Rechecking and revaluation.**

(1) If on an application made on such form as may be prescribed by the Board and on payment of the

following fees, the Faculty is satisfied that it will be in the interest of justice to allow re-totalling of marks obtained by a candidate in a particular paper or papers or to allow revaluation of his answer books with respect to a particular question paper in a particular subject or subjects it may allow such re-checking of the totals or revaluation of the answer books-Fee for re-checking of totals:(a)For one written paper Rs. 10/- (b)For more than one written paper @ Rs. 10/- per paper. Fee for Revaluation of answer books:(a)For one answer book - Rs. 35/- (b)For more than one answer book- @ Rs. 35/- per answer book.(2)The fee paid for re-checking or revaluation as the case may be shall be refunded if an application, therefor is not allowed by the Faculty or if the application is for re-checking, a totalling mistake is detected or if the application is for revaluation, a wrong valuation of answers is established. In no other case the fees once paid shall be refunded.(3)If an application for re-checking or revaluation is admitted by the faculty, a re-checking of the totals or a revaluation of an answer book shall be got made by the Registrar and the applicant shall be informed of the result of such re-checking or revaluation.(4)If as a result of a re-checking or a revaluation, any change in the result of the examination already declared becomes necessary, it shall be made by the Registrar after obtaining approval of the Faculty. Every such change shall be placed before the Board for confirmation at their next meeting.

## **18. Rates of remuneration to Superintendents of examinations, Invigilators, examiners, Sub-examiners, tabulators, moderators etc.**

(1)The Superintendents of examinations. Invigilators, examiners. Sub-examiners, tabulators, moderators shall be paid remuneration at the following rates or at such rates as may be determined by the Board from time to time.(1)Superintendent of examinations:-(1)Rs. 15/- for each day on which a written examination is held.(2)Rs. 10/- for each day on which a oral or practical examination is held.(3)Rs. 5/- for each day on which no examination taken place but he has to be at the centre in connection with the examinations.(2)Invigilators:-(1)Rs. 5/-for each day on which a written examination is held.(2)Rs. 3/-for each day on which he is called to the examination Centre by the Superintendent of examinations in connection with the examinations.(3)Examiners:-(1)For setting two sets of question papers in one subject -Rs. 25/-.(2)For evaluating one answer book - Re. 1/-.(3)For conducting oral and practical examinations - Re. 1/- per examinee with a minimum of Rs. 25/- per centre.(4)Sub-examiners:-For evaluating one answer book Re. 1/-(5)Head Tabulator:-Rs. 75/ per each 1,000 examinees or part thereof.(6)Tabulators:-Rs. 50/- per each 1,000 examinees or part thereof.(7)Moderators:-Rs. 5/- per question paper.(2)The Superintendents of examinations, Invigilators, examiners, tabulators. Head tabulators and moderators etc. shall, for all journeys performed by them in connection with the discharge of their duties as such Superintendents of examinations etc., be paid such Travelling allowance as is admissible to the employees of the Government of Rajasthan belonging to category 'C' on the same terms and conditions as are applicable to such employees.(3)No remuneration shall be paid to the internal examiners appointed for assisting the oral and practical examiners.(4)A deduction of Rs. 2/- per day on the total bill of every examiner and tabulator, shall be liable to be made for every day's delay in completing his work beyond the prescribed time.

## **19. Grant of Degrees, Diplomas and Certificates etc.**

(1) Candidates who are declared successful at an examination shall be granted degrees, diplomas, certificate etc. on such forms as may be prescribed by the Board. (2) All degree and diplomas shall be signed by the Registrar and the Chairman. (3) All certificates shall be signed by the Secretary of the Board.

## **20. Powers of the Board to change dates and rates of fee etc.**

- Notwithstanding anything contained in these Regulations the Board, and the Registrar if so authorised by the Board, shall have powers to make changes in the dates fixed in these Regulations for certain specified purposes and in the rates of fees and remuneration etc. fixed in these regulations. Appendix I [See Regulation No. 9(4)] Regulation governing the duties and work of the Superintendents of examination.

**1. A Superintendent of examinations appointed for an examination shall be responsible for the conduct of all examinations (written, practical and oral) of all candidates for which that centre has been fixed.**

**2. Every Superintendent of examinations shall as soon as he is appointed, acquaint himself with his own duties in particular and the Regulations in connection with the examinations in general.**

**3. It shall be the duty of each Superintendent of examinations to bring to the notice of the Registrar any deficiency that may be found in the forms. Stationery etc. supplied to him for use at the examination centre.**

**4. The invigilators appointed for an examination centre shall perform such duties in connection with the examination as to invigilation or otherwise as may be assigned to them by the Superintendent of examination.**

**5. The Registrar shall cause the required number of copies of the printed question papers of each subject of an examination intended for an examination centre to be placed separately in a stout envelope which will be properly sealed. Each such envelope shall be properly marked to indicate the centre, name and subject of the examination, number of copies of question papers in it and the date and time at which the examination is to be held. The envelope shall also bear a direction to the Superintendent of examination to the effect that the envelope should be opened in the examination hall on the date and time noted on it and that the question papers found in it should be**

**examined before distribution. All the envelopes intended for a particular centre shall then be enclosed in a parcel having cloth wrappers of strong and thick material and despatched to the Superintendent of the centre by registered post after it is properly sealed and insured for Rs. 500/- atleast ten days before the date of commencement of the examination.**

**6. Blank answer books (with a sheet of blotting paper in each) roll list, forms for examiner's confidential reports, etc. shall be supplied by the Registrar to the Superintendent of each centre at least a week before the date of the commencement of the examination.**

**7. A copy of the instructions printed on the back of the admission cards as also those printed on the cover page of the answer books and a copy of the Regulations governing the conduct of the examinees shall be prepared by the Registrar and supplied to the Superintendent of each centre for being pasted on the notice board of the examination centre for the information of the examinees.**

**8. The Superintendent of examination shall open each cover containing question papers in the examination hall on the date and time noted on it and in the presence of at least two invigilators.**

**9. The Superintendent of examination shall keep a correct account of the answer books on the prescribed form. Unused answer books shall be returned by him to the Registrar.**

**10. Every answer book must bear the facsimile stamp of the name of the Superintendent of examination as well as the centre before they are distributed to the candidates, as far as possible answer books should be stamped daily for a day's use.**

**11. On each day of the examination, the invigilators shall see that each student has entered the required details on the cover page of his answer book**

**12. The Superintendent shall not admit any examinee to the examination hall after half an hour after the time fixed for the commencement of the examination and shall not allow any examinee to leave the hall before a laps**

**of 45 minutes after the commencement of the examination.**

**13. The names of the examiners shall be communicated to the Superintendent of the examination.**

**14. After the examination in a subject is over, the Superintendent shall once send the used answer books together with a copy of the printed question paper, the roll list, the form for the examiner's confidential report and the statement showing the roll numbers of the students who were absent, properly packed to the Registrar under sealed cover and insured for Rs. 500/-. The answer books shall be packed in the presence of at least two invigilators who shall certify this. Answer books up to 20 will be sent by registered post and above 20 by railway parcel.**

**15. When a Superintendent on a report made by an invigilator or otherwise detects a candidate using unfair means in the examination, he shall report the case to the Registrar forwarding in original the incriminating evidence seized from the person or seat of the candidate, the report of the invigilator, in case detection was made by an invigilator, and the statement of the candidate. If the candidate refuses to make a statement the fact should be mentioned in the report. The incriminating matter, the report of the invigilator and the statement of the candidate should be placed in an inner cover and sealed in the presence of two invigilators who should also witness it. A separate forwarding report together with the inner cover should then be despatched to the Registrar addressed by name, under duly sealed and registered acknowledgement due cover. The outer cover containing the forwarding report shall be opened by the Registrar while the inner cover shall be kept with seals intact to be placed before the Faculty of Medicine who shall take a decision in the matter before declaring the result.**

**16. As soon as a candidate is detected using unfair means in the examination, the answer book or books, which may have been used by him shall be seized at once. Each page of the seized answer book or books shall be signed by the Superintendent and the first and the last pages shall further be witnessed by two invigilators. The Superintendent shall also note down the following at the end of the last used page:-**

**"Answer book seized for using unfair means in the examination."**

**17. In cases of breaches of discipline in the examination hall the Superintendent may according to the gravity of offence, either seize a candidate's answer book and turn him out of the examination hall or simply make a note at the end of his answer book when the examination is over that he caused breach of discipline in the examination hall, or he may take any other action which he may deem fit for the occasion. In all such cases, the Superintendent shall submit to the Registrar a full report of the case duly witnessed by two invigilators.**

**18. In order to note the presence of candidates on examination days a separate card shall be prepared in the name of each candidate in which he should be asked to sign on every day of examination.**

**19. Superintendents and invigilators shall note carefully the "Directions for Candidates", supplied by the Registrar.**

**20. The names of the invigilators appointed for an examination centre will be communicated to the Superintendent of examination by the Registrar.**

**21. The Superintendent of examinations shall make proper arrangement for the supply to each candidate of an inkpot with ink. He shall also make arrangements for drinking water at the examination centre.**

**22. Special watch should be kept on the candidates who are allowed to go to the lavatory. They should not be allowed to stay there for a time which is longer than necessary.**

**23. The Superintendent of examination shall allot a separate seat to each candidate with a roll number affixed on it and send, for record in the Board's office, a chart showing the order in which the candidates are seated. A copy of the seating plan shall be displayed on the Notice Board of the examination centre.**

**24. The doors of the examination hall will be opened on the first day 45 minutes before the time fixed for the commencement of the examination and on each subsequent day fifteen minutes before the commencement of the examination and will be closed punctually half an hour after the commencement of an examination on each day.**

**25. If any question paper contains two parts, the candidates will be required to answer each part on a separate answer book clearly marked 'Part A' and 'Part B'. This shall be arranged before such question paper is distributed to the candidates.**

**26. The Superintendent of examination shall not leave the centre during the pendency of the examination.**

Appendix II[See Regulation No. 11(6)]Regulations for the guidance of Examiners.

**1. Examiners while setting question papers shall be guided as to the scope of the subject of the examination by the syllabus prescribed by the Board.**

**2. Each examiner for a written examination will be supplied with the portion of the syllabus dealing with the subject for which he is the examiner and he will set questions out of that portion only. Question papers set on the subject concerned in the two preceding years will also be sent to each examiner.**

**3. Questions which can be answered by the examiner within three hours shall be set in each question paper. The time allowed for answering the questions shall be noted on top of the question paper and marks allotted for each question shall be noted on the margin against each question.**

**4. Care shall be taken to maintain a high standard in setting questions and marking answer books.**

**5. Questions in each subject should cover as far as possible all portions of the course prescribed for that subject. The number of questions should conform to the specified limit.**

**6. The minimum number of qualifying marks fixed for the subject shall be intimated to each examiner.**

**7. The minimum number of the marks in the aggregate of each paper which shall entitle a student to 'Distinction' in that subject shall also be intimated to the examiner.**

- 8. Each examiner shall set two sets of question papers within the prescribed time and send the same to the Registrar by name under a duly sealed registered acknowledgement due cover insured for Rs. 200/-. A stout double cloth lined envelope such as the one sold at the post office shall be used for this purpose.**
- 9. Before commencing the examination of the answer books, the examiner shall arrange the answer books in serial order and check them with absentee list received from the Superintendent of Examination.**
- 10. If an answer book is found to have been missent to an examiner he shall immediately return the same to the Registrar by registered post for despatch to the concerned examiner.**
- 11. The examiner shall note on each answer book in legible figures against each answer, the number of marks he allots to it in ink or red or blue pencil.**
- 12. To avoid mistakes in the totalling of marks, examiners shall also enter the marks given for each question on the cover pages of the answer books in the space provided for it.**
- 13. In case of a fraction in the sum total of marks assigned to a candidate, it shall be increased to the next whole number. For example 37- ½ shall be entered as 38 and so on.**
- 14. The examiner shall first write on the roll sheet the name of the centre, the subject and the maximum marks. The marks obtained by each candidate shall then be entered in figures and words in the concerned columns of the roll sheet. The word 'absent' shall always be written against the roll number of each candidate who is reported absent by the Superintendent of examination. When the examiner has completed the roll sheet, he shall sign it noting down the date on which it is signed.**
- 15. The examiner shall send the roll sheet by registered post in a stout cloth lined envelope obtainable from the post office, duly sealed, to the Registrar (by name) within 10 days of the receipt of the answer books by him. A deduction of Rs. 2/- for every day's delay is liable to be made from the bill of remuneration of an examiner who fails to send in the result by the appointed**



**date. The answer books shall be sent to the Registrar separately with a forwarding letter in a sealed cover insured for Rs. 500/-. Answer books upto 20 will be sent by registered post and above 20 by railway parcel.**

**16. When the examiner required to set a question paper in part, the remuneration payable for setting the whole paper shall be divided between the two examiners in the proportion of marks allotted to each part of the paper.**

**17. Examiners for oral and practical examinations shall send the marks sheet, for such examinations under sealed cover under registered post to the Registrar immediately after the completion of the oral or the practical examination as the case may be.**

**18. All corrections or alterations in the marking must bear the examiner's initials.**

**19. The examiner shall keep the result of the examination, including the marks assigned to the candidate, strictly secret.**

**20. As soon as the answer books have been examined, the examiner shall send confidentially a brief report on the general character and quality of the answers to the Registrar.**

**21. Remuneration for examination works will not be paid unless and until the marks sheet, the confidential report and the answer books have been received by the Registrar.**

**22. The confidential report and the remuneration bill with the necessary vouchers shall be sent to the Registrar in a separate cover and not in the package containing marked answer books.**

**23. The examiners shall not keep with them any copy of the question paper or any portion thereof.**

Appendix III[See Regulation No. 14(1)]Regulations governing the conduct of candidates at an examination and punishment for misconduct(1)An examinee shall always and at all times during the course of an examination maintain strict discipline and obey all just directions that may be given to him from time to time by the concerned Superintendent of examinations or invigilator or the

examiner.(2)No examiner shall during the course of an examination take any help or guidance from any book or note or any writing on anything or from any person. No candidate shall copy out answer in his answer book from the answers written by some other candidate in his answer book or from some book, notes or any writings whatsoever. No candidate shall allow his answers to be copied out by some other candidate.(3)No examinee shall take to the examination hall or keep on his person or in his possession or at a place accessible to him any books, notes or any writings on anything whatsoever or any blank paper or things on which a writing can be made.(4)No examinee shall during the course of an examination talk to any person whatsoever without the permission of the concerned Superintendent of examination except with the invigilator on duty or with the Superintendent of examinations or the examiner.(5)A candidate wishing to communicate with the invigilator or the Superintendent of examinations shall stand up in his place.(6)Every examinee appearing at an oral or a practical examination shall strictly follow such procedure and instructions as may be given to him by the external examiner.(7)Every written, oral and practical examination shall start punctually at the prescribed time at the prescribed place on the prescribed date.(8)On the first day of an examination the doors of the examination hall shall be opened 45 minutes before the time fixed for the commencement of the examination. On subsequent days the doors will be opened 15 minutes before the time fixed for the commencement of the examination. The doors shall be closed half an hour after the commencement of the examination. No candidate shall be admitted to an examination hall 45 minutes before the time fixed for the commencement of the examination on the first date and 15 minutes before the time fixed for the commencement of the examination on subsequent days and after half an hour of the commencement of the examination on any day. No candidate shall be allowed to leave the examination hall until at least 45 minutes have elapsed since the commencement of the examination.(9)A seat with number shall be allotted to each candidate. Candidates will be required to find out and occupy their seats.(10)Answers to all questions should be written in ink plainly and legibly in answer books that will be supplied to the candidates at the examination centres by the Superintendent of Examinations.(11)All candidates are required to bring their own pens with them. Answers shall be written in answer books that will be supplied to each candidate at the examination centre by the Superintendent of Examinations. Blotting paper and ink shall be supplied to every candidate at the examination centre by the Superintendent of Examinations. Every candidate will write on both the sides of the each leaf of an answer book. Any rough drafting, calculations etc. whenever necessary may be made on a margin to be left for the purpose on any page and such calculations etc. shall not be read by the examiner. No candidate shall tear off a leaf out of an answer book. Any answer or writing crossed out by a candidate shall not be gone through or evaluated by the examiner. No paper or an article of stationery etc. except the question paper shall be removed out of the examination hall by a candidate.(12)Before starting the use of an answer book for answering questions each candidate shall write on the cover page of each answer book used by him, the name of the subject, the number of the paper, his roll number, his enrolment number and the date of the examination and the serial number of the answer book in case more than one answer book is used.(13)Every candidate shall number his answers according to the questions. Answer to each question should begin on a new page.(14)A second or third answer book shall not be issued to a candidate unless the one already issued to him has been filled up completely.(15)No candidate shall leave his seat while the examination is going on without the special permission of the invigilator incharge or the Superintendent of Examinations. He shall not on a particular day, of an examination, leave the examination hall finally until he has handed over

all the answer books used by him to the invigilator incharge or the Superintendent of examinations in such condition as they may be at that time. Immediately on the expiry of the time allowed for answering a question paper, every candidate shall deliver to the Superintendent of examinations all the answer books issued to him in whatever condition they may be at that time.(16)No candidate shall write his name in any of the answer books used by him at an examination.(17)The seating plan with respect to each room of an examination centre shall be displayed by the Superintendent of examinations on the Notice Board of the examination centre and a copy of each such plan shall be filed by him in the office of the Board so that it may serve as evidence in cases of alleged copying. Every candidate shall occupy the seat meant for him and no other seat.(18)It shall be the duty of candidate to see that a correct question paper has been delivered to him. Any misprint or errors detected in a question paper shall be referred to the Superintendent of examinations who shall compare it with the manuscript copy of the paper and thereafter get corrections if any made in the question paper.(19)Candidates shall sign their names when required to do so by the Superintendent of Examinations.(20)Candidates shall remember by heart their roll numbers and enrolment number.(21)No candidate shall act in a manner which is likely to give unfair advantage to him or to any other candidate.(22)No candidate shall obtain or attempt to obtain any information about the question in any examination.(23)No candidate shall directly or indirectly or in any manner whatsoever influence or try to influence an examiner in the matter of award of marks by him to such candidate or any other candidate.(24)No candidate shall directly or indirectly communicate with an examiner with the intention of obtaining information about the marks secured by such candidate or any other candidate.(25)The Faculty may impose a fine up to Rs. 50/- on a candidate who is found to have written his name in any of the answer books used by him for each such writing of the name. All such cases shall be reported to the Registrar by the examiners.(26)The Faculty may impose a fine upto Rs. 200/- on a candidate, who, during the course of an examination, is found to be in possession of any books, notes or any other written material not connected with the question paper.(27)Any candidate found copying from any books, notes or from any source whatsoever or found acting in a manner which has given or is likely to give an unfair advantage to him or to any other candidate or who even after repeated warnings persists in creating disorder in the examination hall or persists in disobeying the rightful directions given to him, shall be suspended from the examination of the day by the examiner or the Superintendent of Examinations. All such cases alongwith the material evidence and the statement or statements made by the candidate or candidates concerned shall be reported to the Registrar. In such cases the Faculty may cancel the whole examination with respect to the candidate or the candidates involved and may also debar such candidate or candidates from appearing at one or more subsequent examinations of the Board.(28)The Faculty may, for good and sufficient reasons and for any violations of these regulations committed by any candidate, cancel the examination taken by him, debar him from appearing at one or more subsequent examinations of the Board or impose a fine on him not exceeding Rs. 300/-.