

National Institute of Agricultural Extension Management

(An Organization of the Ministry of Agriculture, Govt. of India)

Rajendranagar, Hyderabad — 500 030, Telangana, India

Guidelines for conducting

1st Semester regular Examinations of the PGDAEM 17th (2023-24) batch and 1st & 2nd Semester Supplementary Examinations of the PGDAEM 16th (2022-23) batch as scheduled from 2.09.2024 to 6.09.2024.

- Semester final examinations of 1st Semester of PGDAEM 17th (2023-24) batch and the 1st and 2nd semester Supplementary examinations of the PGDAEM 16th (2022-23) batch are scheduled to be conducted from **2nd to 6th September, 2024**. All the exams of 1st semester will be conducted in the forenoon from 10:00 am to 12:30 pm and the exams of 2nd semester will be conducted in the afternoon from 2:30 pm to 5:00 pm.
- Director, SAMETI is requested to identify the coordinator/s and venue in consultation with the identified coordinators for smooth conduct of both the examinations simultaneously.
- Arrangements may be made to intimate the dates and venue of the examinations to all the enrolled candidates well in advance.
- Director, SAMETI shall instruct the center coordinators to collect the assignments from the enrolled candidates on or before the date of examination.
- The coordinator can hire an invigilator for every 50 candidates. It is preferred to have the same official as coordinator, who had coordinated the contact classes for both the examinations.
- Coordinator may be paid an honorarium of Rs.3750/- for five days @ Rs.750 per day for identifying the venue, arranging invigilators, intimating the date of examination to the candidates through Project Directors of ATMA, coordinating the exam, collecting and submitting the assignments and answer sheets, submission of relevant vouchers and bills towards settlement of advance provided for conduct of examination.
- Invigilator may be paid an honorarium of Rs.300/- per examination. Each center can engage one attender for secretarial assistance during examination and may be paid an honorarium of Rs.175/- per examination for both term end examinations as well as supplementary examinations.
- Center coordinators in consultation with Director, SAMETI may identify evaluators for evaluation of answer sheets based on their specialization in the respective subject.
- Coordinators may send the collected answer sheets and assignments of the candidates to the identified evaluators by **15th September, 2024** and request the evaluators to send the results by **15th October, 2024**.
- The evaluators may be paid an honorarium of Rs.30/- for evaluating each answer sheet and Rs. 25/- for each assignment and Rs.50/- for evaluation of each project work.
- Institutional charges for Nodal Institute coordinating term-end examinations will be paid @ Rs.25/- per candidate towards arranging for class room, packing material, sealing material etc. Same provision of institutional charges is given for coordinating the supplementary examinations of 1st & 2nd semesters for the candidates those who are absent during their regular examinations only.

GUIDELINES FOR CENTRE COORDINATOR

- The examination rooms/ halls will be opened 45 minutes before commencement of exam.
- A seat indicating admission number will be allocated to each candidate. Candidates should find out and occupy their allotted seat only. Any candidate found to have changed room or the seat on his/her own other than allotted, his/her candidature shall be cancelled and no plea would be accepted for it.
- A candidate who comes after half an hour of the commencement of the examination shall not be permitted to sit in the examination.
- Candidates are not allowed to carry any textual material, printed or written material, bits of papers, inside the Examination Room/Hall.
- **Mobile phones, Tablet PCs, I- phones, head/ear phones, blue tooth devices or any electronic gadgets and printed material (in the form of books and loose sheets) should not be allowed to carry into the examination hall by the candidates.**
- **Candidates who do not comply with this guideline/ instruction, will not be allowed to continue to write that examination and will be awarded nil marks for that particular subject. Such candidates can reappear for the supplementary examination by paying the examination fee as indicated in the brochure.**
- **Invigilator must forward the list of candidates involved, (if any), in any malpractices such as copying, replication, conversation, browsing from internet etc. to the Director/ PGDAEM Coordinator, SAMETI for reporting the same to MANAGE, on the same day.**
- No candidate, without permission of the Centre coordinator or the Invigilator concerned, will leave his/her seat or Examination Room until the full duration of the paper is over. Candidates should not leave the room/hall without handing over their answer papers to the Invigilator on duty.
- Immediately on receipt of the Answer/white papers the candidates will fill in the required particulars on the cover page of the Answer papers with Pen.
- A signal has to be given at the beginning of the examination and at half-time. A signal will also be given 30 minutes before the closing time.
- MANAGE will send question papers to Director, SAMETI in advance to the protected email IDs send by SAMETI.
- A model cover page of the answer sheets may be found on the MANAGE website in the PGDAEM page under the tab formats.
- The question papers should be opened half an hour before commencement of examination in the presence of course coordinators and invigilators.

GUIDELINES FOR INVIGILATORS

- The invigilators will be responsible for smooth conduct of examination in allotted hall / room.
- He/ she will obtain the details from center coordinator regarding the room allotment to him/her and the jobs to be executed on the day of examination and before, in his/her room.
- The invigilators will oversee and ensure the overall arrangements in his/her room such as sufficient number of table/chairs are arranged and the admission numbers are written / pasted on each seat accordingly one day prior to examination itself.
- The invigilator will report at the centre at 9.00 am and attend the work assigned by the center coordinator.
- From 9.30 AM onwards, he / she will verify the admission letter/hall ticket issued to the student, and distribute the answer sheets to the candidates for answering the questions. He / she will get the signature of the candidates on attendance sheet.
- The candidates have to submit the assignments of that particular subject on or before the day of examination.
- He / she must ensure that the answer sheets are filled with details like name of the candidate, admission no. course title, date of examination, name of examination center and signature of the candidate.
- Invigilator will announce the commencement of exam at 10 am and distribute the question paper to the candidates, also announce time, half an hour before completion of examination.
- **Candidates are restricted from using Mobile phones, Tablet PCs, I- phones, head/ear phones, blue tooth devices or any electronic gadgets and printed material (in the form of books and loose sheets) during any examination (subject).**
- Invigilator must ensure that the candidate does not copy, talk with each other etc., during the test.
- **Invigilator must forward the list of candidates involved, (if any), in any malpractices such as copying, replication, conversation, browsing from internet etc. to the Director/ PGDAEM Coordinator, SAMETI for reporting the same to MANAGE, on the same day.**
- At the end of the exam the invigilators will collect both question papers and answer papers, verify the same and hand over to center coordinator, along with attendance sheet duly signed by the candidate.

GUIDELINES FOR CENTRE COORDINATOR FOR CONDUCTING SUPPLEMENTARY EXAMINATION

- A candidate must obtain a combined minimum of 50 marks in a course from both assignment and examination.
- Candidates those who were absent in the 1st & 2nd semester or both the examinations may appear in respective supplementary examinations.
- Candidates who have not submitted his/ her assignments and declared as failed in the term end examination must submit the assignment only.
- If the candidate is not qualified even after submitting the assignment he/ she must reappear for the examination.
- For candidates of **(16th) 2022-23 batch** attending the supplementary examinations of I/ II semester of PGDAEM:
 - (a) Candidates who would like to write supplementary examination must pay **a fee of Rs.100/subject.**
 - (b) Candidates must pay a **fee of Rs.50/- assignment** for **re-submission or late submission** of their assignment(s).
 - (c) Candidates must pay a **fee of Rs.75/- for re-submission or late submission** of their project reports.

INSTRUCTIONS TO THE CANDIDATES

- Candidates have to carry their hall ticket and admission letter issued by MANAGE and produce the same before the Invigilator of the examination(s). The hall ticket may be downloaded by clicking "**download hall ticket**" link from MANAGE Website /PGDAEM Home page (<http://www.manage.gov.in/pgdaem/pgdaem.asp>) using her/his ID No. and date of birth after selecting the batch/year of enrollment.
- Candidate for Morning Session is permitted to enter the examination hall 30 minutes before the examination is due to commence. No candidate will be admitted after 10.30 am. (After half an hour of commencement of the examination) as well as no candidates will be permitted to leave the examination hall till 12.00 pm.
- Candidate for Afternoon Session is permitted to enter the examination hall 30 minutes before the examination is due to commence. No candidate will be admitted after 3.00 pm. (After half an hour of commencement of the examination) as well as no candidates will be permitted to leave the examination hall till 4.30 pm.
- Candidates must submit the assignment of a particular course to the invigilator before writing the examination.
- Candidates should write name of the candidate, admission no. course title, and date of examination, name of examination center and signature of the candidate.
- The candidates need to check and write the number of pages of answer sheets on the top right corner of the answer sheet.
- **Candidates are restricted from using Mobile phones, Tablet PCs, I- phones, head/ear phones, blue tooth devices or any electronic gadgets and printed material (in the form of books and loose sheets) during any examination (subject).**
- Candidate should refrain from talking to each other during the examination. Any candidate attempting or helping to obtain unfair assistance or using unfair means is liable to be expelled from the examination hall.
- Candidates shall maintain perfect silence and attend to their work only. Any conversation or disturbance in the Examination Room/Hall shall be deemed as misbehavior.
- **Candidates who do not comply with this guideline/ instruction, will not be allowed to continue to write that examination and will be awarded nil marks for that particular subject. Such candidates can reappear for the supplementary examination by paying the examination fee as indicated in the brochure.**
- If a candidate is found to use unfair means of impersonating, his/her candidature shall be cancelled. **The Coordinator of the center reserves the right to take action in such cases as it may deem fit.**
- For candidates of **2022-23 (16th) batch** attending the supplementary examinations of I / II semester of PGDAEM:
 - a) Candidates who would like to write supplementary examination must pay **a fee of Rs.100/subject.**
 - b) Candidates must pay a **fee of Rs.50/assignment** for **re-submission or late submission** of their assignment(s).
 - c) Candidates must pay a **fee of Rs.75/-for re-submission or late submission** of their project reports.