



INSTRUCTIONS TO EXAMINATION CHIEF SUPERINTENDENT

The chief superintendent is responsible for the efficient conduct of the examination at each centre. She/ He is responsible for receiving the answer books and all examination materials from the Principal/ Head of the Institutions. She / He is solely responsible for downloading, printing and distributing the question papers among the candidates. It shall be the duty of the chief superintendent at each centre of examination to appoint asst. chief superintendents / deputy chief superintendents, asst. superintendents (invigilators) and other supporting staff for the smooth conduct of examinations as required by the rules of the University.

For the smooth conduct of the examinations, the following guidelines may be followed:

General

1. The chief superintendent shall provide necessary facilities to the observer who is the representative of the university.
2. The chief superintendent shall go through the '**instructions to the invigilators**' and give necessary directions as and when required.

Answer Books:

2. The chief superintendent shall ensure that
 - (a) **The list of candidates appearing for the examination**
 - (b) **Required number of answer books and**
 - (c) **Stationery required is received at the venue at least 5 days prior to the commencement of the examination.**

Budget:

3. The chief superintendent shall prepare a tentative budget for the conduct of the examination concerned, in accordance with the university rules and submit to the university through Head of the Institution for getting advance money from the university **or as per the directions given by the university from time to time.** It is the duty of the chief superintendent to disburse remuneration to all the personnel involved in the examination work including the remuneration and

4. conveyance allowance and halting allowance (if applicable) of university observer. **She/ He should settle the account within 5 working days, after the concerned examination.**

Arrangements:

She/ He shall ensure that the technical arrangements are ready at her/his centre, as specified by the university, to download question papers through online, print it as per the requirement (check whether the PCs, internet connection, printer, fax, ups generator etc are proper at least on day prior to the examination). The arrangements that are to be made for the conduct of the examination include:

- a) Seating arrangement for the candidates (register number to be written on the desk/table at the right upper corner)
 - b) Ensure that the examination hall(s) is kept clean and that there is no writing on the desks /walls or board.
 - c) Display hall(s) wise seating plan for candidates at prominent places
 - d) Selection of appropriate number of invigilators and supporting staff from among the faculty members, well in advance as per the norms, in this regard.
 - e) Instructions to the candidates and the candidates' final nominal roll shall be pasted outside the examination hall(s) and exhibit an "OUT OF BOUNDS" (No Entry) Board also.
5. Ensure that the examination hall(s) is opened only one hour before the commencement of the examination and that the **candidates are instructed to occupy their seats at least 45 minutes before the commencement of the examination.**
 6. **CCTV shall be switched on during the theory examination and the recorded examination procedures (in DVD) shall be sent to the university along with the answer book.**
 7. Ensure that arrangements are made for ringing the bell as detailed below:

45 minutes before the commencement of the exam - *long bell* - **Entry**

Half an hour before the commencement of exam – *2 strokes* – **distribution of answer books**

Ten minutes before the commencement of examination – 2 strokes – **distribution of question papers**

Time fixed for the commencement of examination – 3 strokes – **start writing**

One hour after the commencement of examination – 1 stroke – **1 hour is over**

Two hour after the commencement of the examination – 1 stroke – **2 hours are over**

Five minutes before the closing of the examination – 2 strokes – **warning bell**

Time fixed for the closing of the examination – 3 strokes - **examination is over**

Extra time

8. In an unforeseen event of late commencement of examination, the lost time shall be compensated. Any such instance shall be immediately reported to the Controller of Examinations by fax.

Question Paper:

9. **The chief superintendent shall also go through the instructions regarding the downloading question papers through online procedure.**
10. **The chief superintendent shall be present at the confidential room or the room arranged for downloading and printing the question papers.** The downloading and printing of the question papers shall be done in the presence of an invigilator and the observer / additional chief superintendent appointed by the university. They shall sign in a declaration to the effect that downloading and printing of the question paper was done as directed by the university.
11. **Since the OMR answer books are to be scanned, care should be taken for not folding the sheet or making any stray marks on the sheet.**
12. On the day of examinations, 30 minutes before the commencement of the examination, on receiving message from the university, all the university examination centres shall download the question papers, print it and distribute among the candidates.
13. **The chief superintendent shall report the corrections in the question papers, if any, like out of syllabus questions, spelling mistakes and**

repetition of questions to the nodal officer assigned for the purpose within 10 minutes of the commencement of the examination.

14. The nodal officer, in consultation with the subject expert appointed by the university, will compile all the queries and suggest the correction measures to be taken and inform the same to the Controller of Examinations for finalising and approval. **The university will prepare a text file of corrections and host it within 30 minutes of the commencement of the examination, so that the examination centres can download, print, and inform/distribute among the candidates. It is the duty of chief superintendent / asst. chief superintendents to inform the corrections, if any, to the candidates and also to get it attested by at least two candidates from the front and back row to the effect that they are informed of the corrections on time.**
15. Ensure that the invigilators are present one hour before the commencement of the examination and they collect answer books one hour before the commencement of the examination. The question papers shall be distributed to the examination hall(s) 10 minutes before the commencement of the examination under the supervision of the Chief Superintendent.
16. **The question papers shall be distributed among the candidates 10 minutes prior to the commencement of examination, so that they can familiarise with all the questions. However, the candidates shall not be allowed to write the answers before the time fixed for the commencement of the examination.**

Restrictions

17. **Mobile phones, blue tooth devices, programmable calculators and other electronic equipments shall not be allowed in the examination hall(s) even if they are switched off.**
18. If any candidate brings such gadgets to the examination hall(s), these shall be taken into custody by the chief superintendent and shall report to the Controller of Examinations at the earliest.
19. **Allow only Admit card, ID card issued by the University and writing & drawing materials in the examination hall(s). Hand bags etc should not be permitted inside the examination hall(s).**

20. **Keep** utmost vigilance throughout the examination process. **The Chief Superintendent may frequently visit examination hall(s) and ascertain that the invigilators are doing their duties** and are not indulging in talking, standing in the veranda, keep reading or writing inside the examination hall(s).
21. A candidate shall not be allowed to write examinations, if she/ he do not have a valid Admit card and ID card issued by the University. **However, if a candidate reports that her/his Admit card/ID card is lost; the chief superintendent can permit her/him for the examination, after obtaining a written request from her/him, and shall report the matter to the University.** The university shall take steps to issue duplicate Admit card/ID card.

Despatch of Answer Books:

22. **Immediately after the completion of the examination, Part I containing the candidate's registration number, name etc., detach carefully from the answer book and arrange in the ascending order of register numbers, pack in the cover supplied by the University for the purpose and send to the Controller of Examinations along with the answer books by speed post on that day itself.**
23. After tearing the Part I of the answer books and immediately after the examination, all used answer books along with invigilators diary, Chief Superintendent's diary, declaration by the candidates, if any, and cover containing the Part I of the answer books and DVD containing recorded proceedings of the examination shall be packed in the cloth lined cover supplied by the University for the purpose and sent to the Controller of Examinations on the same day of the examination itself by speed post or by the way as specified by the University. They shall be wrapped using brown paper first, and then cover using cloth. **One packet shall not contain more than 25 answer booklets.** On all packets, the name of Examination Centre, Faculty, Examination, Subject, Paper, QP Code, Date of examination, Session [Morning/Evening] etc has to be written using bold permanent marker pen. **All packets shall be sealed properly using wax and metal seal supplied by the university and the chief superintendent shall affix her/ his signature, name and official seal using the metal seal of the university on every cover before forwarding the same**

to the university. Packing and sealing shall be done in the presence of Chief Superintendent and Observer.

24. Unused answer books shall be counted and kept in safe custody of the Principal/Head of the Institutions and a stock register shall be maintained for this purpose.

Sd/-

CONTROLLER OF EXAMINATIONS