

ORDINANCE NO. 5  
CONDUCT OF EXAMINATION

(Refer clause vi of section 37)

1. All arrangements for the conduct of examinations to be held by the University shall be made by the Registrar in accordance with such directions as may be issued by the Executive Council in consultation with the Academic Council.
2. The Controller of Examination under the supervision of Registrar shall prepare and duly publish a programme for the conduct of examinations specifying the date of each examination and the last dates by which applications and fees for examinations shall be paid by the intending examinees.

The dates of commencement of examination together with the detailed programme of each examination shall be published every year by the end of August. The dates of examination once announced will not be changed without the permission of the Vice-Chancellor.

3. The Kulpati shall constitute a committee consisting of three members as:

1. One Professor who is a member of EC
2. One Senior Principal of a College
3. One Dean of Faculty (seniority by rotation)

This committee will recommend the Centers of Examination. List of examination Centers will be reported to the Executive Council. The determination of Examination Centers will be as per norms approved by Coordination Committee and/or instructions of the State Government from time to time. The Principal of the College shall act as Senior Superintendent of the Examination. He/She shall be overall in-charge of the Conduct of examination at their respective Center.

The Controller of Examinations shall in consultation with the Head of the Institution where there is an examination Center appoint Senior Superintendent, Superintendent and assistant Superintendents, if any, for the examination Center and shall issue instructions for their guidance.

Provided that:- (i)

- a. the Principal/Professor/Reader of UTD as the case may be, will be the Senior Superintendent for all the three shifts. A person other than the Principal can

- be appointed as Senior Superintendent only when the University comes to the conclusion that the Principal there, for identified reasons, is not suitable to be the Senior Superintendent.
- b. there will be an Assistant Superintendent if the number of examinees exceeds 300 in a shift and an additional Assistant Superintendent for every 500 thereafter upto a maximum of 3 Assistant Superintendents.
- c. the remuneration of the Senior Superintendent/ Superintendent/ Assistant Superintendent for conducting final (main) examination and the supplementary examination will be decided by Co-ordination Committee from time to time.
- d. the Senior Superintendent who is also the shift Superintendent will not get any remuneration for the shift
- e. there would be remuneration for additional two days (one day for preparation and one day for closing) after the examination is over.
- (ii) The Senior Superintendent or the Superintendent whichever is applicable, of the Examination at each Center shall be personally responsible for the safe custody of question papers and the answer-books sent to him and shall render to the University office a complete account of used and unused question papers and answer-books. However the question papers must be kept in safe custody of the concerned Police Station/ Treasury as per instructions of the University, if required.
- (iii) The Senior Superintendent/Superintendent shall supervise the work of invigilators and shall conduct the examinations strictly according to the instructions issued to him by the University.
- (iv) The Senior Superintendent or Superintendent of the Examination shall, whenever necessary, send a confidential report to the Controller of Examinations about the conduct of examination, mentioning therein the performance of the invigilators and the general behaviour of the examinees. He shall send a daily report on the number of examinees attending each of the examinations, absentee roll numbers and such other information relating to the examination being held at the Centre as may be considered necessary, along with any other matter which he thinks fit to be brought to the notice of the University. He shall also be responsible for maintenance and submission of advance money received and expenditure incurred in connection with the

conduct of the examination to the Controller of Examinations of the University.

(v) The Centre Superintendent shall have the power to expel an examinee, from examinations on subsequent examination days, on any of the following grounds:

1. That the examinee created a nuisance or serious disturbance at the examination Centre.

2. That the examinee showed a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.

3. If necessary, the Center Superintendent may get police assistance. Where a candidate is expelled, the Controller of Examinations shall be informed immediately.

(vi) Unless otherwise directed, only teachers of college/University Teaching Department and Schools of Studies shall be appointed as Invigilators by the Senior Superintendents. In special circumstances senior office staff/officer, retired teachers, Guest faculty, contract teachers, teachers from schools, academic counselors and registered research scholar may be assigned as an Invigilator.

(vii) The principal of the College or the Center Superintendent of the Examination Center fix the premises of the examination Center within the periphery of 100 metres and restrict entry of unauthorized persons as per provisions of the examination Act 1937 (as amended).

4. It shall be the duty of the Centre Superintendent to ensure that an examinee is the same person who had filled in the form of application for appearing at the examination, by way of checking the photograph pasted on the form of all candidates and verifying their signatures, or any other mode of identification as decided by the university (one already on the form and the other to be obtained in the examination hall).

5. The University may change the examination centre of the examinees irrespective of a college to which they belong anytime it deems proper without assigning any reason.

6. The Principal may, on the recommendation of the Centre Superintendent, appoint an amanuensis to write down dictation pertaining to answers to questions at the

