

HRIT/QF/ 23

H.R. Institute of Technology, Ghaziabad

HRIT/QF/.....

Formats Page

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Prepaid by: MR.....

Approved by: Director....

Examination Rules:

1. Instruction for Controller of Examination

GENERAL INSTRUCTIONS

- a. The controller of examination shall remain in the Institution during the course of examinations to ensure smooth and efficient functioning of the examination centre and proper discipline in the college premises.
- b. A day before the commencement of examinations the controller of examination should ensure that satisfactory seating arrangements have been made. and that the required number of supervisory staff is available for duty.
- c. The controller of examination may replace any member of the staff, if his/her conduct during the examinations is found unsatisfactory. a report regarding such replacements, if any, shall be made immediately to the Director.
- d. The controller of examination shall get prepared a copy of the duty chart of the Invigilation staff and circulate information regarding invigilation duty.
- e. The Controller of Examinations should make the date sheet of the exam at least one week before the date of commencement of examination.

2. CUSTODY OF QUESTION PAPERS

- a. The question papers shall be sent by the respective Heads of the Departments in two sets.
- b. The question paper will be randomly selected and got Xeroxed confidentially according to the strength of the students,
- c. The sealed packet of question papers shall remain in the safe custody of the Controller of Examinations under lock system throughout the duration of the examinations.

3. FUNCTIONS OF THE DIRECTOR FOR EXAMINATIONS.

- a.** To have a round of examination centre(s) to see if the examination is being conducted smoothly.
- b.** To provide the necessary guidance and help to the Controller of Examination in case of any problem faced by him.
- c.** will be the responsibility of the Director to provide the required service staff. The honesty & integrity of such staff be kept in view.
- d.** To have discussion/give instructions as and when required to Controller of Examinations for smooth conduct of examination.

Summary of the duties of the Controller of Examinations

The following summary of what the Controller of Examinations have to do each day is merely a sort of ready reference to enable them to remember their important duties. This does not, therefore, absolve them from studying the rule given in the main body of the Book of Instructions.

- a.** Open the bundle containing question papers in the presence of the atleast one invigilator/witness.
- b.** Should compare the question paper opened with the date sheet.
- c.** Write carefully the date, time and session of examination on each sealed envelope containing question-papers and arrange these in order of the dates and session to avoid opening of a wrong envelope,
- d.** Make proper seating arrangements.
- e.** Notify the directions for candidates, date-sheets, and seating plan, etc. outside the examination hall.
- f.** Prepare duty chart of invigilators according to the schedule and number of candidates for each date session.
- g.** Seating arrangements : A day before the commencement of the examination, the Controller of Examinations shall make satisfactory arrangement of seats according to the roll numbers of the students.
- h.** Plan of the Examination Hall and date-sheet: The Controller of Examinations shall get plans of the seating arrangement typed showing the order of seats allotted to the candidates and the direction they face.
- i.** Roll No. and Photographs : The Roll No. of each candidate shall be written on each table in a conspicuous place for three hour duration examination so that the candidate may readily find his/her place. Invigilators may be directed to compare the photo of all candidates from their I-cards.
- J .** Arrangement of urinals etc.: The Controller of Examinations should carefully see that arrangements for urinals and latrines to be used by the candidates are available near the Examination Centre.
- k.** Controller of Examinations shall see that one of the security staff always accompanies the candidates wishing to make use of the urinal or latrine while the Examination is going on. To prevent any possibility of use of unfair means, the urinal and latrine must be inspected each time before and after a candidate uses it.

4. Role of Controller of Examination

What a Controller of Examinations has to do on the first day of the Examination:

- a. Announce to the candidates on every day of the Examination, the Subjects, Paper/Option in which no question papers have been received by you with a view to verify that no candidate is appearing in any of these subjects at your centre.
- b. Compare the names of the candidates written on the Roll No. slips with those in the List supplied by the controller of records office.

What the Controller of Examinations have to do on each day of the Examination:

- a. Reach the centre at least 30 minutes before the time. See that the question paper envelopes brought by you are in accordance with the date-sheet.
- b. See that at least 5 minutes before time the candidate are seated properly at their respective seats and the distribution of the answer-books has been completed.
- c. Post the Invigilators in various rooms.
- d. Open the question paper enveloped in the subject(s) according to date-sheet and after verification.
- e. Make sure that you are not opening the paper meant for evening session in the morning session, when there are morning and evening or multiple sessions.
- f. Before distribution of question-papers, check up and satisfy whether the subject of the cover tally with that on the question-paper. In case of discrepancy in subject, take all necessary precautions.
- g. Compare the number of copies of question-paper and subject with the number and subject mentioned on the envelope containing question-papers.
- h. Ensure that the Roll number of all candidate is written in words and figures on the answer-book and tally the same with the I-cards supplied to the candidates by the institute and are compared by the invigilators concerned who may also put their signatures on the title cover of the answer-books, in token of having verified these particulars and may also get signatures of candidate on the signature charts.
- i. Prepare Attendance Chart: (For record) daily for each paper Examination-wise.
- j. Despatch answer-books to concerned faculty for marking (when there is not spot checking)..

What a Controller of Examinations must not do:

- i. Postpone an examination without any appropriate reason and without permission from Director ..
- ii. Open a wrong envelope of question-papers.
- iii. Permit a candidate to leave the examination hall without handing over the answer-book, or ask the candidate to leave the answer-books on the table.

- iv. Keep a bundle of answer-books unsealed.

What a Controller of Examinations has to do immediately on the termination of the Examination:

- i. See that centre is wound up as soon as the examination is over.
- ii. Report to the Director .

SOME IMPORTANT INSTRUCTIONS

- a. From the time the commencement of Examinations, the controller of examination must not take leave without the prior permission of the Director .
- b. The Controller of Examinations shall ask the invigilation staff to read their duties a day before the commencement of the examination and the directions for the candidates on the first day of the examination or shall read them out and explain the various points.
- c. The Controller of Examinations must not cancel the appointment of any member of the supervisory staff appointed by the Director , unless the person so appointed is guilty of gross negligence, or corruption, in which case a report should be made immediately to the Director and GB.
- d. The Controller of Examinations shall see that the duties assigned to the invigilators are properly attended to.
- e. The Controller of Examinations shall appoint a Flying Squad for each examination session.
- f. Any infringement of rules or disobedience or misbehavior on the part of any member of the invigilators should be reported to the Director on the day of occurrence.
- g. The Controller of Examinations shall make rounds of all the rooms connected with the centre after short intervals.
- h. At the examination room where any deaf candidate is appearing, the Controller of Examinations shall give all the necessary instructions in writing.
- i. The invigilators should keep a record of the candidates who attend the urinal and should certify that the urinal was searched before and after use by the candidate and the candidate did not dispose of any unauthorized paper there or brought anything there from.
- j. Before allowing entry into the Examination Hall all the examiners should invariably be checked daily (each session) by the Controller of Examinations/Flying squad/Invigilators. The candidates should be asked to place their book and papers outside, so that incriminating papers and books in their possession are not brought inside the Examination Hall and the offence of “possession” is not committed by them.
- k. The Controller of Examinations to see that no dak is allowed to be received by any candidate during the course of the examination, either through a messenger or Postman who is directed to deliver the same after the examination.
- l. If any person appointed as Invigilator does not turn up for duty at a place allotted by the Controller of Examinations or he/she willfully, without proper and good cause shown,

neglects the duty assigned to him, he/she shall be debarred from any Examination work in future and liable to disciplinary action.

- m. It has been decided by the Institute that no candidate should be allowed to take the examination if he/her Roll No does not exist in the list supplied by the controller of records. It has also been decided that Pager and Mobile phone should not be allowed in the examination centre at any cost
- n. Any overwriting /cutting on the front page of Answer Books will be authenticated by the Invigilator/ Controller of Examinations.

.5. INSTRUCTION S REGARDING QUESTION PAPERS

- a. Controller of Examinations should take out a circular for the request of preparing question papers to the Head of the Departments.
- b. Two sets for each subject are to be collected from Heads of the Departments.
- c. Question papers must be Xeroxed well in advance and confidentially by Controller of Examinations
- d. **Safe custody of question papers** : The Controller of Examinations shall be responsible for the safe custody of question-papers.
- e. **Opening of question-paper envelopes**: Each envelope containing questions-papers shall be opened in the control room, by the Controller of Examinations on the date and, hour fixed for the examination in that subject.
- f. **Insufficient copies of question-papers**: If by chance the number of copies of a question-paper is found less than the number of candidates, the Controller of Examinations should dictate the paper to the candidates without disturbing other candidates and given them extra time equal to that spent in dictation or should get it Xeroxed in the library confidentially.
- g. **Misprints in questions-papers**: The Controller of Examinations shall remain in the Examination Hall during the time allotted for each paper and shall immediately draw the attention of Director to any misprint, mistranslation or ambiguity in the Question Paper which may come to his notice.

6. ADMISSION OF CANDIDATES AND SEATING ARRANGEMENTS, ETC.

- a. **Seating arrangement**: A day before the commencement of Examinations the Controller of Examinations shall make satisfactory arrangement of seats according to the List in such a manner as to render all communication between the candidates impossible. Seating Plan may be changed frequently.
- b. **Plan of the examination hall and date-sheets**: The Controller of Examinations shall get plans of the seating arrangements typed showing the order of seats allotted to the candidates and the direction they face. A copy of each plan and the date-sheets should be pasted at a conspicuous place out side the examination hall/room a day before the commencement of

the examination. Similar procedure is to be adopted in case of subsequent changes in the plan of seats.

- c. Roll No. and photographs: The Roll No. of each candidate shall be written on each table in a conspicuous place so that the candidate may readily find his/her place.
- d. Controller of Examinations shall see that one of the invigilator always accompanies the candidate wishing to make use of the urinal or latrine while the examination is going on. To prevent any possibilities of use of unfair means the urinal and latrine must be inspected each time before and after a candidate uses it.
- e. The candidate are to be admitted on production of the I-cards issued by the institute. The Invigilator shall not admit any candidate whose name is not shown in the list or allow any candidate to take an optional subject other than that shown against name.
- f. Each candidate must be directed to present the I-card to the Controller of Examinations /Invigilator.
- g. **Provisional Admission** : The Controller of Examinations of a centre may admit a candidate provisionally entirely at the candidate's Own risk and responsibility, under the following circumstances. All cases of such admission are subject to the final orders of the Director .
 - When a candidate has not been issued I-card, but he/she satisfies the Controller of Examinations by production of original documentary proof that he/she had duly applied for it.
 - In case candidate has been issued an I-card and is unable to produce during exam for the first time, provisional admission may be granted with undertaking to produce in next examination.

Note . Provisional admission shall be granted only for one day and that too after fully satisfying.

- When a candidate has not produced his/her I-card on demand on the first day but his/her name exists in the list of candidates, in such a case the Controller of Examinations should admit the candidate provisionally after realising the fee of Rs. 50/-. (e) All dues collected by the Controller of Examinations from the candidates should be deposited at the institute.
 - All documents collected from the candidates where so instructed by the University must be sent to the Assistant Registrar (Results), as the case may be and a record should be maintained for future reference.
- h. **Late arrival of candidates:** The doors shall be opened each day at least fifteen minutes before the time specified for the distribution of question-paper. All the candidates must be in the examination hall before the time fixed for the commencement of the examination. Time means Post Office/Radio Time.
 - i. The Controller of Examinations shall permit a candidate to take examination provisionally if the candidate is not more than half an hour late for 3 hour duration exam and 10 minutes for 1 hour duration.

- j.** Identification Sheets: Candidates present in each session shall be asked to give their full signatures against their Roll Nos. in the Attendance Sheets.
- k.** Illness of a candidate: In case a candidate falls ill in the examination Hall, the Controller of Examinations may send for a qualified doctor for his/her treatment, if the candidate so desires. Doctor's fee in all such cases shall be paid by the candidate concerned and not by the Institute. This should be made known to the candidate before sending for the doctor.
- l.** Special Arrangements for Amanuensis (writer of Answers).
 - A candidate may be allowed help of an amanuensis (writer) if:
 1. he is blind.
 2. he is permanently disabled from writing with his own hand.
 3. He is temporarily disabled from writing, such as fracture of the right or left arm, forearm or dislocation of a shoulder, elbow or wrist etc. The candidate shall produce a certificate from a Doctor,
- m.** On a written request from the candidate, Controller of Examinations may allow a writer.
- n.** In case a person's physical handicap is such as to render him incapable of answering the paper in the prescribed time, an extra time up to half an hour for a paper of three hour and 10 minutes for a paper of 1 hour may be allowed. For blind persons, however, the extra time of one hour will be allowed.
- o.** The amanuensis shall be of a lower grade of education than the candidate and may be from the same institution to which the candidate belongs.
- p.** The Controller of Examinations shall arrange a suitable room for the disabled candidate and put on duty there one additional Assistant Controller of Examinations for his/her out of the list supplied by the University office.
- q. Indiscipline by candidates or interference by the outsiders:** The Controller of Examinations should immediately contact the security in charge or, if necessary, the Disciplinary committee of the institute in case of any incident connected with the safe custody of question papers or any other untoward happening beyond his/her control which may disturb the smooth functioning of the examination centre.

7. UNFAIRMEANS

Any attempt to use unfair means to pass the examination or any violation of the rules by candidates shall immediately be reported by the concerned invigilator to the Controller of Examinations.

- a.** Everyday, before the examination begins, the invigilators shall call upon all the candidates to deliver to him all papers, books or notes which they may have in their possession. He/she shall also warn the candidates that if any of them fails to do so or adopts any other Unfair Means he shall be liable to severe punishment as provided in the Rules.
- b.** Thereafter, every candidate shall be searched by the invigilator concerned, to ensure that none of the candidates has in his possession any papers, books or notes written or printed or any kind of material, whether the papers, books or the notes relate to the subject of examination of that day or not.

- c. After this, if any candidate is found copying or in possession of any kind of incriminating material, case for use of Unfair Means shall be registered against him.
- d. The Flying Squads on their visit shall also search the candidates, It may be made clear to the invigilator on duty that in case any incriminating material is found afterwards, lying on the floor of the row/room supervised by them they should be able to tell the Flying Squad as to who threw these papers otherwise they shall be held responsible for the same.
- e. The members of the flying Squad shall report the unfair means cases to Controller of Examinations.
- f. To the place from which incriminating material has been found or the mode of use Unfair Means adopted by the candidate should be clearly mentioned in the answer script of the candidate.
- g. The candidate involved in the use of Unfair Means may be asked to give his statement in answer sheets.
- h. In case these instructions are not complied with, the Controller of Examinations and invigilators would be held responsible and suitable action would be taken against them.
- i. Every day before the examination begins and also to the candidates who arrive late, the invigilators shall tell the following rules to warn the candidates about the use of unfair means etc.
 - i. Candidates should search their pockets, desks and benches everyday before starting to answer their paper of examination and hand over to the invigilators if there is any incriminating papers, which are either in possession of any examinee or are lying in his/her desk or nearby his/her seat.
 - ii. Candidates must not attempt to give or get help from other candidates, invigilators, outsiders etc.
 - iii. It should be announced to all the candidates as usual that they should not use any ink other than Blue-Black or Royal Blue ink only.
 - iv. Candidates including women candidates should not bring their purses in the examination centre.
 - v. If during a examination, a candidate is found talking to another candidate or any person inside or outside the examination hall during the examination hours without the permission of a member of the supervisory staff, before he/she has handed over his answer- book, his/her answer-book for that particular paper shall be cancelled.
 - vi. Candidates should not exchange articles like calculators, pen, pencil, scale, erasers etc.
- j. As soon as a case of serious misconduct or misbehavior occurs it should be sent to disciplinary committee.
- k. The examination Hall shall be opened each day at least fifteen minutes before the time specified for the distribution of the Question Paper and all candidates must be in the Hall by the time specified. No candidate who is late by more than half an hour, shall be admitted to the Examination Hall.

- l. When a candidate leaves the Hall, he/she shall, before doing so, hand over his/her answer-book to the invigilator concerned and he/she shall; on no account be re-admitted.
- m. No extension of time shall be granted to a candidate on ground of late arrival.
- n. Each candidate shall show on demand, his/her I-card.
- o. No candidate shall be permitted to leave the Hall until the expiry of half the time after the distribution of the Question paper.
- p. A seat, with his/her Roll Number, shall be allotted to each candidate. Candidates shall find out and occupy their allotted seats.
- q. No candidate without the special permission of the Controller of Examinations shall leave his/her seat or the examination hall until he/she finishes his paper.
- r. Each candidate shall write, on the outside of his/her Answer-book his/her Roll No. before he/ she starts answering the question-paper. When the time allowed has expired, the answer book shall be delivered up even though the candidate may not have answered any part of the question-paper.
- s. All candidates are required to bring their own pens. No candidate shall tear a leaf of an answer-book.
- t. Candidates are forbidden to write answers (or anything else) on the question-paper or to remove any paper from the examination Hall except the question paper.
- u. Candidates shall sign their names on the attendance sheet when directed to do so by the Invigilators.
- v. **Explanation of the candidates using unfair means:** When the Controller of Examinations takes action against candidate's using or attempting to use unfair means, he/she should invariably demand a written explanation or statement of the candidate/s concerned, if any candidate refuses to give his/her statement, the fact should be noted.
- w. The incriminating paper/s must be signed by the Invigilator and Controller of Examinations concerned and also by the candidate from whom it was found.
- x. A candidate who refuses to obey the Controller of Examinations of the examination or changes his/her seat with another candidate or changes his/her Roll No. card or deliberately writes wrong Roll No. on his/her answer-book or creates disturbance of any kind during the examination or otherwise misbehaves in or around the examination hall, shall be liable to expulsion by the Controller of Examinations.
- y. A candidate found to be or suspected to be guilty of using unfair means in the examination shall be permitted to answer the remaining part of his/her question paper on a separate answer-book and the answer-book in which the unfair means is suspected shall be seized by the Controller of Examinations.

- z.** When a candidate detected during the course of the examination having written some material on his/her palm or any other part of the body, the Controller of Examinations must take immediate steps to get that palm or the relevant part of the body containing hand written material photographed or he should make the candidate or a member of the supervisory staff to reproduce the said material on a piece of paper and certify that it is true copy of the material that as found written on the palm or the body of the candidate. This must also be got signed by the candidate.
- aa.** Where a candidate is found drunk during the course of the examination, immediate steps should be taken to send for a registered medical practitioner, and his certificate to the effect may be obtained from him after getting the candidate medically examined by him.
- bb.** Controller of Examinations must ensure that original incriminating material detected by the detector is attached with the case. Controller of Examinations must keep the case in his custody and get its envelop prepared in his presence to avoid of incriminating material.
- cc.** Disqualification of Supervisory Staff: If an unfair means case remains undetected in the centre and is brought to the notice by the examiner, etc., it leads to a disqualification of all or any of officials concerned, i.e. the Controller of Examinations, invigilators, and Clerk for future appointment and disciplinary action be taken against them.

8. ANSWER-BOOKS

IMPORTANT

The Centre Controller of Examinations should announce in the examination centre in the beginning that the examinees should complete their answers within the main answer book supplied to them in the Centre. No separate continuation sheet/answer book/supplementary sheet will be supplied.

- a.** Blank answer-books will be obtained from the assistant administration officer.
- b.** Blank answer books should be kept in safe custody to avoid misuse.
- c.** Use of blank answer-books or continuation sheets for official or private use is strictly prohibited. Paper should be purchased out of a stationery grant for this purpose.
- d.** Collection of answer-books:
 - (i) As soon as the time allotted has expired, the answer-books should be carefully collected by the time allotted has expired, the answer-books should be carefully collected by the invigilators of the rooms. Under no circumstances should the candidate be asked by the invigilators to leave their answer-books on the tables.
 - (ii) After the termination of the examination, the invigilators should collect all answer- books and if the same are in order, the candidate may be permitted to leave the examination hall. All exists should be closed for this purpose, five minutes before the termination of the time fixed for the paper.
 - (iii) All the answer-books received shall be arranged subject wise/ paper wise/ option wise in serial order by the invigilators..

9. MISCELLANEOUS

- a.** Use of Logarithmic tables, data sheets in Examinations- Candidates are not allowed to bring their own Logarithmic tables etc. in the examination centre. The Controller of Examinations with the help of teacher concerned should get the Logarithmic tables and reference maps from the Institute library and return the same after examination is over. Such requirement should be intimated by the concerned teacher in advance to the controller of examination. The concerned teacher should also help the controller of examination to collect these tables, books from each examination room.
- b.** The concerned teacher should inform COE in advance about charts, tables, graphs to be used in his subject.
- c.** Invigilators not to leave examination hall : The Invigilator shall remain in the examination hall during the time allotted for each paper.
- d.** He/She shall on no account speak to a candidate on any subject pertaining to the question during the hours of examination except for the purpose of correction misprints or other errors calculated to mislead the candidates.
- e.** Admittance of the visitors to the hall: No visitor shall be allowed to enter the hall during examination for any purpose whatsoever without the permission of the Controller of Examinations.
- f.** Infringement of rules to be reported : Where circumstances necessitate a deviation from any rule, the Controller of Examinations shall report his/her action immediately to the Director.

10. SUPERVISORY STAFF

The strength of invigilators for a centre shall be regulated as follows:

- a.** One invigilator for every 30 candidates or a part thereof seated in a room.
- b.** Where separate rooms are used, each room will have at least one invigilator
- c.** One additional invigilator for keeping off outside interference and for other general assistance when the number of candidate is above 100. He will be appointed at the ratio of 1:20.
- d.** The seats should be so arranged in each room that minimum number of invigilators is put on duty.
- e.** The number of candidate seated in each room should be in multiples of 30 as far as practicable.
- f.** One clerk is to be appointed in the centre.

- g.** The invigilators are directly under orders of the Controller of Examinations in matter of appointment and removal.
- h.** Flying squad of three members is to be constituted for each session.
- i. Disqualified person or superannuated persons or, in case of a Controller of Examinations,**
 - a person whose wife/husband/son/daughter/brother/sister is appearing in the examination.
 - Persons who have written or published any help book or guide or cheap notes.
 - Persons who are related in any way to the candidate appearing in the particular room.

11. DUTIES OF THE SUPERVISORY STAFF

- a.** Any member of the supervisory staff who commits breach of trust will make himself/herself liable for legal or departmental action or both.
- b.** The invigilators must report themselves to the Controller of Examinations at least before half an hour for 3 hour duration exam and 10 minutes before for 1 hour, before commencement of the examination.
- c.** One person may be appointed to assist the Controller of Examinations.
- d.** In case an invigilator is unable to be present on account of unavoidable circumstances, he/she must adjust/exchange duties with prior information to the Controller of Examinations.
- e.** The person appointed to help Controller of Examinations are required to assist the Controller of Examinations in the distribution of question-paper, answer, books, etc. to the invigilators and in collecting the answer-books from the invigilators candidates at the close of the Examination and perform such other duties as may be assigned to them by the Controller of Examinations and also contained in the Book of Instructions for Supervisory Staff.
- f.** An invigilator before signing the relevant column must see that every candidate takes his/her proper seat and writes his/her Correct Roll No. in figures as well as in words and other particulars required of him/her in the columns on the title pages of the answer-book and nowhere else.
- g.** The invigilator himself/herself cannot allow a candidate in to the examination hall after the question-paper has been distributed except with the express permission of the Controller of Examinations.
- h.** No invigilator should speak or allow any one else to speak to any candidate in his/her room, after the question-paper has been distributed. No invigilator should disturb candidates by unnecessary halting near them and trying read their answer except in a case of suspicion of unfair means. He/She is expected to see that the candidates are promptly supplied with blank answer-books, water etc.

- i. Invigilator shall not allow any candidate to bring in the card board, cover of the fountain-pen or ink-pot, If a candidate is using ink of a colour other than blue/black, he/she should be stopped from doing so and the matter be reported to the Controller of Examinations.
- j. The Invigilator shall keep moving about his/her room and should not read a book or newspaper or notes while supervision. They should also not engage themselves in conversation.
- k. The Invigilator shall distribute blank answer-book to candidates after they had taken their seats after checking I-cards. No candidate should be allowed to leave his her seat after he/she have received the answer-book until the expiry of half the time after the distribution of the question-paper. Only one answer-book will be issued to a candidate in a question-paper.
- l. Before distributing the question-papers to the candidate the Invigilator should see that the correct paper according to date-sheet is given out. If he/she find a wrong question paper, it should returned to Controller of Examinations immediately without reading.
- m. No question-paper is to be taken from any candidate for reading it. As soon as the Invigilator has finished distributing the question paper, he/she should return the remaining, if any, to the Controller of Examinations without reading them. No question- paper is to be given to any outside under any circumstances.
- n. The invigilators. are responsible for the delivery of the answer-books of the candidates supervised by them to the Controller of Examinations:
- o. They shall see that the answer-books delivered to the Controller of Examinations are serially arranged and that no candidate leaves the room without delivering his/her answer-book even if no question is attempted and that Absentee slip is inserted in place of the answer-book of an Absentee.
- p. Invigilators should hand over answer sheets of different class and subjects separately
- q. Invigilators should write room number and number of candidates on the top of the answer books.
- r. The invigilator shall see that no candidate makes use of notes; attempts to copy from another candidates; or has in his/her possession or in his/her desk any book or paper not issued in the examination hall If he/she happens to find a candidate using unfair means, he/she take possession of any book or article so used and report the matter to the Controller of Examinations and assign the answer-book and any other articles as the Controller of Examinations may direct.
- s. If any candidate is found to create disturbance or act in any manner so as to cause inconvenience to the other candidates, the Assistant Controller of Examinations shall,at once, report the matter to the Controller of Examinations.
- t. **It is generally believed that in case the invigilators. are effectively vigilant there cannot be single case of copying. The invigilators are, therefore, requested to give their full co-operation to eradicate this evil.**

- u. No candidate suffering from any infectious disease, e.g., small-pox or plague, is allowed to sit for the examination. If an invigilator happens to suspect any such case, he/she shall make a report to the Controller of Examinations.
- v. Absence of an Invigilator without the permission of the Controller of Examinations should be informed to the Director and GB.
- w. Invigilators are required to get signatures of the students on the attendance sheet bearing name and roll number of the students.
- x. Invigilators should fill the particulars in the attendance sheet carefully.

Clerk:

- a. The clerk will be required to do all the clerical work under the direct supervision of the Controller of Examinations.
- b. He/She shall not leave the examination hall or do any other work not assigned to him/her by the Controller of Examinations.
- c. He/She help the Controller of Examinations in delivering the answer-book(s).
- d. He/She shall keep a record of the attendances of the supervisory staff and the candidates and prepare their bills, etc. on the close of the examination, in addition to the duties assigned to him/her by the Controller of Examinations from time to time.

12. PRACTICAL EXAMINATIONS

- a. The Controller of Examinations is as much responsible for the conduct of practical examination as for the Theory examination in case the practical exam, held before/after the theory exams. He/she is, therefore, advised to notify correct date/time and group of practical examination to the candidates concerned in their respective subjects.
- b. Candidates for their respective practical examinations, should be ground in accordance with the dates, and time as indicated in the programmed chart. The number of candidates should be divided equally for each group.
- c. The controller of examinations should appoint examiners for the practical examinations
- d. The examiner in practical examination shall get the signature of the candidates on the same sheet and submit the awards and attendance to the controller of examinations within two days.
- e. University roll numbers are to be used instead of college roll numbers in document related with the university practical examination.

- f. Question-Papers for Practical Examinations will be set on the spot by examiners concerned. The instructions issued by the university in this regard from time to time may also be kept in view.
- g. Remuneration for practical examinations will be paid by the university.

Note:

- i. **Daftri:** One Daftri who may also acts as waterman up to 30 candidates may be appointed. beyond this number a separate man may be engaged.
- ii. One waterman/women will be appointed for every 100 candidates or part thereof. However, when the number of candidates does not exceed 30, the Daftri shall perform the duties of the Waterman/Water women in addition to his won duties. No arrangement for drinking water should be made within the examination hail and as far as possible urinals should be very close to the examination centre.

13.DIRECTIONS TO CANDIDATES FOR EXAMINATIONS

- a. The Examination Hall shall be opened each day at least fifteen minutes before the time specified for the distribution of the question paper and all candidates must be in the hall by the time specified. No candidate who is late by more than half an hour for 3 hour duration exam and 10 minutes for 1 hour duration exam, shall be admitted to The Examination Hall.
- b. Where a candidate is unavoidably late by not more than specified time, he/she will be admitted provisionally and during this period nobody will be permitted to go out of the hall.
- c. When a candidate leaves the Hall, he/she shall, before doing so, hand over his/her answer-book to the invigilator concerned, he/she shall, on no account, be re-admitted No extension of time shall be granted to candidate on ground of late arrival.
- d. Each candidate shall show on demand, his/her I-card for admission to the Examination Hall.
- e. No candidate shall be permitted to leave the Hall unit the expiry of half the time after the distribution of the Question paper.
- f. A seat, with his Roll Number, shall be allotted to each candidate Candidates shall find out and occupy their allotted seats.
- g. No candidate, without the special permission of the Controller of Examinations shall leave his/her seat or the Examination Hall until the expiry of half the time after the distribution of question paper.
- h. No candidate shall speak without permission; in case it is necessary for a candidate to communicate with the Controller of Examinations, he/she should stand in his/her seat when the Controller of Examinations/invigilator will attend to him/her.
- i. Any candidate who creates disturbance of any kind during the examination, or otherwise misbehaves in or around the examination hall or refuses to obey the Invigilator or changes his/her seat with another candidate shall be liable to expulsion from the examination as well

as disqualification according to the seriousness of the offence. He/she shall also be liable to make good the loss to furniture, etc. if any, caused by him/her.

- j.** Before attempting his/her question paper, each candidates shall write on the title cover of his her answer-books, his/her Roll No. the examination, the year the subject and part, if any of the question paper.
- k.** Candidates shall sign their names on the attendance sheet when directed to do so by the invigilators.
- l.** Rough work and calculations must be done in the answer-books and Continuation sheet (if used) only and not on the examination table or question-paper or blotting paper or anywhere else. Any violation of this instruction will involve the candidate concerned in unfair means case.
- m.** At the expiry of the time allowed, the answer-book must be delivered to the Controller of Examinations, on duty even though the candidate may not have answered any question or a part of the question-paper.
- n.** Candidates should make sure that their answer-books have been duly signed or stamped by the Invigilators omission to do so may result in disqualification.
- o.** Answer shall be written on both sides of the answer-books supplied to the candidate No candidate shall tear a leaf out of his/her answer-books.
- p.** Candidates are forbidden to write answer (or any thing else) on the question-papers or on the blotting papers, or to remove any paper from the Examination Hall except the question-paper.
- q.** All candidates are required to use their own pens. The use of fountain pen with the blue-black ink is permissible, but the candidates are required to bring their own ink.
- r.** Candidates can use coloured pencil, for diagrams.
- s.** Candidate must bring with them their own material . They shall not be allowed to ask for any of the material required by him/her from any other candidate. Any infringement to this rule will make the candidate liable to having used unfair means in the examination centre.
- t.** The candidates should search their pockets, desk and around every day before starting to answer their papers of examination and hand over to the Controller of Examinations/invigilator if there is any incriminating paper which is either in the possession of any examinee or is lying in his/her desk or under or near his/her seat.
- u.** Candidates including woman candidates should not take their purses in the Examination Hall.
- v. Unfair Means:**

Any candidate found having in his possession or accessible to him, any papers, books or notes, written or printed or any kind of material, whether the papers, the books or the notes relate to the subject of the examination of that day or not; writing during the examination

hours on any paper other than the answer-book, any portion of the question paper or answers or notes relating to any question; talking to another candidate or to any other person other than the members of the Supervisory Staff in or outside the Examination Hall; consulting notes/books outside the Examination Hall; receiving help from another candidate for the examination of that day; disclosing his identity deliberately or making any distinctive mark in his/her answer book for that purpose or making an appeal to the Examiner through the answer book or using abusive or obscene language on the answer-book; communicating or attempting to communicate, directly or through a relative guardian or friend with an Examiner or with the invigilator/Controller of Examinations or any other official with the object of influencing him in the awards of marks or making any interpolation thereto, swallowing destroying any notes, paper etc. found with him making deliberate previous arrangement to cheat in the examination.

Refusing to obey the Controller of Examinations of the Examination or creating disturbance of any kind during the examination or otherwise misbehaving in or around the Examination Hall or threatening or assaulting any official connected with the Examination any time before or after the examination, caught using unfair means shall be awarded zero in the one or all subjects depending upon the type of unfair means used.