

# **The Punjab Homoeopathic Practitioners (Appointment of Examiners, Centre Superintendent and Conduct of Examinations) Regulations, 1984**

PUNJAB

India

## **The Punjab Homoeopathic Practitioners (Appointment of Examiners, Centre Superintendent and Conduct of Examinations) Regulations, 1984**

### **Rule**

### **THE-PUNJAB-HOMOEOPATHIC-PRACTITIONERS-APPOINTMENT-OF- of 1984**

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The Punjab Homoeopathic Practitioners (Appointment of Examiners, Centre Superintendent and Conduct of Examinations) Regulations, 1984 Council of Homoeopathic System of Medicine, Punjab, Chandigarh, Notification, dated the 28th March, 1985 No.

CHSM-Pb/83/71-CHSM-Pb./Regulation/85/504. - In exercise of the powers conferred by Section 54(b) of the Punjab Homoeopathic Practitioners Act, 1965 (Punjab Act No. 16 of 1965) and all other powers enabling in this behalf, the Council of Homoeopathic System of Medicine, Punjab, hereby makes the following regulations with the previous sanction of the State Government, governing matters relating to the appointment of Examiners, Paper setters, Centre Superintendent and other staff required for the conduct of examinations, namely :-

## **Part I – Preliminary**

### **1. Short title and commencement.**

(1) These regulations may be called the Punjab Homoeopathic Practitioners (Appointment of Examiners, Centre Superintendent and Conduct of Examinations) Regulations, 1984. (2) They shall come into force at once.

## **2. Definition.**

- In these regulations, unless the context otherwise requires, -(i)"Act" means the Punjab Homoeopathic Practitioners Act, 1965 (Punjab Act No. 16 of 1965).(ii)"Council" means the Council of Homoeopathic System of Medicine, Punjab, constituted under Section 3 by the State Government for carrying out the purposes of the Act.(iii)"Chairman" means the Chairman of the Council.(iv)"Registrar" means the Registrar appointed under Section 14 of the Act.(v)"Board of Studies" means a Board of Studies constituted under Section 21-A(g).(vi)"Examination Committee" means a committee appointed by the Council for the conduct of examinations and other connected matters.(vii)"Examiner" means an examiner including an internal examiner appointed for the conduct of examinations.(viii)"Paper Setter" means paper setter appointed for the purpose of setting of question papers for the conduct of examinations.(ix)"Homoeopathic Institution/College" means an institution/college recognised by the Council for the purpose of education and examinations.(x)"Central Council" means the Central Council of Homoeopathy constituted by the Central Government under Section 3 of the Homoeopathy Central Council Act, 1973.(xi)"Centre Superintendent" means Superintendent appointed for the conduct of examinations at an examination centre.(xii)"Invigilator" means a person appointed to assist the Centre Superintendent for the smooth conduct of examinations at an examination centre.(xiii)Words and expressions used but not defined in these regulations shall have the meaning assigned to them in the Punjab Homoeopathic Practitioners Act, 1965, the Homoeopathy Central Council Act, 1973 and the regulations framed by the Council and the Central Council of Homoeopathy for the purpose of carrying out the aims and objects of these regulations.

## **Part II**

### **3. Conditions for appointment of examiners and paper setters.**

- (i) No person other than the holder of a recognised Diploma obtained after four years regular course of study or a degree in Homoeopathy or a person possessing qualification included in the third schedule of the Homoeopathy Central Council Act, 1973, shall be appointed as an examiner or paper setter for the conduct of examinations :Provided that -(a)no person shall be appointed as an examiner unless he has at least three years teaching experience in an institution recognised by the Council or the Central Council of Homoeopathy for the purpose of education and examinations.(b)no person below the rank of lecturer in the subject in a recognised institution shall be appointed as an examiner.(c)no person shall be appointed as an examiner in an allied medical subject unless he possess a recognised medical qualification as required for appointment to a teaching post in accordance with provisions made for this purpose by the Central Council of Homoeopathy in the Homoeopathic (Minimum Standard of Education) Regulations, 1983.(d)external examiner shall be appointed only from the teaching staff of the Homoeopathic Medical college or colleges of modern medicine recognised by the State Government or the Central Government.(e)not more than 1/3 of the total examiners shall be from amongst the practitioners in Homoeopathy for modern medicines or modern system of medicine who are practitioners of repute and have 8 to 10 years professional experience and possess a Homoeopathic qualification or a

medical qualification recognised by State Government or the Central Government under aforesaid Acts.(f)a paper setter may be appointed as an examiner.

#### **4. Instructions to the examiners.**

- The examiners appointed by the Council for the conduct of examinations shall observe the following instructions for marking of answer-books and preparation of award list etc. -(i)The examiners are requested to read the instructions very carefully before starting work and to preserve it for the full term of their appointment as an examiner. Only the additional instructions, if any, will be sent in future.(ii)All the examiners are requested to quote their identity number, if any, name of examination, subject and paper, without fail, while corresponding with the office, without which delay or non-receipt of a reply would be possible. In no case printed letter-pads etc., bearing name and full address of examiners should be used.(iii)In case of emergency, please writ to the Registrar under a Registered Confidential cover, or contact him on telephone Nos. 32368/32963.(iv)Any kind of leakage of awards to any candidate directly or indirectly, shall render the examiner ineligible to continue as such. If any kind of such help or even assistance is established he/she shall not only be disqualified from the examinership of this Council but also subjected to confiscation of the whole or any part of his remuneration bill/charges or claims as a result of this misuse or neglect.

#### **5. Most Important Instructions.**

(1)The answer-books and the award- lists, duly checked and signed by checking assistants may be sent as under :-(a)Award-lists in double sealed cover under registered post to the Registrar, Council of Homoeopathic System of Medicine, Punjab, Chandigarh.(b)The answer-books duly checked and signed by the checking assistant may be sent in sealed covers addressed to Registrar, by name by rail (Passenger train). The examiners belonging to places beyond Delhi may send the answer-books by Registered A.D. Insured Post Parcel.(2)In order to maintain proper secrecy and to ensure prompt disposal, all correspondence with regard to the evaluation of answer-books and award lists be addressed to the Registrar by name, marked "Confidential" and to no other person.(3)To avoid misplacement of contingent T.A. Bills etc., and in order to expedite the payment, the examiners are requested to send their contingent/T.A. Bills to the Registrar direct (By name).(4)The payment bills may however be sent to the Registrar (By name), immediately after the despatch of the last instalment of awards, to avoid delay making of their payment.(5)Internal Examiners are requested to send the answer-books and awards immediately after evaluation. Totals on answer-books should be duly checked by the checking Assistant before sending to the Registrar (By name) in sealed double cover.

#### **6. Change in Address.**

- (i) The examiners are requested not to change their address from the date of commencement of examination till the date of submission of their final instalment of awards unless it is a permanent change necessitated by transfer or otherwise under very compelling circumstances beyond his/her control.(ii)Examiners shall invariably communicate any change in their address at once to the local postal authorities and to the Registrar, by name. The External Examiners may also inform about the

change in their address to the Internal Examiners and vice-versa. While communicating such a change, they shall mention the name of the examination, subject and paper. If any communication does not reach an examiner on account of his/her having intimated the change in his/her address, he/she will be held responsible for the delay caused thereby.

## **7. Acknowledgement of Answer-books.**

(a) All examiners, whether External or Internal, shall acknowledge the receipt of the packets of answer-books on the day these are received by them. This (date of receipt) is necessary to expedite the preparation of payment Bills. (b) When an Examiner does not get answer-books from the Council within 10 days from the date of the examination, the intimation of non-receipt of answer-books shall be sent to the Registrar by name. But before making a complaint regarding non-receipt of answer-books, enquiry should be made from the Railway or the Post Office concerned and in case there is a packet of answer-books meant for the Examiner, he shall take delivery of the same on presenting his/her identity card and on furnishing an indemnity bond to the Railway or postal authorities if the R.R. has not been received by him. The answer-books to the Examiners residing outside Punjab, Haryana, Himachal Pradesh and beyond Delhi and where there is no railway station within 10 kilometers radius, will be sent by post. Examiners belonging to such places may contact the postal authorities before writing to the Registrar by name under confidential sealed cover.

## **8. Security of packets of answer-books.**

(a) On receipt of the packets of the answer-books, the Examiner shall examine its seal impressions properly. If the cover or seal impression is found to have been tampered with, the contents shall be removed without breaking the seal. The empty cover should be returned immediately to the Registrar by name, with a full report on the circumstances of the case. (b) All Examiners shall be responsible for the safe custody of the answer-books in their charge and should be kept in their personal custody. They must keep them under lock and key at a secure and safe place.

## **9. Counting of answer-books and pointing out discrepancies, if any.**

(a) Examiner shall count the answer-books and compare the code numbers of the answer-books received with the Code Numbers given in the forwarding memo. If there is any discrepancy, the matter shall at once be reported to the Registrar by name under registered post so that immediate necessary action is taken. In case there is discrepancy between the code Number written on the answer-book and the memo, the marks awarded may be shown against the code number as mentioned on the answer-book itself and a clear note added in the award list to the effect that the code number as given in the Memo was such and such. The intimation regarding discrepancy, however, be sent without fail to the Registrar by name. (b) If an Examiner received answer-books of a paper of which he is not the Examiner, he should immediately return the same to the Registrar by name. (c) The examiners shall be held personally responsible for any delay or omission in reporting such a discrepancy or shortage of any answer-books. If it is not reported on the day of the receipt of the packet, it will be presumed that the correct number of answer-books bearing correct code numbers had been received. (d) A fine of Rs. 100/- (Rupees one hundred only) shall be levied in the

event of loss of an answer-book by an Examiner from his custody.

## **10. Non-receipt of Memos.**

- Examiners who do not receive memos along with the packet of answer-books shall at once inform the Registrar by name about it and also intimate the Code numbers of the answer-books received by him. If in spite of this, no reply is received by him, a report shall at once be made to the Registrar (by name) to this effect. The Examiner, however, shall not on this account suspend the evaluation of answer-books or withhold their despatch to the internal examiners or the Registrar, as the case may be.

## **11. Non-receipt of Question papers/Instructions.**

- In the case of non- receipt of a copy of question paper/instructions and blank award-lists etc., the intimation may be sent telegraphically to the Registrar, by name.

## **12. Instructions for marking of answer-books.**

- A copy of instructions to Paper setters/Examiners for marking the answer-books of all the examinations will be despatched by the Registrar along with the packet of answer-books. If the Instructions are not received along with the packet of answer-books, the Registrar may be informed.

## **13. Evaluation of Answer-books.**

(a)The answer-books shall be arranged in serial order before starting the actual evaluation and then marked by the Examiner.(b)In examining the answer-books, the Examiner shall indicate clearly on the left hand margin in the answer-books the number of marks awarded by him to each separate answer. On the title page of the answer-book too, in the columns provided for the purpose he/she shall note down the marks allotted by him to each question separately. The marks shall be distinctly written in ink or with red or blue pencil (a lead pencil shall not be used) in the Examiner's own hand writing. Half marks shall be raised in the total only and not in individual questions or parts thereof to the next whole parts, the marks may be awarded part-wise and the sub-total of the whole question may be indicated in the last part attempted by the candidate and on the title page where in a question there is break-up of marks i.e. 4+3+9+4 the examiner should mark the answer accordingly and not on ad hoc or lump sum form.(c)It has been noticed that some candidates restart writing answer to the same question paper leaving a page or even a few pages blank in the answer- books. Some Examiners leave these answers unmarked. The Examiners are, therefore, advised to go through all the pages of the answer-book to ensure that no answer is left out unmarked. All blank pages should be crossed by the examiner.(d)The Examiners are requested to indicate the mistakes underlining them or by putting cross-marks thereon. Every answer-book shall bear the signatures of the Examiner on the title page in token of his having examined it personally.

#### **14. Procedure for over-attempted questions.**

- The Examiner should note that if a candidate over attempts the number of the questions or parts of a question, he should be given credit for the maximum number permissible and answers with the lowest marks be scored out.

#### **15. Disposal of Answer-books written in unfamiliar script etc.**

- Disposal of answer-books written in an unfamiliar script or relating to a paper for which he is not the examiner. If an examiner discovers in his lot, an answer-book written in a script or language with which he is not familiar, or not relating to the subject/paper for which he has been appointed Examiner, he shall return the same to the Registrar by name. An acknowledgement receipt will be sent to him which should be retained by him till the final submission of his report to Council office. Such a receipt shall be attached to the final instalment of awards.

#### **16. Preparation of award-lists.**

(a) While preparing award-lists, the examiners shall follow strictly the instructions printed on the award-list. They shall also see that:-(i) all blank spaces on the top and at the bottom of each page are properly filled in. The words "Maximum Marks" in the context mean the maximum marks assigned to the paper and minimum marks mean the minimum marks required to pass in the paper. (ii) A certificate on the award-lists that minimum and maximum marks allotted to the paper are in accordance with the marks given in the Book of Instructions and on the question paper, respectively, is invariably recorded. (iii) All pages of the award-lists are duly signed and the changes or corrections made therein are duly initialled with date. (iv) All the award-lists are signed on both sides by the Internal and External Examiners. Note. - The word "Signatures" wherever used, does not mean a rubber-stamp impression of the signatures but manual signatures in token of personal attestation. (v) Counterfoils of the awards are preserved by the Examiners for at least six months after the declaration of the result. (b) Important. - (i) Code Numbers of all the answer books which belong to one and the same centurial series must be entered on the award sheet in serial order and for code numbers belonging to different centurial series, separate award-sheets must be used, failing which an automatic deduction of Rs. 5.00 per sheet of mixed award shall be made subject to a maximum of Rs. 25.00. (ii) Award-lists should be sent in a sealed Registered cover addressed by name to the Registrar. If the Examiner desires, a receipt for the award-list despatched by him, he may, at his own discretion, register the cover acknowledgement due. Awards should not be sent along with the answer-books but must be sent separately under registered cover. (iii) New and tough cloth should be used by the Examiners for packing answer-books to avoid loss of or damage to the answer-books in transit. (c) Requisition for blank award-sheets and forms etc. needed in connection with the examination, shall be addressed to the Registrar by name sufficiently in advance, so that submission of awards is not delayed for want of blank award-sheets. In case the printed forms are not available, the awards may be sent on blank papers, indicating examination, subject, paper, maximum marks allotted and the minimum pass marks duly signed by the persons concerned.

## **17. Attempt to influence an Examiner.**

- An Examiner shall report to the Registrar, the case of any candidate found guilty of communicating or attempting to communicate with him directly or through some one else in order to influence him in the award of marks or disclosing his identity or his Roll Number or the Code Number or marking peculiar signs in the answer-books. The answer-book of such a candidate shall be forwarded to the Registrar, by name, along with the report in a sealed registered cover and an entry to this effect be made in the award-list against his/her Code Number.

## **18. Time limit.**

(a)The time limit for marking the answer-books shall be 6 days for every 100 answer-books (excluding transit days).Note. - If an Examiner is assigned than one examinership, he will be allowed evaluation time at the rate of 17 answer-books per day plus one day extra for any part thereof subject to the existing minimum of 6 days, it being understood that the calculation of evaluation time would be made from the date of receipt of answer-books of the first assignment from the Council.(b)If the awards and answer-books are not despatched to the Council or the Internal Examiner, as the case may be, within the time-limit allowed, an automatic deduction of Rs. 10.00 per day of delay shall be made.

## **19. Inability to finish marking.**

- Where an Examiner, owing to illness or any other sufficient cause, is unable to complete the marking of the answer- books allotted to him within the period allowed under the rules, the Registrar, shall be informed accordingly by name, without any delay. Where an Examiner is unable to undertake the evaluation work after the receipt of answer-books, he should immediately, return the same to the Registrar by name.

## **20. Awards and correspondence to be kept confidential.**

- The Examiner shall not make known the marks obtained by the candidates either before or after the publication of the results by the Council, nor shall make known the nature of any correspondence which may have passed between him and his Co- Examiner, unless it be necessary to refer it to the Registrar. In case of any such leakage, the persons concerned is liable not only for disqualification but his remuneration will also be forfeited.Note. - Getting any assistance in preparation of awards or marking of answer-books, shall also render an Examiner liable to disqualification in addition to forfeiture of his entire remuneration.

## **21. Report on the general character of answer-books.**

- Every examiner, when sending the last instalment of awards shall submit a report about the general quality of the answer-books examined by him on the printed form. He may propose any change in the syllabus of the examination, he thinks desirable or offer any suggestion regarding the

methods of teaching of the subject in question. Note. - The examiner should give concrete and constructive suggestions and not vague surmises.

## **22. Appointment of Checking Assistant.**

- The Examiner is authorised to appoint Checking Assistant. An Examiner may appoint Checking Assistant who should be graduate. His appointment may be got approved from the Registrar. The Checking Assistant so appointed shall certify that :-(i) Neither I nor my friend, my relative or any candidate residing with me or privately coached by me has taken the Council's examination for which I have been appointed. (ii) I solemnly affirm that I will keep utmost secrecy about the Code Numbers, result of the candidates and other matters concerned therewith and undertake all responsibilities for any breach thereof. (iii) I have not been disqualified by any Council for any work. (iv) I have not been appointed examiner in this examination. (v) I am not related to the Examiner. (vi) I am not a student on the rolls of recognised/affiliated institution. Duties of Checking Assistant. - The duties of Checking Assistant will be to see: (i) That no question or part of question attempted by the candidate is left out unmarked. (ii) that marks have been awarded strictly according to the marking scheme given in the question paper and instruction drawn by the External Examiner for evaluation of answer-books. (iii) that the extra-question, if any, attempted by the candidate has been marked and that the question getting minimum marks has been ignored. (iv) that there is no mistake in sub-totals and grand total. (v) that the marks entered in the awards tally in words and figures. (vi) that the marks have been correctly transferred from the answer-books on the award-list. (vii) that the marks entered in the awards are strictly in serial order. (viii) that the maximum marks and minimum marks required to pass have been duly entered in the relevant columns in award-lists. (ix) that all suspicious marks, if any, made by the candidates in their answer-books are duly reported to the Registrar by name through the examiner. (x) that all the answer-books bear the signature of the examiner concerned and also on each page of the award-list. (xi) that all the pages of award-list have been signed by the examiner concerned before sending the same to the Registrar of the Council. (xii) The checking Assistant shall sign on each award-list and on the title page of each answer-book checked by him. (xiii) The examiner shall certify that the checking work was actually done by the Checking Assistant. (xiv) The Checking Assistant shall be paid at the rates as defined in Chapter V.

## **23.**

Before forwarding the award-lists to the Council, the Examiners shall carefully see that :-(i) All the columns of the award-lists have been filled in correctly and the minimum pass marks and maximum marks allotted to the paper are in accordance with the marks given in the book of Instructions and on the question paper respectively. (ii) All pages of the award-lists have been signed by the Examiner. (iii) Every instalment of awards from the examiner is accompanied by the prescribed forwarding memo, with all the blank spaces therein duly filled in. (iv) Code Numbers which belong to one and the same centurial series have been entered on one award-sheet in serial order and for code numbers, belonging to different centurial series separate award-sheets have been used.



## **24. Counting of mistakes committed by the Examiner.**

(a) The following are counted as mistakes for which deduction at the rate of Rs. 2/- per mistake subject to a maximum of Rs. 50/- shall automatically be made from the remuneration of examiners :-

- 1. Questions left unmarked.**
- 2. Giving more marks than maximum.**
- 3. Mistakes in total.**
- 4. Not indicating marks against relevant code numbers.**
- 5. Marks entered in words and figures not tallying.**
- 6. Wrong transfer of marks from answer-books to award-lists, and**
- 7. Not arranging Code Numbers in centurial series (Rs. 5/- per sheet of mixed awards).**

This may lead to disqualification besides usual fine. (b) Counting of mistakes committed by the Checking Assistant. - A penalty of Rs. 10/- per mistake shall be levied on Checking Assistant to examine for the following :-

### **1. Mistakes in totalling :-**

(i) Omission in evaluation of a question or a part of a question. (ii) Neglect of duty on other account.

**2. For every mistake detected by the office in the award-list for which there is no provision, a penalty of Rs. 5/- shall be imposed on the Checking Assistant attached to the Examiners.**

## **Part II – Special Instructions for External/Internal Examiners.**

### **25. Change in address intimation.**

- A change in address will be entertained only if received before the commencement of the examination. Where there are External and Internal Examiners, the Internal Examiner must also inform his External Examiner and vice-versa about the change in their address under intimation to the Registrar by name. The examiners are further requested to inform the postal authorities about

such changes. The examiners are, however, requested not to change their address after the date of commencement of the examination till the date of submission of answer-books and award-lists. The examiners shall always mention the identity Number, subject and paper while corresponding with the office of the Council.

## **26. Evaluation of answer-books and difference of opinion between the External and Internal Examiners.**

(a) The answer-books shall be arranged in said order before starting the actual valuation. The examiners shall then mark the answer-books. (b) In case the number of candidates in an examination is more than 200, the external examiner shall send the award and the marked answer-books to the internal examiners, if any in easy instalments, so that the internal examiner should also start evaluation of answer-books almost simultaneously, and the declaration of results not delayed. (c) The internal examiner while checking the answer-books shall also see that the answer-books have been evaluated correctly as per scheme of mark/marks given in the Question paper and that the maximum and minimum pass marks have been correctly entered in the relevant column of the list. (d) The external and internal examiners both are requested to sign each page of the award-lists and as far as possible send agreed awards. In the case of difference, efforts should be made to reduce it to the absolute minimum. However, if the unresolved difference in their awards is up to 10 per cent of the maximum marks allotted to a paper the average of the two shall be taken as final award. In case the difference is more than 10 per cent the appointment of III examiner shall be made by the Chairman whose opinion shall be final. In such case, the disputed answer-books should be sent to the Registrar by name at once. (e) The internal examiners will be informed of the number of answer-books and the date on which these are despatched to their external examiners. The internal examiners should remain in touch with them and in case they do not get the answer-books in time, they should remain the external examiners under intimation to the Registrar by name. The internal examiners are however, requested to start the evaluation of answer-books immediately as they receive them from the external examiners. (f) The internal examiners should send the awards in the case of which there is no difference, duly checked by the checking Assistant to Registrar by name after scoring the awards in respect of the Code numbers in whose case difference has arisen. A fresh award list duly signed by both the examiners and the checking Assistant shall be sent in respect of such Code Numbers after the difference has been settled. (g) The external examiner must intimate to the Registrar the date on which he has despatched the answer-books to the internal examiners. (h) It has been noticed that some candidates restart writing answer after leaving a few pages blank in answer-books and some of the examiners leave these answers unmarked. The examiners are, therefore, advised to go through all pages of the answer-books to ensure that no answer is left unmarked. All blank pages or larger parts left blank should be crossed by the examiner. (i) The Examiners are requested to indicate mistake by underlining them or by putting cross-marks thereon. Every answer-book shall bear the signatures of the Examiner on the title page in token of his having examined it personally.

## **27. Awards and correspondence confidential.**

(a)The examiner shall not make known the marks obtained by a candidate either before or after the publication of the results by the Council, nor shall he/she make known the nature of any correspondence that may have passed between him and his co- examiner, unless it be to refer it to the Registrar. In case of any such leakage, the person concerned will be liable not only for disqualification but his remuneration will be also be forfeited.(b)Getting any assistance in preparation of awards of marking of answer- books etc., shall also render an examiner liable for disqualification and forfeiture of his entire remuneration.

## **28. Report regarding receipt of Answer-books from External Examiners.**

- The receipt of answer-books from the external examiners shall immediately be reported to the Registrar, by name in writing and also the approximate date by which answer-books and agreed awards would be sent to the Council.

## **29. Appointment of third Examiner.**

- In cases where an internal examiner reduces the marks of a candidate, the matter shall be reported to the Chairman who will, if he deems necessary, appoint a third examiner whose award shall be taken as final.

## **Part IV – Pass Percentage**

### **30. Pass Percentage**

Sr. No.	Examination	
1.	D.H.M.S. 1st/2nd Professional examinations	Minimum pass marks required to pass in all subjects shall be 45% in each part (written, oral and practical) and 45% in the aggregate.
2.	D.H.M.S. 3rd Professional examination	Ditto
3.	D.H.M.S. 4th Professional examination	Ditto

## **Part V – 31. Rates for payment payable to Examiners, Paper Setters.**

- The rate for payment to paper setters, Examiners, Checking Assistants shall be as detailed below :-

Serial No.	Name of the Examination	For setting each question paper	For marking per Answer-book	For Practical and Viva-voce Examination per candidate	Minimum fee
		Rs.	Re.	Rs.	Rs.
1	1st Professional	.. 50	1	1.25	50
2	2nd Professional	.. 50	1	1.25	50
3	3rd Professional	.. 50	1	1.15	50
4	4th Professional	.. 50	1	1.25	50

The Checking Assistant shall be paid at 0.10 p. per Answer-book.

## Part VI

### 32. Instructions for Superintendent of Examination Centres.

(a) Every day before the examination begins, the Superintendent shall call upon all the candidates to search their pockets and part with and deliver to him all papers, books or notes, which they may have in their possession. Where a late comer is admitted this warning shall be repeated to him at the gate. (b) The Superintendent shall send to the Registrar, every day declaration, signed by him and witnessed by all the invigilators then on duty to the effect that he did as a matter of fact call upon the candidates to search their pockets and to surrender all papers, books or notes in their possession and that all the latercomers were also given this warning as required in paragraph (a) above. (c) The Superintendent of the examinations shall report to the Registrar without delay and on the day of occurrence if possible, each case where use of unfair means in the examination is suspected or discovered with full details of evidence and explanation of the candidate concerned on the form supplied by the Registrar for the purpose. (d) In case the candidate refuses to give a statement he is not to be forced to do so, only the fact of his refusal shall be recorded by Superintendent and attested by two other members of the invigilators on duty at the time of occurrence. (e) 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 question paper on a separate Answer-Book and the answer-book in which the unfair means is suspected shall be seized by the Superintendent who shall send both the answer-books to the Registrar with his report. This will not effect the candidate's right to appear in the rest of examination in subsequent papers. If the candidate refuses to hand over the answer-book when demanded by the Superintendent when found or suspected to be guilty of unfair means, the Superintendent shall send a note of it with a witness of two invigilators to Registrar. (f) If a candidate is found having in his possession or accessible to him, papers, books or notes which do not relate to the subject of examination and which could not be of any assistance to him, no action may be taken against him. But the case must be reported to the Registrar with necessary papers. The Registrar need not report such a case to the Examination Committee. (g) If a candidate is found having in his possession or accessible to him papers, books or notes which could be of assistance to him, he may be debarred from passing in that paper as disciplinary measure without any implication of moral turpitude. (h) If the possession of such paper, book or notes is found to be mala fide, he may be disqualified for two years including that in which he was found guilty, if he is a candidate for an

examination held once a year, or for four examinations, including the one in which he was found guilty, if he is a candidate for an examination held twice a year.

### **33. Taking of help from others.**

(a) If a candidate is found talking to another candidate during the examination hours, his answer-book for that particular paper shall be liable to be cancelled. (b) If an answer-book shows that the candidate has received help from or given help to another candidate or if he is found copying or to have copies from any paper, book or note or to have allowed any other candidate to copy from his answer-book or note, to have taken the examination with notes written on any part of his clothing or body or table or desk or instrument (allowed in examination) or is guilty of swallowing or destroying any note or paper found on him or talking to a person outside the examination hall, while going to urinal or W.C. or consulting notes or books while outside the examination hall, he shall be disqualified for two years, including that in which he is found guilty, if such an examination is held twice a year. (c) (i) A candidate who writes during the examination either on a blotting paper or any other piece of paper, a question set in the paper or solution thereof, he shall be disqualified for one year. (ii) A candidate found guilty of passing on during the examination, a copy of a question set in the paper or solution thereof, to any one, shall be disqualified for two years including that in which he has appeared. (iii) A candidate found in possession of a solution to question set in the paper through connivance of any member of the supervisory or other staff or some outside agency shall be disqualified for two years. The person rendering such help shall also be disqualified for three years and shall be liable to such other punishment as the Board of Studies or U.M.C. Committee may deem fit. (iv) A candidate found guilty of having made previous arrangement to obtain help in connection with a question paper, but who is not covered by (i) or (ii) or (iii) above, shall be disqualified for 2 years according to the nature of the misconduct. (d) (i) A candidate found guilty of smuggling in an answer-book or a continuation sheet or taking out or arranging to send out or replacing or getting replaced answer-book or continuation sheet during or after examination, shall be disqualified for four years. (ii) A person found guilty of having written outside the examination hall answer-book or a continuation sheet for a candidate which the latter has smuggled into the examination hall shall be disqualified for three years. (iii) A candidate found guilty of serious misconduct towards the supervisory staff in or outside the examination hall shall be disqualified from appearing in any examination for a period of two to five years as may be (sic) UMC Committee according to the nature of misconduct. (iv) If a person who impersonates a candidate who is or has been a student on the rolls of a recognised college, he shall be disqualified from appearing in any examination held by the Council for a period of five years. But if he is not on the rolls of a College, he shall be declared as not a fit and proper person to be admitted to any future examination of the Council and the case, if necessary, may be reported to the police. The candidate who is impersonated, shall also be disqualified for five years.

### **34. Disqualifications.**

(a) If a candidate is found guilty of deliberately disclosing his identity of making or marking any distinctive marks or indication in his answer-book for that purpose, he shall be disqualified for the examination concerned, if such an examination is held once a year and for two examinations

including that in which he was found guilty, if such examination is held twice a year.(b)A candidate found guilty of communicating or attempting to communicate directly or through a relative, guardian or friend with an examiner or with the Superintendent with the object of influencing him in the award of marks, shall be disqualified from passing that examination and the one following it.(c)A candidate found guilty of approaching or influencing directly or indirectly regarding his unfair means case, any member of the Board of Studies or member or officials of the Council, shall be disqualified for one year in addition to the punishment awarded to him for using unfair means.(d)Where a candidate has made an appeal to the examiner through an answer- book, such answer-book shall be liable to be cancelled.

### **35. Expulsion from Examination.**

- A candidate who refuses to obey the Superintendent of the examination or changes his seat with another candidate or deliberately writes another candidate's Roll No. on his answer-books 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 Superintendent for that very paper. The Superintendent shall report the case to the Examination Committee which may disqualify the candidate for one to three years according to the circumstance of the charge.A candidate who misbehaves with the Chairman, Registrar or a Member of the Flying Squad or a Member of the Unfair Means Committee of the Council or any other officer/staff member of the Council office shall be deemed to be case of misbehaviour and misconduct. Punishment in such cases shall be awarded by the appropriate committee of the Council and shall be confirmed by the Chairman or the Council as the case may be.

### **36. Cases of Misconduct.**

(1)The Board of Studies/Examination Committee or any other Committee constituted for this purpose by the Chairman or the Council shall deal with cases of the alleged misconduct and use of unfair means in connection with the examinations. When the Board of Studies/Examination Committee or any other Committee is unanimous, its decision shall be final, if it is not unanimous, the matter shall be referred by the Chairman to the Council for final decision :Provided that in the case of all alleged cases of use of unfair means in connection with examination, in the opinion of the Chairman, facts have been brought to light within 30 days of the receipt of the decisions by a candidate, which had not been brought to the notice of Board of Studies/Examination Committee or any other committee set up for this purpose might have induced them to come to a decision other than the one arrived at then the Chairman may order that such facts be produced in writing and place before the Board of Studies/Examination Committee or such other committee. The Board of Studies/Examination Committee or such other committee which shall then reconsider the case. Unanimous decision of the Board of Studies/Examination Committee or such other Committee shall be final, but in the event of a difference of opinion, the case shall be referred by the Chairman to the Council for final decision.(2)If the Council is satisfied after enquiry that the integrity of the examination has been violated at an examination centre as a consequence of wholesale unfair assistance rendered to the examinees, the Council may order re-examination besides taking action relating to unfair means and may also abolish the examination centre for future or for a specific

### **37. Appeal by the aggrieved candidate.**

- A candidate aggrieved by the decision of the Unfair Means Committee, may within 30 days of communication of decision of the Unfair Means Committee file an appeal to the Council, along with payment of an appeal fee of Rs. 30.

### **38. Opportunity of being heard.**

- Where a candidate, alleged to have employed unfair means has not been afforded by the Superintendent of Examination opportunity to explain the misconduct of which he is reported guilty, the Examination Committee/Board of Studies shall call upon the candidate to show cause why action should not be taken against him for his misconduct. If the candidate fails to do so within 15 days of the issue of such notice, the Examination Committee/Board of Studies shall proceed with the case.

### **39. Provisional promotion.**

- The students, who were involved in the unfair means cases, may be allowed provisional admission to the next higher class, pending decision in their case at the own risk and responsibility subject to the condition of their disqualification, the fee paid by them for next higher class would not be refunded.

### **40. Functions of the Superintendent of Examination.**

(1)The Superintendent shall see that the doors of the Examination hall shall at least half an hour before the time specified for the distribution of question papers on the first day and quarter of any hour on subsequent days of the Examination.(2)The Registrar shall before the commencement of the examination supply a list to the Superintendent bearing number of candidates appearing in each subject of the examination on all days on a particular day.(3)The Superintendent shall not admit any candidate whose name is not shown in the list, provided that in doubtful cases the Superintendent may allow the candidate to take the paper and immediately refer the matter to the Registrar. He may require any candidate to show his roll number/admission card and secure the specimen signature of the candidate.(4)The Superintendent shall open the question papers received from the Registrar in sealed cover in the presence of the Supervisory staff of the particular Centre.(5)The Superintendent and other members of the staff shall certify that the sealed cover was in proper order and it was opened in the examination hall at the time of the examination in their presence. A certificate shall be recorded and forwarded to the Registrar on the same day.(6)The Superintendent shall see that the roll number of each candidate is written by chalk legibly on the seat provided to him. A plan of the examination hall showing the position and seating arrangement of the candidates shall be sent duly signed to the Registrar, for each examination day.(7)The Superintendent shall remain in the examination hall for the whole period of the examination each day.He shall, on no account, permit

another person to speak to a candidate on any subject pertaining to the question paper during the hours of examination except for the purpose of correcting misprints or other errors calculated to mislead the candidates. After consulting the person concerned, the Superintendent shall immediately inform the Registrar about any misprint, error which may come to his notice, for information of the Examiner. He shall also consult the Controller of Examination about such errors, when he is available at the centre.(8)After the allotted time for examination of each paper has expired, the Superintendent shall carefully collect the answer-books, shall be arranged in numerical order, securely packed, sealed, and then forward them to the Registrar immediately on the same day through registered parcel duly insured through RMS postal services or a messenger authorised by the Registrar or the Controller of Examination provided such a person is not a candidate or a person interested in the examination. The copies of relevant question paper shall also be placed in the sealed cover, along with daily attendance report and absentee statement classwise.(9)The list of absentees and the total number of the answer books together with the continuation sheets shall also be sent along with the answer-books. The Superintendent shall manage to take the signatures of every candidate (on a sheet) using continuation sheets. The number of continuation sheets used shall be indicated against the Roll No. of the candidate. The Superintendent shall also account for such sheets while collecting the answer-books.(10)In order to safeguard against a candidate's communication to outsiders and other or others, the Superintendent shall provide a trustworthy escort to the candidates who wish to go out of the examination hall. The Superintendent shall ensure that the reason or purpose of candidate's absence from the examination hall is the same for which he has been permitted.(11)Invigilators. - There shall be one Invigilator for every forty candidates subject to a minimum of two and maximum of five on the basis of above ratio, out of which at least one should be a woman. Every Invigilator shall report himself for duty to the Superintendent at least half an hour before the time scheduled for the commencement of the examination.(12)Every Invigilator or Supervisory staff shall remain in the examination hall throughout the period of examination and shall not leave examination hall without obtaining prior permission of the Superintendent. The period of his or their absence shall be noted each time by the Superintendent. The Invigilators shall extend their helping hand and co- operation to the Superintendent in all matters pertaining to the conduct of examination while in the Examination Hall in particular.(13)The Invigilators shall move about the Examination Hall without indulging in any sort of conversation. The Invigilators shall assist the Superintendent in verifying the identity of the candidates by comparing their specimen signatures with those on the admission card of the candidate. The Invigilators shall immediately bring to the notice of the Superintendent, if any candidate resorts to unfair means at the examination or creates disturbance or commits any act considered undesirable by him, or is considered to be unconducive to the discipline at the Examination Centre.(14)The Invigilators shall also convey to the Superintendent any complaints made, or difficulties or inconvenience experienced by the candidates.(15)In the event of the Invigilator's inability to report for duty on a particular day, he shall inform the Superintendent at least 24 hours before hand.(16)The Invigilators shall work under the directions of the Superintendent and carry out the instructions.(17)The question papers and the other examination material i.e. answer- sheets and continuation sheets shall be checked by the Superintendent and kept under his own control in safe custody.(18)No outsider unless authorised by the Chairman, Registrar or the office Superintendent in writing shall be permitted to enter the examination hall or interfere with the smooth conduct of examination directly or indirectly inside the examination hall



or its precincts.(19)The class-IV staff i.e. peon, chowkidar, waterman etc., shall be provided by the Principal of the College concerned who also happens to be the Controller of Examination, in case of these examinations are being arranged within the College premises or the Institution concerned, otherwise this arrangement shall be made by the Superintendent of Examination himself according to the requirement.(20)The Superintendent shall submit along with his report on each day of examination in duplicate the following information duly verified under his own stamp, seal and signature : (a)Attendance sheet, subject, Class and paper-wise.(b)Absentees statement, subject, class and paper-wise.(c)An account of the use of answer-books daily, and at the end of examination.(d)Account of use of continuation sheets daily and at the end of examination.(e)Report of copying and other unfair means cases.(f)Seating plans.(g)Attendance of Invigilators and other staff.(h)Certificates as required to be furnished under the foregoing regulations.(i)Certificate regarding receipt of question paper subject and paper-wise for each class as per date-sheet, consumption thereof and balance left with the Superintendent.(j)A report on any alteration or change in the question paper stating the authority under which it has been done.Note. - No such change or alteration shall be made without the prior permission of the Registrar.(k)A statement showing the total consumption of answer-books and continuation sheets at the end of examination. The balance shall be sent to the Registrar back immediately after examinations are over along with above statement of answer-books/continuation sheets received and used by him.(l)The envelope containing the Question-paper together with the un-used question papers.(21)The Security arrangements if considered necessary shall be made in consultation with the Principal of the College (Controller of Examination) for the smooth conduct of examination.(22)The remuneration bills on account of conduct of these examinations of the Superintendent and other staff appointed for the purpose shall be submitted by the Superintendent of examination concerned and verified by himself and countersigned by Principal.

1. Superintendent	Rs. 30/- per day plus Rs. 30/- both for preparation .. andwinding up the Centre.
2. Supervisors	.. 15/- per day.
3. Centre-Clerk Typist	.. Rs. 8/- per day.
4. Daftri	.. Rs. 4/- per day.
5. Waterman/Water Women	Rs. 3/- per day (Containers and glass tumblers would .. besupplied by the College).
6. Sweeper	.. Rs. 3/- per day.
7. Chowkidar	.. Rs. 3/- per day.
8. Typing of plans	Re. 1/- per day subject to maximum of Rs. 5/- for centre .. upto100 candidates Rs. 10/- for centre of 100-200 candidates. Rs.15/- for centre of above 200 candidates.
9. Arrangements of seats	Rs. 10/- for 200 candidates. This also includes removal .. ofseats from the hall/room.
Stationery to be paid to	
10. Superintendent examination Centre	.. Re. 0.75 p. per working day (for centre upto 200 candidates).

.. Re. 1/- per working day (for centre upto 300 candidates).

Rs. 1.15/- per working day (for centre with more than  
" 300 candidates) plus

Rs. 8.00 for the whole examination for other stationery articles i.e. nibs, writing paper, pen, ink, pins, lead pencil, pen-holder, copying pencil, etc. Notes. - Conveyance Charges. - The Centre Superintendent will be paid on the following flat rates.

(i) upto 15 Sessions .. Rs. 20/-

(ii) upto 16-30 Sessions .. Rs. 40/-

(iii) upto 31-50 Sessions .. Rs. 70/-

(iv) Above 50 Sessions .. Rs. 80/-

If the distance from the residence to the Centre exceeds 5 km. only two journeys per day, irrespective of the number of sessions, shall be allowed, Tonga or rickshaw charges should only be claimed when the conveyance is actually used and is admissible. It cannot be claimed as a matter of right. Centre Superintendents who use their motor cycle/scooters shall be paid conveyance charges at the rate of 0.25 paise per km. Note. - Advances to Superintendent. - A reasonable amount of advance will be paid to the Superintendent to meet contingent expenses at their centres. The Superintendent must take receipts of advances if any given to any member of supervisory staff and produce receipt in case of need. (23) On each day of examination the Centre Superintendent shall verify the identity of each candidate as per photograph and his signatures as recorded by the candidate on the roll No. slip. A certificate to this effect shall be furnished daily in this regard along with other information. (24) Only white thread for tagging answer-books and continuation sheet shall be used to avoid distinction of any kind. The centre Superintendent shall not affix his own signature, rubber stamp seal on the title page or any other page on any answer-book or on a continuation sheet. He shall however, affix the signature, rubber stamp/seal issued by the Registrar of his signature for the purpose at the title page and three other places in the Answer book and one on each continuation sheet. (25) The important/reports/information if any, regarding these examinations shall be sent in duplicate to the Registrar by name. (26) All important instructions requiring notice of the students along with a copy of the Date-sheet shall be notified for the information of students sitting for the examination by means of a notice placed on the Notice Board of the College/Centre where the examinations are being conducted. Two copies of such notice shall be sent to the Registrar for purpose of record. These instructions shall be based on the "Duty List of Centre Superintendent" being circulated by the Registrar. These will also be repeated in person verbally by the Centre Superintendent in the Examination Hall before and during the Examinations daily. (27) The Superintendent with the help of Supervisory staff shall search physically daily/on alternative days the pockets of the candidates. No candidate shall be permitted to carry his text-book/help-books or any other such material relating to the examination in the subject/paper inside the examination hall. (28) Any suggestion regarding improvement in the above instructions may be sent after the examinations.

## **Part VII – Regulations for Guidance and conduct of the candidates during the examination**

(a) No candidate would be allowed to sit for examination without Admission Card bearing his Roll No. and specimen signature, or whose name does not appear in the descriptive rolls supplied from the office of the Registrar. (b) Candidates suffering from contagious diseases shall not be allowed to enter the Examination Hall. (c) On the first day only the door of the Examination Hall shall be opened at least half an hour before the commencement of the Examination and on subsequent days 15 minutes before the commencement of Examination. The students must be on their respective (allotted) seats at least five minutes before the commencement of the examination. (d) Students shall find the answer-book on their seat. Continuation sheet, if required, may be asked for from the Superintendent, (the candidate shall sign the receipt of continuation sheet). (e) No candidate would be allowed to leave the Examination Hall until half the allotted time has elapsed since the distribution of question paper. (f) No person other than the candidates and the staff deputed shall be allowed to enter the examination Hall. (g) A candidate who comes after the fixed time may be admitted upto thirty minutes from the commencement of the Examination provided he satisfies the Superintendent that there were good and sufficient reasons for his delay. But under no circumstances shall a candidate be allowed to sit for examination after thirty minutes from the commencement of the examination. (h) Students are not permitted to have in their possession, while in the Examination Hall, any paper, books, notes relevant or irrelevant whatsoever, (except necessary medical instruments, pen-ink, roll number and Admission Card). (i) Candidates are warned not to writ on any thing other than answer book supplied to them, not even on blotting paper or question paper. (j) Any candidate found helping or obtaining assistance from another using any sort of the unfair means, should be dealt with in the manner as deemed fit by the Superintendent. (k) Candidates shall write legible and will not leave any unwritten blank spaces. (l) If a candidate, while answering a particular question fails to mention clearly the Sr. No. of the Question or its part or mention it wrongly, the Council will not held itself responsible for any consequence thereof.

**Chapter Instructions to Candidates**

- (1) Write Roll No. at the space indicated and no where else. In case, it is found that any sign or Roll No. has been mentioned at any other place in the answer book, his candidature is liable to be cancelled.
- (2) Fill in the required particulars on the title cover before answering the paper.
- (3) Write legible on both sides of the paper except title cover sheet and "square space" on the continuation sheet and its back space.
- (4) Don't tear off any page, if left blank those should be crossed.
- (5) Ask for the continuation sheets (additional papers) only after having consumed (used) all the pages of the answer book or the sheet supplied earlier.
- (6) No candidate shall during the course of the examination leave his/her seat without obtaining the prior permission of the Superintendent.
- (7) No answer book shall be accepted before half the allotted time is over.
- (8) Hand over your answer book to the Superintendent or Invigilator.
- (9) Any candidate detected helping or obtaining assistance from another/using any sort of unfair means would be dealt with in the manner deemed fit by the Superintendent.
- (10) Use blue or blue black ink only. Any other ink is inadmissible.
- (11) The candidates will present their Admission-card/Roll No. slip to the Superintendent of Examination Centre on each day. He/she will finally surrender the same to the Centre Supdt. on the last day of his/her examination.
- (12) While answering questions their serial number and the part being attempted should be clearly mentioned.
- (13) The question should not be repeated on the Answer-book/sheet. Only serial number and part need be mentioned.