

Chapter-5

Duties and Responsibilities of personals appointed for conduct of examinations

5.1 Duties and Responsibilities of Centre Superintendent

- (i) Centre Supdt. shall be the incharge of examination centre and he/she shall be responsible to conduct the examination in a smooth manner at the examination centre allotted to him.
- (ii) The Centre Superintendent shall not leave the station during the examination days for any purpose without obtaining prior permission of the CoE/Superintendent -in-Chief. In case of emergency when Centre Supdt. proceed on leave then the Deputy Centre Supdt. shall act as Centre Supdt. and one of the invigilator shall be appointed as Deputy Centre Supdt. by the Supdt. -in-Chief.
- (iii) Centre Supdt. shall ensure that Answer Scripts of candidates are sent to the University on the day of examinations.
- (iv) Centre Supdt. shall depute one Invigilator for every 30 students.
- (v) One Invigilator shall be named as Outsider (OS) for every 100 examinees. In case of emergency, OS shall act as reserve Invigilator.
- (vi) Teachers accompanying their students from outside colleges may also be taken as Invigilator. The Centre Superintendent shall take care not to allot a particular Invigilator to the same room successively.
- (vii) No invigilator shall be appointed if strength of the examination centre is below 30 on a particular day/ session of examination. In such a situation best effort shall be made to merge the centre with another examination centre and only centre clerk will do all the necessities. In case of non-merger the Deputy Centre Supdt. shall act as invigilator.
- (viii) Centre Superintendent shall ensure that attendance of his/her examination centre is uploaded on the portal of all the persons engaged in the examination centre on daily basis including the attendance of students.

5.2 Duties and responsibilities of Deputy Centre Superintendent

- (i) The Deputy Centre Superintendent shall assist the Centre Superintendent in general, for the smooth conduct of Examination at the centre.
- (ii) The Deputy Centre Superintendent shall remain at the centre during the entire period of University examination. In case of any emergency he/she shall take the permission of the Centre Superintendent requesting him to make alternate arrangements
- (iii) The Deputy Centre Superintendent shall attend to any work entrusted to him by the Centre Supdt. in connection with the Examination.
- (iv) The Deputy Centre Superintendent shall act as Centre Supdt. in the absence of Centre Supdt.

5.3 Duties and responsibilities of the University Appointed Flying Squad/Observer

- (i) The University Appointed Flying Squad/Observer will be appointed by the CoE from amongst the teachers/equivalents of University/affiliated colleges for the smooth and fair conduct of examinations.
- (ii) The Flying Squad/Observer can ask any examinations record from Centre Superintendents for the purpose of fair conduct of Examinations. They can further advise him/her according to circumstances for fair conduct of the Examinations.
- (iii) During the Examination, he/she shall ensure that all the Room Invigilators are discharging their duties properly and there is no scope for malpractice.
- (iv) The Flying Squad/Observer shall supervise with the Centre Superintendent the packing and sealing of the answer book bundles and their safe custody.
- (v) In case of answer books, which cannot be dispatched on the very day, the answer book bundles shall be kept under the safe custody of the Superintendent in Chief.
- (vi) However, the Centre Superintendent as well as the Superintendent in Chief shall jointly sign the paper seal pasted to the room where the bundles are preserved.
- (vii) The Flying Squad/Observer shall give his/her own report whenever malpractice cases are detected.
- (viii) The Flying Squad/Observer if observes any irregularity or insincerity by any of the examination official/staff, he/she shall bring this fact to the notice of the Centre Superintendent immediately.
- (ix) He/she shall be entitled for remuneration, honorarium, TA & DA as per University norms by sending bill along with the attendance certificate to the University.

5.4 Duties and responsibilities of Invigilator

- (i) The Invigilator shall report to the Centre Superintendent at least 45 minutes before the commencement of the examination on the first day and 30 minutes before the start of examination on successive days/ sessions of examinations.
- (ii) The Invigilator shall go to the examination room/hall allotted to him/her 15 minutes before the commencement of the examination with relevant examination material and ensure that no chits or any other material are found in the room.
- (iii) The candidates shall be admitted into the examination hall 15 minutes before the commencement of the examination or as notified by the university from time to time.
- (iv) The Invigilator shall announce to the students to leave the books, papers and other reference materials etc., outside the examination hall and read out the warning note before the issue of Question Papers as below:

"The candidates in the examination hall should search desks, tables, their pockets & other belongings and handover to Invigilator, if any paper/ notes / manuscripts or written materials are found in possession of candidate, he/she will be booked under unfairmeans."

- (v) Ten minutes before the commencement of examination, the answer books shall be distributed to those candidates only, who are seated in the examination hall and are not to be placed on the vacant seat.
- (vi) The Invigilator shall distribute the question papers to the candidates seated in the examination hall only at the scheduled timings of examinations
- (vii) The Invigilator shall ensure that candidates take their seats before the commencement of examination even though the candidate shall be allowed to enter the examination hall up to half an hour from the commencement of the paper in extraordinary circumstances.
- (viii) The Invigilator shall ensure that if a candidate decides to stop his/her writing of examination before one hour of the termination of exam, he/she will not be allowed to take away his/her question paper. He/she shall leave it with the Invigilator and may take it from him/her at the end of examination. However, no candidate should be allowed to leave examination hall for any purpose within first two hours of the commencement of examination or as per the instructions issued by the university from time to time in this regard.
- (ix) The Invigilator shall put his/her signature at the place marked as Invigilator's Signature only after ensuring that the candidates have taken their seats and have entered the correct roll number, and other particulars required on the facing sheet of the answer book checking the identity of the candidate with photo on admit card and office copy of admit card, and shall obtain the signature of the candidates on the prescribed attendance sheet.
- (x) The Invigilator shall remain alert in the examination hall and shall attend to the requests of the candidates for supply of the graph sheets, codes & other relevant material.
- (xi) Invigilator shall ensure that any undesired materials brought by the students are outside the room at his/her risk only.
- (xii) If any student has not brought his/her admit card and Identity Card, the matter shall be brought to the notice of the Centre Superintendent for issuing provisional card.
- (xiii) If any candidate is absent, the word ABSENT shall be written in capital letters in the appropriate column of the attendance sheet, preferably in red ink, after 30 minutes from the commencement of the examination. A consolidated statement showing the subject-wise, candidates present and absent be submitted in the prescribed form.

- (xiv) After half an hour of the commencement of the examination, the spare answer books and question papers shall be returned to the OS or an official deputed by Centre Supdt. when he/she visits the examination room/hall
- (xv) The Invigilator shall not accept the answer book of any candidate without ensuring that, it bears his/her correct University roll number and other information asked on the title page of the answer books.
- (xvi) The Invigilator shall not allow the candidate to use unfair means in the examination hall.
- (xvii) The candidate going for toilet should be escorted properly; however frequent use of toilet by the candidate should be discouraged.
- (xviii) The Invigilator shall take rounds in the hall and shall not engage themselves in conversation with other Invigilator, while the examination is going on and also shall not engage in reading magazine or newspaper or doing any work other than his/her duty for examination.
- (xix) The Invigilator shall ensure that there is no communication among the candidates in the examination hall.
- (xx) The violations of instructions by any candidate shall be brought to the notice of the Centre Superintendent immediately and a written report is to be made regarding such cases to the University by the Centre Superintendent immediately.
- (xxi) Smoking and taking tea/coffee or any other refreshment in the hall or around by the candidate, where the examination is in progress is strictly prohibited (This includes chewing of tobacco etc.).
- (xxii) The Invigilator should also declare the following timings in his/her room
 - a. Half of the Examination Duration
 - b. Half an hour before the Examination ends
 - c. Ten minutes before the end of the examination
- (xxiii) After the expiry of the time of the examination, the invigilator shall collect the answer books and shall arrange them roll number wise and hand over to the authorized officials in Centre Superintendent office along with other reports. Candidates shall not be allowed to leave the examination hall till all the answer books are collected.
- (xxiv) The Invigilator shall be personally held responsible for the loss/ misplacement of any answer books before handing over to the office of the Centre Superintendent.
- (xxv) While taking rounds of the examination hall, if the Invigilator notices that, any candidate is indulging in copying or possessing a manuscript or answer book other than that of the candidate, any written material on calculator/geometry box/scale, he/she shall immediately take in his/her possession the candidate's answer book, question paper, and the materials which he/she has used or intended to use for copying and immediately report to the Centre Superintendent. He/she should not

allow the candidate to leave the examination hall till the Centre Superintendent comes to the examination hall and takes over the charge.

- (xxvi) Any dereliction of duty on the part of the Invigilator shall be seriously taken and the Centre Superintendent shall take necessary action as per the guidelines of the University and report the same to the University immediately.
- (xxvii) Whenever a flying squad/ Observer of the University make a surprise visit, the Invigilator shall ensure their identity and allow to enter the examination hall for surprise check.
- (xxviii) The Invigilator shall not leave the Centre premises until he/she personally hands over the answer books to the Centre Superintendent and return the relevant materials given.

5.5 Duties and responsibilities of the Outsider (OS)

- (i) The Centre Superintendent shall appoint the OS from amongst the senior faculty.
- (ii) The OS shall be active and shall be moving from room to room (assigned to him) during the examination hours and shall be a communication link between Invigilator and Centre Superintendent for any emergent requirement.
- (iii) The OS shall not replace the Invigilator during the first and last half-an-hour of the examination. During the intervening period, he/she shall relieve the Invigilator to attend nature's calls.
- (iv) The OS shall assist the Centre Superintendent in general for smooth conduct of examination at the centre particularly in distribution of question papers to Invigilator room wise.
- (v) The OS shall in addition to the above duties attend to any other work entrusted to him / her by Centre Superintendent.
- (vi) The OS shall relieve the Invigilator for essentials such as use of urinals and be in charge of the duties of invigilator during that period and discharge all the duties and responsibilities of the Invigilator.
- (vii) The OS shall report for duty 45 minutes before the commencement of examination on the first day and 30 minutes before on successive days/sessions.
- (viii) The OS shall also observe/keep a watch in and around the examination rooms (assigned to him) to ensure overall discipline.