

**EXCERPTS OF THE GUIDELINES FOR THE EXAMINATION ZONES AND MICRO ZONES  
OF DIBRUGARH UNIVERSITY**

*(Detailed Guideline is available in the Dibrugarh University website)*

**1. DEFINITIONS OF EXAMINATION ZONE AND MICRO ZONE:**

**Examination Zone:**

For the effective implementation of the B.A./B.Sc./B.Com. Examination, few Examination Zones have been set up considering the geographical proximity of the colleges affiliated to and permitted by Dibrugarh University. The Principal of the College where the Examination Zone has been set up shall act as the Zonal Officer of the concerned zone. The Examination Zones shall act as the Distribution Centre for distributing the answer scripts to the Micro Zones, i.e. the respective colleges.

The answer scripts/packets allotted in the name of the Examiners should be distributed to the concerned Officer (s)-in-charge of the Micro Zones within the shortest time possible from the date of receiving the answer scripts from the Examination Centres.

**Micro Zone:**

Each and every college affiliated to/permitted by Dibrugarh University shall act as a Micro Zone. The Principal (s) of the concerned College (s) shall act as the Officer-in-charge of the Micro Zone (s).

**The Principal/Zonal Officer of the college where the Examination Zone has been set up shall also function as the Officer-in-charge of the Micro Zone of his/her college.**

**2. TIME ALLOTTED FOR EVALUATION WORK:**

The Micro Zones/Examiners shall have to return the evaluated answer scripts **within 15 (fifteen) days** from the date of receiving the answer scripts from the Examination Zones.

**3. FUNCTIONS OF MICRO ZONES:**

**Micro Zone**

The Officer-in-charge of the Micro Zone is a key functionary of the examination system of the University. S/he shall have to adhere strictly the following rules pertaining to the evaluation work of the examiners of his/her college:

- (i) S/he will receive packets of answer scripts from the Zonal Officer of the concerned Examination Zone or an officer authorized by him/her and **keeps its account in a register meant for the purpose. This register shall have to be submitted to the University at the end of evaluation work.**
- (ii) S/he will hand over the answer scripts to the concerned examiners in person on the same day of receiving the scripts from the examination zone and
- (iii) Before starting the evaluation process, the Officer-in-charge will hold meeting of the examiners and explain the evaluation procedure as per the concerned rules and regulations of the University. All doubts and queries of the examiners should be removed and

clarified. Every examiner should be fully conversant with his/her duties in accordance with the Dibrugarh University Examination Ordinance, 1972 (as amended) and other relevant guidelines issued by the University from time to time.

- (iv) **The Officer-in-charge shall ensure that the evaluation process is completed by the concerned examiners within 15 (fifteen) days of receiving the answer scripts from the examination zones.**
- (v) It shall be the duty of the Officer-in-charge to hand over the evaluated answer scripts to the examination zone within the stipulated time.

#### **4. DENIAL OF EXAMINATION WORK:**

The Zonal Officer of the Examination Zone in consultation with the Officer-in-charge of the Micro Zone will send a list of the names of teachers with a note who deny any works relating to examination without any valid and justifiable reason to the Office of the Controller of Examinations, Dibrugarh University. The University shall in turn inform the matter to the Office of the Director of Higher Education, Govt. of Assam for further necessary action.

#### **5. SUMMARY OF APPROVED RATES OF EXAMINATION REMUNERATION**

(As per notification of the Registrar vide No. DU/RG/G.01.01/17/2380, dated 03.04.2017)

##### **Paper Examiner**

<b>Examination</b>	<b>Nature of paper</b>	<b>Rate (in Rs.)</b>	<b>Minimum</b>
B.A./B.Sc./B.Com. (General)	Full paper	12.00	250.00
	Half paper	7.00	150.00
B.A./B.Sc./B.Com. (Major/Speciality)	Full paper	15.00	250.00
	Half paper	8.00	150.00

##### **#Head Examiner**

<b>No. of scripts</b>	<b>Rate (in Rs.)</b>
1-500	500.00 (exceptional cases only)
501-1000	600.00
1001-2000	700.00
2001-3000	800.00
3001 and above	900.00

\*Plus usual remuneration for examining 10% of total scripts which the Head Examiner will be required to examine as per Dibrugarh University Examination Ordinance, 1972 (as amended).

# **Head Examiner should not be appointed for less than 500 answer scripts.**

##### **Scrutiny (for all examinations)**

Rs. 2/- per script with a minimum of Rs. 300/- per examination.

Issued with due approval.

Sd/-Deputy Controller of Examinations (A)  
Dibrugarh University  
Date: 16.10.2017