

Chapter-4

Instructions for Superintendent-in-Chief for the conduct of examinations

4.1 These instructions shall be read in conjunction with the following documents as notified by the University:

- (a) General instructions for the guidance of the candidates appearing for Examination
- (b) Duties and responsibilities of Superintendent in Chief, Centre Superintendent, Deputy Centre Superintendent, Outsider (OS) and invigilator.

4.2 General

- (i) The CoE shall create the Examination Centres for the conduct of respective examinations from time to time.
- (ii) Each institute, which is declared as Examination Centre for the conduct of the University Examinations, shall have a Superintendent in Chief who shall be, generally, the Head of the Institution and shall be appointed by the CoE.
- (iii) No person shall be appointed as Superintendent in Chief for the examinations of two bodies held simultaneously at the same institution.
- (iv) The Superintendent in Chief shall be responsible for the smooth and proper conduct of the examinations at his/ her centre. He/She shall take necessary precautions and actions before, during and after the examinations as per stipulated guidelines of the Examination Wing and shall be responsible for the fair conduct of Examinations.
- (v) The Superintendent in Chief shall remain available at the centre during the period of theory examinations and shall remain at the Headquarter/Centre during and on all the days of the examination. In case of any emergency, he/she shall make all the necessary arrangements for the proper conduct of examination by entrusting the responsibility to a senior faculty member of his/ her confidence, with prior intimation to the Controller of Examination.
- (vi) The Superintendent in Chief shall convene a meeting of all the staff members involved in the examination work, two or three days prior to the commencement of examinations and explain them the duties and responsibilities. He/she shall also inform to strictly follow the instructions laid down by the University. The Superintendent in Chief shall impress upon them the need for prevention of any kind of malpractice during the examination.
- (vii) The Superintendent in Chief shall also ensure that all the officials involved in the examination duties are aware of their duties/ responsibilities as well as of other officials in order to have smooth & better coordination during the examination period.
- (viii) The Superintendent in Chief/Supdt. shall obtain any kind of help from the local authorities to maintain law and order in the premises of the examination centre. It shall be duty of Supdt-in-Chief/Supdt. to curb the outside disturbance, if any.

- (ix) Superintendent in Chief shall ensure to provide necessary instructions to the security staff for allowing University Officials (University Appointed Centre Supervisor, Observer, Flying Squad etc.) unhindered access to the centre to make sudden visits, immediately after establishing their identity by inspection of their cards/orders issued by the University. In no case they should be detained at the gate for want of permission of Superintendent in Chief.
- (x) It shall be duty of Institute to supply the strength of candidates in each course one day before the examination so that sufficient number of Question Papers can be supplied by the Examination Wing of University.
- (xi) Norms of the staff which may be engaged by the Superintendent-in-Chief for examination work at each examination centre:-

S. No.	Staff	No. of Persons to be engaged
(a)	Class III staff (Clerical)- Centre Clerk No. of Registered candidates for the session -Up to 350 candidates -for subsequent 350 candidates or part thereof	01 01additional
(b)	Daftari One Daftari irrespective of number of candidates	01
(c)	Class IV Staff (like Waterman/ Peon etc.) -Upto 350 candidates -for subsequent 150 candidates or part thereof	03 01
(d)	Sweeper	01