



BERHAMPUR UNIVERSITY

Bhanja Bihar, Berhampur, Odisha



INSTRUCTIONS FOR SMOOTH CONDUCT OF UNIVERSITY EXAMINATIONS

website: buodisha.edu.in



ORDINARILY ALL EXAMINATIONS ARE CONDUCTED AS PER THE PROGRAMME SCHEDULED AND NOTIFIED BY THE UNIVERSITY IN ITS ACADEMIC / EXAMINATION CALANDER. THESE INSTRUCTIONS ARE ESSENTIAL FOR SMOOTH CONDUCT OF THE UNIVERSITY EXAMINATIONS AS PER ITS NORMS AND ALL CONCERNED ARE REQUESTED TO FOLLOW THE INSTRUCTIONS POSITIVELY / CAREFULLY.

1. (A) CENTRE SUPERINTENDENT

- (i) Centre Superintendents are appointed by the University and they are the key persons in the conduct of the examination. They are responsible for all records and documents in connection with the examination. Superintendents may be deputed from other colleges by the University if needed as per the requirement.
- (ii) The Centre Superintendent shall keep a close liaison with the law and order authorities for smooth conduct of the examination.
- (iii) A Deputed Superintendent (not being a member of staff of the Centre-College) will conduct the Theory Examinations only and practical examinations will be conducted by the Principal of the college, unless instructed otherwise by the University.
- (iv) The Centre Superintendents should make at least two visits to each examination hall during the examination period accompanied by the internal squad.
- (v) There shall be an Addl. Centre Superintendent if the strength of candidates is more than 500 in a centre on the recommendation of the centre Superintendent or as per the decision of the University.

(B) DEPUTY CENTRE SUPERINTENDENT:

Deputy Centre Superintendents are appointed for each Centre on the basis of number of candidates in the Centre and on the recommendation of the Centre Superintendent as follows:

Up to 200 candidates	No Deputy Superintendent
From 201 to 500	One Deputy Superintendent
From 501 to 1000	Two Deputy Superintendents
From 1001 to 1250	Three Deputy Superintendents
From 1251 to 1500	Four Deputy Superintendents
From 1501 to 2000	Five Deputy Superintendents
From 2001 to above	Six Deputy Superintendents

In case the Centre Superintendent appointed from other college fails to reach the Centre in time, the principal of the college or senior most teacher will act as Centre Superintendent on adhoc basis, provided that he/she is not otherwise ineligible (as contained in the Appointment Letter of Supdt. And clause 16(g) of this booklet) to act as such. If the deputed Centre Superintendent fails to reach the Centre even after the 1st sitting of the 1st day's examination, the acting or adhoc Centre Superintendent is to be regarded as Regular Centre Superintendent and he/she will immediately bring this matter to the notice of the Controller of Examinations of the University.

(C) PRINCIPAL OF THE COLLEGE/CENTRE.



The Principal of the College - Centre shall remain present at the Centre and render all possible assistance as and when required by the Centre Superintendent, even if he/she is not the Centre Superintendent.

(D) SQUAD/OBSERVERS:-

Appointment of members of the squad/Observers are the prerogative of the University. No person/College can claim such privilege by way of seniority/experience or otherwise. Members of the squad and observers may be appointed by the University /Nodal colleges for the centres who will assist the Centre Superintendent in smooth conduct of the examination. They will go round the halls and submit their reports in the prescribed form confidentially to the controller of examinations..

(E) URINALS FOR EXAMINEES:

Specially constructed urinals either in the examination hall or close to the hall should be provided for use of examinees, if there are no permanent urinals available at the Centre.

(F) OTHER AMENITIES AT THE EXAMINATION CENTRE:

The Centre Superintendent shall make all necessary arrangements for supply of drinking water, adequate light, mosquito coils etc to ensure an appropriate environment for the smooth conduct of examinations.

2. QUESTION PAPERS:

- (i) Question Paper for concerned Examination is sent to each Centre either per bearer or by post depending upon the circumstances.
- (ii) The Centre Superintendent /Deputy Centre Superintendent /Principal /or any authorized officer of College /centre will receive the question packets at least five days before the commencement of the examination.
- (iii) The questions are sent in sealed packets containing 100, 50, 20 and 10 questions. The number of question papers sent is always mentioned at top of the question paper packets.
- (iv) Immediately on receipt of the Admit Cards, calculation should be made with regards the number of questions required for each subject in the Centre. In case the number of questions received falls short of requirements the same shall be intimated at once to the Controller of examinations through the bearer of question packets or over Telephone /Express Telegram or by Special Messenger.

IMPORTANT

- (v) The centre Superintendent is the custodian of the question packets and all such confidential materials sent to him by the University. He is required to sort-out the question paper packets sitting /date-wise according to the programme. THE SEALS OF QUESTION PAPER PACKETS ON NO ACCOUNT BE TAMPERED THE PACKETS BE OPENED CUTTING ALONG THE LINE MARKED FOR THE PURPOSE IN THE PRESENECE OF THE INVIGILATORS. WHO WILL ALSO SIGN ON THE COVERS OF THE QUESTION PACKETS.
- (vi) The Question packets are to be opened by the Centre Superintendent (After verifying the date and sitting of examination) only in the presence of the



invigilators 15 minutes before the commencement of examination for distribution.

- (vii) Before opening the question paper packets the seals on the packets the facimal under the cello tape should be checked as to whether they are intact. Before opening the sealed packets, the Centre Superintendent should declare in presence of the invigilators about the number of packets sent by the University. The Centre Superintendent should furnish a certificate to that effect in each sitting of the examination in the following form.

(“Certified that I examined the packets in the presence of the Invigilator after the candidates assembled and before it was opened, and I found the seals were intact” on the body of the question packet)

- (viii) In case the packet opened contains any matter other than the question papers required for the particular sitting, the packet should immediately be sealed and kept under the personal custody of the Centre Superintendent. This matter should immediately be reported to the Controller of Examination by name.
- (ix) The Almirah in which the question papers are kept shall be sealed everyday at the end of the examination and it should be opened and sealed next day after taking out the question papers required for each sitting. The central squad at any time during the period of examination programme may visit and inspect the measures taken by the CS for the safety of the question packets and smooth conduct of the examinations.

3. ANSWER PAPERS

Blank Answer Books should be kept in safe place under lock and key. Blank Answer Books and Additional Answer books have been sent to the Principal of the Centre / College along with statement of particulars. The blank answer books bear serial numbers with specimen signature of the authorized officer of the University. The Centre Superintendents are requested to check the answer books sent and use the answer books serially. The number used in each sitting should be noted in the proforma supplied along with the answer books. If an answer book remains unused in a particular sitting that should be used in the next sitting. Accurate account of the answer scripts used should be maintained. No. Stamp of the College /Centre /Superintendent should be affixed on the answer books.

4. SITTING ARRANGEMENT

Each candidate should ordinarily be provided a floor space of 2.5 sq. ft. and where it is not possible the Center Superintendent should use his /her discretion to make the best possible arrangements. Seats for candidates should be arranged serially according to their roll numbers keeping in view of the invigilation instruction at item No. -6.

5. INSTRUCION AND WARNING TO CANDIDATES

- (i) All the bonafied candidates appearing at the examinations should be allowed to enter into the premises of the College / Centre only half an hour before the commencement of the examination.



- (ii) All entries into the examination halls should be through one gate. The Centre Superintendent along with the teachers on duty should be present to carry out a thorough check of Candidates at the gate.
- (iii) Books, papers etc.....if any brought by the candidates are to be kept outside the examination hall and out of reach of all candidates.
- (iv) The Candidates should assemble at the Examination hall 15 minutes before the distribution of question papers. The Centre Superintendent shall announce to the candidates by way of warning that if through inadvertence any of them is in possession of any papers he /she should immediately deposit that with the invigilator /Superintendent and that later on no plea of possession of such paper through inadvertence will be entertained by the University.
- (v) Before commencement of each sitting of examination there should be proper checking of candidates at the entrance by the teachers and if necessary in the presence of police personnel.
- (vi) Sample checking of candidates at random in the examination hall should be carried out at least once in a sitting with the help of invigilators /Moving squad & personnel.
- (vii) **THE CANDIDATES AND THE INVIGILATORS MAY PLEASE BE INSTRUCTED TO SEE THAT THE ROLL NUMBERS IN ALL ANSWER PAPERS AND OTHER DOCUMENTS ARE WRITTEN CLEARLY AND CORRECTLY TO AVOID CONFUSION. IT IS EXPERIENCED THAT THE CANDIDATES WRITE WRONG ROLL NUMBERS, SUCH MISTAKES CAN SAFELY BE AVOIDED IF THE INVIGILATORS CAREFULLY COMPARE THE ROLL NUMBERS IN THE ANSWER BOOKS WITH THE ADMIT CARDS.**
- (viii) The candidates are required to appear in subject as indicated in the Admit Cards prepared in accordance with their examination forms. If any candidate appears in a subject other than the subject mentioned in the admit card the appearance will not be taken into consideration and the candidate will be marked absent in that paper which is not included in the list of subjects in the Admit Card.

6. DISTRIBUTION OF QUESTION PAPERS AND BLANK ANSWER BOOKS AND DUTIES OF INVIGILATORS:

- (a) Only one Main Answer Book will be supplied to each candidate at the beginning of the sitting.
- (b) The invigilator should check the correctness of roll numbers and subject on the answer books of the candidates in the examination hall and in case of any incorrect roll number put by the candidate on his/her answer book, he/she be asked to write it correctly. After verification the invigilator should put his/her full signature at the place meant for him /her on the cover page. The invigilator shall be responsible for any incorrectness in this regard. This should not be signed earlier in anticipation. Each answer book has two portions, one detachable and another non-detachable. Invigilators are to be instructed to see that candidates fill up both these portions.



- (c) All additional answer books used by a candidate shall be numbered as 1st, 2nd, 3rd and so on and the total number of such additional books should be mentioned by the candidate on the cover page of his/her answer book. The Invigilators check the correctness of additional answer books used.

Additional answer books should be supplied to candidates by the Invigilators only when they are satisfied that all pages of the previous books are exhausted. If any paper fully or partly is left blank, the candidate should cross the blank space from one edge to the opposite edge, writing the word "blank" on the space.

All additional answer books should also be signed in full by Invigilators at the place meant for the purpose.

- (d) Candidates should be instructed after the distribution of the question paper to write their answer at the stipulated space leaving the back side of the cover page for any rough work.
- (e) Candidates should be informed that in case they change the ink while writing in the answer book they should inform the Invigilator. Then Invigilator should certify on the page of the answer book where ink is changed by the candidates.
- (f) Question papers will be distributed after the final Bell for commencement of examination.
- (g) **SOON AFTER THE DISTRIBUTION OF QUESTION PAPERS TO CANDIDATES THE INVIGILATORS SHOULD WARN THE CANDIDATES TO CHECK UP IF THE PAPER SUPPLIED TO THEM CONTAINS ALL THE QUESTIONS AND PAGES AS PRINTED**

IF ANYTHING IS MISSING IN QUESTION PAPER SUPPLIED TO THE CANDIDATES, THAT SHOULD BE BROUGHT BACK AND ANOTHER PAPER SHOULD BE SUPPLIED. THE INCOMPLETE QUESTION PAPER RECOVERED FROM THE CANDIDATE SHOULD BE RETURNED SEPARATELY TO THE CONTROLLER OF EXAMINATIONS IMMEDIATELY AFTER THE SITTING WITH A FORWARDING LETTER.

ANY DISCREPANCY IN QUESTION PAPER /OR ANY COMPLAIN OF THE CANDIDATES REGARDING THE QUESTION SHOULD IMMEDIATELY BE BROUGHT TO THE NOTICE OF THE CONTROLLER OF EXAMINATION FOR NECESSARY ACTION. NO SUCH COMPLAIN BE ENTERTAINED IF NOT REPORTED IN WRITING ON THE DAY OF THAT PARTICULAR EXAMINATION.

- (h) The rules laid down for the guidance of the candidates are printed on the back of the Admit Cards of the candidates. It is the duty of the Invigilator /Superintendent to acquaint themselves with the rules and to their strict compliance /adherence.
- (i) The Invigilators should keep moving in the examination hall and should not be engaged in any such work, which may impair their efficiency as invigilators.
- (j) Nobody is authorized to talk to candidates even for purpose of correcting a misprint or removing any ambiguity in the question paper during the hours of the examination.
- (k) If any communication letter, telegram or money order arrives for a candidate, it should not be delivered to him/her until he/she left the hall at end to the examination.

**7. ATTENDENCE OF CANDIDATES AND ABSENTEE STATEMENT:**

- a) A candidate should not be allowed to submit the paper and leave the hall before the lapse of one hour from the commencement of the examination, and if he/she is leaving the hall after 2 hrs. (in case of sitting of 3hrs.), and after 1 hr. (in case of a sitting of 2 hrs.), he/she should not be allowed to take the question paper out of the hall.
- b) Candidate must sign in full on the roll sheet/alphabetical list on the first day of their appearance at the examination. Attendance of every candidate should be taken in red ink in every sitting in examination, alphabetical list just below the subjects. Candidates present shall be marked 'p' and those absent shall be marked 'Abs' accordingly.
- c) One hour after the commencement of the examination, the Examinee may be permitted to go out to attend the call of nature etc. And when necessary, one of the Invigilators or an attendant should watch them during their temporary absence from the examination hall. A Record of such absence shall be maintained by the Invigilators in prescribed Proforma.

8. ABSENTEE STATEMENT: This is an important document which is required at the time of processing results of the candidates. Hence, the Centre Superintendents are requested to be very careful in preparing this statement and note the following:

- i) On the basis of attendance taken daily in the roll sheet /alphabetical list, one consolidated statement in the prescribed proforma showing all absentees of all the sittings of the entire examination instead of using separate forms for separates sittings should be prepared stream wise.
- ii) The candidates who are exempted from appearing in certain subject and those who have changed Centre and appear elsewhere should not be marked absent. Roll Nos. of such candidates should be recorded separately as, changed to other Centre.
- iii) These statements should be kept in the envelop for the purpose and sent to the Controller of Examinations after the examination programme is over.

9. ADMIT CARDS AND IDENTIFICATION OF CANDIDATES

- a) All candidates are issued Admit cards by their respective Principal only after taking full signature of the candidates on the Admit Card in his/her presence, Candidates of those Colleges which are not declared as centres, are to be identified by the teachers of the concerned Colleges deputed for the purpose. Admit Cards of the Centre change candidate shall be issued by the Centre Superintendent.
- b) The Centre Superintendent may require any candidate at any time during an examination to sign his/her name on piece of paper and compare the signature so obtained with the signature on the Admit Card.
- c) The Centre Superintendent and the Invigilators are expected to satisfy themselves about the identity of external candidates and candidates who have changed centres. If any candidate is not properly identified for any reason he/she



may be allowed to sit for the examination pending production of satisfactory evidence of his/her identity on a later day /on the day of the next sitting of the examination. In doubtful cases the matter should be reported to the Controller of Examinations immediately with a detail report.

10. CENTRE CHANGE CASE AND DEC CANDIDATES:

- a) Candidates who are permitted to change their Centre and DEC candidates are issued necessary intimation letters. Such letters are signed by the Controller of Examinations. Their Admit Card, photographs are sent to concerned Centre Superintendents either by post or through special messenger for admitting them to the examination after proper identification.
- b) In case the candidates produce their intimation letter duly signed by the Controller of Examinations as above but the Centre Superintendent do not receive the copies of intimation letter/alphabetical lists together with Admit Cards, the centre Superintendents shall admit such candidates provisionally obtaining written undertaking from the candidates to the effect that their admission to the Examination would be liable for cancellation if found irregular. Such candidates be asked to submit one copy of their photograph which should bear the full signature of the candidates and attestation of the Centre Superintendent in each case should be sent to Controller of Examinations.
- c) The names and complete address of all Centre change candidates and their full signature should be noted at the end of the alphabetical list sent to the Centre Superintendents.
- d) Special vigilance shall be exercised over the candidates who are appearing at the examination through change of centres. Any misbehavior shown or malpractice adopted by such candidates should be reported confidentially to the Controller by name separately and by regd / speed post.

11. MISTAKE OF SUBJECTS IN THE ADMIT CARDS

In case a candidate claims to have offered a subject other than the subject printed on the Admit Card, he/she may be permitted on application (written) to appear in the subject(s) or paper(s) after an undertaking to accept the responsibility of appearing the subject/paper(.....) even though in his/her Admit Card that subject is not mentioned. A Report on all such cases along with the undertaking of the candidates should be sent to the University addressed to the Controller of Examination, by name.

12. COLLECTION OF SPARE QUESTION PAPERS, BLANK ANSWER BOOKS AND USED ANSWER BOOKS

- a) All spare copies of question papers after distribution to the candidates present should be collected by the Centre Superintendent within 25 minutes of the commencement of the Examination and preserved under his/her safe custody till the examination is over.

The number of spare question papers and number distributed on a particular subject in a sitting should be verified immediately after 45 minutes of the commencement of the examination, Discrepancies, if any, noticed in the total number of question



papers received should be reported to the Controller of Examinations. The packets containing these unused question papers must be sealed and preserved under lock/seal by the Centre Superintendent for dispatch to the Controller immediately after the examination in all subjects is over.

- b) Blank main answer books, if any not distributed to the candidates should be collected from the Invigilators.
- c) A warning bell should be given five minutes before the final bell is rung at the end of a sitting. After the warning bell is given all doors should be closed and the candidates should be asked to be in their seats till all the answer papers are collected. No additional answer books will be supplied to candidates after the warning bell.

The Invigilators should take care to see that the candidates are informed of the above procedure half-an-hour after the commencement of the examination.

13. DESPATCH OF USED & UNVALUED ANSWER BOOKS TO THE VALUATION CENTRE

1. Please arrange the answer scripts in a paper with the collegiate Regular answer scripts at the top followed with year wise Collegiate back answer scripts, Regular DEC candidates answer scripts and DEC back answer scripts (arranging the back answer scripts with the years in descending order). The answer scripts of transitory examinees if any must be sent in separate packets with separate memos.
2. Please use **separate memos for each paper and the Roll Nos. must be entered in the memos as per the answer scripts arranged as instructed at No. 1 above.**
3. Please ensure that the memo with relevant questions is kept in the first answer scripts and stapled/tagged well with the answer script.
4. Please **do not use separate memos in a paper** for the Regular Collegiate answer scripts, Regular DEC answer scripts and year wise back answer scripts. One memo should be used for these three categories of answer scripts. One may use another sheet and attach it with the memo if the space in the memo form is not enough.
5. The answer scripts arranged as per instruction No.1 above shall be threaded/roped covering all four sides of the answer scripts and roped/threaded answer scripts of all the papers in a sitting should be bundled in one/two bundles superscripting the name, Date and Sitting of the examination and name of the papers with numbers of scripts kept inside the bundles(s) on the outer cover of the bundles(s).
6. **Please do not use the newspapers for Internal/External covering of the answer scripts and if required the answer scripts can be covered with craft papers.**
7. Please ensure that all the answer scripts in all papers in a sitting be dispatched to the Controller of Examinations, Berhampur University by name on the same day of the examination or on the next day if postal services are closed on the day of the Examination.



8. The answer scripts in a paper of the tagged Centres shall be arranged as per instruction No.1 above but one memo can be used for the answer scripts of a paper for the examination Centre and tagged Centres as well.
9. The Roll Nos. of the absentee candidates in a paper shall be entered in the memo as per the alphabetical list.
10. All the answer scripts of the candidates booked under malpractice in a sitting along with the respective incriminating materials (signed and sealed) enclosed with respective malpractice answer scripts and form No.62 duly filled in (signed and sealed) shall be sent to the Controller of Examinations by name in a packet separately superscripting "Malpractice answer scripts" and other particulars as per Instructions at point No. (6) above.
11. In order to publish the flawless result in time, please send the center packet containing duplicate memos of all the papers both theory and practical examinations and filled in proforma (s) I, II, III soon after all the examinations are over.
12. Please write the name of the practical examination center on the top of practical Mark Foils of all the Practical examinations.

The date of examination /stream /subject and paper and the number of scripts contained in the packet may be superscribed with centre's name as per example given below enabling the receiver to know the position even before opening the packet. This will help the valuation office to assess the total number of scripts received.

Packing Caption:

Suppose the Date of Examination-4.3.85
 Paper is English Paper-I, Arts Stream, Regular candidate appeared 225
 Superscription Example;

4.3.85 English-1 225	Name of the Examination _____ Date _____ Subject _____ Stream _____ Total Scripts _____ (Regular/Back/DEC)
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- a) The Centre Superintendents are requested to use their personal brass seals while sending answer scripts etc.
- b) The address of the sender on the sealed packets dispatched to the valuation centres is to be written as follows:
 Sri _____ Center Superintendent
 _____ College-Centre.

14. HOW TO REPORT CASES OF MALPRACTICE

- a) All types of malpractices are to be reported through the Superintendent of the concerned Centre, through the prescribed form No.62..
- b) For each individual case separate reports are to made in Proforma No.62 meant for the purpose.



- c) The person detecting the case of malpractice should seize the incriminating materials from the candidates and get the incriminating material signed by the candidate and by the invigilator concerned and get a written statement of the candidate. The Invigilator should also give his/her statement in the Proforma 62. In case the candidate refuses to give his/her signature on the incriminating materials or a written statement, the same should be noted in the Proforma 62.
- d) The person detecting the case should put his/her signature on the incrimination materials and fill up the Proforma 62 before handing them over to the Centre Superintendent.
- e) The Centre Superintendent after proper enquiry will forward to the University all such cases filling all others columns and giving his/her views in the proforma 62 and putting his/her signature on the body of the incriminating materials.
- f) A candidate may be expelled only if there is sufficient, clear and convincing evidence of his/her resorting to malpractice but this power should be very rarely and cautiously exercised and should in no case be abused.
- g) The Centre Superintendent should ensure that the documents are sent to the University in each case.
 - (i) Proforma – 62 filled in all respects, (ii) Incriminating materials signed by the candidate, by the Invigilator, by the person detecting the case and the Centre Superintendent himself/herself, (iii) **Such answer paper of the candidates under no circumstances be sent to the valuation centre. It should be sent to C.E. along with the seized incriminating materials separately.**
- (h) The Centre Superintendent shall also forward all such malpractice cases as detected by members of the flying squad /observer with an acknowledgement.
- (i) In no case the incriminating materials should be verified with the answer papers to ascertain their use as it is the duty of the University to get it checked through competent authorities.
- (j) All documents are to be sent by the Centre Superintendent on the very day of occurrence. The observers/members of the Flying squad, besides their daily reports are to submit a final report on the last day of the examination wherein they must state the roll numbers of cases they have detected at different centres and hand over to the concerned Centre Superintendents for reporting them to the University. This final report is to be sent to the Controller of Examination by name. The Centre Superintendent should also send a consolidated report separately stating the roll numbers of candidates reported for adopting unfair means at his/her Centre on the last day of the examination to the Controller by name.
- (k) Any tampering /omission or deliberate suppression of evidence by the reporting authority relating to such reported malpractice cases will be viewed seriously and action deemed fit shall be initiated against the concerned persons at the appropriate level.
- (l) The Principal /CS of the college Centre is required to keep a list of all such reported malpractice cases of his/her College Centre with the postal address of each individual candidate and if necessary shall serve the notice of the University to such candidates for appearance before the Examination Committee on the given day and time for hearing /disposal of the case. The university may send the



notice to such candidates and request the Principal of the College Centre to serve the notice to the concerned candidates.

15. PRACTICAL EXAMINATIONS

- a) The Centre Superintendent should see that the schedule of the practical examinations are sent to the University. He shall appoint suitable External Examiner with the approval of the Controller of Exam. from nearby colleges for conducting the practical in case the appointed person does not turn up.
- b) Attendance of Candidates shall be taken in Proforma III (Practical) and be sent to University.
- c) The Centre Superintendent of Practical Examination Centers are to issue certificates to the practical examiners in the proforma supplied mentioning the number of candidates and the Roll Number of candidates examined by each of the practical examiners (Internal & External) in different practical papers.
- d) The Centre Superintendent shall see that all mark foils and scripts of the practical subjects are dispatched by the examiner to the Controller of Examination, in the prescribed time for timely publication of result.

16. APPOINTMENT, DUTIES AND RESPONSIBILITIES OF DEPUTY CENTRE SUPERINTENDENT, INVIGILATORS AND RELIEVERS:

- a) Deputy Centre Superintendent:
 - i) He/she shall render all assistance to the Centre Superintendent in the conduct of the examination and maintenance of records as and when required by the centre Superintendent.
 - ii) In view of mass incorrectness in writing the roll numbers by the candidates in their answer books, it will be one of the chief responsibilities of the Deputy Superintendent to go round the Examination Halls personally, verify the correctness of the Roll Numbers of each candidate after the Invigilators have put their signatures as per instruction.
- b) **Invigilator/Relievers:**
 - i) Not more than one invigilator should be appointed for every 15 candidates or less in a room and not more than one relieving invigilator should be appointed for every 100 candidates or less.
 - ii) The duties of the Relieving Invigilators should properly carry on the work of the Invigilator in the temporary absence of the Invigilators originally appointed. They should also present themselves for Gate Checking, distribution of question and answer scripts.
- c) The service of teachers of Colleges who are deputed to identify the candidates from their institutes may be utilized for invigilation purpose. Teachers who are considered worthy of trust and confidence and can discharge their duties most faithfully and efficiently should be appointed as Invigilators. They should not however be allowed to invigilate in the rooms where candidates of their Colleges are appearing at the examination.
- d) Normally, **no teacher who teaches a particular paper shall be appointed as Invigilator on the date of examination in the same subject.**
- e) **Teaching staff associated with any of the coaching centers or engaged in private tuition/coaching should not be assigned any examination work including invigilation.**



- f) The Centre Superintendent should satisfy himself /herself before the commencement of the examination that the Invigilators have made themselves acquainted with the duties of invigilation and with the instruction printed on the back of the admit cards and front cover of answer books.
- g) **No person whose near relation is appearing at the Centre should accept the job of invigilation or any other examination/valuation related job. The Centre Superintendent should ensure this.**

17. REPORT ON THE CONDUCTION OF THE EXAMINATION

- a) The Centre Superintendents are requested to give a report after the examination is over whether the above instructions have been fully carried out. Any suggestion with a view to improve the method of conduct of examination will be duly considered by the University.
- b) In case the Centre Superintendent desires to send any interim report on urgency, the same should be sent in a plain paper furnishing all details.

18. REMUNERATION AND CONTINGENT EXPENDITURE

The remuneration and contingent expenses relating to all Examinations shall be within the limits as prescribed by the University.

19. FLYING SQUAD AND OBSERVERS

University arranges to send flying squads and observers to examination centres to ensure that examinations are conducted as per the norms of the University. The Squad members/observers may be sent by Nodal Colleges or directly by the University. Centre Superintendent are required to allow these squad members/ observers to do their jobs without any hindrance. The Squad members/Observers are authorized to check the candidates at the gates, in the rooms, inspect the stock of the sealed question packets, collect seat chart and report malpractice.

20. APPOINTMENT OF EXAMINERS

The examiners for each paper, subject /stream wise are appointed from the gradation list as submitted /recommended by the respective board of studies. All the examiners are required to report to duty at the Evaluation Centre on the given date without fail. Co-operation of the Examiners for timely completion of evaluation and publication of results is highly essential.

21. PUBLICATION OF RESULTS

Ordinarily the results of the Examinations are published by the University within 60 days from the completion of the theory /practical paper of the Examination and the mark sheets, provisional certificate and copy of the tabulation register are sent to the Colleges within 15 days of the publication of results. The Principals of the concerned Colleges are required to verify /check the receipt of all these documents and if find any discrepancy shall report to the Controller of examinations immediately. Any complain regarding non-receipt of any document relating to any candidate if made after one month from the date of publication of results will not be entertained by the University.

Sd/-
(Prof. Manmath Padhy)
CONTROLLER OF EXAMINAIONS