



**UNIVERSITY OF CALICUT  
EG-II**

No. 156514/EG-II-ASST-1/2022/PB

Calicut University.P.O

Dated: 06.02.2023

From

The Controller Of Examinations

To

The Principals of all affiliated Colleges.

Sir,

Sub:- Pareeksha Bhavan -direction of the Controller of Examination with regard to conduct of examinations-informing of- reg.

Ref:- 1.Clause 8 of Chapter V of the Calicut University First Ordinance 1978.

2.Special Instructions to Chief Superintendents of University Examinations.

3.Orders of the Controller of Examinations in file of even number.

As per the reference cited as (1) and (2), Chief Superintendent of all affiliated colleges are given the instructions for the conduct of university Examinations. But it is noted that many colleges are not following the instructions of University with regard to conduct of Examinations and procedures thereafter. For the smooth conduct of Examinations and timely publication of results, wholehearted co-operation of all the colleges are required.

Therefore, as per the reference cited as (3) above, all the Principals of affiliated colleges under the University of Calicut are once again reminded to strictly follow the instructions of University with regard to the conduct of Examinations and utmost attention shall be given to the orders and mails issued by the University from time to time and also ensure that the orders are complied with.

Encl: As above.

Yours faithfully

**Devasia K.M**

Joint Registrar

(For The Controller Of Examinations)

# UNIVERSITY OF CALICUT

## Memorandum of Instructions to Chief Superintendents of University Examination Centres

### 1. Appointment of Chief Superintendent

A Chief Superintendent shall be appointed by the University before the commencement of examinations at each centre. He will be responsible for the proper conduct of the examinations at the centre. Ordinarily the Principal of the College /HM of the High School in which the examination is held will be Chief Superintendent, he shall recommend a senior Professor for appointment as Chief Superintendent.

### 2. Invigilators (Internal & External)

i) For every 30 candidates or for fractions more than 5 candidates there shall be one invigilator. A senior Asst. Superintendent shall be appointed and he will be put in charge of the blank answer books(Main and additional) for the whole examination. Internal invigilators will be selected by the Chief Superintendents of the centres and recommended to the University for approval.

ii) In place where there is difficulty for getting college teachers, High School assistants from neighboring schools may be selected by the Principals and recommended to the University for approval. Qualified librarians are also eligible for appointment as invigilators.

iii) The responsibility for a block of 30 candidates will be fixed on each invigilator. Invigilators posted for a session should not be replaced in the middle of the session.

iv) Invigilators should be changed from room to room every day.

### 3. Assignment of duties

At least one hour before the commencement of the examination at a centre, the Chief Superintendent and invigilators shall assemble in a room and discuss and settle the allocation of duties.

### 4. Preliminary arrangements

The Chief Superintendent shall complete all the necessary preliminary arrangements such as allocation of seats, pasting of register numbers etc., a day previous to the commencement of the examination. The examination should as far as possible be held only in the hall/rooms approved by the University except in emergencies. Such deviation from the approved halls should be reported to the University.

## 5. Seating arrangements

Each room selected should as far as possible be capable of accommodating at least 50 to 60 candidates. Smaller rooms may be avoided as far as possible. The walls of examination hall should be no scribbling on the walls which could held the candidates for malpractice.

Each candidate should be allotted a space of 5ft x 5ft. If candidates for different examinations are mixed and seated the space shall be 4ft x 4ft

Notice of prohibitions should be read out on the first day and displayed prominently throughout the examination. Permanent places of seating arrangements should be maintained at the college.

## 6. Plan for seating arrangement

A plan of seating arrangement should be exhibited at the entrance to each hall prominently. A copy of the plan should also be forwarded to the University on the first day of commencement of each examination. A separate plan should be sent whenever there is a change in the seating arrangements.

## 7. Women candidates

If there is sufficiently large number of women candidates they may be separately accommodated in a room and atleast one lady invigilator should be posted in the hall. If the number of women candidates is small they may be seated separately in the same room along with men candidates.

## 8. Time Table and instructions

Copies of the time table and instructions to candidates should be prominently displayed at each examination centre.

## 9. Hall Tickets

The Hall Tickets of candidates presented from each college and the hall tickets of private candidates who have selected that college as their centre of examination will be forwarded by the University to Principals of the respective colleges who shall distribute them to the candidates during the three days prior to the date of commencement of examination. The balance of Hall tickets left over with the principal shall be transferred by the principal to the chief Superintendent a day previous to the commencement of examinations. The Chief Superintendent will distribute the hall tickets as and when candidates turn up. The balance left over will be forwarded to the University by the Chief Superintended to the closed of the examination.

## 10. Inspection of Hall tickets.

No candidate shall be admitted to the examination hall/room without production of the hall ticket. But the Chief Superintendent may, if he is satisfied about the identity of the candidate, allow him to write the examination and insist on the production of the hall ticket on a subsequent session.

## 11. Loss of hall tickets.

In case of loss of hall tickets, the Chief Superintendent shall ask the candidates to produce his pass port size photograph, get his signature in it under attestation and forward it to the University at the close of the examination.

## 12. Checking of Hall tickets

The Chief Superintendent shall check the hall ticket, the nominal roll of candidates send to them from the University and report cases of omission if any, to the Controller of examinations

## 13. Precaution against impersonation

The Chief Superintendent shall instruct the invigilators to for round the examination hall when examinations are going on and check the Hall Ticket of each candidate without causing disturbance to the candidate. Suspected cases of impersonation should be reported to the Controller of Examinations.

## 14. Omissions

If a candidate, whose name does not appear in the nominal roll sent to the Chief Superintendent from the University, presents himself for the examination, the Chief Superintendent may provisionally allow him to take the examination after satisfying himself that he has applied to the University with the necessary fees within the time limit and after obtaining declaration that he is taking the examination, at his own risk and if he is later found ineligible to take the examination by the University, the examination taken is liable to be cancelled. The answer books of such candidates should be forwarded along with other answer books to the Controller of Examinations. Report stating the evidence produced by the candidate and the circumstances under which he was admitted shall be sent to the Controller of Examinations separately. A provisional register number may be allotted to that candidate by the Chief Superintendent.

## 15. Infectious Diseases

Candidates who are undoubtedly suffering from infectious diseases of any kind should not be permitted to write the examinations.

## 16. Admission to the Hall

Candidates should be allowed into the examination hall 10 minutes before the time fixed for commencement of the examination, and the invigilators should see that candidates are in their seats 5 minutes before the commencement of the examination. *Candidates should not be permitted to remain outside near the halls after the bell for distribution of question papers.*

## 17. Late Comers

Candidates presenting themselves after the first half hour of the commencement of the examination should not be admitted to the examination under any circumstances.

## 18. Special Instructions to candidates

Before the question paper is distributed to the candidates, the Chief superintendent or Invigilator should draw the special attention of the candidates to the instructions on the cover page of the answer books and to instruction No.10 of the Instructions to candidates warn them against the adoption of any unfair means at the examination ask them to search their pockets, to see if there are any notes or other materials and if so, ask them to deposit such materials outside.

## 19. Silence in the Hall

Candidates and invigilators should maintain strict silence in the examination hall. Smoking in the examination hall is strictly prohibited. Candidates are forbidden from asking questions of any kind to the invigilators about the day's paper. The Chief Superintendent will issue necessary instructions to invigilators in this regard.

## 20. Visit by the Chief Superintendent /Additional Chief Superintendent

When examinations are going on, the Chief Superintendent/Addl. Chief Superintendent should visit the various halls at intervals without notice so that the Invigilators may not engage themselves in any occupation likely to undermine the efficiency of supervision.

## 21. Time limit for leaving the Hall

Candidates shall not be allowed to leave the hall until after the expiry of 30 minutes after the commencement of examination. Doors of the Hall shall be closed 15 minutes before the close of the examination and the candidates shall be directed to remain in their seats until the answer papers are collected from them. The doors shall be opened then.

Instructions may be given to the Invigilators to direct those candidates who wish to hand over their answer book and leave the hall after 30 minutes of the commencement of the examination and before 15 minutes of the close of the examination to stand up in their places until the invigilator collects the answer books as well as the question papers from them. The question papers shall be returned to the candidates after the close of the examination.

## 22. Use of Instruments and Books.

The use of Mathematical Instruments and Mathematical and Physical Tables by candidates are allowed while answering questions in Mathematics, Physics, Chemistry, Statistics, Engineering subjects etc. These books should be supplied by the college or students allowed to use their own books. In the later case the Invigilators should check the books thoroughly and make sure that there are no incriminating or transaction materials in the books. The University will not make any arrangements for supplying these books/instruments. Mathematical and Physical Table by Clarke or Seshadir alone will be permitted to be used in the examination hall except for engineering examinations.

The University will arrange the supply of graph papers. If supply is not made by university for any reason the Chief Superintendent will arrange the purchase and supply which will be reimbursed. The candidates who take up Numerical Analysis papers of Mathematics Main alone are permitted to use calculators in the Examination Hall at the time of answering the particular paper.

The following instruments/tables/codes/calculators are permitted to be used by the students writing Engineering Examinations.

### I. Statistical Tables containing:

- i) Area under Normal curve (Normal Distribution)
- ii) Value of 't' (t distribution)
- iii) Significance points of  $\chi^2$  ( $\chi^2$  Distribution)
- iv) F-Distribution 5% and 1%
- v) Poisson distribution-Value of  $e^m$
- vi) Binomial Coefficients

The above are required for answering questions in Mathematics papers of B.Tech., M.Tech., and MCA courses. These are available in the book titled "Logarithm, Antilogarithm. Mathematical and Statistical Tables".

### II. Mathematical Instruments:

- i) Divider, Compass, Scales, Setsquares and Protractor

III. Drawing instruments Box containing standard items, Minidrater/T-square, paper scales.

IV. Non-Programmable Scientific Calculator

V. Design Data Hand book, HMT data book, IS Codes, Steam tables charts etc., as specifically states in the question paper.

### **23. Delivery of Letters and Telegrams Prohibited**

Letters and telegrams addressed to candidates writing the examination should be delivered to them only after the examination is over or when they leave the hall after handing over the answer books.

### **24. Warning bells**

The Chief Superintendent should arrange for a bell being sounded at every half an hour after the commencement of the examination. A warning should be given 10 minutes before the closure time for the particular paper. The Chief Superintendent may at his discretion allow extra time upto 5 minutes, if for any reason the question paper could not be distributed before the appointed time for commencement of the examination.

### **25. Entry of Outsiders Prohibited**

The entry of outsiders in to the examination hall is strictly prohibited. A close watch should be kept by the Invigilators over the peons and other menials who may enter the hall for supply of water. The peons and menials are prohibited from taking tea or coffee for the candidates into the examination hall. The Chief Superintendent shall arrange for Police Patrol in the premises during examination session. No member of the staff, teach non-teaching who has no duty in connection with the examination should be permitted to enter the hall or handle question papers.

### **26. Question papers**

The question papers will be sent to the Chief Superintendent by the Controller of Examinations either by post or through messengers. The Chief Superintendent should inspect the packets and satisfy himself that the required question papers in adequate quantities have been received. Discrepancies and deficiencies should be brought to the notice of the Controller of Examinations forthwith. If any discrepancy is found in the question paper or on the question paper cover with regard to duration, maximum marks etc., the time table should be followed and the candidates instructed accordingly.

## 27. Custody of question papers.

Detailed instructions are given in appendix I. The Chief Superintendent, should follow those instructions. If the Principal is not the Chief Superintendent, the instructions should be made available to the Chief Superintendent by the Principal.

## 28. Manner of Distribution of Question Papers

The Chief Superintendent should open the covers containing question papers in the Principal's room in the presence of the *Additional Chief Superintendent and External Invigilators* (If Additional Chief Superintendent/External Invigilators are not available the covers containing question papers should be opened in the presence of Invigilators). He will cut open the cover along the line marked on the cover without damaging the seals. The cover must be cut by a sharp edge along the line indicated and on that side only. The end of the cover should not be completely cut off. The question papers in packets should then be taken out.

The Chief Superintendent may cut open one inner packet and satisfy himself that it is the right question paper for the day's (Session) examination. He will then handed over to the Invigilates allotted to each hall the required number of copies of the question paper without opening the inner covers. In cases where the cover has to be opened loose copies of the question paper *should be put in a cove & handed over to the Invigilators*. Spare cover should be kept ready for this purpose. /Any mistake in the contents of the packet or noting on the cover should be reported to the Controller of examinations forthwith. The Chief Superintendent will be responsible for wrongly opening the Question paper cover wherein the details concerning the particular examination are furnished. They will also be responsible for not reporting of deficiency if any which could be assessed on preliminary verification of the statement of Question paper sent along with Question paper Bundle.

A declaration as in given appendix II should be furnished by the Chief Superintendent.

No Question paper should go out of the college before the close of the examinations. The possibility of exchange of question papers between the candidates should be prevented. For this the candidates should be instructed to write their name and reg.No. on the question paper immediately on the receipt of the same.

All excess question papers available with the Invigilators should be collected immediately after 30 minutes of the commencement of the examination and kept by the Chief Superintendent in his safe custody till the close of the examination. Question paper should not be given to anybody who is not on duty, before the close of the examination.



## 29. Authority in cases of Doubts

The printed time table should be taken as authoritative in cases of doubt arising from the noting on the question paper cover. If on opening a question paper cover, a wrong question paper is found due to mistake in packing at the University, the Chief Superintendent should immediately contact the Controller of Examinations by wire/phone for necessary instructions. *No other packet should be opened.*

## 30. Certificate to be Furnished

After the question paper covers have been cut opened & distributed the Chief Superintendent/invigilators should affix their signature on the question paper cover as well as on a certificate in the form sent to the Chief Superintendent. The certificate and the opened question paper covers should be sent daily by the Chief Superintendent to the Controller of Examinations while forwarding the answer books. The packet containing the opened question paper covers should be packed between cardboards and this packet may be bundled along with the last bundle of the answer papers for each examination.

## 31. Unused Question Papers

If any question paper packet remains unopened due to the absence of the candidates registered for a particular examination, the unopened cover should be returned in tact to the Controller of Examinations.

## 32. Answer Books

1. Answer books will be supplied to the centres in advance. Answer books supplied are in different series with letters A.B etc. on both main and additional books. New series of answer books will be supplied for the examinations every year as far as possible.
2. Bundles should be kept in the safe room where question papers are kept. The key of the room should be with the Chief Superintendent.
3. The senior invigilator in charge of the answer book shall take charge of the answer book. A separate register shall be maintained for keeping the accounts of answer books.

i) Main answer paper account

Centre.....

No .received		No.Used		Balance		
-						
Date	Series	No.of Bundles	Series	No.	No. received issued	Total back
balance						

ii) Additional answer paper account

(same as above)

4. Particular series of answer books to be used for a session shall be decided by the Chief Superintendent one hour before the time of commencement of examinations. He shall then inform the Invigilator in charge of answer books which series of the answer books should be used on a particular day. He should not give it earlier or authorise any one to decide on this.
5. For the examinations in a particular session only one series of main and additional answer books should be used as far as possible. The main and additional answer books issued should be of the same series. If due to insufficiency of the stock one series alone cannot be issued for a particular session, the Chief Superintendent may issue another series to supplement after noting the fact in the record. This should be avoided as far as possible.
6. The Invigilator in charge (Assistant Superintendent) should count and hand over the required number of main answer book (Maximum 30) and additional answer books (Maximum 100) to each invigilator and get his acknowledgement. Invigilator will be supplied with statement form in duplicate for recording the issue of answer books to the candidates.
7. The series of answer books used for the different sessions of a particular day shall be noted at the bottom of the absentees statement relating to each subject.
8. The main and additional answer books will be given to the candidates by the invigilators personally. The answer books should not be distributed in the sets before the candidates report for the examination. They should get the signature of candidate while issuing the answer books and note the no.of Main answer book in the statement. The invigilator should sign on the top of the additional answer book before issuing it to the candidate.
9. The number of additional answer books supplied to each candidate should be totaled and recorded against each.

10. While While collecting the answer book at the close of the examination , invigilates should verify whether the number of additional answer books tally with the number issued to the candidate. Any discrepancy should be reported forthwith to the Chief Superintendent for taking further action. He would also sign on the last page of the answer paper where the answers end.

11. The written answer books should be handed over to the Chief Superintendent and blank answer books to the Senior Assistant Superintendent and record in the form with the signature of Chief Superintendent and the Senior Assistant Superintendent.

12. At the end of the examination the answer books should be personally collected by the invigilators from the candidates. *Candidates should not be allowed to leave the hall after keeping the answer books in their seats.*

One copy of the daily statement of account should be given to the college office and one copy should be dispatched on the same day to the Controller of Examinations by the Chief Superintendent along with statement showing total issued for the day and the balance at hand.

13. Balance received back should be counted recorded , bundled, sealed and kept by the Assistant Superintendent himself in the safe room.

14. The same procedure should be followed for practical examinations also. For this, instead of handing over the answer examinations also. For this, instead of handing over the answer books to the invigilator the same should be given to the external examiner concerned and accounts obtained from the examiner.

15. The final accounts of the answer books (Main and Additional) should be submitted to the Controller of Examinations immediately after the termination of examinations at a centre.

Under no circumstance answer papers should be kept in loose manner. Bundles should always be kept sealed.

16. Peons should not be entrusted with the work of taking the answer books to the halls and distribution of answer books in the halls.

17. Written answer books in each subject/language should be packed and dispatched separately. Under no circumstances a single bundle should contain answer books of more than one subject/ language.

18. Answer books of F.N. session should be dispatched on the same day and A.N. session on the next day without fail.

### 33.Suspected cases of malpractice

The rules on the subject are given as appendix II to these instructions which may be followed in dealing with suspected cases of malpractice. A candidate detected in malpractice shall be permitted to write the examination , if he wishes to do so. The answer books of candidates detected in malpractice should be collected by the invigilator concerned and the candidate should be supplied with separate new answer books to continue to write his examination.

### 34.Return of answer books to University

The Chief Superintendent should ask the Invigilator to collect the answer books of candidates at their seats. The candidate who want to leave in the middle of examination should be instructed to stand up in their places until the Invigilators go to them & collect the answer books. At the close of the examination all candidates should stop writing and remain in their seats until the invigilator have gone round and collected all the answer books. Confusion in the hall at the last minute should be avoided. The doors of the hall at the last minutes should be avoided. The doors of the hall shall be closed 15 minutes before the closure hour of the examination so as to prevent students going out. After all answer books have been collected the candidates may be asked to leave . Candidates should not be allowed to keep the answer books on the desk and leave the hall.

### 35. Despatch of answer books to University.

Soon after the close of the examination the Invigilator should arrange the answer books in serial order examination-wise (if more than one examination is held in the same room) and take the book personally to the Chief Superintendent. The Chief Superintendent should see that the answer books are packed & sealed in the presence of the Addl.Chief Superintendent and one of the Invigilator. The University will arrange the collection of answer books bundles. If answer book bundles are not collected by University within 3 days after the last date of Examination the Chief Superintendent will contact the Controller of Examinations and act according to his directions.

Answer paper bundles should be kept in the safe custody of the Chief Superintendent. No other person should have access to the papers. A register showing details regarding the date of examination code no. Date of handing over of bundles and acknowledgement obtained shall be maintained.

Special instructions to Chief Superintendent regarding dispatch of answer books are given in the appendix III attached herewith. The Chief Superintendent should go through these instructions before dispatching the answer books.

36. Instructions to be followed in dispatch of papers to centralized valuation camps.

1. A list showing the names of papers for which centralized valuation is arranged will be sent to the Chief Superintendent of centre.
2. As soon as the examination for each paper is over and the answer books are received from the Assistant Superintendents (Invigilators) they should be checked & arranged serially in the ascending order according to subject or language. The total number of scripts should be verified and tallied. Then the scripts should be packed in covers and necessary entries made. Each cover should contain answer papers as shown in the attached list. If the last set of answer books falls short of the specified number, they may also be put in one cover making necessary entries thereon.
3. The covers containing the answer scripts should not be pasted. Only flap need be folded and cover tied with twine lengthwise and widthwise without causing damage to the covers. Seal should be affixed at the twine knots. Covers containing answer books should be affixed at the twine knots. Covers containing answer books should be packed into suitable bundles as instructed in the memorandum of instructions. The entries on the cover should tally with the entries made in the absentees statement. Each bundle should be neatly prepared accompanying absentees statement. Different centres are fixed for valuation of answer papers. The names and address of the Director's of centres of valuation will be supplied. Care should be taken to dispatch the right bundles to the particular Director to the particular centre. Any mistake in the despatch of answer paper bundles to the right place will cause unnecessary delay and likely loss of bundles. This will also upset the whole programme of valuation. Chief Superintendent are requested to take special and personal attention in the matter of packing and dispatch of answer books.
4. A few copies of the question papers in the concerned subjects or language should also be enclosed in the bundle while packing answer paper covers.
5. A few Chief Superintendent had not enclosed the absentee statement along with the answer paper bundles. Special care should be taken in the regard.
6. Chief Superintendents are requested to ensure that Botany papers and Zoology papers and Book-Keeping and Basic Mathematics papers under part-III are packed separately. Any confusion in packing will lead to a lot of complications as the centres for valuation of Botany, Zoology, Book-Keeping and Basic Mathematics are different and separated by long distance.
7. Documents to be sent to the University at the close of every session of each examination the Chief Superintendent should forward to the Controller of Examinations the following documents.
  - i) Certificate relating to opening of question paper packets
  - ii) Plan of seating arrangements (If there is no change in the plans sent on the first day a Nil certificate may be sent)
  - iii) List of absentees in the form prescribed (Nil statement if there are no absentees)
  - iv) Specimen of the seal used on the packets (Only on first day if there is no change on subsequent days)

- v) Report relating to untoward incidents if any, in the examination halls (Nil report not necessary)

#### Conclusion

The Chief Superintendent should see to it that the above instructions are adhere to and that deviations from the above are made only in unavoidable cases in which special circumstances warrant such a procedure.

Where it is physically impossible to comply with the directives, a report may be made to the Controller of examinations early enough when possible . Deviations made in case of emergency, should be reported as early as possible.

All communications relating to the examinations should be addressed to the personal address of the Controller of Examinations, University of Calicut, Calicut University. PO, Pin-673 635

Calicut University. PO

CONTROLLER OF EXAMINATIONS

**UNIVERSITY OF CALICUT**  
**(Pareeksha Bhavan – EG-II)**

176459/EG-II-ASST-1/2022/PB

15.01.2023

**SPECIAL INSTRUCTIONS TO CHIEF SUPERINTENDENTS OF UNIVERSITY EXAMINATIONS**

The following special instructions are given to all the Principals/Chief Superintendents of University Examination Centres/Colleges for the smooth conduct of examinations. This is in addition to the instructions already given to Chief Superintendents by the University.

**1. Preliminary Arrangements**

The Chief Superintendents shall complete all the necessary preliminary arrangements such as allocation of seats, pasting/marking of Register Numbers etc. a day prior to the commencement of the examinations.

A table of seating arrangements should be prominently exhibited at the entrance of each examination hall and one copy in the Notice Board.

**2. Seating Arrangements**

Special attention be given to arrange separate exam halls for regular and SDE candidates. It will help to conduct the MCQ examination for SDE candidates and collection of answer scripts from Regular and SDE candidates separately.

**3. Conduct of Multiple Choice Questions (MCQ) Examination for SDE candidates.**

The MCQ examinations (equivalent to internal examination of regular candidates) be conducted on completion of the descriptive main examination of three hours. Necessary instructions in this regard have to be given to SDE candidates at the commencement of examinations itself. The MCQ question paper is provided with choices (A),(B),(C) and (D) having one correct answer. Choose the correct answer and enter it in the main answer book. Additional 15 minutes is provided for SDE candidates for answering MCQ paper. The question papers of MCQ should not be distributed to SDE candidates before the completion of the time allotted for the descriptive examination.

**4. Verification of Hall Tickets and precaution against impersonation.**

The Chief Superintendents shall verify the hall tickets with the nominal roll of candidates issued from the University or downloaded from the University website. The Chief Superintendents shall instruct the invigilator to verify the hall ticket of each candidate within half an hour of the commencement of examination. It can be verified with the nominal roll provided by the University and with the photo ID card produced by the candidate. Special instructions are given to the

candidates to bring the photo ID card along with the hall ticket to the examination hall especially in the case of SDE candidates.

## **5. Question papers**

The question papers will be sent to the Chief Superintendents by the Controller of Examinations prior to the commencement of examination. The Chief Superintendents are requested to check the labelling on the packets and ensure that the required question papers in adequate quantities have been received. Discrepancies and deficiencies should be brought to the notice of the Controller of Examinations forthwith.

## **6. Safe custody of question papers**

The Principal / Chief Superintendent is the custodian of question papers and the question paper packets be kept in the safe-room with double lock facility. The Principal / Chief Superintendent should take strict measures for the safe custody of the question papers, answer script bundles and other examination materials by installing additional facilities such as CCTV Camera.

## **7. Distribution of question papers**

The Chief Superintendent should open the covers containing question paper in the presence of Additional Chief Superintendent and two invigilators after ensuring the details given in the question paper packet is in accordance with the examination time table and notification given by University from time to time. Recent notifications in the University website be checked regularly by the Chief Superintendent before the commencement of examination to check changes in schedules due to contingencies. Erroneous opening of question paper cover shall be avoided in any case.

The Chief Superintendent shall open the question paper cover without damaging the Pareeksha Bhavan seals. The Chief Superintendent shall open one of the packet kept inside and satisfy himself that the question paper is the right one before distribution. Mistake, if any, noted be reported immediately to the Controller of Examinations. The question paper cover can be opened 10 minutes prior to the commencement of examination. If number of candidates is large, question paper cover can be opened a little earlier. In no case, the question paper cover be opened prior to 30 minutes of the commencement of examination.

The Chief Superintendent will be responsible for erroneous opening of the question paper cover and the University will be constrained to initiate disciplinary action including recovery of the cost of conduct of re-examination.

## **8. Keeping of Account Register and Issue Register.**

Separate registers shall be maintained with respect to blank answer books (main & additional) and issuance of answer books. The main and additional answer book accounts / registers shall be



maintained properly by the Chief Superintendent in such a manner that closing balance is reflected at all times. A quarterly report on the stock of blank (main and additional) answer book be forwarded to Joint Controller of Examinations - I ( email Id: jce1@uoc.ac.in).

The main and additional answer books will be given to the candidates by the invigilators personally in the examination hall, and at the end of the examination, the answer books shall be personally collected by the invigilators from the candidates. Candidates should not be allowed to leave the examination hall, leaving the answer books in their seats. The invigilators have to record the number of additional sheets used by each candidate, and the same shall be verified at the end of the examination.

### **9. Packing of answer scripts**

The Chief Superintendent should ensure that the answer books of Regular and SDE candidates are packed separately in Branch-wise. This is of utmost importance.

In the case of common papers, i.e., if the question paper code is one and the same, the answer books should be packed in separate bundles as shown below :

- (1) Bundle of answer scripts of BA/BSW Regular candidates
- (2) Bundle of answer scripts of B.Sc./BCA Regular candidates
- (3) Bundle of answer scripts of B.Com./BBA/BTHM Regular candidates
- (4) Bundle of answer scripts of BMMC/B.Voc. Regular candidates
- (5) Bundle of answer scripts of BA/B.Sc. SDE candidates
- (6) Bundle of answer scripts of B.Com./BBA/BTHM SDE candidates
- (7) Bundle of answer scripts of BMMC/B.Voc. SDE candidates

### **10. Verification of answer scripts with absentees statement**

The total number of answer scripts should be verified and tallied with the absentees statement and the scripts should be packed in covers and necessary entries shall be made on the cover. Each bundle should contain the absentees statement signed by Chief Superintendent.

### **11. Despatch of answer scripts**

Answer scripts should be packed on the day of examination itself with packing paper and cloth bag, and the packets should be sealed with wax. Question paper code, subject code and name of paper, Regular / SDE, name of college, date of examination, number of scripts in the bundle, etc. should be recorded on each bundle.

### **12. Superscription of bundles**

Each bundle containing answer scripts should have a superscription, "Regular" for college going students and "EDE" for SDE candidates, in the manner shown below:

**REGULAR**

OR

**EDE**

**13. Precaution against mixing up of answer scripts of Regular and SDE candidates**

Under no circumstances a single bundle should contain answer books of Regular and SDE candidates. Answer books of regular and SDE candidates shall not be mixed up in any case. It is the duty of the Chief Superintendent to ensure this.

**14. Personal attention of Chief Superintendents**

Chief Superintendents are requested to take special and personal attention in the conduct of examination as well as in the matter of packing and despatch of answer books as directed by the University. Any lapse in this regard will lead to lot of complications and undue delay in the publication of results of the examination.

**15. Packing of answer scripts of the candidates who appear the examination with the help of a scribe .**

The answer scripts of the candidates taking examinations with the help of scribe need not be treated separately. Such answer scripts shall be packed in the same bundle along with the others in its proper place as per the register number, without any marking.

**16. Other instructions issued by the Controller of Examinations from time to time will be binding upon the Chief Superintendents.**

Dr. Godwin Samraj D.P.

Controller Of Examinations