

Office of Registrar Evaluations, MAHE

Examination, Valuation & Revaluation procedures

Primary responsibility of office of the Registrar Evaluation (RE) is to plan and implement the final summative assessment of all the programmes of various institutes of MAHE. This is conducted in consultation with the respective institutes and this office plays major role in scheduling and notifying the examination time table, prepare question papers and appoint the examiners and finally conduct the paper evaluation and result processing. We are also responsible for the conduction of MAHE entrance examinations for the selection of students to various programmes.

Examination scheduling

Few months prior to the beginning of the academic year, we convene the examination committee meeting including all the top management officials having academic responsibilities and heads of various constituent institutions. During this meeting the commencement dates of all the final summative assessments will be ratified and circulated. Later in consultation with the respective heads of the institutions, schedules of both theory and practical examinations of all the programs will be notified at least one month before the commencement of examination.

Appointment of examiners

External examiners for both theory and practical examinations are invited from various colleges of different states or from different colleges with in the state (as per the mandates of regulatory councils) by the office of the Registrar (Evaluation). The external examiners are selected based on the examiners' panel provided by the respective department heads. Whereas the internal examiners are appointed based on the list sent by the respective heads of the departments after confirming their availability on the day of examination.

Examination conduction

Theory examinations are conducted as per the schedule in the specified locations. The question papers are selected from the available banks and prepared by the office of the Registrar (Evaluation). The same will be delivered to the examination centres 30 minutes before the commencement of the examination in the sealed covers (in case of conventional examination system). After the examination the answer scripts are verified, sealed and sent to office of Registrar-evaluation. The answer scripts are scanned, digitalized (and automatically coded) and allotted to the evaluators. Whereas in the examinations conducted using electronic writing pads (e-pad), the selected question papers will be uploaded to the examination cloud and gets decrypted on prefixed time in the e-pad assigned to each student in the examination centre. The answer scripts submitted by the students get coded automatically in the system and later they are allotted to the evaluators.

Paper valuation

The valuation is carried out in the central valuation hall (CVH) of the university. Both the internal and external examiners report to the CVH with the appointment order issued by the office of the Registrar (Evaluation). Valuation is carried out by on-screen marking of the allotted scripts using the user id and the password provided by the valuation section. In the case of scanned answer scripts, the evaluators evaluate all the questions of the allotted scripts. However, in the case of e-pad answer scripts, the valuation is carried out in a question-wise distributed manner. The internal and external evaluators are seated separately in the CVH. Details of valuation are sent to finance department for the payment after completion of the valuation.

Evaluation of UG/PG dissertation

The examiners selected from a panel are appointed for evaluation of dissertation. Once we receive their acceptance letter, the dissertation copies are dispatched. The examiners are given specified time to send their reports.

Question paper management

Question paper section of the office of the Registrar (Evaluation) maintains 5 to 10 sets of question papers for all the courses of all the programs. The indent for the replenishment of new question papers is sent every year to maintain the total specified set count. The institutes send both the soft and hard copy (duly signed by the setter, scrutinizer and the chairperson/coordinator) of the question papers confidentially. The key for both the multiple choice questions (MCQs) and descriptive type questions (DTQs) are also sent along with the question paper sets. If the key is not sent with the question papers, it has to be prepared on the day of examination and sent to the valuation centre, so that valuation of the respective answer scripts begins next day.

For the entrance test, question papers are prepared by experts assigned by the office of the Registrar (Evaluation).

Result declaration

The compilation of theory, practical and internal assessment marks is done with the help of the Microsoft dynamics based software supported by an external agency. The grading of marks is done as per the guidelines set by the respective regulatory bodies/MAHE academic council. The result is normally announced by twenty days after the last examination. Final results are published in student life cycle management (SLCM) portal for student view.

Re-evaluation procedure

If any student is not satisfied with the scores obtained in a particular subject, he/she may request for the re-evaluation of the answer script through the institute by making the necessary payment. In response to re-evaluation requests, the office of the Registrar (Evaluation), makes necessary arrangements for the personal paper seeing of answer scripts, where student can see his/her answer script, along with the scheme of evaluation employed by the examiners and the marks given to each answer. Followed by this the student will get a

chance to opt out from the process of re-evaluation if he/she feels that there is no scope for improvement. Otherwise the paper will go for re-evaluation by another set of examiners and the marks given by them will be considered as the final marks. However, the re-evaluation process is not applicable for the MCQ section of theory and for the practical section.

Scribe facility for physically/visually challenged

The physically challenged students or students with any other form of injuries can request for the 'scribe' facility through proper channel. The university permits the respective institution to arrange a scribe. The remuneration for the scribe has to be paid by the student officially through proper channel. Visually challenged students also can avail this facility.

PhD thesis evaluation

Evaluation of the PhD thesis is also handled by the office of the Registrar (Evaluation). Once the duly completed thesis, synopsis, plagiarism report and no-dues certificate from a candidate is received, the selection of examiners is done by the Registrar-Evaluation from the list of examiners furnished by the guide of the PhD candidate. After taking the consent from the selected examiners, the thesis copy (hard/soft) is sent to two examiners with a time line (10 weeks). Once the reports from both the examiners are received, they are sent to the guide of the candidate. The comments/suggestions given by the examiners are to be addressed/followed before/during the open defence viva voce as per the requirements. One of the external thesis evaluators has to be present for the defence viva voce.

Marks card and degree certificates

The marks cards for all the programs are printed either annually or half-yearly depending upon the nature of the programs within 10 days after the declaration of the results. The degree certificates are printed one month prior to the two convocations held in a year. However, in case of urgency or if a particular student is unable to attend the convocation, the certificates are printed separately on every Saturdays based on the requests received in that particular week. Provisional pass certificates/ provisional degree certificates are also issued to the students on request. Certificates are posted to the specified addresses, if students wish to get them by post/courier services. However, students wish to get the degree certificate during convocation, they can apply online in the MAHE web portal.

Entrance examinations for UG/PG/PhD

Entrance examinations are conducted once in a year for the UG/PG courses at about 50 cities of India (approximately 80 different centres) and in Dubai using a customised software with the support facility extended by an external agency. However, the entrance examination for the PhD in different discipline is conducted twice a year.

Applications for – Re-evaluation, Provisional pass certificate (PPC) Consolidate marks card (CMC), Duplicate marks card (DMC) and Degree certificate (PDC)

Students wish to apply for re-evaluation, provisional pass certificate or provisional degree certificate, have to submit the request in the respective college office (along with payment

details in case of revaluation). The details are sent to examination section, where the further process is initiated.

Revaluation application format: **Annexure 1**

PPC/CMC/DMC application format: **Annexure 2**

Degree certificate application format: **Annexure 3**

Online verification of the academic documents by the third party

The third party which wishes to verify the academic documents of any applicants from MAHE can do that by registering in <https://odcv.manipal.edu>. The degree certificate of the applicant would be seen, after entering the student details, if the certificate provided is authentic. The verified copies of grade report, provisional certificates, degree certificates etc. are sealed in a confidential envelope and sent to the verifier's address on request.

Result analysis:

Analysis of results are done once in a year and presented in examination committee meeting.

National Academic Depository (NAD).

MAHE has initiated the process of uploading the degree certificates to NAD and planned to upload the degree certificates from November 2018 convocation onwards.

Storage and disposal of documents:

The documents which are required to be stored are scanned and stored in Document Management Software as digital formats. Documents are stored after proper indexing for later retrieval. The physical documents of the examinations are stored in the store room after the examination. All the documents are preserved for six months.

Remuneration for examination related activities given in - Annexure 4

The links to the details of the 'Roles and responsibilities', The Registrar (Evaluation) process flow, and the 'Bylaws' are given below

File description	Link
Roles and responsibilities	https://compliance.manipal.edu/wp-content/uploads/2023/naac/Criteria-2/2-5-3-Examination-evaluation-process-related-docs/Roles-and-responsibilities.pdf
The Registrar (Evaluation) office process flow	https://compliance.manipal.edu/wp-content/uploads/2023/naac/Criteria-2/2-5-3-Examination-evaluation-process-related-docs/CONSOLIDATED-WORK-PROCESS-OF-COE-OFFICE.pdf
Bylaws	https://compliance.manipal.edu/wp-content/uploads/2023/naac/Criteria-2/2-5-3-Examination-evaluation-process-related-docs/Revised-Bye-Laws-converted.pdf

Annexure 1



Application for Revaluation

Date:

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Name of the Institution:		
Reg. No.:		
Name:		
COURSE <small>(eg- M.B.B.S., B.D.S., B. Pharm. etc.)</small>	BRANCH / SPECIALIZATION	YEAR / SEMESTER <small>(1st, 2nd, 3rd... year/semester)</small>
University Examination held in:		
Date of announcement of results		

SUBJECTS:

SL#	Subject Code	Subject Name	SL#	Subject Code	Subject Name
01			06		
02			07		
03			08		
04			09		
05			10		

Appearing for paper seeing personally: Yes No
(Personal paper seeing is arranged only for those who have opted 'Yes'.)

Note: The marks obtained in the revaluation will be taken as the final marks secured by the student for result processing irrespective of whether there is an increase or decrease in the marks as a result of revaluation. Students can opt out of the revaluation at the time of personal paper seeing (no refund for such case). If the candidate is not appearing /absent for personal paper seeing, revaluation will be carried out.

Signature of the Candidate

Verified and Forwarded

Prescribed amount is collected from the candidate.

**Signature & Stamp of the
Head of the Institution**

Annexure 2



MANIPAL
ACADEMY of HIGHER EDUCATION

(Deemed to be University under Section 3 of the UGC Act, 1956)

Application for issue of PROVISIONAL PASS CERTIFICATE /CONSOLIDATED MARK CARD/DUPLICATE MARK CARD (fill the details which are applicable)

		Reg. No.:								
NAME (in Capital letters)										
Institution Name										
Course name										
Branch/ Specialization							Month & Year of passing			
Tel/Mobile No.:						e-Mail:				
Request for the issue of										
		Month & Year of passing :								
<input type="checkbox"/> PROVISIONAL PASS CERTIFICATE	Internship Completion date: (enclose copy of the certificate, Applicable for MBBS, BDS & Allied Health Science courses)									
		Year/Sem.:								
<input type="checkbox"/> CONSOLIDATED MARK CARD	_____ number of original mark cards enclosed. (Enclose all original mark cards for issue of consolidated mark cards)									
<input type="checkbox"/> DUPLICATE MARK CARD	Enclosed:		<input type="checkbox"/> _____ number of damaged original mark cards <input type="checkbox"/> Affidavit and FIR copy							
Note: i. Enclose damaged/mutilated original mark card(s) for replacement with duplicate mark card(s). ii. In case of misplace/loss of mark cards, enclose an affidavit (refer overleaf for format of the affidavit) and copy of police complaint (FIR) for duplicate mark card.										
Details of fees paid										
DD/Challan/ Receipt No. and date			Bank Name				Amount (₹)			
Place:										
Date:										
										Signature of the Candidate
For official Use Verified and Recommended										
▪ It is certified that the candidate has cleared all dues.										
Verifier Name:										
Signature:					Signature & Stamp of the Head of the Institution					

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Annexure 3



MANIPAL
ACADEMY of HIGHER EDUCATION

(Deemed to be University under Section 3 of the UGC Act, 1956)

DUPLICATE :

Application for issue of DEGREE CERTIFICATE
(fill the details which are applicable)

		Reg. No.:															
NAME (in Capital letters)																	
Institution Name																	
Course name																	
Branch/ Specialization											Month & Year of passing						
Date of Completion of internship: (enclose copy of the certificate, Applicable for MBBS, BDS & Allied Health Science courses)																	
Tel/Mobile No.:											e-Mail:						
Mode of delivery:	in Person <input type="checkbox"/>					By Speed Post <input type="checkbox"/>											
Address to which the certificate is to be sent (in Capital letters)																	
											Pin Code:						
Details of fees paid																	
DD/Challan/ Receipt No. and date				Bank Name				Amount (₹)									
<p>I hereby solemnly declare and promise that if admitted to the degree/diploma for which I have been recommended, I shall conduct myself as befits a graduate/postgraduate of Manipal Academy of Higher Education and that I shall with sincerity support the cause of morality and sound learning and that I shall uphold and advance the social order and the well-being of my fellowmen. Further, I shall faithfully adhere to the ethics of the profession to which I am admitted by virtue of my degree and I shall maintain its purity and reputation without making my knowledge subservient to unworthy ends.</p>																	
Place:																	
Date:		Signature of the Candidate															
For official Use																	
Verified and Recommended																	
<ul style="list-style-type: none"> ▪ It is certified that the candidate has cleared all dues. ▪ Latest Photograph of the candidate is uploaded to SIS portal. 																	
Verifier Name:																	
Signature:										Signature & Stamp of the Head of the Institution							

MANIPAL ACADEMY OF HIGHER EDUCATION, MANIPAL
UNIVERSITY EXAMINERS TRAVEL EXPENSE REIMBURSEMENT AND REMUNERATION RULES
(w.e.f. August 01, 2023)

A. REMUNERATION (Applicable to ALL Examiners)

	Under Graduate	Post Graduate
VALUATION OF ANSWER SCRIPT	<p>For papers up to 2 hours: ₹80.00 per script (Minimum ₹400.00 per subject) *</p> <p>For papers more than 2 hours: ₹100.00 per script (Minimum ₹500.00 per subject) *</p>	<p>For papers up to 2 hours: ₹120.00 per script (Minimum ₹600.00 per subject) *</p> <p>For papers more than 2 hours: ₹150.00 per script (Minimum ₹750.00 per subject) *</p>
<i>* Minimum is applicable for valuation of partial papers also</i>		
Remuneration amount is equally distributed among the examiners for the subjects having question wise distributed evaluation pattern by multiple examiners.		
PRACTICAL / CLINICAL EXAM INCLUDING VIVA VOCE	<p>₹200.00 per candidate (Minimum ₹2000.00)</p>	<p>₹500.00 per candidate / per day (Minimum ₹3000.00) /per day</p> <p><u>Super speciality & Fellowship programs</u> ₹3000.00 per candidate (Evaluation of theory, clinical exam, viva - all inclusive) (Minimum ₹10000.00 for whole examination)</p> <p><u>PhD</u> ₹5000.00 per candidate for Ph.D. defence viva (only for external examiner)</p>

PG/ceee

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**MANIPAL ACADEMY OF HIGHER EDUCATION, MANIPAL
UNIVERSITY EXAMINERS TRAVEL EXPENSE REIMBURSEMENT AND REMUNERATION RULES**

	Under Graduate	Post Graduate
VALUATION OF DISSERTATION/ THESIS	Not Applicable	<p>₹2000.00 per dissertation (MD/MS/ MDS)</p> <p>₹3000.00 per dissertation (Super-speciality)</p> <p>₹6000.00 per Ph.D. thesis - for external examiner (<i>not to be claimed with TA/DA</i>)</p>
PROJECT/THESIS VIVA	<p>₹300.00 per candidate (Amount will be divided among the examiners. Minimum two examiners should be involved in the assessment.) (Minimum: ₹1500)</p> <p>₹900.00 per candidate (Amount will be divided among three examiners). Applicable only for MSAP. (Minimum: ₹4500)</p>	<p>₹1200.00 per candidate (Amount will be divided among the examiners. Minimum two examiners should be involved in the assessment.) (Minimum: ₹6000)</p> <p>₹1500.00 per candidate (Amount will be divided among three examiners.) Applicable only for MSAP. (Minimum: ₹7500)</p>
Design & Detailing Applicable only for MSAP	<p>₹400.00 per candidate (Amount will be divided among two examiners). (Minimum: ₹ 2000)</p>	<p>₹600.00 per candidate (Amount will be divided among two examiners). (Minimum: ₹ 3000)</p>
COORDINATOR FEE (Practical/Clinical) (Only for senior internal examiners/Guide in the case of Ph.D. examination)	₹500.00 per day	<p>₹1000.00 for whole examination</p> <p>₹6000.00 for Ph.D. guide (for whole examination including conduct of defence viva)</p>

List of personnel to be appointed for conduct of Theory and Practical/Clinical examination are provided in Appendix A and B respectively

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B. Travel Allowances

Travel will be arranged by MAHE via Air (Economy Class) OR Train (II class A/C sleeper)

OR

₹15/- per km from work place to exam/valuation centre.

Note:

- Air/Train tickets will be arranged by the university through Trade Wings.
- Airport/Railway station pick up and drop; Institutions in Manipal Campus - Director General Services, MAHE will be coordinating and the same for Mangalore campus will be arranged through an external Travel agency.
- Actual charge incurred to the journey from work place to Airport and Train station may be claimed, if applicable. (Original bills are to be produced)
- In case of travel arrangement done by the examiners by their own (with prior approval from University), copy of the boarding pass/tickets to be submitted along with the remuneration claim form.
- TA shall be claimed only once for the whole assignment (round trip). However, examiners coming from nearby places (within 100 kms – one way) can avail TA @ ₹15/- per km daily from work place to exam/valuation centre provided university accommodation is not taken.

Local Conveyance: ₹ 500/- per day

- Local conveyance can be claimed by examiners commuting daily without availing the University accommodation
- Local conveyance is to be claimed only for exam/valuation days.
- T.A. is not to be claimed if local conveyance is availed.

Per diem Allowances

- ₹ 1000/- per day.
- D.A. to be claimed only on the day(s) assigned for examination or valuation work.
- Two additional days D.A. may be claimed for the journey days by the examiners who are coming far of places (more than 80 km)

Accommodation & food

- All external examiners are eligible for university accommodation on request.
- Breakfast, lunch and dinner will be provided.
- Lunch coupons of MAHE food court will be provided to the local examiners coming for valuation.
- Coffee / Tea and Biscuits are served at central valuation hall for Examiners.

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MAHE, Manipal

MANIPAL ACADEMY OF HIGHER EDUCATION, MANIPAL
REMUNERATION RATES FOR UNIVERSITY EXAMINATION WORK IN
CONNECTION WITH CONDUCTING THEORY AND PRACTICAL
EXAMINATIONS
w.e.f. August 01, 2023

CONDUCT OF THEORY EXAMINATION

1	Chief Superintendent	₹500.00 per session
2	Deputy Chief Superintendent	₹400.00 per session
3	Invigilator/ Reliever/ Squad	₹300.00 per session
4	Office Superintendent	₹250.00 per session
5	Executive / Clerk	₹200.00 per session
6	General Duty Worker/ Housekeeping Staff	₹150.00 per session
7	Scribe**	₹300.00 per session

CONDUCT OF PRACTICAL/CLINICAL EXAMINATION

1	Chief Superintendent	₹300.00 per day
2	Expert Assistant	₹500.00 per session
3	Laboratory Technician	₹300.00 per session
4	Nurse (<i>for clinical subjects only</i>)	₹300.00 per session
5	Executive / Clerk	₹200.00 per session
6	General Duty Worker/ Housekeeping Staff	₹150.00 per session
7	Standardized patient/patient*	₹500.00 per session (Minimum of ₹750/day, if the standardized patient has only one session). Direct payment from students should be discouraged.

* Remuneration to the patient to be paid only when other benefits like free treatment, concession in hospital bill etc. are not availed.

** The student utilizing the scribe facility should make a payment of Rs 300 per subject to the scribe as per MAHE guidelines.


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MAHE, Manipal

<p align="center">LIST OF PERSONNEL TO BE APPOINTED FOR CONDUCT OF UNIVERSITY THEORY EXAMINATION <i>(Applicable to all constituent institutions)</i></p>			
<p align="center">Category of Staff</p>		<p align="center">Staff to be deputed in proportionate to the number of candidates appearing</p>	
		<p align="center">No. of candidates</p>	<p align="center">No. of Staff</p>
1	Chief Superintendent	01 or more	01
2	Dy. Chief Superintendent	Upto 100 100-200 201-400 401-500 501-600 600 and above	Nil 01 02 03 04 05
3	Invigilator <i>(Room Superintendent)</i>	for every 30 candidates in case of paper-based examination. for every 50 candidates in case of ePad examination.	01 01
4	Squad Reliever	For every 150 students	01 01
5	Office Superintendent <i>(Executive/Head Clerk)</i> <i>(Admissible only when the number of candidates are 200 and above)</i>	for 200 and above	01
6	Executive/Clerk	Upto 50 51-200 201-400 401-600 601-800	01 02 03 04 05
7	General Duty Worker/Housekeeping Staff	i) for every 60 candidates ii) for office duty	01 01

Appendix - B

LIST OF PERSONNEL TO BE APPOINTED FOR CONDUCT OF UNIVERSITY PRACTICAL / CLINICAL / PROJECT DEFENCE EXAMINATION

(Applicable to all constituent institutions)

	Category of Staff	No. of Staff
1	Chief Superintendent (for the entire examination cycle)	01 per day
2	Coordinator (Where ever applicable – Senior internal examiner of the day)	01 per day
3	Internal Examiner	As per the regulations
4	Expert Assistant (where ever applicable)	01 per 20 – 25 students per session
5	Laboratory Technician / Assistant (where ever applicable) *	01 per 20 – 25 students per session
6	Nurse (where ever applicable) *	01 per 20 – 25 students per session
7	Executive / Clerk	01 per session
8	General Duty Worker *	01 per session
9	Housekeeping staff *	01 per session

Note:

One session is half a day

*For all practical/clinical examination one additional session is allowed for preparation prior to exam and one more session after the exam for rearrangements.


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