

## CONTENTS

| S.No. |                                                                          | Page No |
|-------|--------------------------------------------------------------------------|---------|
| 1.    | Enquiries                                                                | 3       |
| 2.    | Functions of Senior Superintendent/<br>Controller of Examination Centre. | 4       |
| 3.    | Functions of Centre Superintendent                                       | 5       |
| 4.    | Important Instructions                                                   | 8       |
| 5.    | Rules                                                                    | 10-51   |
|       | Chapter I - Question Paper                                               | 10      |
|       | Chapter II - Admission of Candidates and<br>Arrangements etc.            | 14      |
|       | Chapter III - Unfair Means                                               | 20      |
|       | Chapter IV - Answer Books                                                | 25      |
|       | Chapter V - Miscellaneous                                                | 33      |
|       | Chapter VI - Supervisory Staff                                           | 35      |
|       | Chapter VII - Oral and Practical Examinations                            | 42      |
|       | Chapter VIII - Payments                                                  | 44      |
|       | Appendices I-IV                                                          | 52-56   |

## ENQUIRIES

- Enquiries in regard to interpretation of rules for conduct of examinations should be addressed to the Assistant Registrar (Conduct), Himachal Pradesh University, Shimla-171005. Any urgent enquiry regarding conduct of examinations may be made from the Assistant Registrar (Conduct) on office telephone No. 2830635 extension 5253, 2633474 or from the Section Officer (Conduct) on telephone No. 2830635 extension 5254.
- Any infringement of rules should immediately be reported on telephone to the Controller of Examinations, Himachal Pradesh University, Shimla 171005 (Office telephone No. 2830911)
- Enquiries on telephone, if any, in regard to Roll Nos., admission of the candidates, subjects offered by them and centre at which they are to appear or late arrival cases and discrepancies found in confidential list (cut list) or an enquiry regarding unfair means cases may be addressed to the:
  - Assistant/Deputy Registrar (Exam-I) : For B.A., B.Sc., B.Com -I, II, III years, B.A., B.Sc., B.Com (Hons) I, II, III years.
  - Assistant / Deputy Registrar (Exam-II) : For M.A., M.Sc., M.Ed., MCA, DCA, BIT/MIT, LL.M, LL.B, MBA, MTOM, MFC, MTA, B.Ed, M.Com., DAT, BBA, BCA, DPM & LW, MIL, MJMC, DGC, DAE, D. e-Com. Asst. Registrar (Exam-III) : OT/ B.Tech, MD/MS, PG. Dips in Medical Sciences, MBBS, BDS, BAMS, MD/MS (Ayurveda).
  - Assistant / Deputy Registrar UMC (secrecy) : Unfair means cases of all examinations and regarding non-receipt or short supply of question papers.
- The Superintendent of a centre should communicate to the Assistant Registrar (Conduct) by name his/her residential address during the examinations; and also his/her telephone No., if any, on which he/she can be contacted in case of an emergency.
- Enquiry on telephone may be made only when it is unavoidable.
- Telegrams during examinations when absolutely necessary should be addressed to "HIMVARSHITY SHIMLA".

Controller of Examinations  
Himachal Pradesh University,  
Shimla-171005.

## HIMACHAL PRADESH UNIVERSITY

### I. FUNCTIONS OF THE SENIOR SUPERINTENDENT (CONTROLLER OF EXAMINATION CENTRE)

- a) The Senior Superintendent (Controller of Examination Centre) will be overall incharge of the conduct of examinations according to the rules/regulations of the University and also according to the instructions issued in this respect from time to time.
- b) He/She shall ensure proper maintenance of the stock of blank answer-books and supply the required number daily to the Centre Superintendent.
- c) He/She shall keep the question papers received from the University in his/her safe custody and ensure security of the place where these are stored.
- d) He/She shall open packets of the question papers and hand them over each day/session of examination to the Centre Superintendent(s). One of the witnesses at the time of opening of the question papers shall invariably be the Centre Superintendent (s) on duty for that session.
- e) He/She shall start examination of every session according to the time given by the University in the date-sheet.
- f) He/She shall be present at the College/Campus during the conduct of the examination each day/session.
- g) He/she should provide all facilities to the centre Superintendent(s)
- h) He/She shall make suitable arrangements at the centre in place of supervisory and other supporting staff who do not report for duty subject to approval of the Controller of Examinations/Additional Controller of Examinations.
- i) He/She may appoint Assistant Superintendent for outside duty, if need be.
- j) The Sr. Superintendent may replace any member of the staff except the Centre Superintendent, if his/her conduct is found unsatisfactory. Report thereof shall be sent to the Controller of Examinations.
- k) He/She will have a liaison with the District/Local administration and Police authorities to ensure smooth conduct of examinations.
- l) The Sr. Superintendent may appoint a clerk to assist him/her in case the work load is heavy with reference to number of examinees and maintenance of Question Papers, etc., by him.
- m) He/She shall prepare a chart in advance for merger of Centers on days when number of candidates is less.
- n) The Sr. Superintendent may allow one of the clerks of the merged centers to work with the clerk of the centre where more than five question papers have to be opened simultaneously.

- o) He/She should make rounds of examination centre (s) to see if the examination is being conducted smoothly.
- p) In case of emergency he should inform the University immediately on phone.
- q) He/She shall ensure proper storage of scripts after the examination and their safe delivery to the Evaluation Section of the University.
- r) He/She shall keep record of dates of inspections by the Flying Squads/Inspectors and forward the same to the Assistant Registrar (Conduct).
- s) He/She will send a confidential report about the work of each Superintendent after the expiry of examinations.

**II. Functions of Centre Superintendent :** The following summary of what the Superintendents have to do each day is merely a sort of ready reference to enable them to remember their important duties. This does not absolve them from going through the rules given in the main body of the Book of Instructions.

### (I) What a Superintendent has to do a day before the commencement of examination?

- I. Procure the list of Question-Papers from the Sr. Superintendent if such a list with packets of question-papers is lying with him/her, otherwise he/she shall do the exercise himself/herself if he/she has himself/herself received the consignment direct from the University, and compare the question -paper envelopes received with the Centre Statement and cut-lists supplied by the office. In case question-papers in any subject are not received or the number of question-papers received is insufficient as required in the Centre Statement he/she shall contact the Controller of Examinations or the Assistant/Deputy Registrar (Secrecy) on telephone or telegraphically. In case there is sufficient time then write a registered letter addressed to either of the above officers by name (Rule 2).
- II. Write carefully the date, time and session of examination on each envelope containing question-papers and arrange these in order of the dates and session to avoid opening of a wrong envelope. Instructions issued separately in this regard be gone through carefully and acted upon.
- III. Make proper seating arrangements (Rule 12).
- IV. Notify the directions for candidates (Appendix III, date-sheet, seating plan, etc, outside the Examination Hall) (Rule 13)
- V. Prepare duty chart of Supervisors according to the schedule and number of candidates for each date and session.
- VI. Send the sample of the impression of seal of Superintendent or Assistant Superintendent to be used to the Assistant/Deputy Registrar (Evaluation) for verification and record on the first day of the examination.

**(2) What a Superintendent has to do on the first day of the examination?**

- I. Announce to candidates on every day of examination the subjects/papers/options in which no question-papers have been received with a view to verify that no candidate is appearing in any of these subjects at your centre (Rule 3).
- II. Compare the names of the candidates written on the Roll No- slips with those in the confidential/cut list supplied by the office.
- III. Apply in triplicate, on Form S.F. 6 for sanction of substitute(s) in place of Assistant Superintendents who do not report for duty and for casual Asstt. Superintendent, if absolutely necessary.
- IV. Apply for special sanction, in duplicate, if absolutely necessary on Form S.F. 13 (Rule 63).

**(3) (a) What the Superintendent has to do on each day of the examination ?**

- (i) Reach the centre at least 30 minutes before the start of examination and ensure that the question-paper envelopes brought by you are in accordance with the date-sheet.
- (ii) See that at least 5 minutes before the start of exams the candidates are seated properly at their respective seats and the distribution of the answer-books has been completed.
- (iii) Post Assistant Superintendents in various rows according to Rule No. 49.
- (iv) Open the Question-Paper envelope in the subjects according to date-sheet and obtain an opening certificate as provided in Rule 4(a).
- (v) Make sure that the paper meant for evening group is not opened in the morning session, when there are morning and evening sessions.
- (vi) Before distribution of question-papers, check up and satisfy whether the Serial/ Code No. and the subject on the outer and inner covers tally with that on the question-paper, and in case of discrepancy in Serial/ Code No. and subject, take necessary precautions.
- (vii) Compare the number of copies of question-paper and the subject with the number and subject mentioned on the envelope containing question-papers.
- (viii) Compare the Roll Nos. of the candidates written in words and figures on the answer-books with those supplied by the office.
- (ix) Prepare attendance Chart (memo), for the Controller of Examinations/ Additional Controller of Examinations daily for each paper, examination-wise and send the same to the Assistant/Deputy Registrar (Examinations) concerned after the termination of the examination in the last packet. The Superintendents are supplied blank absentee memos- for different examinations. The centre superintendent shall instruct the student to cross the blank pages of Answer Books and the

invalidator while taking over the A/Bs from the student shall ensure that the student has crossed the blank pages.

It has been often observed that a candidate is neither shown present nor absent. It should be fully satisfied that "presence" or "absence" of a candidates is marked properly. This is very important and essential to avoid "Result Later" and "Marks Later" cases.

- (x) Maintain daily proper account of blank answer-books, and send a statement of stock of answer-books indicating the balance thereof on termination of the examinations.

- (xi) Despatch answer-books after applying proper check (Rule 36)

**(b) The following items should be reported on the day of occurrence:**

- (i) Opening of wrong question-paper (Rule 5).
- (ii) Provisional admission of a candidate (Rule 17)
- (iii) Late arrival cases (Rule 17(e))
- (iv) Any untoward happening (Rule 21)
- (v) Unfair means cases (Rules 22, 23, 24, and 25)
- (vi) Impersonation cases (Rule 26).
- (vii) Infringement of rules (Rule 44).
- (viii) Inform the Dy. Asstt. Reg. (Eval) if there is no Answer Book in the subject(s)/course(s) –[Rule 35 (b)].

**(3) What a Superintendent must NOT do?**

- (i) Postpone an examination (Rule 2)
- (ii) Open a wrong envelope of question-papers (Rule 5)
- (iii) Appoint an amanuensis without the previous permission of the Controller of Examinations (Rule 20).
- (iv) Permit a candidate to leave the examination hall without handing over the answer-book, or ask the candidate to leave the answer-book on the table.
- (v) Keep a bundle of answer-books unsealed.

**(4) What a Superintendent has to do immediately on the termination of the examination?**

- (i) See that the centre is wound up as soon as examination is over.
- (ii) Re-deposit the stationary-box and the furniture with the institution from which it was procured.
- (iii) Despatch to the Section Officer (Conduct) / Assistant Registrar (Conduct), Assistant/ Deputy Registrar (Evaluation), Assistant/ Deputy Registrar (Exams) packets as mentioned in Appendix II.
- (iv) Despatch to the Section Officer (Accounts-II) one packet by Registered Post as mentioned in Appendix II.
- (v) Despatch the documents collected from the candidates as required by the Examination Branch to the Assistant /Deputy Registrar (Exams) as the case may be by name as given on the title page.



### IMPORTANT INSTRUCTIONS

1. From the time the Superintendent reaches his/her station of examination center and up to the end of the examination, he/she shall consider himself/herself as an agent of the University and must not leave the station without the previous permission of the Controller of Examinations. In the case of unavoidable circumstances, even on University work, he/she must apply on the prescribed Form No. S.F. 14 (Superintendent's File) for permission to leave the centre.
2. The Assistant Superintendent shall purchase return tickets for the journey, where available, after making enquiries from the Railway Booking Office, when the T.A. and D.A. has been sanctioned to him by the University office.
3. The Centre Supdt./Dy. Supdt. shall make is /her own arrangements for board and lodging there and not at any other place. In no case the supervisory staff should avail hospitality of the local institutions or any agent thereof while acting as such.
4. The Senior Superintendent shall ask the supervisory staff to read their duties a day before the commencement of the examination and the directions for the candidates on the first day of the examination or shall read them out and explain the various points.
5. The Senior Superintendent must not cancel the appointment of any member of the supervisory staff appointed by the University, unless the person so appointed is guilty of gross negligence, or corruption, in which case a report should be made immediately to the Controller of Examinations, under registered cover.
6. The Senior Superintendent shall see that the duties assigned to the supervisory staff are properly attended to.
7. The Senior Superintendent shall prepare a consolidated statement based on the centre statement giving the number of candidates appearing in the morning and evening sessions, every day, and the number of Assistant Superintendents required there for to facilitate checking by the Inspector of Centre(s).
8. Any infringement of rules or disobedience or misbehavior on the part of any member of the Supervisory staff should be reported to the Controller of Examinations on the day of occurrence. The Superintendent shall make rounds of all the rooms connected with the centre after very short intervals and shall not leave the supervision of any of the rooms or side galleries entirely to the Assistant Superintendents.
9. The Superintendent shall announce to the candidates for M.A. Examination that they should make an indication regarding the question they have attempted by ticking the serial No. of the question in the tabular form printed on the title page of the answer- book.

10. At the centres where any deaf candidate is appearing, the Superintendent shall give all the necessary instructions in writing.
11. The Assistant Superintendents should keep a record of the candidates who attended the urinal and should certify that the urinal was searched before and after use by the candidate and the candidate did not dispose of any unauthorized paper there or brought anything there from.
12. Before allowing entry into the Examination Hall, all the examinees should invariably be checked daily (each session) by the Superintendent and the Assistant Superintendent. The candidates should be asked to place their books and papers outside, so that incriminating papers and books in their possession are not brought inside the Examination Hall and they do not commit the offence of "possession".
13. The Centre Superintendents are requested to see that no dak is to be allowed to be received by any candidate during the course of examination, either through a messenger or Postman who be directed to deliver the same after the examinations
14. If any person appointed as Senior Superintendent or member of the Supervisory staff does not turn up for duty at the place allotted by the Controller of Examinations or he/she willfully, without proper and good cause shown, neglects the duty assigned to him, he/she shall be debarred from any University work, in future.
15. Examinees shall not use / carry mobile phones during the course of the examination. No drink other than water shall be supplied to the examinees inside the examination hall / room.

## RULES

### CHAPTER I

#### QUESTION PAPERS

1. **Safe Custody of Question papers :** The University shall send the Question Papers by post under insured cover or through special messengers. The Senior Superintendent shall be responsible for the safe custody thereof. He/She should keep them at his/her residence /office under lock and key. He/She should take special care that the keys of the box and the room containing question-papers are always kept in his/her personal custody and no one else possesses duplicate keys of the same. He shall deliver the concerned sealed packets daily to the Centre Superintendent. Where Centre Superintendent receives delivery of Question Papers direct from the University, he shall be given full co-operation by the Sr. Superintendent in keeping the packets under lock and key.
2. **Opening of the parcel(s) :** The parcel(s) containing the bundle of question-papers shall be opened by the Senior Superintendent a day before the commencement of the examination in the presence of Centre Superintendent. The Centre Superintendent and the witnesses shall examine carefully all the joints of the outer cover(s) as well as of the envelope contained therein.

If any parcel or envelope containing question-papers appears to have been tampered with, the contents thereof should be removed without breaking the seal and the empty covers returned immediately to the Controller of Examinations/Additional Controller of Examinations by name with a detailed report of the case. Examination in the papers should not in any case be postponed without the permission of the Controller of Examinations.

The tampered envelope should be sealed again in the presence of the above mentioned officers. For this purpose, the Sr. Superintendent shall have the packing material with him/her at the time of opening the insured sealed parcels. The name of the examination, subject and paper should be clearly mentioned on the new cover to avoid confusion later on.

In the case of breach of trust or infringement of rules, the Sr. Superintendent will make himself/herself liable for legal or departmental action or both.

Number of copies of question-paper as specified on the sealed envelope should be compared with the Centre Statement. The Sr. Superintendent and witnesses shall then check the total number of envelopes and compare the number of copies of question papers shown on the envelopes with the Centre Statement and the cut-lists in order to make sure that no subject mentioned therein has been omitted and that a sufficient number of copies of question-papers has been supplied. Any discrepancy should be reported immediately by express telegram and also by phone, if necessary, to the Controller of Examinations/Additional Controller of Examinations/Deputy Registrar (Secrecy) the same day. The certificate No. S.F. 1 in the Superintendent's File should be submitted to the Controller of Examinations/Additional Controller of Examinations duly filled in by registered post if there is any discrepancy, otherwise by ordinary post.

N.B. : Mere signing and forwarding the certificate is not enough; if there are discrepancies in items (b), (c) and (d) of the certificate, action suggested in this rule must also be taken.

- (3) **Subject not provided for :** On days of the examinations, the Superintendent shall announce to the candidates the subjects given in the date-sheet, but in which question-papers have not been received by him/her or which have not been provided in the Centre Statement to verify that no candidate is appearing in any of these subjects at his/her centre.
- (4) (a) **Opening of question paper-envelopes :** Each envelope containing question-papers shall be opened in the examination hall by the Sr. Superintendent on the date and time fixed for the examination in that subject in the presence of Superintendent and Assistant Superintendents, and Clerk on duty, after carefully examining the condition and joints of the envelope and the seals and verifying the subject by a reference to the date-sheet. The joints both of outer and inner envelopes should be examined most carefully. The Sr. Superintendent shall open it leaving the seal intact, after signing the opening certificate printed on the envelope (both outer and inner) together with the witnesses- The inner sealed cover should also be carefully examined to see the condition of seal(s) and the figures written on the cover. If the Serial/ Code No. given on the inner cover is different from that on the outer cover, care should be exercised to see that the question-paper taken out is the right one; this precaution is necessary even otherwise.
- (b) As soon as the sealed envelope containing question-papers has been opened the Sr. Superintendent shall see before distributing them that it is the right question-paper as given in the date sheet. In case of its being

different, the question-paper should be sealed without reading the questions and outer envelope carefully be checked to see that wrong envelope has not been opened. If there has been no such mistake, further instructions should be promptly obtained from the Controller of Examinations/Additional Controller of Examinations.

**Cautions (i)** Care should be taken that the same person does not sign the certificate of opening every day. The Assistant Superintendent, however, when on duty, must be one of the witnesses. When there is only one member of supervisory staff other than the Superintendent on duty his/her witness alone will do.

(ii) If any envelope is found to be tampered with while in possession of the Superintendent, the Assistant Superintendent or in his/her absence the other witness shall not sign the certificate. They must inform the Controller of Examinations/Additional Controller of Examinations telephonically but the examination should continue.

**5. Penalty for opening a wrong envelope :** If a question-paper meant for a different day or time is wrongly opened, the Controller of Examinations/Additional Controller of Examinations must immediately be informed if necessary mentioning clearly if any one has read it or not. No honorarium will be paid to the Superintendent who, through an oversight, opens a wrong envelope and to the Assistant Superintendents, who have acted as witness for the opening of the packet. The person(s) thus at fault is/are also liable to be disqualified for future appointment for a period to be determined by the Pro-Vice-Chancellor/Vice-Chancellor.

**6. Envelopes not to be opened if no candidate is present :** No envelope containing question paper should be opened unless the Sr. Superintendent has made certain that there is at least one candidate taking the examination in that paper. If no candidate is present for a particular paper, the envelope should be returned un-opened to the Assistant/Deputy Registrar (Secrecy) along with other papers on the termination of the examination (Appendix II) with an advice to the Controller of Examinations/Additional Controller of Examinations by name, the same day, i.e. the day of the paper to avoid correspondence.

**7.** In case all the candidates in a particular Science subject are absent in the written paper, the Senior Superintendent shall inform the examiner and also the Additional Controller of Examinations/Controller of Examinations by registered letter or telegraphically, so that arrangements for Practical Examinations of such candidates are cancelled in time.

**8. Insufficient copies of question-papers :** If per chance, the number of copies of a question-paper is found less than the number of candidates, the Sr. Superintendent should dictate the paper to the candidates without disturbing other candidates or get the required copies Photostat and give

them time equal to that spent in dictation/Photostat. Report must be made of it to the Controller of Examinations/Additional Controller of Examinations.

**9. Destroying opened cloth-lined question paper envelopes:** The empty envelopes containing surplus copies of the question papers should be carefully preserved till the end of examination and then destroyed on the termination of examination (s).

**10. Medium for translation into English :** In certain examinations candidates have option of offering Hindi as the medium for translation into English. If by chance no copy of the question-paper in the particular medium is received by the Superintendent, he/she should arrange to get the passage translated if possible or dictate it as it is, so that the candidates writes it out in the script he/she knows.

**11. Misprint in question-papers :**

(a) The Sr. Superintendent shall immediately bring to the notice of the Controller of Examinations/Additional Controller of Examinations any serious misprint, mistranslation or ambiguity found by him/her in the question paper that necessary action is taken by the University Office

(b) **Representations regarding out-of-course question /stiffness of question papers :** The Senior Superintendent should ensure as far as possible that the subject teacher must be available on the examination days so that in the event of examinees preferring any representation with regard to the stiffness of the Question-paper or its being out of course he gives his detailed comments thereon. The Centre Superintendent/Sr. Superintendent should forward the same to the Controller of Examinations/Additional Controller of Examinations without any delay so that the complaint is decided well in time.



## CHAPTER II

### ADMISSION OF CANDIDATES AND ARRANGEMENTS, ETC.

**12. Seating arrangements:** A day before the commencement of the examinations, the Superintendent shall make satisfactory arrangement of seats according to the Confidential/cut-list in such a manner as to render all communication between the candidates impossible. In a combined centre women candidates should not be seated in between the men candidates.

**13. Plan of the examination hall and date sheets:** The Superintendent shall get plans of the seating arrangement typed showing the order of seats allotted to the candidates and the direction they face. A copy of the plan is to be sent to the Assistant Registrar (Conduct). A copy of each plan and date-sheets should be pasted at the conspicuous place outside the Examination Hall/room a day before the commencement of the examination. Similar procedure is to be adopted in case of any subsequent change in the plan of seats.

If there are any almirahs in the sidewall of a hall or room used as examination centre, the Superintendent shall see that these admirals are locked.

**14. Roll No. and Photographs :**

(i) The Roll No. of each candidate shall be written on each table at a conspicuous place so that the candidate may readily find his/her place

(ii) When there are two sessions a day, the photographs of the candidate appearing in the morning session should be collected after the session is over to make room for photographs of the afternoon candidates. Similarly the photographs of the afternoon candidates be collected after the termination of the session.

**15. Arrangements of urinals, etc:**

(i) The Superintendent should carefully see that arrangements for urinals and latrines to be used by the candidates are available near the examination centre. In case there is no pucca urinal or latrine near the centre, the Head of the Institution where the centre is located should be requested to provide this facility by making temporary arrangement to the satisfaction of the Superintendent without any cost to the University.

(ii) Superintendent shall see that one of the Assistant Superintendents always accompanies the candidate wishing to make use of the urinal or latrine while the Examination is going on. To prevent any possibility of use of unfair means the urinals and latrine must be inspected each time before and after a candidate uses it.

**16. Admission on production of Roll No. Slips individually and not collectively:**

(i) Each candidate is supplied by the University with a Roll No. slip as an authority for admission to the examination centre. The candidates are to be admitted on production of the slips, which should be collected from the candidates on the day of last paper of concerned candidates and forwarded to the Assistant/Deputy Registrar (Examinations) concerned along with other papers on the termination of the examination.

(ii) Each candidate (regular or private) must be directed to present the Roll No. slip to the Superintendent of the Examination Centre individually and under no circumstances the Roll No. slips be accepted by the Superintendent of the Examination Centre collectively. The private and the correspondence course candidates must possess identity cards for their entry to examination hall.

(iii) in case any enquiry is to be made from a candidate under the direction of the University office, it should be done after the expiry of the time fixed for the paper.

**17. Provisional Admission :**

(a) The Superintendent of a centre may admit a candidate provisionally entirely at candidate's own risk and responsibility, under the following circumstances. All cases of such admission are subject to the final orders of the Controller of Examinations.

(i) When candidate has not been issued a Roll No. by the University, but he/she satisfies the Superintendent by production of original documentary proof that he/she had duly submitted his/her admission form and fee to the University within the prescribed date (copy of schedule supplied separately), in such a case the Superintendent must collect two copies of the Photograph of the male-candidate only with his name, father's name and examination written on the back by the candidate and attested by the Superintendent

(ii) If on the first day of the examination a candidate by mistake presents himself/herself at a centre other than the one allotted to him/her by the University unless, of course, there is time enough for the candidate to reach his/her normal centre still in time.

(iii) In all cases of provisional admission the Superintendent must also obtain a written statement from the candidate explaining the circumstances under which provisional admission to the centre has been sought. This statement must be accompanied with a declaration (specimen form printed below) and submitted to Assistant/Deputy Registrar (Examinations) concerned by registered post immediately.

## DECLARATION FORM

(The Superintendent should get this proforma typed for use by the candidate)

Examination ..... 20

Roll No. \_\_\_\_\_

I \_\_\_\_\_ son/daughter of Sh. \_\_\_\_\_ declare that I am taking the above examination provisionally with the permission of the Superintendent of the Centre entirely at my own risk and responsibility and that my admission form/request for centre has not previously been rejected by the University.

I further declare that I shall have no claim to the evaluation of my answer books in case the Controller of Examinations/Additional Controller of Examinations does not approve of my admission to the Examination.

The subjects taken by me are \_\_\_\_\_

I have already remitted the prescribed admission fee of Rs. \_\_\_\_\_ the University, vide University fee Receipt No. \_\_\_\_\_ dated \_\_\_\_\_ /IOP's No. \_\_\_\_\_ by the registered post Receipt No. \_\_\_\_\_ dated \_\_\_\_\_

Signature of the candidate  
Address \_\_\_\_\_

Dated \_\_\_\_\_  
Assistant Superintendent

Superintendent

Dated \_\_\_\_\_

Centre \_\_\_\_\_

Countersigned  
Sr. Supdt

(iv) When a candidate has not produced his/her Roll No. slip on demand but his/her name exists in the cut list of the candidates, in such a case also the Superintendent should admit the candidate provisionally.

(v) When a candidate is in possession of Roll No. slip, but his name does not figure in the Confidential/cut list, the Superintendent should admit such a candidate also provisionally.

**Note :** In cases (i) and (ii), a fee of Rs. 50/- shall be realized from the candidate(s) concerned and their answer books should be sent as a stray case to the Assistant Registrar/Deputy Registrar (Examinations) concerned.

(vi) In other cases, the answer books be sent along with the other packets to the Assistant Registrar/Deputy Registrar (Evaluation). If no Roll No. has been allotted to a candidate by the University, the Superintendent should attach a separate slip to the answer-book mentioning the name of the candidate, to the Assistant/Deputy Registrar (Examinations) concerned,

who will pass it on to the Assistant/Deputy Registrar (Evaluation) for evaluation after making necessary entries in his office records and allotting a Roll No.

- (b) All documents collected from the candidates where so instructed by the University must be sent to the Assistant/Deputy Registrar (Examinations) concerned and a record should be maintained for future reference.
- (c) All dues collected by Superintendent from the candidates on behalf of the University must be remitted to the Finance Officer, H.P. University, in time, on the proforma given as Appendix V. A copy of the proforma should be sent to Assistant/Deputy Registrar (Examinations) as well as to the Assistant Registrar (Conduct) for his information to avoid complication in the payment of the Superintendent's bill. The proforma should be submitted even if a nil information is to be sent.
- (d) **Discrepancy in the subjects offered :** No candidate can appear in a subject not originally offered in his/her admission form unless an application for change of subject along with a fee of Rs. 25/- had been received in the University office one month before the date of commencement of the examination duly sanctioned by the Controller of Examinations before the commencement of the examination. If, however, the candidate insists that he/she had offered a subject which is not shown in the cut list of candidates supplied to the Superintendent, the latter should allow the candidate to appear in that subject provisionally, on submission of a declaration to the effect that he/she is appearing in this subject entirely at his/her own risk and responsibility, and shall have no claim to the evaluation of the answer-books in question unless it is found that the candidate has actually offered the subject in his/her admission form in accordance with the instructions.

The Superintendent should send a declaration obtained from the candidate(s) to the Assistant/Deputy Registrar (Examinations) concerned on the same day along with his report. The answer-books of such candidates must be sent to the Assistant/Deputy Registrar (Evaluation) in the main packet.

- (e) **Late arrival of candidates :** (i) The doors shall be open each day half an hour before the time specified for the distribution of the question paper. All the candidates must be in the examination hall before the time fixed for the commencement of the examination
- (ii) The Superintendent shall permit a candidate to take the examination provisionally if the candidate is not more than 15 minutes late.
- (iii) Under very exceptional circumstances when the Superintendent is satisfied that the candidate is late owing to circumstances beyond his/her control, he/she may provisionally admit the candidate upto half an hour from the commencement of the examination after which no candidate shall



be admitted to the examination hall for any reason whatsoever. During this time NO PERSON including service staff shall be allowed to leave the examination hall.

(iv) The Superintendent shall send to the Assistant/Deputy Registrar (Examinations) concerned by name a detailed account regarding the cause of delay on the part of the candidate in the case of (i) and (ii) on the prescribed Form No. S.F. 2.

(v) Each such candidate must sign a declaration to the effect that his/her admission to the examination is provisional and that he/she will have no claim to have his/her script evaluated in case the Pro-Vice-Chancellor/Vice-Chancellor does not approve of his/her admission to the examination.

(vi) Examinees so admitted (late arrival) to take the examination shall have no claim for extra time in lieu of late arrival.

N.B. *The superintendent shall also submit a list of candidates not admitted to the examination hall with reasons for refusal of admission.*

**18. Identification Sheets :** Candidates present in each session shall be asked to give their full signatures against their Roll Nos. in the blank Identification sheets sent by the office and the same shall then be compared with the Roll No. slips of the candidates. Discrepancies, if any, should be settled before the candidates are allowed to leave the examination hall. In case the signatures of the candidate in the above mentioned two documents do not agree the matter shall be immediately reported to the Assistant/Deputy Registrar (Examinations) concerned along with the candidate's explanation. His/her answer-books should be treated as stray answer-books and despatched separately under registered cover to the Assistant/Deputy Registrar (Examinations) concerned. Separate sheet should be used for each examination.

**19. Illness of a candidate :** In case a candidate falls ill in the examination hall, the Superintendent may send for a qualified doctor for his/her treatment, if the candidate so desires. Doctor's fee in all such cases shall be paid by the candidate concerned and not by the University. This should be made known to the candidate before sending for the doctor.

**20. Appointment of Amanuensis:**

(1) An amanuensis shall only be allowed in case of-

(i) Blind candidates, or

(ii) Candidates who are permanently disabled from writing with their own hands, or

(iii) Temporary disablement in which a person is unable to write, like fracture of the right or left arm, fore arm or dislocation of shoulder, elbow or wrist etc. The candidate must produce a certificate from the Professor of speciality concerned of a Medical College, and when there is no Medical College, from the Chief Medical Officer of the District concerned to the

effect that the temporary disablement will not permit him to write the answer-books.

(2) The Controller of Examinations will arrange for the appointment of an amanuensis and inform the Superintendent of the centre concerned.

(3) The amanuensis must be of a lower grade of education than the candidate and may be from the same institution to which the candidate belongs but he must not have secured more than 50 per cent marks in the last house examination. The condition of having obtained 50 percent marks may be relaxed if the qualification of writer is more than one grade lower than that of the examinee.

(4) The Superintendent shall arrange for a suitable room for the disabled candidate and appoint an Assistant Superintendent for him/her out of the list supplied by the office. The Assistant Superintendent should be daily changed.

(5) The candidate other than a blind or permanently handicapped shall pay in advance Rs. 100/- per paper. The answer books of the blind candidates should be sent to the Assistant/Deputy Registrar (Examinations) separately, with the report of the Centre Superintendent.

(6) In cases where a superintendent has been authorized to make arrangement of an amanuensis, **half an hour extra time may be given to such candidates** and the answer-books be collected after the Superintendent and the Assistant Superintendent have collected the scripts from other candidates and arranged them. The claim for the writer and the Assistant Superintendent will be included in the bill of supervisory staff by the Superintendent

**21. Indiscipline by candidates or Interference by outsiders :** The Superintendents should immediately contact the Principal or the person deputed by him to help the Superintendent, or if necessary, the Deputy Commissioner of the District and the police authorities in case of any incident connected with the safe custody of question-papers or any other untoward happening beyond his/her control, which may disturb the smooth functioning of the examination centre. He/she should also inform the Controller of Examinations on phone, if possible, otherwise by telegram.

### CHAPTER III UNFAIR MEANS

#### 22. Important Instructions;

1. A Superintendent while reporting a case of use of unfair means by a candidate during the course of the University examination must comply with the instructions given below. All the columns of the prescribed U.M.C. proforma must be properly filled in and the report of the Superintendent and other members of the supervisory staff about the use of unfair means by an examinee must be accurate and specific. Please see that no column in the U.M.C. form is left blank.
2. Any incriminating paper or book or other material like foot-rule, setsquares, Card Board, etc., etc., must be got signed by the candidate; the Superintendent and Assistant Superintendents must also append their signatures with date on them. Total number of papers/books so seized/recovered be invariably mentioned in the form at the relevant place. The incriminating portion should invariably be marked/side-lined by the invigilation staff in the said material as well as in the Answer Book.
3. The irrelevant material may not be attached with the U.M.C. However, while forwarding the card-boards, etc. it should be ensured that writing thereon is legible.
4. In case any such material is found in possession of a candidate during the search conducted before the distribution of Question-papers, it should not be sent to the University as that does not constitute "Unfair Means".
5. A candidate found to be or suspected to be guilty of using unfair means shall be permitted to answer the remaining part of his/her question-paper on a separate answer-book to be marked as 2nd Answer Book". The title page of the first answer-book be marked as 1st Answer Book/UMC" Both be sent to the Assistant/Deputy Registrar (UMC), under registered cover.
6. When a case of misbehaviour or serious misconduct is reported against an examinee, the Superintendent must clearly state the details of incident. His report must be accompanied by necessary evidence in the shape of statements from the Supervisory staff.
7. As soon as a case of serious misconduct or misbehaviour occurs at a centre and the Superintendent sends his/her case to the University, he should send a telegram on that very day to the Controller of Examinations/ Additional Controller of Examinations by name.
8. The Superintendent shall forward to the Controller of Examinations on the termination of the examinations the declaration attached at the end of the Memos Book for the Controller of Examinations signed by him and

witnessed by Assistant Superintendent to the effect that he/she did, in actual fact, read out the instructions to the candidates and called upon them to surrender all papers, books, notes or purses in their possession.

9. In case these instructions are not complied with, the Superintendent and other members of the supervisory staff would be held responsible and suitable action would be taken against them.
- 23 **Directions for candidates :** (1) A copy of the directions for candidates in poster form and a list of candidates disqualified in the previous year as supplied shall be pasted outside the examination hall/room at a conspicuous place.
- (2) Every day before the examination begins and also to the candidates who arrive late, the Superintendent shall read out the following rules to warn the candidates about the use of unfair means, etc.
  - a. Candidates should search their pockets, desks and benches every day before starting to answer their paper of examination and hand over to the Superintendent if there is any incriminating papers, which are either in the possession of an examinee or are lying in his/her desk under his/her seat or nearby his/her seat.
  - b. Candidates must not attempt to give or get help to or from other candidates. Assistant Superintendent or outsiders, etc.
  - c. Candidates should not give any indication of their religion or nationality through invocation to God by writing 'Om' etc. on title page and in their Answer-books or disclose their identity or make any kind of peculiar marks.
  - d. A candidate should not write his/her name, the name of the centre, college or district. The private candidates should not write that they are appearing as such.
  - e. A candidate who writes either on blotting paper or any other paper some questions set in the paper during the examination shall be disqualified.
  - f. Candidates should use fictitious names like ABC or XYZ, if they have been asked to write a letter/application.
  - g. It should be announced to all the candidates as usual that they should not use any ink Other than Blue Black or Royal Blue Ink.
  - h. Candidates including women candidates should not bring their purses in the examination centre.
  - i. If during a University examination the candidate is found talking to another candidate or any person inside or outside the examination hall, during the examination hours without the permission of a member of the supervisory staff, before he/she has handed over his/her answer-book for that particular paper shall be cancelled.



**24. Explanation of the Candidates using Unfair Means:**

- (a) When the Superintendent takes action against candidate(s) using or attempting to use unfair means, he/she should invariably demand a written explanation or statement of the candidate(s) concerned. If any candidate refuses to give his/her statement, the fact should be noted in the report to be submitted along with his answer-book on the day of occurrence to the Assistant/Deputy Registrar (UMC) duly witnessed by two members of the supervisory staff-
- (b) The incriminating papers must be signed by the Superintendent and Assistant Superintendent concerned and also by the candidate from whom these were recovered.
- (c) A candidate who refuses to obey the Superintendent of the examination centre or changes his/her seat with another candidate or changes his/her Roll No. card or deliberately writes wrong Roll No. on his/her answer-book or creates disturbance of any kind during the examinations or otherwise misbehaves in or around the examination hall, shall be liable to expulsion by the Superintendent in addition to disqualification provided under the First Ordinances of the University.
- (d) The Superintendent of the examination centre shall report each case in detail with evidence and statements of the supervisory staff concerned and explanation of the candidate concerned on the day of occurrence.
- (e) No unfair means case be sent to the Assistant/Deputy Registrar (Evaluation) under any circumstances in the main bundle of answer-books, otherwise the responsibility for the loss of answer-book or any document or any part thereof, will be that of the Superintendent of the Examination centre concerned which may lead to disqualification or any other disciplinary action as deemed fit by the office. This will not affect the candidate's right to appear in the rest of the examination in subsequent papers.

**25. Procedure:**

- (a) When a candidate is detected using unfair means the Superintendent shall take care that his/her report is always full and complete in every respect and includes all the known facts and relevant circumstances of the case and other evidence specifically mentioning the exact location of the recovery of the incriminating material, i.e., whether recovered from hand, from the desk, from purse, from under/inside the answer book/question paper, etc. Such report should be sent to the Assistant/Deputy Registrar (UMC).

- (b) A copy of the seating plan showing the particular seat of the candidate therein must be sent along with the report and other relevant material as required in the U.M.C. Form
- (c) A copy of the question-paper in which the candidate was taking the examination on the day of the detection of the case should also be sent along with the other relevant documents.
- (d) Superintendent shall not forward more than one case in the same report. Each case must be submitted with separate report (not necessary in separate cover), unless it is interrelated with another case.
- (e) The Superintendent should invariably sign all such documents which are recovered from the candidate caught using unfair means in the examination.
- (f) When a case of unfair means is detected by the Inspector of the Examination Centres, the report of the Inspector concerned should invariably be obtained by the Superintendent of the examination centre and sent to the University along with the concerned unfair means case.
- (g) When a candidate is detected during the course of the University examination having written some material on his or her palm/paw or any other part of the body, the Superintendent must take immediate steps to get that palm or the relevant part of the body containing handwritten material photographed or he should make the candidate or a member of the Supervisory staff to reproduce the said material on a piece of paper and certify that it is true copy/transcription of the material that was found written on the palm or some part of the body of the candidate. This must also be got signed by the candidate.
- (h) Where a candidate is found drunk during the course of the University examination, immediate steps should be taken to send for Registered Medical Practitioner and his certificate to the effect may be obtained from him after getting the candidate medically examined by him.
- (i) When a case of use of unfair means is detected by the Inspector of the Examination Centre on his visit to the Centre, the Superintendent should request the Inspector to attach his detailed report along with the report of the Superintendent and other member of Supervisory Staff.

**26. Impersonation Cases:**

- (i) The Assistant Superintendent must compare the photograph with the person taking examination. In case he/she suspects the identity of the person, he/she should report it to the Superintendent, who shall, with the help of the Sr. Superintendent, immediately contact the local administration/ the police to take action.



(ii) The answer book if demanded in original by the Police, shall be handed over to them against proper receipt, after retaining its photocopy and the same sent to the Assistant/Deputy Registrar (UMC) along with detailed report. Telephonic/Telegraphic intimation must at once be given to the Controller of Examinations/Additional Controller of Examinations.

**27. Disqualification of Supervisory Staff:** If an unfair means case remains undetected in a centre and is brought to the Controller of Examination's notice by the Examiner, etc., it leads to a disqualification of all or any of the officials concerned, i.e., the Superintendent, Deputy Superintendent, Assistant Superintendent, and clerk, for future appointment and forfeiture of their remuneration.

## CHAPTER IV ANSWER-BOOKS

**28. (1) BLANK ANSWER BOOKS** will be supplied by the University Office through the Head of the Institution where the examination is held/ the Sr. Superintendent.

(2) The Senior Superintendent should take charge of the same and should make payment against receipt, out of the contingent money advanced to him/her by the University on account of the cost of cartage, etc., incurred thereon, if any, after receiving the relevant vouchers duly attested.

**29. (1)(a)** The Superintendent should take charge of blank answer-books properly. He/she is responsible for the safe custody of blank answer-books and for maintaining a very accurate record thereof.

(b) He/She should also make sure that he/she has received intact all the bundles sent by the University.

(c) Answer-books should be counted and arranged in packets of hundred each before the examination begins.

(d) In the case of loss of any blank Answer-Book, the Superintendent concerned will be liable to pay a penalty of Rs. 100/- per blank answer-book subject to a maximum of Rs. 500/-.

**(2) Only one answer-book to be supplied:**

(a) The Superintendents are strictly forbidden to give

(b) more than one answer-book to a candidate in one paper except in the cases where separate answer-books are indicated in the question paper and where U.M.C's. are involved.

(c) The candidates should invariably be told that they per session shall have to limit their answers to the answer-book and that no continuation/ supplementary sheets/ additional Answer-Book will be supplied.

**(3) (a)** The blotting paper should be given to the candidates on demand and the supervisory staff on duty should make sure that it is not misused during the examination.

(b) The un-used pieces of blotting papers be deposited back with the Head of the Institutions as in the case of answer-books.

**(4) Candidates should be directed to write on both sides of the answer-books.** They may further be directed that they must not write on the back of the title cover of Secrecy answer-books. Any candidate violating this instruction will not be getting any credit for the answer of any question attempted by him/her on the back of the title cover of Secrecy answer-book.

(5) The Superintendent should keep a regular record of blank answer-books utilised every day in every paper and should strike balances after every session for the information of Inspector of centres who may check the account any moment. This will also facilitate the University office in checking the same. Four copies of prescribed Form S.F. 4 for the purpose will be prepared as per Superintendent's file which should be disposed of as under:

- (i) One copy be sent to the Assistant Registrar (Conduct)
  - (ii) with the contingent bill.
  - (iii) One copy be sent to the Section Officer (Conduct) in the last packet.
  - (iv) One copy be deposited with the Head of Institution along with the surplus balance of answer-books.
  - (v) One copy be retained by the Superintendent for his/her own record.
- (6) (a) Blank answer-books in no case be issued by the Superintendents to the Practical Examiners. Practical Examiners may be directed to collect their requirements from the head of the institution from where the Superintendent takes his/her requirements,
- (b) White thread, durable and soft, will be supplied by the Superintendent for stitching, the maps, graph papers and drawing sheets, etc.
  - (c) Use of blank answer-books for official or private use is strictly prohibited. Paper should be purchased out of stationary grant for this purpose.
  - (d) Spoiled or damaged answer-books should be sent back to the University office, i.e. the Section Officer (Conduct), under registered cover.

### 30. Writing of Roll Nos. on Answer Books:

- (1) The Superintendent should warn the candidates daily that they are to write Roll Nos. only on the portion specified for this purpose on the title cover of the answer-book and nowhere else, as otherwise they are liable to be disqualified. The candidates may, however, be asked to write their Roll Nos., on right-hand side top corner of graph papers, maps and drawing sheets, etc. The same will be torn off in the Controller of Examination's/ Additional Controller of Examination's office as usual. They should also be warned not to write the answers on the backside of the title page as portion of the cover will be torn away in the Controller of Examination's/ Additional Controller of Examinations office.
- (2) As a further safeguard in this connection the supervisory staff be advised to keep an eye and not let any candidate write the Roll No. anywhere other than the specified portion. The Superintendent should see that these instructions have been complied with by the examinees.

**31. Wrong Roll No. on an Answer-book :** Candidates sometimes either through inadvertence or deliberate mischief, omit or wrongly write their

Roll No. on the answer books. ICDEOL candidates in many cases write their correspondence course Roll No./Enrolment No. in place of Examination Roll No. through ignorance. Such mistakes when escape the notice of the Superintendent results into serious complications. The Superintendent must take special care to compare the Roll No. written on the answer book with that given in the list of candidates supplied by the University. When an answer-book with a wrong Roll No. is discovered, it must be sent separately in a registered sealed cover to the Assistant/Deputy Registrar (Evaluation), with a note by the Superintendent. A fine of Rs. 5/- per mistake will be imposed in case of discrepancy/default

### 32. Answer Book to be Stamped :

- (1) The Superintendent should see that the Controller of examination's office rubber supplied by the office is affixed on three different pages of the answer-book in all the examinations and all stamps must be kept in his/her custody.
- (2) Answer books should IN NO CASE BE stamped before issue. They must be stamped while the candidates are writing.
- (3) The Controller of Examination's office rubber stamps must be returned to the Section Officer (Conduct) by name under a registered cover along with a forwarding letter immediately after the termination of the examination. Name of examination center and place should invariably be mentioned on the cover, while returning the stamps.
- (4) Opened and unopened stamp impression envelopes should also be sent back to the Section Officer (Conduct).
- (5) A fine of Rs. 50/- per stamp will be imposed for the loss of the signature stamps.

### 33. Different ink used :

If any candidate has used ink other than that permitted in the directions for the candidates, he/she should be asked to explain why he/she has used that ink. Such answer-books should be labelled separately as stray answer-books and sent to the Assistant/Deputy Registrar (Evaluation) separately under registered cover. The Supervisory staff should also be asked to explain why he/she did not stop the candidate and report the matter to the Superintendent.

34. (1) Absentee Book and Identification Charts should be sent under registered cover direct to the Assistant/Deputy Registrar (Examinations) concerned indicating the words "Book and Identification Charts" on the envelope.
- (2) The memo for the Evaluation branch should be carefully filled up. The name of the building, name of the station and number of the centre should be invariably given in the memo at the appropriate place. The memo should remain intact and the upper and lower portion should, in no case, be separated. The memo be placed in between the Sutli and the packet and



in no case be placed inside the paper cover i.e., along with the answer-books. A fine of Rs. 51- per mistake will be imposed in case of discrepancy in Roll Nos.

**IMPORTANT:**

**Note:** It has been noticed that certain Superintendents do not send the memo along with the answer-books. They should NOTE that the memo sent separately creates a lot of trouble for the Secrecy Workers. Rs. 5/-per memo -will be recovered from the remuneration of the Superintendent who sends the memo separately.

- (4) The Roll Nos. of candidates whose answer-books are dispatched to the Assistant/Deputy Registrar (Evaluation) must tally with those given on the answer-books as well as in the list of candidates supplied by the University. The Roll Nos. should be serially entered in the memo and green memo be prepared from the Answer books and not from the attendance chart.
  - (5) Where a paper is split up in two parts and the candidates are required to answer on the separate answer-books, separate memos, showing the Roll Nos. of answer books in each part, should be prepared by the Superintendent instead of one.
  - (6) If a candidate has offered subject/subjects but he/she is absent in any paper it shall be the duty of the Superintendent to mark him/her absent in the attendance chart/identification sheet. The absentee memo should be prepared in reference to identification sheet, serially.
- 35. Collection of Answer-Books:**
- (1) As soon as the time allotted has expired the answer-books should be carefully collected by the Assistant Superintendents in charge of the rows. Under no circumstances should the candidates be asked by the Superintendent to leave their answer-books on the tables.
  - (2) Care should be taken to insert absentee slips in lieu of the answer-books of the absentees. The Assistant Superintendents should see that a candidate who does not attempt any part of the question-papers, does submit an answer-book bearing his/her Roll No. and other particulars required on the title page. Such answer-books should be superscribed "No question attempted" in the handwriting of the Superintendent without initials.
  - (3) After the termination of the examination, the Superintendent should collect all answer-books and if the same are in order, the candidates may be permitted to leave the examination hall. All the exits should be closed for this purpose 5 minutes before the termination of time fixed for the paper.
  - (4) One Assistant Superintendent should always stand at the main entrance to check that no candidate takes away any answer-book or any paper from the examination hall or room. No paper except the question-paper shall

be removed from the hall and no candidate should be allowed to write anything on the same in the examination hall.

- (5) An automatic fine of Rs. 250/- will be levied for the loss of written answer-book by the Superintendent of the centre.
- (6) If a candidate leaves the examination hall without delivering the answer-book and takes away the same with him, the Centre Superintendent will immediately report the matter to police and send a report to the Controller of Examinations/Additional Controller of Examination of the same.

**36. Packing and Despatch of Answer-Books:**

- (1) All the answer-books received each day shall be arranged in serial order and five copies of question papers added. They shall be securely tacked in craft paper, tied crosswise with Sutli and relevant label pasted properly. The packet then be packed in cloth, sealed and despatched to the Assistant/Deputy Registrar (Evaluation) the same day, or the next working day (in case of evening session).
- (2) In the case of an afternoon paper when the answer-books cannot possibly be dispatched the same day, it shall be ensured that the packet/s of A/Books is/are kept in the custody of Centre Supdt./Supdt./Dy. Supdt. whose seal has not been used for sealing the packet/s the seal of Assistant Superintendents should be used. In case one of the Assistant Superintendent, has no seal of his/her own, the packet may be sealed with the seal of the Superintendent but the seal must remain in the custody of the Assistant Superintendent even if he/she is not on duty.
- (3) Before despatch, the Superintendents should compare the answer-books with the identification chart and satisfy themselves that the answer-books of all the present candidates have been collected.
- (4) If the number of answer-books in a paper is upto 5 these should not be wrapped merely in a craft paper but must be put in a cloth-lined envelope, which should be properly labeled even if these answer-books have not to be sent separately.
- (5) While packing the sub-packets in one parcel, the slip (as sample below) duly filled in and signed should be placed at the top of the bundle inside the cloth to avoid misplacement of any small sub-packet.

### Specimen of Slips

Sr. No. Name of examination Year & session Subject Paper/Option No. of sub-packets  
Morning/Evening

Centre No. \_\_\_\_\_ Total No. of sub-packets \_\_\_\_\_  
Building \_\_\_\_\_ Signature of Superintendent \_\_\_\_\_  
Station \_\_\_\_\_ Date \_\_\_\_\_

\* Please tick the relevant session.

.....  
If any Superintendent fails to supply the desired slip, responsibility for the loss of any sub-packet will entirely lie on him.

- (6) The Assistant Superintendent or the clerk who-so-ever is deputed by the Superintendent, shall book the packets of answer-books at the Post-Office Railway Station.
- (7) All small packets weighing up to two kilograms or so shall be sent by Registered Post as they are liable to get lost by Rail. Other packets weighing two kilograms or more shall be sent by passenger train and R.R. sent to the Assistant Registrar/Deputy Registrar (Evaluation).
- (8) Where the place of Examination Centre is not a Railway Station the packets shall be sent by Rail from the nearest Railway Station and the Rickshaw charges at both the ends, if available and used, shall be paid for which the Superintendent should apply for sanction on Form S.F. 13. The Superintendent should see that total expenditure by rail in no case exceeds the charges, if the packets were sent by Registered post.
37. **Collection of Answer-books by the University through special messengers :** In case the University advises to keep the scripts in for collection through University vehicle, then the Sr. Superintendent shall ensure their safety to avoid any interpolation/tampering.
38. **Intimation of Despatch :**
  - (1) Railway Receipt for the despatch of answer-books shall be forwarded to the Assistant/Deputy Registrar (Evaluation) on the same day by ordinary post. The impression of the Superintendent's seal should accompany the railway receipt, on the first day, in case of change the new seal impression be sent on plain paper.  
In case there is no answer-book for a particular paper, the fact shall be communicated to the Assistant/Deputy Registrar (Evaluation)
39. **Forwarding of answer-books:**
  - (1) The answer-books for all the examinations shall be despatched to the Assistant/Deputy Registrar (Evaluation), by name, properly packed in

single cloth cover, scriptwise, as directed in rule 39(2), appearing hereafter. All bundles shall bear the labels EC. 15(ii)/Ec- 17 (ii) Ec-17(ii)/Ec 21 EC- 26, 27 (iii), (ii) on the outer cover. A statement showing the detail of the sub-packets must be placed inside the cloth-cover to avoid misplacement of any small packet.

(2) Answer-books being sent through Rail be booked for Summer Hill (Shimla) Railway station with code No- SHZ.

(3) Answer-books in the subjects where candidates are allowed to answer their papers in different scripts, i.e. English, Hindi, shall be sorted out script-wise and packed in sub- packets and relevant slip on Form No. Ec- 5(ii)/Ec-15(iv)/Ec-17 (iv) Ec-21 (iv) pasted on each cover and then the sub-packets for various scripts grouped as advised by the Assistant/Deputy Registrar (Evaluation) in the circular letter concerning the examination(s). All these packets with their respective memoranda, shall then be put in one outer cloth-cover on which Ec-19/Ec-3(ii)/Ec-15 (ii)/Ec-17 (ii)/Ec- 26(n)/Ec-27 (ii) shall be pasted.

(4) The candidates shall be required and also be directed to write the script they have used on the title page of their answer-books.

#### (5) **Stray Answer-book :**

(a) Stray answer-books and the answer-books of blind candidates be sent separately under Registered cover and not in the main packet. The following categories of answer-books, however, should not be sent as "Stray" but may be sent in the main packet along with other answer-books.

(i) A candidate whose name is present in the confidential cut-list but is not in possession of Roll No. slip, and is admitted by the Superintendent provisionally on payment of Rs. 50/-

(ii) If there is a discrepancy in the subject claimed by the candidates and the one given in the confidential list and the candidate is admitted by the Superintendent.

(iii) Candidates who reach the examination hall within half an hour of commencement of the paper.

(iv) The answer-books of those candidates who have been allowed by the University to appear in the examination provisionally unless the Superintendent is specifically asked to send the answer-books as "Stray".

(v) Candidates from whom any amount or document is due unless there are any specific instructions from the University to send the answer-books as "Stray".

(b) The Superintendent should send a detailed report on the proforma (specimen of which is given below) regarding answer-books of the above mentioned categories of candidates, who are not permitted to appear provisionally but whose answer-books are not treated as Stray. This must

be sent immediately after the termination of the examination to the Assistant/Deputy Registrar (Evaluation) under Registered cover.

### PROFORMA

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List of Roll Nos. of the candidates who have been allowed to appear in the examination provisionally but whose answer-books have been despatched in the main packet:

Examination \_\_\_\_\_

Centre \_\_\_\_\_

| Roll No.    | Subject and Paper | Reason for provisional admission  | Remarks |
|-------------|-------------------|-----------------------------------|---------|
| Dated _____ |                   | Signature of Superintendent _____ |         |

**NOTE:** As regard the late arrival cases, the specified Proforma meant/or such cases should invariably be sent to the University office concerned as usual.

## CHAPTER V MISCELLANEOUS

### 40. Use of Logarithmic tables and reference maps in University

**Examination :** Candidates are not allowed to bring their own Logarithmic tables etc., in the examination centre. The Superintendent should get the Logarithmic tables and reference maps from the Principal/Head of the Institution in which the examination is being held after giving him a receipt and return the same to him/her after examination is over. In case the number of copies required is less, the candidates be supplied Logarithmic tables etc. turn by turn- These be supplied in that paper only for which such instruction is either printed in the question paper or has been received from the University office. The Superintendent should see that the Logarithmic tables and reference maps lent to the candidates in the examination hall/room are returned by them intact.

41. Superintendents are required to provide their own seals for use at examination centre if the University office is not supplying the same. They should submit a sample of the impression of the seal used to the Assistant/Deputy Registrar (Evaluation) and the Section Officer (Conduct) for record.

### 42. Superintendent not to leave the examination hall:

(1) The Superintendent shall remain in the examination hall during the time allotted for each paper.

(2) He/She shall on no account speak to a candidate on any subject pertaining to the questions during the hours of examination except for the purpose of correcting misprints or other errors likely to mislead the candidates.

43. **Admittance of visitors to the hall:** No visitor shall be allowed to enter the hall during examination for any purpose what-so-ever without the production of an identity card issued by the University bearing the signature of the Controller of Examinations

44. **Infringement of rules to be reported :** Where circumstances necessitate a deviation from any rule, the Superintendent shall report his/her action immediately to the Controller of Examinations by name.

45. **Report regarding conduct of examinations :** Immediately after the conclusion of the examination, the Sr. Superintendent and Superintendent shall submit by express delivery a report about the conduct of the examination at his/her centre pointing out therein infringement of rules, if any, by him/her or by any of the Assistant Superintendent or candidates, etc., in the prescribed Form No. S.F. 7 (Superintendent's File). Attention is invited to Rule 44 under which infringement of rules, if any, has also to be reported immediately to the Controller of Examinations by name. He/



- she should submit with his/her bills, the questionnaire duly signed, as otherwise the payments/adjustment of accounts are likely to be held up.
- 46. Return of furniture by the Superintendent and apparatus by the examiners :** The Superintendent should be particularly careful in returning the furniture taken from various institutions immediately after the termination of the written examination. Receipt for return of furniture should invariably be obtained and a certificate in Form No. S.F. 8 for breakage or damage to the furniture, if any, should be sent to the Assistant Registrar (Conduct) and a copy be given to the institution concerned.
- 47. (1) Articles purchased for the examination :** Unless otherwise instructed in para (2) below, articles purchased for the examination, if any, as sanctioned by the Controller of Examinations from time to time, should be deposited into the box and put in the charge of the Head of the Institution from where the box was originally received. At least three lists of such articles deposited should be prepared; one should be sent to the Section Officer (Conduct) for record; the second attached to the contingent bill and the third kept in the box (Form No. S.F. 5).
- (2) Purchase of trunks and locks disallowed:** The purchases or hire of trunks and locks for question-papers is not permissible, unless specifically permitted by the Controller of Examinations.
- (3)** Where there are no stationery boxes belonging to the University, the Superintendent may, with the sanction of the Controller of Examinations, purchase one lock, price not exceeding Rs. 25/-. This lock with keys shall be returned to the Section Officer (Conduct) in the packet to be sent to him, vide Appendix II.
- 48. Fees realised from candidates:** All types of fees realised from the candidates should be remitted to the Finance Officer of the University within twenty four hours of realisation, with details. This should not in any case be considered as part of advance made by the University for contingent expenses.

## CHAPTER VI SUPERVISORY STAFF

- 49. (1) The strength of supervisory staff under a Superintendent will be as under :**
- a. One Assistant Superintendent be appointed for every 40 candidates appearing at a centre where examination is being conducted in a hall. In the case of Entrance tests, one Assistant Superintendent for every 30 candidates or part thereof be appointed.
  - b. At a centre where the examinees are seated in separate rooms, each room will have one Assistant Superintendent, notwithstanding the ratio of 1 : 40/1: 30.
  - c. The Assistant Superintendents to check outside interference will be from the institution concerned. He/they will be appointed by the Sr. Superintendent if the number of candidates is above 40 and will be directly under him. The Sr. Superintendent will post him/them wherever he deems fit. The Superintendents shall, therefore, not appoint any Assistant Superintendent for outside duty. His claim for remuneration should be included in the bill of supervisory staff by the Centre Superintendent
  - d. Where the number of candidates is less than 40, no clerk shall be appointed. Only one person can be appointed either as Assistant Superintendent or Clerk. In case the Clerk is appointed to act as Assistant Superintendent he will be paid the remuneration admissible to a Clerk.
- N.B. Where women candidate(s) is/are appearing, one woman Assistant Superintendent be appointed if none of the Superintendent/Deputy Superintendent/Clerk is a women irrespective of the number of girl candidates appearing at the centre.*
- e. The Strength of the supervisory staff for the first day of the examination will be according to the figures given in the Centre Statement/cut-list but on subsequent days the strength will be governed by the number of candidates who actually appear in the first paper of the subject and not by the number shown in the Centre Statement/cut list. The strength will be increased or decreased daily according to the actual number of candidates taking the examination in the first paper of a subject.
  - f. Only those Assistant Superintendent should be appointed on single session day who cannot be accommodated on the double session days owing to decrease in the number of candidates.
  - g. When additional room(s) is/are also used, each room must have a separate Assistant superintendent for every 40/30 candidates or part thereof. The number of seats should be so arranged in each room that minimum

number of Assistant Superintendents are on duty in each session. This will be so if the number of candidates seated in each room is in the multiple of 40/30, as far as practicable.

h. In sessions where the number of Assistant Superintendents required is greater than that even in the list supplied by the University Office on account of additional rooms, casual assistant Superintendents may be appointed and sanction of the Controller of Examinations on Form S.F. 6(vi) obtained immediately. This sanction must be attached to the contingent bill to avoid unnecessary delay in payment. The appointment of casual Assistant Superintendents is only for the session in which necessity arises. In no case should be casual Assistant Superintendent appointed be included in the regular number of Assistant Superintendents already allotted to the centre for distribution of the duties. Also he/she should not be a nearest relative of the Sr. Superintendent or the Superintendent.

i. An additional clerk will be allowed when two or more different examinations are being held simultaneously and the number of candidates exceeds 800.

j. Sanction for extra Assistant Superintendent may be obtained in writing in triplicate, in case of an extreme emergency, from an Inspector of Centre: One copy should be pending to the Assistant Superintendents' bill, the second be sent to the Assistant registrar (Conduct) and the third retained for Superintendent's own record. This action is subject to the approval of the Controller of Examinations and must contain the following data:

Name and address of the Assistant Superintendent, date of examination, number of candidates (room-wise). Specific reasons which necessitated the appointment and number of days/sessions for which approval was given by the Inspector (mere ground of efficient supervisor will not be considered).

k. **Appointment and removal of Assistant Superintendent :** Powers to appoint and removal of Assistant Superintendent shall vest with the Controller of examinations/Additional Controller of Examinations of the University. In case the inspector finds that supervision at a centre is defective, he may appoint or replace an assistant Superintendents and report the same to the Controller of Examinations with enquired details for approval and record.

l. **Number of turns allotted to the Supervisory Staff :** Superintendent should note that the allotment of turns to the various approved Assistant Superintendents etc. leaves little room for legitimate grievances. A duty chart of the supervisory and the service staff engaged at the centre has been provided in the Superintendent's File, Form No. S.F. 17. This form should be filled in on the first day of the examination after the turns have been allotted to all concerned for inspection by the Inspector of Centres.

m. **Posting of Assistant Superintendents:** In case the Superintendent has been asked to arrange for an Assistant Superintendent locally he/she should appoint someone not related to any candidate in any way and communicate the name to the University for approval and record. The Assistant Superintendents should, if possible, change their places of duty every day.

n. The members of the supervisory staff shall be appointed only from colleges. No person shall be appointed member of the supervisory staff from outside the educational cadre.

o. The rows to be allotted to various Assistant Superintendents should be kept a secret and revealed to the persons concerned only a short while before the commencement of the examination.

p. Sanction for a substitute for Assistant Superintendent must be obtained from the Controller of Examinations telegraphically if time is short. The Assistant Superintendents are directly under order of the Controller of Examinations in matters of appointment and removal.

50. (1) For medical, dental, Ayurveda and Engineering practical examinations, the number of supervisory staff shall be determined on the recommendations of the Head of the Department/Principal.

(2) **Appointment of Supervisory staff for OT/MIL Examinations:**

No person who is a student or under-metric, or related to the Superintendent or below 20 years of age or above 62 years of age should be permitted to act as Assistant Superintendent- However, teacher of recognized schools and associated institutions with the qualification such as Prabhakar, Giani, Shashtri are eligible for appointment as Assistant Superintendents in the OT/ MIL examinations provided that the applicant submits a solemn declaration through the Head of his/her institutions that he/she possesses working knowledge of English. Specimen of the form of declaration is given below. The educational qualifications of the persons recommended should invariably be mentioned in the form. In case any appointment has been made on the wrong declaration of the person concerned, he/she may be removed from the Supervisory staff and information with regard to this be sent to the Assistant Registrar (Conduct) immediately. Any one who is already working in any other centre should not be recommended as Assistant Superintendent/Clerk.



## FORM OF DECLARATION

I..... son/daughter of Shri.....  
 teacher/teachers ..... school..... (Place) solemnly  
 declare that I possess working knowledge of English.

(Signature of applicant)

Attestation by the Head of the institution.

Signature.....

(Seal of the institution)

- 1) The Superintendent shall keep and preserve at least for 6 months detailed account regarding list of duties allotted by him/her to each person and the Assistant Superintendent. He/she shall have a signed statement for every Assistant Superintendent showing the Roll Nos. which the latter was supervising on each day.
- 2) The Superintendent should also give a certificate to each member of sessions he/she has worked.
- 3) The Superintendent should also obtain a certificate from the Assistant Superintendent, Clerk, and service staff that they had not been disqualified or warned by the University and that there was no relation of his/her or any candidate privately coached by him/her is appearing and that no relation of his/her is acting as member of the supervisory staff/class IV servant at that very centre.
- 4) No person appointed to act as Centre Superintendent/Deputy Superintendent/Clerk should simultaneously be a candidate for any examination of the University.

### 52. Duties of the Supervisory Staff:

#### (1) Deputy Superintendent:

- (i) The Deputy Superintendent shall assist the Superintendent in the opening of the question papers properly, maintaining discipline in the centre specially in the supervision of side-rooms. If necessary, he/she shall have to perform any of the duties of the Superintendent temporarily under his/her instructions. He/she will be under the Superintendent and will take charge of the examination centre in case of any emergency.
- (ii) He/she shall read entire Book of Instructions carefully, for he/she may have to act as Superintendent during latter's absence.

- (iii) He/she will not leave the station without the permission of the Controller of Examinations/Additional Controller of Examinations for which application shall have to be made through the Superintendent
- (iv) He/she must equip himself/herself with a name seal at his/her own cost. If he/she does not possess the same, the Superintendent should report the same to the Controller of Examinations and in that case Deputy Superintendent may use the seal of the Superintendent with his approval.
- (v) He/she will report to the Controller of Examinations cases of gross irregularities in the conduct of examinations, if any.
- (vi) He/she will stamp all the answer books of the examinees with the stamp of Controller of Examinations.
- (vii) And additional Deputy Superintendent will be appointed in case number of candidates exceeds 800 (400 in the case of entrance test).

#### 2. Assistant Superintendent :

- (a) (i) The duties of Assistant Superintendents are to assist the Superintendent in the opening of question papers properly, in the general control and maintaining discipline.
- (ii) On the days of examination they should reach the centre, when on duty, at least half an hour before the commencement of the examination.
- (iii) The senior most Assistant Superintendent must keep himself/herself equipped by going through the book of Instructions carefully, as he/she may be required to act as deputy Superintendent in emergency.
- (iv) He/She may be required to do clerical work under the direction work under the directions of the superintendent on the days the clerk is absent.
- (b) (i) Each Assistant Superintendent is expected to supervise about 40 candidates, except in the case of Entrance Tests whereat one Assistant Superintendent/Invigilator shall be engaged for every 30 candidates or part thereof, subject however, to that for each room there shall be one Asstt. Supdt. at last.
- (ii) He/she must see that every candidate takes his/her proper seat and writes his/her correct Roll No. on the specified portion only of the title page and nowhere else.
- (iii) The Assistant Superintendent himself/herself should not allow any candidate into the examination hall after the question paper has been distributed except with the express permission of the Superintendent.
- (iv) No Assistant Superintendent should disturb candidates by necessary halting near them and trying to read their answers except in a case of suspicion of unfair means. He/She is expected to see that the candidates are promptly supplied with blank answer-books, blotting paper, ink, water etc., etc.
- (v) Assistant superintendent shall not allow any candidate to bring in the cover of the fountain pen inkpot. If a candidate is using ink of a colour other



- than blue black/royal blue he/she should be stopped from doing so and the matter reported to the superintendent.
- (vi) Assistant Superintendent shall keep moving about his/her room and should not read a book or news paper or knit while supervising.
  - (vii) No Assistant Superintendent can supervise at a centre where a relative or a candidate privately coached by him/her is taking the examination. If an Assistant Superintendent happens to be appointed at such a centre he/she must inform the Superintendent about this fact a day before the examination starts to make the necessary replacement.
  - (viii) The Assistant Superintendent shall distribute blank answer-books to candidates after they had taken their seats. No candidates should be allowed to leave his/her seat after he/she had received the answer-book until the expiry of half the time after the distribution of the question paper. Only one answer-book will be issued to a candidate.
  - (ix) Before distributing the question-papers to the candidates the Assistant Superintendent should see that the correct paper according to the date sheet is given out. Should he/she find a wrong question-paper, it should be returned to the Superintendent immediately without reading it further.
  - (x) No question-paper is to be taken from any candidate for reading it. As soon as the Assistant Superintendent has finished distributing the question-paper, he/she should return the remaining, if any, to the Superintendent without reading them. No question- paper is to be given to any outsider under any circumstances.
  - (xi) The Assistant Superintendents are responsible for the safe delivery of the answer-books of the candidates supervised by them to the Superintendent. They shall see that the answer-books of each candidate are properly stitched together, that the answer-books delivered by the Superintendent are serially arranged and that no candidate leaves the room without delivering his/her answer-book even if no question is attempted and that an Absentee Slip is inserted in place of the answer-book of an Absentee.
  - (xii) In no case shall a member of the supervisory staff make a change in the Roll No. of a candidate. Answer-books with doubtful Roll Nos. shall be sent to the Assistant/Deputy Registrar (Evaluation) by the Superintendent.
  - (xiv) The Assistant Superintendents shall see that no candidate makes use of notes; attempts to copy from another candidate; or has in his/her possession or in his/her desk any book or paper not issued in the examination hall. If he/she finds a candidate using unfair means, he/she shall take possession of any book or article so used and reports the matter to the Superintendent direct.
  - (xv) The copies of the photographs of the candidates sent by the University to the Centre Superintendent must invariably be checked by the Assistant

- Superintendents In charge of the particular row(s)/room(s) in order to check any impersonation by the unscrupulous persons at the Centres.
- (xvi) It is generally believed that in case the Assistant Superintendents are effectively vigilant there cannot be single case of copying- The Assistant Superintendents, therefore, are expected to give their full co-operation to eradicate this evil.
  - (xvii) No candidate suffering from any infectious disease e.g. smallpox or plague, is allowed to sit for the examination. If an Assistant Superintendent happens to suspect any such case, he/she shall make a report to the Superintendent.
  - (xviii) Absence of an Assistant Superintendent without the written permission of the Superintendent or change of centre by an Assistant Superintendent by absenting from where he/she is appointed by the Controller of Examinations and getting himself herself appointed at another without written permission of the Controller of Examination will be treated as serious breach of discipline for which he/she will be disqualified and no remuneration will be paid for the work done by him/her.
  - (xix) An Assistant Superintendent shall obtain a certificate from the Superintendent showing the number of sessions he/she has worked in the examination.
- N.B. In the case of any difficulty or emergency not covered by the above instructions, the Superintendent may be consulted and his/her decision obtained.*
- 53. Clerk:**
- (i) The Clerk will be required to do all the clerical work under the direct supervision of the Superintendent.
  - (ii) He/she will reach the Centre at least half an hour before the commencement of the Examination.
  - (iii) He/she shall not leave the examination hall or do any other work not assigned to him/her by the Superintendent
  - (iv) He/She shall help the Superintendent in dispatch of answer-books.
  - (v) He/She shall keep a record of the attendance of the supervisory staff and the candidates and prepare their bills, etc., on the close of the examination, in addition to the duties assigned to him/her by the Superintendent from time to time.
  - (vi) In case he/she is appointed to act as Assistant Superintendent in terms of Rule 49(d) and (i), he/she shall discharge the duties as such.

#### **54. General :**

The Superintendent or any member of the Supervisory staff who commits breach of the trust will make himself/herself liable for legal or departmental action or both.