

### **INSTRUCTIONS TO THE CHIEF SUPERINTENDENT**

1. The Chief Superintendent is fully responsible for the smooth conduct of the theory examinations. He/She has to take all pre-cautionary measures to prevent any kind of malpractice by the candidates and keep strict vigil during the examination.
2. The Invigilators shall work under the direct control of the Chief Superintendent. They should exercise proper control and extend their fullest support to the instructions of the Chief Superintendent.
3. The Chief Superintendent appointed for the Examination is requested to announce in the examination hall on every day of the examination that the candidates should write their register number correctly only on the space provided in the front sheet. They should not write their register number elsewhere either in the main answer book. Further the candidates have to be instructed to write the page number of the answers provided in the column I for the candidate, in the front sheet.
4. The Chief Superintendent should give instructions to the Invigilators to verify the correctness of the register numbers on the answer script of the candidates with the galley and to check whether they have written the page number of the answers correctly in the column I before receiving the answer scripts from the candidates.
5. The Chief Superintendent should verify the Part and Paper of each speciality of the candidates appearing with reference to the galley issued.
6. The candidate and the Chief Superintendent/Invigilator should put their signature in the space provided. No entry should be made in the rectangular boxes "UNIVERSITY USE ONLY". No other portion in the bar coded sheets attached to the main answer book should be damaged or detached.
7. While sending answer scripts to the University, the year, month and date of the examination should be noted at the left side top corner of the cloth cover for easy identification.
8. The Secrecy & confidentiality for the conduct of the examination shall lie with the Chief Superintendent.

9. While decoding/downloading the question paper, the Chief Superintendent should make sure that no outsider/ other unconnected staff members/concerned subject teaching staff is present at the examination hall.
10. The Chief Superintendent is responsible to despatch the following documents on the same day of examination through speed post.
  - ➔ Written Answer Scripts
  - ➔ Unused Answer Sheets
  - ➔ Unused Spare Sheets
  - ➔ Unused Covers
  - ➔ Attendance Sheet
  - ➔ absentees StatementFailure to despatch the above materials on the day itself will entail action against the Chief Superintendent.
11. The Chief Superintendent should enter absentees details on the same day through online.
12. The Chief Superintendent should not entertain any outsider other than the vigilance squad appointed for the specific purpose.
13. No waterman is permitted to supply water to the students. The water pot should be kept inside at one corner in the examination hall and the students can be permitted to drink water from the water pot in the presence of the Chief Superintendent/Invigilator.
14. The CCTV camera should be fixed and full session of the examination should be recorded. The C.D. of the recordings should be sent to this University after completing the full session of the examination, so as to use it by the University as and when it is needed.
15. Any untoward incident like copying noticed by the Chief Superintendent should be reported to the Controller of Examinations of this University with facts and a detailed report must be submitted.
16. The Chief Superintendent should make sure that the correct answer sheet for particular subject is given to the candidates. The subject code in question paper and answer sheet should be the same.

17. The Chief Superintendent is to check whether the first tabular column is filled by the candidate with the page number of the written answer.
18. The Chief Superintendent should instruct the following conditions to the students.
  - a) Candidates should leave the electronic devices such as calculators, digital diary, mobile phone, pager or any other communication devices before entering into the examination hall.
  - b) Candidates to produce the hall ticket on demand by the Invigilator/Observer/Squad member. The invigilator should see whether anything written in the Hall Ticket, if so, the same should be informed to this University.
  - c) Candidates to handover the answer booklets before leaving the examination hall.
  - d) No candidates should enter the examination hall after the expiry of thirty minutes from the commencement of examination and leave the examination hall before the expiry of sixty minutes from the commencement of the examination.
  - e) Candidates should not wear overcoat and full sleeve dresses.
  - f) Girls should not leave loose hair, should tie up their hair.
  - g) Wooden scales should not be allowed.
  - h) All the candidates (girls & boys) should not wear shoes and socks.
19. The Chief Superintendent has to ensure whether the Metal Detector and mobile jammers are in working condition.
20. The Muslim students are permitted to wear Purdah/Burkah during examinations after being checked by Metal Detectors.

Added **INSTRUCTIONS TO THE CHIEF SUPERINTENDENT AND INVIGILATORS**

- ➔ The Chief Superintendent and the Invigilators must verify the correctness of the register numbers on the printed answer script of the candidates at the time of Examination.
- ➔ The Chief Superintendent is responsible to despatch the following documents through speed post:-
  - ➔ **Same day of Examination**
    - ➔ Written Answer Scripts
    - ➔ Unused Answer Sheets
    - ➔ Attendance Sheet
    - ➔ Absentees Statement
  - ➔ **Last day of Examination**
    - ➔ Unused Spare Sheets
    - ➔ Unused Covers

Failure to despatch the above materials in the above mentioned day will entail action against the Chief Superintendent.

**SPARE SHEETS**

- \* Only Printed answer Booklets should be used for the examinations.
- \* If spare sheets are given to the candidates at the time of Examination, prior **permission has to be obtained from Deputy Controller/ Controller of Examination- On the day of the Examination.**
- \* **An Email / Fax No. 044-22354577 has to be sent with the signature of Chief Superintendent to concerned DCOE with proper justification for usage of spare sheets on the examination day itself, followed by hard copy in separate cover addressed to Deputy Controller of Examinations immediately and not along with the answer bundles. Failed to do so will be viewed seriously.**