



# महर्षि दयानन्द सरस्वती विश्वविद्यालय, अजमेर

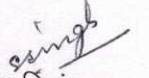
क्रमांक मदसविवि/परीक्षा-पी.जी./2022/ 31365

दिनांक 09/03/2022

## सूचना

सूचित किया जाता है कि जो महाविद्यालय परीक्षा 2022 में विश्वविद्यालय परीक्षा केन्द्र बनाये जाने हेतु निर्धारित शर्तें, नियम एवं दिशा-निर्देश पूर्ण करते हैं, वे दिनांक 25.3.2022 तक निर्धारित प्रपत्र में मय निर्धारित शुल्क के आवेदन कर सकते हैं। आवेदन का प्रपत्र निर्धारित शर्तें एवं नियम विश्वविद्यालय की वेबसाइट "[mdsuexam.org](http://mdsuexam.org)" पर उपलब्ध है।

भवदीय,

  
परीक्षा नियंत्रक





**MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER**

No. Exam/PG/Centre/MDSU/2022/ 31266

Dated: 09/03/2022

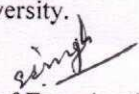
**-:Notification:-**

In compliance of the decision in the 99th meeting of Board of Management vide its resolution No. 19th dated 05th February, 2022. The University has approved the Norms, Conditions & Directions for creation of Examination Center with immediate effect as under:-

01. The College having affiliation for 3 years and should have all basic facilities such as adequate size rooms, clean potable water, light and sanitation Campus boundary wall, telephone, E-mail, internet should be there and the College should be connected with road and Police station (the distance from the Police station may also be mentioned). There must be adequate infrastructure like at least three Double lock Big Almaries (invoice of purchase of Almaries be enclosed) for keeping Question Papers and Answer Books and other confidential material related to the University Examinations so that sanctity and confidentiality of the Examination is remained intact.
02. At least 300 students should be enrolled in the college.
03. In case Government College is situated in that area/city, preference should be given to Government Colleges.
04. The Private Colleges are required to deposit rupees two lacs as security money in University which shall be non-refundable till the centre continues. In case cancellation of a center the basic sum shall only be refunded and not the interest on security money.
05. Permanent Principal must be there in the College and other teaching staff as per U.G.C. and state Govt. norms should be on roll in the college.
06. An amount of Rs.25,000/- (Rupees Twenty Five Thousand Only) will have to be deposited (Non-refundable) with the University as the inspection fee, by the College concerned, while applying for the creation of Examination Centre.
07. The College will submit an affidavit on the stamp paper of Rs.100/- to fulfill all the conditions/norms of the Examination Centre. In case of any complaint, the College will be subject to re-inspection and shall pay further Re-Inspection fee of Rs.25,000/-. Also, in the event of confirmation of irregularity the college shall be subject to cancellation of the Examination Centre. A penalty shall be levied for not complying with the norms/conditions for the Exam Centre. There should not be given any advance for the infrastructure. Also, the college hiding or misinterpreting any information shall be subject to cancellation of its Examination Centre. The affidavit is required to be signed by the Principal and Chairman or Secretary of the management committee.
08. One Centre Superintendent, One Additional Centre Superintendent and two Assistant Centre Superintendent should be proposed, from the Permanent Faculty, (name of the persons be mentioned) in the Application Proforma for Creation of Examination Centre. College should have adequate number of Invigilators, Ministerial & Security Staff required as per the norms of the University for the smooth Conduct of University Examinations. There should be guard post at the main gate of the college.
09. The Internet facility must also be there in the College.
10. The College shall give its Complete Profile on website regarding infrastructure, Staff and other facilities.

Note \* Committee discussed issue of remuneration to be paid to the Inspectors and it was decided to pay Rs. 2000/- as honorarium towards inspection charges to each Inspector to visit each College. Regarding inspections of more than two colleges in a day, maximum Rs. 4000/- will be paid per inspector per day. The inspection charges will be claimed by inspector on the prescribed format of the University.

\*\* For the purpose of inspection of the College regarding creation of Examination Centre, on hiring a Taxi by the Inspection team as per University norms Taxi charges shall be paid to inspection team/inspectors on producing the actual Taxi Bills. No prior permission of the Hon'ble Vice-Chancellor shall be required by the inspection team for hiring the taxi for conduction of Inspection. In case of Inspectors using their own car for the inspection purpose they shall be paid travel expenses as per University norms. The certificate regarding journey by own Car and travelling expenses for the actual kilometers run will be given by the inspectors. The remuneration as Inspection Charges and the Taxi Bills (in case of own car on producing the certificate) shall be paid by the college on conduction of inspection and the same shall be reimbursed to the College on producing the Bills to the University.

  
Controller of Examinations





**MAHARSHI DAYANAND SARASWATI UNIVERSITY,  
AJMER**

**APPLICATION PROFORMA FOR CREATION OF EXAMINATION CENTRE**

01. Name & Address of the College : \_\_\_\_\_  
Principal- Name, E-mail & Mobile No. \_\_\_\_\_  
Vice-Principal- Name, E-mail & Mobile No. \_\_\_\_\_
02. Date of Establishment of College : \_\_\_\_\_
03. Date of Affiliation with University  
letter No. & Date : \_\_\_\_\_
04. Details about the College Building, : \_\_\_\_\_  
Class rooms, basic infrastructure  
Essential amenities and campus  
Facilities (enclose necessary proof) \_\_\_\_\_
05. Seats allotted in different courses : \_\_\_\_\_  
to the college by the University  
Course wise & subject wise  
(enclose necessary proof.) \_\_\_\_\_
06. Details of the existing Examination : \_\_\_\_\_  
Centres including Government  
College situated in the town/area  
(with distance) \_\_\_\_\_
07. Name of Permanent appointed : \_\_\_\_\_  
Principal with date of appointment  
Phone------(O)------(R)------(Mob.)  
(Copy of appointment order be enclosed)
08. Name of Permanent appointed : \_\_\_\_\_  
Vice Principal with date of appointment  
Phone------(O)------(R)------(Mob.)  
(Copy of appointment order be enclosed)
09. Number of permanent appointed : \_\_\_\_\_  
other faculty members (enclose the  
list of Faculty Members with their  
academic qualification & Experience) \_\_\_\_\_
10. Proposed name of Centre Supdt. : \_\_\_\_\_  
Phone------(O)------(R)------(Mob.)
11. Proposed name of Addl. Centre Supdt. \_\_\_\_\_  
Phone------(O)------(R)------(Mob.)
12. Proposed name of two Asstt. Centre Supdt.: \_\_\_\_\_
13. Number of Ministerial staff including: \_\_\_\_\_  
Class-IV<sup>th</sup> employees (enclose the List  
While giving details about the designations  
they held and salaries with Pay Scales)
14. Number of Security Personnel for : \_\_\_\_\_  
maintaining law and order and the  
distance from Police Station may also \_\_\_\_\_  
be mentioned.
15. Details of D.D. worth Rs.25,000/- : No. \_\_\_\_\_ Dated \_\_\_\_\_  
submitted in the name of the Registrar,  
M. D. S. University, Ajmer. and payable at Ajmer.

**Note: Attached separate sheet for information if necessary.**

Vice-Principal  
Signature with seal

Principal  
Signature with seal





MAHARSHI DAYANAND SARASWATI UNIVERSITY,  
AJMER

INSPECTION REPORT ( FOR CREATION OF EXAMINATION CENTRE

1.	Name and Address of College	
2.	Three academic sessions completed (i) Year of establishment  (ii) Affiliation with University	
3.	Applicant is not a Government College Name the nearest Govt. College with distance	
4.	Private college must have own building and campus with at least 300 students	
5.	All basic facilities such as - Internet connectivity , CCTV in the Examination hall/ rooms. * Rooms * Clean potable water * Light & sanitation * Campus boundary wall * Connected with road & police station * Distance from police station * Adequate infrastructure - like 03 double lock big almaries for keeping Q.P., Ans. Books and other confidential material related to University examination.	
6.	Adequate infrastructure to accommodate at least three hundred examinees in all.	
7.	Name, E-mail & Mobile No. of Permanent * Principal * Vice Principal	
8.	Name, E-mail & Mobile No. of Centre superintendent -1 Addl. centre superintendent-1 Asst. centre superintendent- 2 (From faculty permanent ) Invigilators, Ministerial & Security Staff.	
9.	Non refundable fee Rs. 25000/- deposited in University.	
10.	Date of inspection of the college.	
11.	Applied in prescribed application proforma	
12.	Pen drive of evidences and photographs	Attached / Not attached
13.	Recommendation of the inspection team for creation of Examination Centre.	I/We have verified the above stated information, based on which I/We recommend / do not recommend . The college (city) to be declared the examination center of the M.D.S University, Ajmer *
14.	Signature of Inspector (with name and date)  Name of Inspector	
15.	Signature of Inspector (with name and date)  Name of Inspector	

\* If Govt. college is situated in the area/ city, preference will be given to the Govt. College.  
\*\*Recommendation must be made only if the college has full fill 100% conditions by the University.