

## **Chapter-3 Appointment of Staff**

### **Appointment of Examiners**

- (i) Examiners and/or evaluators shall be appointed on the recommendation of the Board of Studies concerned for the selection of examiners.
- (ii) If any examiner and /or evaluator is unable to act for any cause and fresh appointment can not be made in time in the manner prescribed by sub-section (i), the CoE shall have power to appoint another examiner to fill the vacancy.
- (iii) For each question paper of a course of study two paper setters shall be appointed on terms, conditions and instructions determined by the Controller of Examinations in prescribed format of the University.
- (iv) Controller of Examinations shall appoint the examiners for practicals from the panel of examiners and the faculty from the university and affiliated institutions. In case of non-availability of experts or some extraordinary circumstances the examiners can be selected by CoE from other places also.
- (v) The maximum remuneration to a person for examinations shall be as notified by the University from time to time.
- (vi) Any person who either is not qualified to be appointed as an examiner or is debarred from being an examiner in any subject in the University shall ipso-facto cease to be associated with the process of the appointment of examiners.

All work relating to examinations, tests and evaluation (such as paper-setting, assessment, invigilation, superintendence, viva voce, practical, tabulation, checking and inspection etc.) with or without payment of remuneration shall be deemed to be a part of normal duty of every teacher or/equivalent/supporting staff in the University or in an affiliated college/approved institution.
- (vii) Remuneration for Theory, Practical Examination Work and other related activities shall be as notified by the University from time to time. Deductions shall be made from the remuneration bills unless condoned by the Vice Chancellor in special cases. Details for the deductions shall be as notified by the University from time to time.

### **Appointment of officers and staff**

The Controller of Examinations shall appoint required number of Officials for conducting the examination smoothly, as below:

- (i) The end semester examinations of the students registered with University Teaching Departments shall be conducted by the concerned teaching department. The answer sheet and question papers shall be supplied by the Examination Wing of the University. Chairperson of the department/ Dean of Faculty/ any professor of the department shall act as Supdt.-in-Chief on his/her appointment by CoE and will appoint Centre Superintendent and other supporting staff from the faculty members & staff members of the concerned department (s) except those faculty/staff which are deputed by Controller of Examinations. However, Controller of Examinations, if necessary, may appoint Centre Supdt., Invigilators and supporting staff from

other departments in any examination centre of a University Teaching Department. Deputy supdt. Shall not be appointed for the examinations of University Teaching Departments conducted at department level. In case of absence of Centre Supdt due to some unavoidable circumstances on particular day(s)/session(s), the supdt-in-chief shall appoint one of the faculty members as Centre Supdt. Supdt-in-chief shall try to appoint the senior faculty as Centre Supdt. on the basis of rotation and the Centre Supdt. should not be replaced during the examinations except in some extraordinary circumstances. In case of those departments where strength of students on roll is less than 100 for both UG and PG programs their examinations shall be conducted by merging such departments with the other departments by an order of Controller of Examinations. It is further clarified that if department 'X' is merged with department 'Y' for the examination purpose then the entire faculty and staff of department 'X' shall perform the examination duties in the Examination Centre of department 'Y'. Various teaching departments in the same building or adjacent buildings may merge the examination centres, if strength of examinees on a particular session is less than 30, but this shall be done by Supdt.-in-Chiefs of respective centre(s) and the decision should be conveyed to Controller of Examinations well in advance. If the strength of the candidates in any session during the examinations conducted after merging is less than 30, Centre Superintendent may appoint one invigilator.

- (ii) Controller of Examinations will appoint Centre Superintendent and Deputy Centre Superintendents at the examination centres of affiliated colleges.
- (iii) Teaching faculty shall perform the duties of invigilation. Research Scholars/TI/Sr. Tech/Tech/WI/ or equivalent should generally not be engaged in examinations duties. However, Controller of Examinations/Superintendent in Chief can appoint them in urgency for fair conduct of Examinations.
- (iv) The Controller of Examinations, if necessary, may appoint University Appointed observer, and flying squad for the centre to ensure the fairness of conduct of examination.
- (v) University vehicle/hired vehicle by Examination wing shall be provided to such Observers and Flying squad. A person at the level of Professor/ Associate Professor shall be appointed as Observer/flying squad Convener. In case of non- availability of University vehicle/ hired vehicle, Observers/ Flying Squads Convener/Members shall use his/her vehicle, payment for which shall be made as
- (vi) per rule. It is mandatory that all the members of Flying Squad shall travel in one vehicle.