

## इंदिरा कला संगीत विश्वविद्यालय, खैरागढ़ (छ.ग.)

प्रायोगिक परीक्षा प्रमाण पत्र - 200

1. प्रमाणित किया जाता है कि श्री/श्रीमती/कु. -----  
 पद ----- ने इस केन्द्र की निम्न प्रायोगिक परीक्षाये दिनांक ----- से  
 दिनांक ----- तक सम्पन्न की है :-  
**परीक्षा** **कुल परीक्षार्थी** **उपस्थित / अनुपस्थित**

क्रमांक	परीक्षा का नाम	कुल परीक्षार्थी	उपस्थित / अनुपस्थित

2. प्रायोगिक परीक्षा कार्य व्यवस्थित ढंग से विश्वविद्यालयीन निर्देशानुसार सम्पन्न किया गया है और इसमें कोई शिकायत नहीं हुई।
3. प्रायोगिक परीक्षा में निम्न बातों की जानकारी विश्वविद्यालय को देना आवश्यक समझाता हूँ :-  
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4. मैंने अंक विभाजन पत्रक, फाईल, काउन्टर फाईल का सीलड लिफाफा प्राप्त कर लिया है जिसे आज या कल रजिस्ट्री द्वारा कुल सचिव (परीक्षा) को भेज दी जावेगी।

स्थान .....

दिनांक .....

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 हस्ताक्षर  
 केन्द्राध्यक्ष/सहायक केन्द्राध्यक्ष  
 केन्द्र की मुहर

इंदिरा कला संगीत विश्वविद्यालय, रवैरागढ़ (छ.ग.)

प्रायोगिक परीक्षार्थियों के परीक्षा में उपस्थित होने के संबंध में जानकारी

परीक्षा केन्द्र का नाम \_\_\_\_\_

क्र.	परीक्षार्थी का नाम	रोल नम्बर	पाठ्यक्रम	विषय	परीक्षार्थी के हस्ताक्षर

टीप :- 1. प्रत्येक परीक्षार्थी से जो प्रायोगिक परीक्षा में सम्मिलित हो रहा है ,के हस्ताक्षर इस प्रपत्र में अनिवार्य रूप से लिया जावें ।

2. प्रायोगिक परीक्षा तथा कक्षा शिक्षक भी नियत स्थान पर हस्ताक्षर करेंगे

3. यदि कोई परीक्षार्थी अनुपस्थित हो तो परीक्षक लाल स्याही से अनुपस्थित लिखकर अभिप्रमाणित करें । किसी भी दशा में यह पूर्ति न छोड़ी जावें ।

**परीक्षक के हस्ताक्षर**

## कक्षा शिक्षक के हस्ताक्षर

**COUNTER FOIL**  
**INDIRA KALA SANGIT VISHWAVIDYALAYA**  
**KHAIRAGARH (C.G.)**

**Subject** \_\_\_\_\_ **Paper -** \_\_\_\_\_

[illegible]

**Name & Signature  
of the Examiner**

FOIL  
INDIRA KALA SANGIT VISHWAVIDYALAYA  
KHAIRAGARH (C.G.)

**Subject** \_\_\_\_\_ **Paper -** \_\_\_\_\_

[illegible]

**Name & Signature  
of the Examiner**



# INDIRA KALA SANGIT VISHWAVIDYALAYA, KHAIRAGARH (CHHATTISGARH)

## DIARY OF INVIGILATORS 200 .....

Date	Time	Examination	Number of Candidates Present	Roll No. Who arrived late	Roll No. of Candidates Absent	Roll No. of Candi- dates Leaves the Hall Temporarily	Remarks	Signature of Invigilators

*Note : The Roll Number of Examinees who are Supplied with additional Answer - Books to be noted on the Reverses.*



**Memo for Registrar**

Indira Kala Sangit Vishwavidyalaya, Khairagarh (C.G.)

**Examination - 200**

Course/s \_\_\_\_\_

Subject/s \_\_\_\_\_

Paper/s \_\_\_\_\_

**Office-in-charge / Centre Supdt.**

**CENTRE**

To,

The Registrar

Indira Kala Sangit Vishwavidyalaya,  
KHAIRAGARH (C.G.) 491881

Dated .....

State that the candidates whose Roll No. Noted below have been absent from examination today.

**Office-in-charge / Centre Supdt.**

Roll Numbers of Absentees			
S.No.	Name of the Course/ Examination	Paper	Date of Exam
<u>Roll Numbers</u>			

Number of Answer

Papers despatched \_\_\_\_\_

Date \_\_\_\_\_

**Office-in-charge / Centre Supdt.**

**Memo for Registrar**

Indira Kala Sangit Vishwavidyalaya, Khairagarh (C.G.)

**Examination - 200**

Course/s \_\_\_\_\_

Subject/s \_\_\_\_\_

Paper/s \_\_\_\_\_

**Office-in-charge / Centre Supdt.**

**CENTRE**

To,

The Registrar

Indira Kala Sangit Vishwavidyalaya,  
KHAIRAGARH (C.G.) 491881

Dated .....

State that the candidates whose Roll No. Noted below have been absent from examination today.

**Office-in-charge / Centre Supdt.**

Roll Numbers of Absentees			
S.No.	Name of the Course/ Examination	Paper	Date of Exam
<u>Roll Numbers</u>			

Number of Answer

Papers despatched \_\_\_\_\_

Date \_\_\_\_\_

**Office-in-charge / Centre Supdt.**

INDIRA KALA SANGIT VISHWAVIDYALAYA,  
KHAIRAGARH (C.G.)



TRAVELLING ALLOWANCE BILL

यात्रा भत्ता देयक

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Phone No. \_\_\_\_\_

Basic \_\_\_\_\_

Grade \_\_\_\_\_

(For Office use only)

Major Head \_\_\_\_\_

Voucher No. \_\_\_\_\_

Dated \_\_\_\_\_



[illegible]

- (1) I here by declare that no traveling mileage allowance or any other expenses have been claimed by me from any other source.
- (2) Certified that I have actually travelled by Ac I/II class by Rail and Bus/University Vehicle.
- (3) I hereby under take to travel on my return journey by the same class for which the fare is claimed by me and paid to me. In case I travel by any lower class on my return journey, I shall return the amount equal to the difference.
- (4) I here by certify that the road distance mentioned in the bill is correct to the best of my knowledge.
- (5) I certify that no lodging & boarding was provided to me free of charge.
- (6) I hereby declare that the claim of above journey has not been received by me before.
- (7) I have taken advance for Rs. .... on .....

**Signature of claimant**



VIDYALAYA, KHAIRAGARH (C.G.) 491881

[illegible]

Entered in T.A. register  
on page  
\_\_\_\_\_ at Sl. No. \_\_\_\_\_

**The purpose of journeys  
is ceritifed**

**Dealing Asstt.**

## Registrar

Checked and passed for payment  
Rs. \_\_\_\_\_ only

**A. R.(A)**

## Finance Officer

## Registrar



# CERTIFICATE

Certified that Shri/Smt./Ku. \_\_\_\_\_  
attended the meeting of \_\_\_\_\_ On \_\_\_\_\_  
and signature has been made in the attendance Register.

Incharge Meeting Section  
Indira Kala Sangit Vishwavidyalary  
KHAIRAGARH

Certified that Shri/Smt./Ku. \_\_\_\_\_  
has conducted the practical/Viva voce for \_\_\_\_\_ On \_\_\_\_\_  
has \_\_\_\_\_  
Worked as Centre Superintendent of the Examination of 200 \_\_\_\_\_ at the  
Centre.

Principal  
of the College  
(with Rubber Stamp)

Centre Superintendent of  
Examination Centre  
(for practical examinet, other than himself)

Certified that Shri/Smt/Ku. \_\_\_\_\_  
has inspected my College on \_\_\_\_\_

Principal  
(with Rubber Stamp)

Received the sum of Rs. \_\_\_\_\_ (in words) \_\_\_\_\_  
Vide Chaque No. \_\_\_\_\_ date \_\_\_\_\_

Name

Signature of Claimant



**COUNTER FOIL**  
**INDIRA KALA SANGIT VISHWAVIDYALAYA**  
**KHAIRAGARH (C.G.)**

**Subject** \_\_\_\_\_ **Paper -** \_\_\_\_\_

[illegible]

**Name & Signature  
of the Examiner**

**FOIL**  
**INDIRA KALA SANGIT VISHWAVIDYALAYA**  
**KHAIRAGARH (C.G.)**

**Subject** \_\_\_\_\_ **Paper -** \_\_\_\_\_

[illegible]

**Name & Signature  
of the Examiner**



इंदिरा कला संगीत विश्वविद्यालय , खैरागढ़ (छ.ग. )  
स्वाध्यायी परीक्षार्थियों के लिए

1. स्वाध्यायी परीक्षार्थी का नाम व पता \_\_\_\_\_  
\_\_\_\_\_
2. रोल नम्बर \_\_\_\_\_
3. प्रायोगिक परीक्षा का विवरण \_\_\_\_\_  
\_\_\_\_\_
4. परीक्षा का माध्यम...हिन्दी / अंग्रेजी \_\_\_\_\_
5. गुरु का नाम (यदि हो तो ) \_\_\_\_\_
6. गुरु का पता \_\_\_\_\_  
\_\_\_\_\_

7. मैं प्रायोगिक परीक्षक महोदय को सूचित करता हूँ कि मैं विश्वविद्यालय द्वारा निर्धारित पाठ्यक्रम के निम्न अंश का अध्ययन नहीं कर सका :-

\_\_\_\_\_  
\_\_\_\_\_

8. न करने का कारण :-

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
हस्ताक्षर परीक्षार्थी

\_\_\_\_\_  
(प्रति हस्ताक्षर केन्द्राध्यक्ष)  
या सहायक केन्द्राध्यक्ष

नोट :- इसे परीक्षा भवन के सूचना फलक पर चिपकाया जाएगा । प्रत्येक स्वाध्यायी छात्र इसे देखकर जानकारी कोरे कागज में भरकर अपना तथा केन्द्राध्यक्ष का हस्ताक्षर प्राप्त करेंगे । प्रायोगिक परीक्षक उस पर प्रति हस्ताक्षर कर विश्वविद्यालय को भेजेंगे ।



Encl. to Item No. 8 of Agenda of the  
Meeting of S.S. Dt. 28.1.84 & K.K.S. Dt. 21.1.86

# **Indira Kala Sangit Vishwavidyalaya Khairagarh (C.G.)**

## **DRAFT REGULAION OF XXXIII**

### **Regulation relating to the cases of use or attempt to use "Unfair Means" and Misconduct at the University Examinations (A)**

1. In every case, where a candidate, appearing at an examinatin, is found using or attempting to use unfair means at the Examination or for any misconduct, a Report shall be the Centre Superintendent in the prescribed form of Appendix A which shall be accompanied by the candidate's answer book and such other documents and articles as were found and recovered from his possession which it constitutrs Prima Facie evidence of the use of unfair means or misconduct.
2. On receipt of the Report, the Registrar shall issue a show cause notice to the Student concerned and give him a reasonable opportunity to send his reply in writing withim 15 days of the receipt of the show cause notice.
3. The Registrar shall also send the report of the Centre Superintendent and the Invigilator together with answer books, Documents and other articles, mentioned in paragraph 1 to the Examiner.
4. The Examiner's Report, togather with the answer book's documents and also the Report of the Centre Superintendent and the reply of the examinee concerned, shall be placed before the followRegulaing Committee to be appointed by the karyakarini Samiti every year.
  - i) One Member of the karyakarini Samiti (Chairman)
  - ii) Two Teachers apointed by the Voice Chancellor.
  - iii) The Registrar (Secretary)
5. a) The Committee shall consider cases as above. If it finds the exmince guilty for attempting to use or using unfair means, of for any misconduct, it shall record its Findings and decide the punishments to be awarded, according to the prescribed norms, mentioned in the Regulation.
  - b) Where punishment is awarded under more than one clause, the punishments shall run jconcrrentiy.
6. a) The action proposed to be taken by the committee shall be communicated to the examinee alongwith the statement of case against him.
  - b) No case shall be decided unless the candidate has been given reasonable opportunity to send his representation in writing.

Powers and authority of the Centre Superintendent in dealing cases of use or attempt to use of Unfair Means and ot Misconduct.

The Centra Superientendent shall have the followiong powers and authority to take instant action -

1. In the Examination hall, the examinee shall be under the disciplinary control of the Superintendent of the centre and he shall obey his instructions. In the event of an Examinee, disobeying the indtruations of the Superintendent, or for any of his indisciplined conduct or insolent behaviour towards the superintendent or any Invigilator, or any other Examiner, the excluded from the remaining Examinations by the Superintendent of the Centre.
2. If an examinee acts in a violent manner or use, force or makes a display of force towards the Superinten-dent or any Invigilator or towards any examiner or employee of the University at the centre, end-angering the personal safety of any one or acts in a manner likely to endanger the authorities in the discharge of their duties, the Superintendent may exple the Candudate from the centre and he may take police helf if needed in the discharge of the duties as Centre Superintendent.
3. If a candidate brings any dangerous weapon within the preseincts of the examination centre, he may be expelled from the Centre and/or handed over to the police by the Superintendent.
4. A Candidatc, expelled on any of the grounds mentioned in 2 or 3 above, may not be allowed to appear in the subsequent papers.



5. In every case, where action is taken is taken by the Centre Superintendent under any of the above-subclauses, full Report shall be sent to the Registrar, The Committee consitfued by the karylarini Samiti shall depending on the or gravity of the oiffence, further punish a candidate as per rules framed for the purpose after giving the candidate an opportunity to show cause and considering any explanation submitted by the candidate.

(C)

### **Cetegories of Punishments to be awarded**

The Following shall be the categories of punhishments for the different offences at the University Examination/Centre

(1)

#### **Nature of Offence**

(2)

#### **Award of Punishment by the Committee**

##### **CATEGORY - A**

- |                                                                                                                                                                                    |                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| 1. Taking assistance from any other candidates or any other person in any unauthorised manner, what-so-ever, in answering the question paper during the course of the Examination. | Cancellation of subject concerned. |
| 2. Assisting any other candidate in any unauthorised manner what - so-ever in answering the question paper during the course of the Examination.                                   | Cancellation of subject concerned. |
| 3. Deiiberafely disclosing one's identity or making any distinctive mark in the answer book for the purpose.                                                                       |                                    |

##### **CATEGORY - B**

- |                                                                                                                                                                                                 |                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| 1. Corrying into the examination room/hall any book, paper, notes or any other material wha-soever likely to be used directly or indirectly by the candidate in connection with the examination | Cancellation of the University Examination at which he is appearing. |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|

##### **CATEGORY - C**

- |                                                                                                                                          |                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Taking assistance from any book, paper notes or any other material in answering the ques-tion paper during the course of examination. | Cancellation of the Examination and debarring from subsequent University Examination/ Examinations upto the maximun of two examinations including the supplementary Examination. |
|------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

##### **CATEGORY - D**

- |                                                                                                                         |                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Smuggling in an answer book or a Continua-tion sheet.                                                                | Cancellation of the examination and debarring him from any of the subsequent University examination upto a maximum of 3 examinations including the supplementary examination. |
| 2. Taking out or arrangining to send out an answer book or its any page or continuation sheet                           |                                                                                                                                                                               |
| 3. Replacing or getting replaced any answer book or its any page or continuation sheet during or after the ezamination. |                                                                                                                                                                               |

##### **CATEGORY - E**

- |                                                           |                                                                                       |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------|
| 1. Getting impersonated by any person in the examination. | Cancellation of examination and debarring him from any of the University Examination. |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------|



***Disorderly conduct in the Examination shall comprise the following***

**CATEGORY - A**

Cancellation of the Paper Concerned.

1. Using urinals/ lavatories, which are not allowed by the examination center, inspite of warning given by the Invigilator/Superintendent or any other officer deputed by the University.

**CATEGORY - B**

Cancellation of the Examination and debarring from subsequent University Examination / Examinations, upto the maximum of three examinations Including the Supplementary Examination.

1. Using indecent and/ or abusing language against the Invigilator, Superintendent or any other officer deputed by the University at the Centre.
2. Destroying of unfair means/materials found with the candidate either by swallowing or throwing out of the room or window or elsewhere or in any other way.

**CATEGORY - C**

Cancellation of examination and debarring his from any of the subsequent examination upto a maximum of 3 examinations including the supplementary examination.

1. Leaving the examination room/hall before the expiry of half an hour or without handing over the answer books to the Invigilator-in-charge.
2. Intentionally tearing off his own answer book, or a part of a leaf or continuation sheet or of any other candidate appearing at the examination.
3. Disrupting the examination in any way.
4. Forcing others to leave the examination room/hall.
5. Carrying any weapon of offence at the examination room/hall.
6. Any other act of the candidate including refusal to hand over the crinating material during the course of the examination reported by the Invigilator and or the Superintendent/any other officer deputed by the University and found to be misbehaviour by the Committee.

Cancellation of examination and debarring from any of the University examination upto a maximum of three, including the supplementary examination.

**NOTE :** The Committee shall recommend punishment after due consideration of the disorderly conduct, reports of the Invigilator, / the Centre Superintendent/ any other deputed by the University and the statement of the candidate.

**CATEGORY - D**

Punishment not exceeding debarring the candidate from not more than three subsequent University examinations.

Use of unfair means of any type reported by the Examiner in the foregoing categories.