

**MOHANLAL SUKHADIA UNIVERSITY
UDAIPUR**



**INSTRUCTIONS TO CENTRE SUPERINTENDENT
FOR THE**

EXAMINATIONS

MOHAN LAL SUKHADIA UNIVERSITY, UDAIPUR

INSTRUCTION TO CENTRE SUPERINTENDENT FOR THE EXAMINATIONS

1. The Examination will be held from the dates notified by the University separately.

2. (a) The Dean/Director/Principal of the College which is Centre for University Examination shall, as a rule, act as the Supdt. of Exam. at his/her centre unless otherwise permitted by the Vice-Chancellor in special cases. He/She will please not leave the station during the examination days for any purpose without obtaining permission of the Vice-Chancellor. No person shall be appointed as a Superintendent for the Examinations of two bodies held simultaneously at the same institution.

Superintendent, Addl.
Supdts. & Asstt. Supdts.
appointment

(b) One Assistant Superintendent for each session can be appointed at every Examination Centre.

(c) One Additional Superintendent of Examination may be appointed whenever number of candidate in a particular session exceeds 400.

(d) The person to be appointed as an Additional Superintendent or Asstt. Supdt., as the case may be, shall normally be the Vice-Principal or the senior most person of the staff of the college. The Superintendent will appoint the Additional/ Assistant Superintendent, where necessary, and intimate his/their name(s) to the University for record and approval of the University. Approval of the University for the appointment of Addl./ Asstt. Superintendent is not necessary.

(e) The Addl./ Asstt. Superintendent will not leave the station during the examination days for any purpose without obtaining prior permission of the Superintendent who will inform the Controller of Examinations of his action.

(f) Nobody should be appointed as Addl./ Asstt Superintendent for more than two sessions in a day as it is difficult for anybody to work in all the three sessions.

3. The arrangement and discipline of the examinations at the centre shall rest in the hands of the Centre Superintendent alone.

4. (a) The Superintendents should please acknowledge receipt of the parcels containing questions papers by WIRE as well as on the printed form (supplied by the University for the purpose) as soon as they receive the parcel(s).

Receipt of Question
Papers

(b) The Superintendent are requested to carefully observe the state in which the envelopes reach them. If an envelope appears to have been tampered with or found unsealed, the fact should be reported to the Controller of Examinations at once and the envelope kept securely in the same condition with him duly sealed in a bigger envelope. The Name of Examination, subject, paper, date and time noted on the envelope should also be checked with the programme of examination and the discrepancy, if any, brought to the notice of the Controller of Examinations immediately.

(c) If the parcel containing question papers does not reach at least three days before the commencement of the examination, he should inform the Controller of Examination by telegram/telephone or fax.

Allocating of Invigilators

5. (a) Invigilators shall be appointed for each room at the rate of one invigilator for every 25 candidates subject to a minimum of two invigilators in each room. Supervisor may be appointed at the rate of one Supervisor for every four invigilators posted in such rooms in each of which the number of the number of examinees exceeds 25.

(b) One invigilator can be kept in reserve for emergency purpose on the day(s) on which the total number of candidates to be examined exceeds 300.

(c) As far as possible no room, which cannot accommodate even 20 candidates, should be used for examination purposes.

(d) In the interest of efficiency, nobody should be put in invigilation duty for more than two session in a day.

(e) Copies of instructions to mvigilators are enclosed. These may be read carefully and the invigilators be asked to act accordingly.

Internal Flying Squad

6. Internal flying squad for watching the campus and corridors & preventing use of unfairmeans can be appointed according to the following norms :

The Internal Flying Squad may be constituted out of the sanctioned provision of supervisors and reserved invigilators only.

Other arrangement to be made before the examinations commence

7. A definite seat should be assigned to each candidate and a card showing his Roll No., name of examination and other necessary particulars should be fixed on desk. A space of not less than 25 square feet should be provided to each candidate so as to make copying, prompting of use of other unfair practices difficult. A plan of seating arrangement showing the position of candidates (according to their roll numbers) in each room for each day together with the dimensions of each room and the serial number given to it must be sent to the Controller of Examinations at the end of each Examination.

8. Candidates will be allowed to use their own fountain pens and ink. If the ink brought by a candidate is finished he may use another kind of ink. In such case the Superintendent should please note the fact on his answer-book and put facsimile stamp of the Controller of Examination at the place where the ink is changed for the information of the examiner. Logarithmic Tables may be supplied to the candidates, who ask for them for the Degree or Postgraduate examinations.

9. The Superintendents should please announce to the candidate the exact time of commencement of each examination according to the programmes of examinations (supplied separately) adding that ignorance of the correct time will not serve as an excuse for coming late or remaining absent.

10. (a) Candidates may be admitted to the Examination Hall half an hour before the time fixed for the examination on the first day and the first session and a quarter of an hour before time and subsequent days/sessions.

Admission of Candidates into the Examination Hall

(b) Candidates are not to be admitted to the examination hall unless their names appear in the printed roll list sent separately. **They have been asked to bring their admission cards with them which should be inspected every day as far possible and returned after inspection.** If any candidate, whose name appears in the printed roll list, forgets to bring his/her admission card or loses it, he/she may be admitted to the examination. Provided the Head of the institution or some of the responsible teacher of the candidate's college identifies the candidate in writing and in the case of loss of admission card, he also certifies that the fee of Rs.10.00 for a duplicate copy of the admission card has been paid by the candidate to the office. **The fee so collected will be sent by the Centre Superintendent to the Controller of Examinations.** In the case of a private candidate the Superintendent may use his discretion and admit the candidate provisionally pending production of a satisfactory certificate as to the identity of the candidate. A duplicate copy of the admission card be issued on the payment of the prescribed fee of Rs.10.00 to be sent to the Controller of Examination. The Centre Superintendent should report the roll numbers and names of such candidates to the Controller of Examinations at the end of the examination.

(c) Candidates who arrive for any papers are not entitled to be admitted in the examination hall after the time fixed for the commencement of the examination. In exceptional cases, the Superintendents may at their discretion admit candidates coming late by not more than half an hour after ascertaining that no candidate had left the examination hall till then. All such cases should however, be reported to the Controller of Examination. No extra time should be given to the such candidates.

(d) ONE HOUR EXTRA TIME BE GIVEN TO BLIND CANDIDATES FOR ANSWERING THEIR QUESTION PAPERS AT THE EXAMINATION.

(e) Candidates are to be admitted in the examination room without books, papers of reference material of any kind. The Centre Superintendent should make suitable arrangement for placing books etc. outside the examination rooms. The place for keeping books/papers etc. by the candidates should be announced by them with a note of warning that they should keep their belongings outside before entering the examination hall and that if any body is found in possession of paper, chits or any unfair-means and dealt with accordingly.

(f) Pre-entry search of the candidate, could be made by the Superintendent/ Asstt. Superintendent/ Supervisors/ Invigilators for any unlawful material to, prevent use of unfair means in the examination. It will be obligatory on the part of the examinees to support such search. Such search can be made during examination time also. This may be notified to the candidates for their information.

(g) Candidates should be prepared/produce themselves for giving their search physically to the Supervisory Staff, Internal Flying Squad/University Flying Squad or any person authorised by the University/Centre Superintendent, if they are asked to do during the examination.

(h) The Superintendent should please see that no candidate who is actually, suffering from an infectious disease, such as small pox, plague, influenza etc. or who, though convalescent, is not free from infection, is allowed to sit for the examination. If such a candidate is noticed after the examination has begun, immediate steps should be taken to see that his papers are destroyed and that other disinfecting measures are carried out.

(i) Rules for guidance for candidates should please be read out to them on the first day and then placed on the notice board outside the examination hall.

(j) The Superintendent of Examination should please announce in the Examination hall that the candidates should cross the blank pages in the answer-books.

(k) The Mobile telephone be not carried in the examination room by all concerned.

Distribution of Answer-books

11. (a) Before giving answer-books to the candidates, the facsimile stamp of the Controller of Examination (sent separately), shall be affixed on the title covers of all answer-books and answer-sheets to be used by them. In addition to this, one of the alphabet stamps (sent separately), shall be affixed on the covers of each answer-books below the Controller of Examination's facsimile stamp. The Alphabet stamps should be used daily at the discretion of the Superintendent. A statement showing the number of answer-books with a particular alphabet used on each day should be maintained. This is intended as a precaution against blank answer-books being smuggled into the examination hall. If the Centre Superintendent finds any answer-books in bad shape, he is requested not to issue such answer-books to the candidates to avoid the manipulation. Answer-books should therefore, in no case be stamped in larger quantity than required for each day's use so that if by any chance blank answer-books collected at the end of an examination, the absence of the particular alphabet stamp of the day on their title covers might at once prove them to be contraband. At an institution which is a centre for several examinations of the University, the Superintendent should please see that answer-books of different examinations are not mixed up. The Superintendents should maintain a correct record of alphabet stamps used on the answerbooks issued to the candidate everyday. A consolidated statement of the answer-books used should be sent to the Controller of Examinations after the examinations are over. The balance of unused answer-books and other Papers may be kept at the centre in safe custody lock and key for next year's use. All Rubber Stamps to be affixed on the under Answer-books are to be kept in the personal custody of the Superintendent.

(b) If a candidate wants a second answer-book Supplementary answer-book marked "S" be issued to him after seeing that his first answer-book is finished more Supplementary answer-books be issued on demand but one by one as the previous supplementary answer-book is finished. When 'Supplementary answer-book (s) is/are used by a candidates in answering a paper, the main supplementary answer-books should be tied properly with a tag. Glazed thread should not be used for the purpose as the answer-books get untied due to slipperiness of the glazed thread. The Supplementary answer-books marked "S" should not be tied inside the main answer-book but outside its title cover. The invigilators should get this done in their presence and see that the candidates has written his roll number and enrolment number and other particulars on the supplementary answer-books. **The same alphabet as put on the main answer-books should also be put on the supplementary answerbooks as well as other sheets required to be supplied to the candidates.**

(c) Candidates are required to write their answer on both side of each leaf. The Superintendent should please notify this requirement to them. If a candidate used any page for rough work, he/she should cross it. If he/she wishes to cancel any part of his/her answer, he/she may do so by drawing distinct lines across it. No portion of the answer-book should be turn off or folded.

(d) **Where two section of question paper are required to be answered in separate answer-book, Supdts. will kindly ask the candidates to note carefully and comply with the requirement of answering questions in separate answer-books. If the candidates fail to do so, question of only one section shall be examined and those of the other section deemed as cancelled.**

12. (a) The envelopes containing question papers must be opened in the main examination hall by the Superintendent himself after examine the seal in the presence of candidates & other witness & not in his office or any other room. If any day the main hall not used for examination purpose, question papers may be opened in a room where in a room candidates are seated.

(b) **Before taking the envelopes to the main examination hall, the name of the examination, subject, paper, date and time noted on the envelope should be checked with the programme of examination to avoid wrong opening of question paper envelope of a later session or a later date.**

(c) Before an envelope is opened the certificate pasted on each envelope should be signed by the Superintendent and other witnesses. Each person should sign his name legibly and give his designation below his name.

(d) While opening the sealed envelope, the Superintendent should not break the seals but cut the envelope at one end neatly with a pair of scissors. The envelope so opened with the certificates duly signed should be returned to the Controller of Examination after the Examination.

Opening of Question
Paper Envelopes

Distribution of
Question Papers

(e) After opening an envelope, the Superintendent himself should check the number of copies and the heading of each question paper with the contents noted on the envelope. The heading should be checked very carefully in order to see that no other paper the examination of which is fixed for a later day or a later hour is mixed up. If such a paper is found, it should be sealed properly in an envelope and kept along with the envelopes containing copies of the same paper and the fact reported to the Controller of Examinations. The Superintendent should check the headings printed on the first page of all the copies of the question papers.

To facilitate the checking suitable catch letters are printed at the right hand top corner of the first page of each question paper.

13. (a) Question paper should be distributed punctually at the time of commencement of the examination.

(b) If any question paper printed on more than one page, the invigilators may be asked to announce the number of pages to the candidates to enable them to check that no page is missing in the question paper.

(c) Immediately after the distribution of question papers to the candidates the Superintendent should collect all spare copies of question papers left with the invigilators and check the number of spare copies with the number of question papers received minus the number of examinees present. No spare copy of the question paper should be left in the invigilators or allowed to go out side the examination rooms till at least two hours after the commencement of examination. If a candidate wishes to leave the examination room earlier, he should not be allowed to take the question paper with him. It should be handed over by the Superintendent to the candidate after the examination is over. Similarly, no candidate should be allowed to take the question paper with him while going out the urinal.

(d) Some extra copies of question papers are always sent but even if the number of copies of a question paper fall short and therefore, the question paper cannot be supplied to some candidates, the paper may be got photocopy and as much extra time as is taken in photocopying paper be allowed to them for answering the paper and the matter reported to the Controller of Examinations at once. Extra time should not be allowed to other candidates to whom printed papers are given.

(e) In case candidate asks for a question paper in an optional or an alternative delete Subject not offered by him according to the entry in the printed roll list, he may be given the question paper he asks for but he should be clearly warned that if it is found afterwards that he had taken a question paper of a paper not actually offered by him according to his declaration in the application form, his examination in that paper shall be liable to be cancelled. The Superintendent of the Centre should, however try to satisfy himself by a reference to the entries in the application form with him that the candidate is not asking for a wrong question paper. All such cases should be immediately reported to the University.

(f) If there is a complaint from the examinees that the question paper or a part thereof is out of the prescribed course, or that is a misprint of some ambiguity in the question paper as given to them and send their representation to the University through the Centre Superintendent within a week from the date of examination for consideration and necessary action. Under no circumstances announcement regarding cancellation of the paper shall be made by the Centre Superintendent or any other person except the Controller of Examination. Representation received after the above time limit shall not be entertained.

14. Candidates found using unfair means or including in disorderly conduct at or in connection with an examination shall be dealt with in accordance with the rules for indiscipline in connection with examination given below, which may be read carefully & followed strictly. Such cases should be sent in separate insured cover in the name of Controller of Examination along with question paper of the day.

Procedure to be followed when a candidate is found using unfair-means and control of disorderly conduct in the Examination Hall

Indiscipline inwith Examination

Definition : Discipline means good conduct during examinations.

Indiscipline during examination includes :

A. Misconduct and misbehaviour such as:

- i) Staging boycott or walkouts
- ii) In citing others to boycott or walkout
- iii) Tearing of answer-books or question papers, snatching or remove of answer-books or question-papers from fellow examinees.
- iv) Teasing, abusing, threatening and obstructing the invigilating staff or fellow examinees.
- v) Defiance / disobedience of the instruction for the examinees.
- vi) Refusing to produce admission card/identity card.
- vii) Show or use of physical force, possession of arms and weapons or any injurious material.
- viii) Any other act causing disturbance in the smooth working of the University examination.
- ix) Abetting one or all of the aforesaid acts.

B. Use of unfairmeans such as :

- i) Tampering with the examination system by communicating or attempting to communicate with the Controller of Examination of the University or any person of his office or Superintendent Examination or with any paper-setter or examiner with the object of finding out the name and address of the paper-setter or examiner for finding out the question that have been set by the paper-setter or examiner or with the object of influencing any examiner in award of marks or with the object of unduly influencing any of them in the discharge of his duties inconnection with examination.

ii) Giving or receiving assistance in answering the question paper to or from any other candidate/person in the hall or outside the examination hall.

iii) a) Having in possession during examination time any paper, book or notes which have relevance to the examination paper concerned.

b) Anything written on the inkpot cover, scale or any other instrument/article or any kind of furniture with which he is concerned which may have relevance to the examination concerned.

c) Anything written or signs made on the body candidate or clothes/garment, on paper excluding the answer-books or on any substance which may have relevance to the examination concerned.

iv) Making or attempting to make gestures, indications, talking, whispering and the like during the examination or in connection with the examination.

v) Smuggling in or out an answer-book or impersonating a candidate or helping thereof.

vi) Any other malpractice in the examination.

2. Procedure for dealing with the cases of indiscipline in connection with the examinations.

i) Where a candidate is found using or suspected of using unfair means as defined above, the Invigilator or the Centre Superintendent may search the candidate or cause the candidate to be searched by any person. Where any material is found in his possession the candidate shall be dealt with according to these rules.

ii) As soon as a candidate is found or reported to unfair means, his answer-book shall be seized along with the material recovered and fresh answer-book given to him to answer the remaining question of the question paper. Both answer-books (marked as I and II) will be sent by the Centre Superintendent to the Controller of Examination of the University by name together with the material recovered wherever possible and prescribed form duly signed by the candidate, the invigilator and the Centre Superintendent. In case where the candidate does not sign, the fact shall be recorded by the invigilator.

iii) The invigilator shall give his report in writing, the invigilator's report shall be brought to the notice of the candidate who shall be required to give his explanation on the spot.

iv) If the candidate refuses to give his statement on the spot or runs away from the centre, his case shall be decided by the University on the basis of report of the invigilator and the Centre Superintendent.

v) After the receipt of the report from the Centre Superintendent the Controller of Examination shall obtain the report of the examiner in the paper in the prescribed form.

vi) (a) After the report from the Examiner is received, in the University the appropriate committee shall examine the same along with the material and tentatively determine the punishment according to norms laid down, if, in their view, prima facie case of unfair means is made out.

(b) The concerned candidate shall be served with a notice per registered post at the address given in his examination form, giving an opportunity to show cause in writing within 15 days from the date of the notice as to why he/She be not held guilty of the use unfair means and the proposed punishment in his/her case be not awarded. The notice shall be accompanied with a copy of invigilator's report, Centre Superintendent's report, Examiner's report, copy of student's own statement of any and a list of the material recovered, if any.

(c) If the reply of the candidate is received within given time, the same shall be considered by the appropriate committee which shall propose to the Board of Management of the University the punishment to be awarded to the candidate.

(d) The Board of Management shall examine the whole case including the recommendation of the committee and pass order in the case regarding the final punishment to be imposed on the candidate.

(e) Where no reply is received from the candidate to the show cause notice, the appropriate committee shall propose punishment to be awarded to the candidate. The Board of Management shall examine the case along with the recommendation of the committee and pass an order regarding the final punishment to be imposed on the candidate.

vii) In no case the candidate shall be allowed to represent himself or by an advocate.

3. Cases not covered under any of the above categories will be decided by the appropriate committee on their merits.

In addition to above rules, Govt. of Rajasthan has also issued notification on Nov. 11, 1992 vide letter No. F-3/33/Edu./3/85, dated 5th March 1993, which was sent to all Principals/Dean/Directors vide endorsement No. Sey /So/93/1474, dated 18.03.93 for necessary action at their end.

15. On each day of examination and as soon as possible after the commencement of the Examination the Superintendent should please see with the help of the invigilators that all candidates have correctly written their roll numbers (both in figures and words) and other particulars required to be entered on the title cover of Answer-books alongwith stickers and hologram as per instruction given by University.

Instruction to be followed during Examination Hours

16. An amanuensis may be provided to a blind candidate. The amanuensis should be a student of the standard specified below and selected by the Superintendent himself :

Instruction to be followed for blind candidates

For Post-graduate Exams Amanuensis of degree standard

For Final Year of Undergraduate examination such as III Year TDC Amanuensis of First Year T.D.C. Standard

For 1st Year and Second Year Degree Course Amanuensis of 10+2 Examination Standard

N.B.: The words 'Answers written by Amanuensis' should be written by the Centre Superintendent on the title cover of the answerbooks written by an Amanuensis.

16. A. Procedure to be followed by providing an amanuensis to a candidate who meets with an accident during Examination days :

An amanuensis may be provided to a candidate who meets with an accident during the days of examination and requested for an amanuensis.

Following procedure should be adopted in this connection:

(a) The candidate who meets with an accident during the days of examination and requests for an amanuensis, should normally meet the Centre Superintendent, at least 24 hours before the commencement of the examination, together with the following declarations :

FON. CANDIDATES:

1.....Son of Shri

Resident of.....

do hereby affirm as under:

(1) That I have suffered an injury as a result of an accident on.....

(2) That I was treated by Dr..... and that the Medical Certificate furnished by me from the Principal Medical and Health Officer of the District is a genuine one.

(3) That the amanuensis Shri..... son of..... Resident of is a student of.....

I understand that the permission granted by the Centre Superintendent for amanuensis is purely provisional. If any of the statements as given above is not correct, my examination may be cancelled without prejudice to any legal action that may be taken in the matter by the University.

Signature of the Candidate with local address

FOR AMANUENSIS:

I..... Son of Shri
.....Resident of

hereby affirm as under :

1. That I am student of of college /School.

2. That I have been asked as an amanuensis for
.....Son of.....Resident of

who has met with an accident and is not in a position to write in the examination himself.

3. Shri is not related to me.

I understand that if any of the statement made above are found to be incorrect, I am liable to legal action which may be taken by the University in this matter.

Signature of the amanuensis with local address

(b) The amanuensis should be a student of the standard as specified in para 16 above.

(c) The examinee who meet with an accident should submit medical certificate from the Principal Medical and Health Officer of District or by a Medical Board.

(d) The same amanuensis should continue for all the examination days.

(e) The Centre Superintendent should report each such case to the University with full details about both the candidates (original candidates and the amanuensis).

N.B.: The words Answers written by the Amanuensis should be written in red ink by the Centre Superintendent on the title cover of the answer-books.

17. (a) The Superintendent will kindly inform the candidate that no other medium is allowed except Hindi or English (where permissible) for answering question papers.

(b) The Superintendents are requested kindly to inform the candidate that they should answer the question paper through only that medium which is permitted for examination.

18. The Superintendent should please inform the candidates that answering the same question more than once or answering more questions than required shall be deemed an offence, amounting to cheating. They should also be informed that they must not write their roll numbers at the end of the last answer. The invigilators may be asked to check and write Roll No., where missing before handing over the answer-books to the person deputed for the purpose.

Despatch of Absentee
Statements and Written
answer-books

19. No candidate should be permitted to leave the examination room until he has finished his answer except in special cases with the permission of the Superintendents and under some escort. Each case in which such permission is given must be recorded. No candidate should be allowed to give his answer-book till at least half an-hour after the beginning of the examination.
20. No body other than the invigilators or supervisors of examination should be allowed to enter or move around the examination rooms without the permission of the Superintendent. Postmen, school or college peons or other persons should not be permitted to deliver letters to candidate during the examination. Any communication with candidate during the examination is strictly prohibited.
21. No one should be permitted to speak to a candidate on any subject pertaining to the questions during the hours of examination, not even for the purpose of correcting a misprint or an ambiguity in a question paper.
22. No body should be allowed to write after the prescribed time is over.
23. Smoking and other intoxicants are strictly prohibited in the examination hall.
24. Application forms of candidates to be examined at Centre will be sent separately. The Superintendents are requested kindly to check with the help of invigilators the candidates with their photograph, obtain their signature on the forms a second time and attest them after comparing them with the original. The application forms should be returned to the Controller of Examinations soon after the examination is **over by a separate registered parcel and not along with other papers or packets of answer-books.**
25. (a) The Centre Superintendents will keep a record of daily attendance of candidates with their signature. Roll numbers of candidates absent from the examination in each paper for any reason whatsoever should be reported in the absentee statement. If any answer-book(s) is/ are sent to the Controller of Examinations separately on account of the candidate(s) having resorted to the use of unfair means for or any other reason, this fact should also be mentioned in the absentee statement. On the other hand, **if no candidate turns up for examination in any paper, all candidates should be reported absent in the absentee statement.** The number of candidates examined at each centre as shown in the absentee statement plus the number of candidates shown there as absent must tally with the number registered as shown in the consolidated numerical return of candidates. **If there is any discrepancy, the same should be clarified in the absentee statements and also intimated to the Controller of Examinations separately through a letter.** One copy of the absentee statement should be sent to the examiner along with the answer-books.
- (b) At the end of each examination, three copies of a consolidated statement of absentees in the prescribed form to be sent to the University for the use of tabulators and checkers and one copy kept at the centre for future reference.

Name of the Centre..... Code No.....

Name of Examination

Date of Exam.	Subject & Paper with nomenclature of the paper	Roll Nos. of candidates found using unfairmeans	Roll Nos. of absentee	Discrepancy observed in Roll List, if any
1	2	3	4	5

27. Immediately after every session the answer-books of each paper collected from candidates will be arranged in the serial order of Roll Numbers and after counting them and checking the numbers of answerbooks with the number of candidates appeared the same 'fill be packed in hessian cloth making packets examinationwise as per instructions issued separately and sealed in the presence of the Centre Superintendent with the seal supplied by the University. The answer-books should not be folded but packed flat and a copy of the question paper and an absentee statement must be placed in each packet.

28. (a) As soon as the examination is over the following articles should be returned to the Controller of Examinations.

(i) Pieces of **Markin Cloth** in which question paper envelopes were wrapped (they should not be used as outer covers, while returning papers to the office), (ii) empty tin boxes, (iii) empty question paper envelopes, (iv) spare copies of question papers, (v) rubber-stamps of Centre Code Number.

(b) The Centre Superintendents must return the brass seal, rubber stamp of the Controller of Examination's facsimile signature and the four alphabet stamps after completion or soon after the examinations are over.

29. All letters and covers weighing more than 100 grams should be sent as registered post parcel with the word 'registered parcel' written on such covers.

30. In any emergency not provided for in the above paragraphs the Superintendent should please act according to his own discretion and report his action to the Controller of Examination. Orders passed by the Superintendent on any matter not provided for in these instructions shall be binding on all.

31. The Centre Superintendent should kindly note the above instructions and also the details of the subject, time allowed for each paper etc. as given in the printed programme of examination carefully. At the conclusion of the examination, he should please send a report for the information of the Vice-Chancellor that the examinations at the centre were conducted in accordance with these instructions. He may, **if thinks necessary and has some special suggestions to make for improvement in the conduct of examination, send a separate report to the Controller of Examinations.**

32. (a) Payment for the expenditure incurred at the centres in connection with examination will be made by the University at the following scales subject to marginal adjustments. Centre Superintendents are requested to keep the expenditure within this limit. Actual expenses incurred on railway freight, postal charges and octroi charges shall be paid extra on production of vouchers.

Centre Charges : The Centre Supdts. may maintain of the end of the examinations instead of sending vouchers in duplicate to this office may send following certificate to the University while submitting account for the purpose as below:

"CERTIFICATE"

It is certified that an amount of Rs.....@ Rs.1.50 per candidates in theory and practical separately allowed towards contingent has been fully utilised (on prescribed performa given by the University).

Centre Supdt./Principal of the College with Seal

(b) Payment for expenditure incurred on ice for supplying cold drinking water to the examinees will be made for each session at the rate of 20 paise per examinee registered for examination or Rs.30 / - per session whichever is higher.

(c) Norms of the staff which may be engaged by the Centre for Examination Work

(i) Class III Staff :

No. of Registered Candidates for the Session	No. of Persons to be engaged
Upto 200 candidates	Three
Upto 500 candidates	Four
For every subsequent 500 candidates or part thereof	One

(ii) Deftari :

One Daftari irrespective of number of candidates.

(iii) Class IV Staff :

Upto 100 candidates	Four
Above 100 for -every thereof candidates or part thereof	One
Additional Chowkidar for Safe Custody of Answer-books and Question Papers.	One duty to 1 Chowkidar One Sweeper (in addition to Class IV already fixed)

NOTE: In addition to the Staff as given in 32(c) above, services of one Electrician or One Pump Operator shall also be paid in the Examination. Opening and Closing duties not allowed in Practical Examination and to the Electrician or Pump Operator and Sweeper.

During emergency only - If special emergency is felt, Centre Superintendent shall be entitled to keep one more Chowkidar for the vigilance & safe custody of question papers & answer-books in addition to the above. As amended vide Letter No. Secy/SU/91, dated 25.6.1991.

Note: The number of peons engaged as per above norms will be subject to the maximum number of 15 peons.

(d) Rate of Payment:

- i) Ministerial Staff (Class III) . Rs. 80.00 per session
- ii) Daftari Rs. 60.00 per session
- iii) Peons(Class IV)/Sweeper Rs. 60.00 per session
- iv) Chowkidar Rs. 65.00 per session
- v) Electrician/Pump Operator Rs. 65.00 per session

In addition to the remuneration payable at the above rates to the staff actually engaged in each session two days remuneration of two sessions each (one day to the commencement of examination for preparation and one day after the examination for closing and preparation of bill etc.) will also be paid for the main University Examination is admissible to the following :

- i) Clerks 4
- ii) Daftari 1
- iii) Class IV Maximum number of peons engaged in session during the examination.

However, for supplementary examination and examination conducted for other institutions during the main examinations or otherwise, the additional claim for opening and closing is allowed.

(e) Rate of payment to the Lab. Staff:

(For one batch of 20 or less students).

For duration of four hours per day:

- (i) Lab. Asstt. in the grade of Lab. Staff & above Rs. 80.00
- (ii) Lab. Staff other than as mentioned at above and Class IV Staff Rs. 60.00

(For extra hours to be increased proportionately).

The Centre Superintendents should please send a bill for the above charges after the examinations are over.

RULES FOR PAYMENT OF STAFF FOR EXAMINATION DUTIES

INSTRUCTION TO CENTRE SUPDT.

The Dean/Director/Principal act as Supdt. Of Examination. He/She will please not leave the station during the examination days for any purpose without obtaining permission of the Vice-Chancellor. He shall be appointed as a Supdt. For the examinations of two bodies held simultaneously at the same institution.

HONORARIUM

Name of Post	Amount per day of one session of 3 hours		
	One Session	Two Session	Three Session
Supdt.	300	500	700
Addl. Supdt.	200	350	500
Asstt. Supdt.	100	300	400

The Addl. Supdt. Of Examination may be appointed whenever number of candidates in a particular session exceeds 400 students.

No body should be appointed as Addl./Asstt. Supdt. For more than two sessions.

Invigilators may be paid Rs. 150/- for each session and outsider invigilators (Except University staff and Research Fellow) are eligible for Rs. 50/- per session as conveyance charges. During summer Conveyance charges of Rs. 50/- be paid to the Centre Supdt./Addl. Supdt./Asstt. Supdt./Invigilators including Flying Squad & Supervisor only. (For the purpose of payment outsiders invigilators should be at last in the list of vouchers of invigilators).

One Supervisor may be appointed at the rate of one supervisor for every four invigilators.

~~Internal Flying squad may be appointed two person when Examinees in a session upto 200 and more than 200 but upto 300 three persons and One person or every next 100 examinees (Maximum~~

~~The Internal Flying squad may be constituted out of the sanctioned provisions of supervisors and invigilators only.~~

RATES OF PAYMENT AND NORMS

- a) Class III Staff Rs. 80/- Per Session Upto 200 Candidates Three Upto 500 Candidates Four Upto 1000 Candidates Five Above 1000 Candidates Additional one can be engaged. If needed.
- b) One Electrician OR One Pump Operator can be appointed Per day @ Rs. 65/- (c) One Daftri for the Session @ Rs. 60/- per session. (d) Class IV Rs. 60/- Per Session Upto 100 Candidates Four and for additional increase of 100 one class IV allowed.
- e) Chowkidar One Duty per day @ Rs. 65/- No any Chowkidar may be appointed on Sunday or Holidays.
- f) In addition to the remuneration payable at the above rates to the staff actually engaged in each session two days remuneration of two sessions each for the main university examination only (from the commencement of examination for preparation and one day after the examination for closing and preparation of bills etc.) will also be paid to the following.
- i) Clerks 4 (ii) Daftari 1 (iii) Class IV – Maximum number of persons engaged in a session during the examination.
- g) For contingency Rs. 5/- per candidate allowed during whole examination for the year. ✕

GENERAL RULES

- 1) All Payment should be signature of persons concerned with revenue stamp. If required.
- 2) Page-wise totals should be completed in all respect.
- 3) For cash vouchers paid & cancelled seal required with cash book page number and date.
- 4) All vouchers should be verified form Supdt. Of Examinations.
- 5) Please send the Utilisation Certificate and vouchers on prescribed Performa for contingency charge.
- 6) Opening & Closing should be mentioned in last.
- 7) Except the above Honorarium and charges any voucher not allowed with this bill without permission of Hon'ble Vice-Chancellor/C.O.E./Registrar.
- 8) The Mobile Telephone be not carried in the examination room by all concerned.