

General Rules for Exam Center

The examination center will be made by the S.V.S.U, Meerut for conducting the examination of directorate of distance education. The Principal/Supdt. of Examination will be nominated by the University, who will be responsible to conduct the clean examination and maintain the sanctity of the examination.

They should observe the following rules-

1. Copies

- (a) Proper record of A and B copies should be maintained datewise for used and unused A/B.
- (b) Copies should be kept in lock and key and can be inspected by university observer, any time during the examination.
- (c) The used copies statement Docket Performa and attendance sheet together with the copies be sealed every day to the university or as directed by DDE.
- (d) Any of shortage of copies at the center should be informed to the Directorate of Distance Education in advance because it will take 3 /4 days to reach the copies at the center.

2. Paper

- (a) Examination paper will be sent/mail through e-mail (internet) daily/or by Fax one hour before the examination. It should be taken out, then print out of desired no of copies for each students as usual.
- (b) Examination center be prepared for receiving the exam paper through Email/Fax. At the center the copying facilities be arranged before hand for printing the question paper for students.
- (c) After examination the copies should be arranged –
 - 1. Subject wise
 - 2. Roll no. wise
 - 3. Total No. of “A” copies used-
 - 4. Total No. of “B” copies used-
 - 5. No. of student appeared-
 - 6. No. of student absent-
 - 7. Roomwise seating plan of students-

- (d) Copies should be dispatched everyday by speed-post/courier and the no. of receipt be informed daily in the evening through mail at email- ddesvsu.exam@Gmail.Com. If not possible then it must be sent on next days. The copies not received upto the last day of exam will be treated as cancelled.
- (e) Sanctity of the Exam Center be maintained no Press/ outsider/other person be allow within the center.
- (f) Daily report as per performa be sent to Directorate thorough mail and the original copy be send only with the answer book daily.

3. Instruction for invigilator

1. All Students to be asked to report one hr. before the exams at the center.
2. The invigilator should reach in the examination room at least 15 minute before examination time.
3. The copies will be given 10 minutes before examination time.
4. Entries on the copy should be checked carefully and verified from admit card before putting the signature on copies.
5. The invigilator should see that the 'B' copies be issued only after the 'A' copy is completely filled and signature of invigilator should be necessary on 'B' copies also.

The observer sent by University may reach at any time to the center and he/she should be allow to see working of center.

For any other inquiry and information please contact to-
Mr. Rajeev Arora (Asstt. Director Exam) – 09690007104
On e-mail at ddesvsu@gmail.com

[Rajeev Arora]
Deputy Registrar, Exam



SWAMI VIVEKANANAD SUBHARTI UNIVERSITY
MEERUT

DAILY DOCKET PROFORMA

Dated of Examinations.....

This statement duly filled in by the Senior Supdt. of Examination Centre should be enclosed in the packet of answer books to be sent daily to the Directorate of Distance Education Swami Vivekanand Subharti University Meerut/Registrar and a copy of this letter should also be sent by **E-mail daily** to Directorate of Distance Education Swami Vivekanand Subharti University.

- [1] Name of the Center
- [2] College Code.....
- [3] Examination Year.....
- [4] Subject Paper/Course.....Code.....
- [5] No. of Candidates registered.....
- [6] No. of Candidates appeared
- [7] Candidates Detected using unfair means,
Total No.Roll No.
.....
.....
- [8] Total No. of Candidates absent
Roll No.
.....
.....
- [9] Total No. of Answer Books.
Sent with this statement

Dated

Signature of Sr. Supdt. Of Exams

**SWAMI VIVEKANANAD SUBHARTI UNIVERSITY****MEERUT****DAILY INVIGILATOR'S STATEMENT**

Name of Examination Centre

Distt..... Centre Code.....

Room/Hall No..... Timeto..... Date.....

ANSWER BOOK

Examination	Subject and Paper/Course	A			B		
		Supplied	Used	Returned	Supplied	Used	Returned

(a) Candidate Absent:

Examination	Subject and Paper/Course	Roll No. of Absentees	Total

(b) Roll No. Using 'B' Answer Book:

Note: certified that the entries on title cover of the answer book have been checked with the help of admission cards.

SWAMI VIVEKANANAD SUBHARTI UNIVERSITY, MEERUT

(Attendance sheet must be prepared in duplicate, room-wise, code wise)

NAME OF CENTRE OF EXAM DATE.....
 EXAMINATION (CLASS).....(Main/Reappear/Back).....ROOM NO.....
 SUBJECT & COURSECODE NO.....TIME

S.No.	ROLL NO.	Signature
1		
2		
3		
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S.No.	ROLL NO.	Signature
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NOTE: 01. ABSENTEE WILL BE MARKED IN CAPITAL LETTERS.

02. Invigilators themselves will prepare this sheet after one hour form the start of examination.

Total No. of examinee present..... Total No. of examinee absent.....

Full Signature Invigilators

1.....

2.....

3.....

Sig. & Seal of Sr. Supdt.