

PONDICHERRY UNIVERSITY PUDUCHERRY – 14

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CONDUCT OF EXAMINATIONS

INSTRUCTIONS TO CHIEF SUPERINTENDENTS

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PONDICHERRY UNIVERSITY

PUDUCHERRY - 605 014

INSTRUCTIONS TO CHIEF SUPERINTENDENTS FOR CONDUCTING EXAMINATIONS

1.(a) The Principal will be appointed as Chief Superintendent for the conduct of University Examinations in his/her college (**Proforma 1**).

Whenever the Principal is not in a position to function as Chief Superintendent to conduct the University examinations, a senior faculty nominated by the Principal and authorized by the Controller of Examinations will act as Chief Superintendent for the entire session.

Appointment
of Chief
Superintendent

(b) No teacher whose close relative is appearing for the University examinations at a centre shall assume Chief Superintendent position at that centre.

Relatives
of Chief
Superintendent

(c) The Chief Superintendents in consultation with the Principals will appoint (**Proforma 2**) only teaching staff as Hall Superintendents / Invigilators for invigilation work, and others as per the approved norms of University.

Appointment
of Hall Superintendents
/ Invigilators

(d) Using the nominal roll Galley, date war scheme and time table supplied by the University, the invigilation scheme may be prepared (**Proforma 3**). Based on the invigilation scheme and number of candidates registered, the number of invigilators to be appointed for each session may be decided and copies of the scheme may be displayed at appropriate place at least half an hour before the commencement of examinations so as to enable candidates to identify their examination halls for the respective sessions.

Notification of
the Invigilation
Scheme

(e) All teaching and non-teaching staff who are drafted for the conduct of the examinations are bound by the rules and regulations of the University. For any commission and omission in the conduct of University Examinations, the University will take appropriate action.

(f) During the days of practical examinations in Colleges, the Principals of the respective Colleges will co- ordinate the activity of practical examinations and collect the mark lists of practical examinations in a sealed cover from the Examiners and forward the same to the Controller of Examinations along with the Attendance Sheet for the practical examinations immediately (**Proforma 9**).

Practical Exam

Communications
to Controller by
name

2. All communications confidential in nature, should be addressed to the Controller of Examinations by name and not by designation and should be sent by registered post / special messenger / courier.

Time-Tables

3. The Chief Superintendents after receiving the copies of the time table shall put up a copy of the time-table at a prominent place in the College and invite the attention of candidates thereto and specify when and where the hall tickets will be issued.

Distribution of
Hall Tickets to
Candidates

4.(a) The Chief Superintendent should distribute the hall tickets received from the University to the candidates at least three days before the first day of examinations. Information as to the places of Examinations where the candidates have to take up the examinations will be displayed at College Notice Board. Any error in the Hall ticket should be immediately brought to the notice of the Controller of Examinations.

(b). In cases where names of candidates are the same or similar, Chief Superintendents are requested to take care that each candidate receives proper hall-ticket, after ascertaining date of birth, expansion of initials to the names, languages, optional subjects and other identifying factors. If necessary, date of birth of those candidates may be appended to their names. Neglect of this precaution will result in mistakes which will be difficult to rectify later.

(c) At the time of issuing hall-tickets each candidate may be asked to verify the nominal roll (Galley) to check whether his/her name is registered for all subjects for which he/she has remitted examination fees.

Verifying total
question papers
received

5. On receipt of the question paper, which will be sent in registered covers or parcels, or through messengers, the Chief Superintendent shall check the description on the outside of each inner packet with the statements furnished separately as to the candidates appearing in the subjects and languages of the various examinations at the centre and report at once such discrepancies or omissions as may be noticed. By using the nominal roll (galley) and the time table, the Chief Superintendent may in advance, prepare a table (**Proforma 5**) showing the number of question papers required in each subject. Total question papers received can be compared with question papers required. Any shortage in required number of question paper may be brought to the notice of the Controller of Examinations immediately to avoid last minute problems.

IN CASE THERE ARE NO CANDIDATES FOR ANY OF THE QUESTION PAPERS PROVIDED FOR AT THE CENTRE THE PACKETS SHOULD BE RETAINED UNTIL THE DATE OF EXAMINATIONS NOTED ON THEM IS OVER AND LATER RETURNED TO THE CONTROLLER OF EXAMINATIONS UNOPENED AT THE CLOSE OF THE EXAMINATION.

6. Percentage of Attendance should be rounded to the nearest integer. A candidate is eligible to appear for the University Examinations, if he/she has earned the requisite attendance in each semester. Refer concerned clause in the course Regulation regarding eligibility for appearance for the examination. The Principal is expected to give it in writing to the Chief Superintendent, the list of names of candidates who have not earned the required attendance, in that semester. However these candidates are eligible to appear for arrear subject only. Based on such letter received from the Principal, the Chief Superintendent shall make suitable corrections in the hall-ticket sent by the University and issue the same to candidates. These corrections should be entered in nominal roll (galley) and in other relevant records also.

Candidates
attendance
requirement

7. In the hall ticket, the candidate should be advised to affix his/her photograph in the space provided for if not already attested and get it properly attested before entering the examination hall. Any candidate entering a hall without his/her photo attested in the hall-ticket must carry a certificate of identity issued by the Head of the Institution and it must contain the photo and the signature of the candidate. Any candidate who fails to fulfill the above conditions shall be denied admission into the examination hall. As a precaution against impersonation, candidates are permitted to appear only at the college where they underwent the course.

Identification of a
candidate

8.(a) In case of candidates, whose names have not been registered for a subject or subjects for which they have paid the examination fees, and are eligible to write the examination, the Chief Superintendent may permit those candidates to write the examinations in subject or subjects after obtaining a written declaration that he/she is appearing for the examination at his/her own risk. The same may be reported at once to the Controller of Examinations by fax / telephone and also by letter detailing the circumstance of the case. The answer books of such candidate should be sent along with the declaration in a separate cover to the controller of examinations.

Candidates
appearing at
their own risk

(b) In case the claims of such candidates are not supported by evidences at the University end, answer scripts will not be valued and result will not be published. He/she will be liable for punishment.

9. Candidates who are suffering from infectious diseases of any kind should not be admitted to the examination hall. However he / she may be quarantined & permitted to write the examination.

Candidates
suffering from
infectious diseases

10. Amanuensis may be provided to candidates with permanent / temporary impairment with the approval of the University Authorities taken prior to the commencement of the examinations. Separate hall must be arranged for such students taking the help of an amanuensis.

Amanuensis
(Scribe)

(a) The amanuensis (Scribe) should not be relative of the student and also should not belong to the same subject. An undertaking to the effect may be obtained from the amanuensis (Scribe).

(b) The same amanuensis (Scribe) shall be engaged for all the examinations.

(c) The amanuensis (Scribe) shall also give an undertaking that he has not written anything less or more than what was said by the candidate. This undertaking shall be enclosed with each of the paper written by the candidate.

(d) A staff from the university will be deputed to supervise as a Hall Invigilator in addition to the regular Hall Invigilator.

e. The expenses shall be met by the institution and reimbursed by the University.

Issuing of Answer books

11.(a) Answer books containing sufficient pages are supplied by the university. Serial number is also printed in the answer book. A record of answer books used, date-wise and session wise should be kept by the Chief Superintendent and this information should also be made available when called for (**Proforma 13**). Additional sheet will be issued to the candidates duly signed with date by the hall invigilator.

No. of answer Books and question Papers to halls

(b) Number of answer books and question paper issued to each hall shall be equal to the total number of candidates writing examination in that hall so as to avoid any malpractice.

Facsimile of Chief Superintendent

(c) Facsimile signature of the Chief Superintendent should be affixed only at the space provided on the title page of the main answer book. The facsimile shall not be affixed at any other place on the Answer book or on the drawing/graph sheets. The invigilator has to check whether the answer books bear the facsimile of Chief Superintendent's signature before issuing them to candidates.

Silence in Exam Hall

12. Strict silence should be maintained in the examination hall. Smoking is strictly prohibited inside the examination hall & the use of cell phones is banned. This rule is applicable to both hall superintendents / invigilators as well as candidates.

To complete answering within given time

13. Candidates shall not be allowed to write beyond the time prescribed for the concerned subject. However, the issue of question paper to the students if delayed for reasons beyond the control of the hall superintendent / invigilators and Chief Superintendent, the examinees shall not be put into inconvenience and they be allowed to avail the time prescribed in the question paper concerned.

Arrangements shall be made for the announcement of time and the college bell be rung every half-an-hour. A warning bell shall be rung five minutes before the end of the examination in order to enable the examinees to complete their writing, arrange, tie the drawing / graph / charts and hand over the same to the hall invigilator.

14. In the event of a public holiday being declared after the publication of time table, the University Examinations will not be automatically postponed or cancelled. The examinations should be conducted as scheduled unless notified otherwise. A statutory notification to this effect should be made by the Chief Superintendent at the entrance of examination hall / centre.

Unexpected
Public Holiday

15. During the hours of examination, care should be taken by the hall superintendent / invigilators to see that no person including other staff members of the college / institution loiters in the verandhas or anywhere near the examination hall and all care should be taken to prevent any attempt to pass message to the examinees from outside.

No person
to loiter in
verandha

16. The Chief Superintendent should visit as frequently as possible each room and building wherever examination is conducted. He/she should also consider it as part of his duty to see that the hall superintendent / invigilators keep moving among candidates and do not engage in any occupation which is likely to diminish the efficiency of supervision. Supervision should be very strict. Under no circumstances should staff other than teaching staff be employed as hall superintendent / invigilators.

Chief
Superintendent to
Visit all halls

17. Seating arrangements in every examination hall must be meticulously planned in such a way that candidates writing different subjects are combined. In other words as far as possible not more than 50 percent of the seating capacity of a hall shall be allotted for candidates appearing for one particular subject. The Chief Superintendent is personally responsible for implementation of this norm and any violation thereof will be viewed seriously. However, in case, if all the examinees in one particular session are appearing for only one subject, the Chief Superintendent has to ensure a minimum distance of one meter between any two candidates (between rows). Clear indication of the seating arrangements and room has to be made.

Seating
arrangements

18. Register number of candidates must be written on the table or desk in serial order. No candidate is permitted to occupy any seat other than the allotted one. No candidate is permitted to alter the seating arrangement without the concurrence of the Chief Superintendent. If a candidate is found guilty of altering the seating arrangement of a hall, the Chief Superintendent may recommend the cancellation of the written examination of that particular session by providing the original plan of seating arrangement and the alteration made by the said candidate.

Candidate to
occupy only
allotted seat

Seating
Arrangement for
Physically
Challenged
Candidates

19. As far as possible, seating arrangements must be in the ground floor for all the physically challenged candidates and must be near the entrance of the examination hall to facilitate easy entry & exit.

Leaving seats

20. Candidates shall occupy their seats at least ten minutes prior to the commencement of the examination and they are not allowed to leave their seats under any pretext during examination hours.

Entering and
Leaving halls

21. No. candidate desirous of writing the examination shall be permitted to enter the hall after the expiry of 30 minutes from the commencement of examinations. Similarly no candidate shall be permitted to leave the hall earlier than 45 (forty five) minutes from the commencement of examination. No candidate who left the examination hall before the end of the session shall be permitted to re-enter the hall under any circumstances.

Opening
Checking and
signing of
question paper
packet

22.(a) Question paper packets shall be thoroughly checked by the Chief Superintendents to ascertain that the question paper code and the title of the question paper tally with the subject of Examination announced. No. question paper packet shall be opened in haste as it will cause irreparable damage to the credibility of the University Examination. The Chief Superintendent should verify the pasting and sealing of question paper packets and also the date and time before signing the packets. Question paper packet shall be opened in the presence of external invigilator and University Representative / observer, who should also scrutinize the packet and affix their signature before opening. In case of more than one bundle, all bundles should be opened in their presence at the same time.

The Chief Superintendent of each centre will sign at the place indicated in the question paper covers before opening. All the question paper covers shall be preserved and forwarded to the Controller of Examinations at the close of examination.

Distribution of
correct question
paper

(b) Copies of question papers are to be distributed only to candidates actually seated in their places. Each question paper must be scrutinized so as to ensure that it is correct according to the heading.

Safe transit of
question papers

(c) When Candidates are examined in more than one hall, every precaution should be taken that no outsiders are present in and around such halls/rooms and sufficient security measure should be taken to carry the question papers safely from one hall to another and distribute to the candidates concerned.

When a few
Candidates are
Registered and
there are
unopened covers

(d) Whenever only one or very few candidates have registered for an examination the Chief Superintendent must open the question paper cover concerned only after verifying the presence of candidate(s) in the hall for that examination. All the question paper covers concerned should be returned to the Controller of Examination

unopened (if no candidate is present) at the close of all the examinations in that Centre.

(e) The question paper covers of the University Examinations should be cut open on the left hand side of the cover. It should also be noted that flap should be intact when the covers are sent back to the Controller of Examinations for scrutiny. This procedure must be strictly followed. Along with the covers, the polyethylene covers should also be returned to the Controller of Examinations.

Opening of
Question paper
cover

23.(a) On receipt of the nominal roll (galley) from the University, day/session wise register number of candidates who have registered for each subject in that examination centre must be prepared.

Preparation of
Session-wise
Candidates list

(b) Care must be taken to verify whether current semester and arrear / supplementary candidates have to answer the same or different question papers (with different question paper codes) for a subject. In case they have to answer different question papers, as far as possible, they must be accommodated in different halls and care must be taken to provide appropriate question papers for each of them. To identify which set of (batch of) candidates should answer which question paper, examination time table can be referred carefully and the question paper code is an important guide. (Reading the foot notes in the time table will provide necessary clarity for identifying the question paper code to the related batch of candidates). If any mistake is committed in the distribution of proper question papers the hall invigilator will be held responsible for the same. Apart from the above, to ensure distribution of appropriate question paper to each candidate, he/she may be asked to verify receipt of proper question paper before answering. The Chief Superintendent is to issue instructions to each hall invigilator so as to ensure proper distribution of appropriate question paper to candidates.

Distribution of
Appropriate
question paper

(c) The time-table supplied should be considered as authoritative wherever discrepancies are found in question papers regarding the duration of Examination.

Duration of exam

24. Candidates answering the Accountancy papers should be supplied with two sets of answer books :- (1) Plain answer books and (2) accountancy additional books with two columns ruled in red ink. The candidate should be instructed to use the former for answering the theoretical questions only. Practical questions should be answered in the latter. In case it is found that the answer books are not sufficient to answer all the questions additional books, plain as well as with ruling in red ink may be obtained by candidates and made use of in the same manner as the respective answer books are used. This may be clearly instructed to the candidate with the help of the answer books or additional books plain and with ruling supplied by the University. If these are not available at the centre they may be obtained from the Office.

Accountancy
sheets

Use of pen

25. Candidates are expected to bring their own pens, pencils etc. and will not be allowed to borrow from others in the examination hall. Candidates should use only blue or black or blue black ink pen or ball pen while answering their papers. Only for drawing diagrams or charts, colour pens / sketch pen erasers, calculators etc. are allowed.

Caution to candidates

26.(a) Candidates are not allowed to use books of any kind. Chief Superintendents are to warn the candidates at the commencement of each examination that persons found in possession of answer book of any other candidate or found in possession of any book or portion of book, note books manuscript paper of any description or communicating or copying from each other or communicating with any person inside or outside the examination room or passing electronic gadgets like calculator etc. will be treated as guilty of malpractice.

A detailed report on the matter together with the candidate's answer books, the incriminating material used by the candidate, other material evidence and candidate's written statement obtained if any, should be forwarded immediately, addressed by name to the Controller of Examinations. The report of any malpractice shall be sent to the Controller of Examinations on the same day or the next day of the incident by REGISTERED POST with the materials (Proforma 10). Sending such reports either through University messenger, college messenger or by University Representative and delayed delivery may be avoided.

Malpractice and
confiscation of
hall ticket

(b) Chief Superintendent and hall superintendent / invigilators who have reason to suspect malpractice on the part of any candidate should forthwith make all possible preliminary investigation and communicate the same to Controller of Examinations on the same day by forwarding all material evidences available together with narration from the hall superintendent / invigilators and the written explanations obtained from the candidate. Hall tickets of such candidates need not be confiscated and they may be permitted to write the subsequent examination. However, if the Chief Superintendent envisages any disturbance in the conduct of examination by allowing such candidates to write examination, the Chief Superintendent is empowered not to permit the candidate to appear for the subsequent examinations and the same may be reported to the controller of examinations.

Documents to be enclosed along with malpractice case :

1. Report of the hall invigilator on malpractice to the Chief Superintendent.
2. Explanation, if any, submitted by the candidate.

3. Report letter of the Chief Superintendent to the Controller of Examination duly signed by Chief Superintendent, Hall Invigilator and University Representative / Observer.
4. Answer book of the candidate.
5. Incriminating materials used by the candidate.
6. Sketch of the seating arrangement (Wherever necessary).

The report of the hall superintendent / invigilators must be clear. Based on the report of the hall superintendent / invigilators, Chief Superintendent must also enquire the candidate and send his report along with the hall invigilator's report. **(Proforma 10)** The nature of the punishment to be imposed by the disciplinary committee will depend largely upon the evidence furnished.

The Chief Superintendent must also ensure that scale of punishment for the various forms of unfair means be prominently displayed at the entrance of the examination hall (as per the University ordinances circulated - see Annexure).

27. In case of impersonation, the police authorities should be contacted immediately and the person concerned be handed over for investigation and necessary action. A full report about the same should be sent to the Controller of Examinations.

Impersonation

28. Clark's Mathematical & Physical Tables and other scientific tables / Data book if mentioned in the question paper, will be supplied to candidates on request, by the hall superintendent / invigilators. Chief Superintendents are requested to make arrangement for supply of Tables & Books. The Chief Superintendents are requested to see that only such Tables & Books which do not contain any entries in pencil or ink are supplied to candidates. The Books & Tables should also be examined while being returned by candidates.

Data Book /
Tables

29. The use of mathematical instruments while answering the papers in relevant subject is allowed. Such instruments will not be supplied by the University. Only Scientific calculators are allowed. No programmable calculators, cell phones, pagers are allowed.

Calculators

30. All books, note books, manuscripts, etc., cell phone & other electronic gadgets brought by candidates shall be placed outside the examination hall in a separate room. **A notice to this effect should be placed at the entrance.**

To keep books
Note books etc.

31. The Chief Superintendent of the University Examinations at each centre should prepare and keep with him sketches of the seating arrangements in the examination halls or rooms and should forward a copy of the same when requested by the Controller of Examinations. **(Proforma 3 & 4).**

Sketch of seating
arrangements

Telegrams to
candidates

32. Any letter or telegram to a candidate, shall not, in any case be delivered to candidate until he/she completes examination.

Candidates not to
ask any question
in hall

33. Candidates are forbidden to ask question of any kind during the examination. Hall Invigilators are to be instructed not to answer any enquiry whatsoever relating to the question papers, whether an explanation or meaning or correction or typographical error.

Attendance of
Candidate present

34. Ten minutes after the commencement of the examination the Hall Invigilators are expected to start taking the attendance of candidates who are present and writing the examination by getting the signature of candidates and complete immediately after 30 minutes in the format (**Proforma 6**). The formats may be kept in the college concerned and forwarded to the Controller of Examinations whenever they are specially required.

Absentee
statement

Half an hour after the commencement of examination (in each session) the Chief Superintendent may send an attender with an ABSENTEE STATEMENT sheet (**Proforma 7**) to collect the register number of absentees in each hall. The entry made by hall invigilator in the statement (**Proforma 7**) should tally with statement (**Proforma 6**) prepared earlier. The Chief Superintendent shall verify that there is no discrepancy in these two entries. Using these particulars, answer paper covers shall be prepared by the examination assistant. Along with the absentees' details, the hall invigilator should return the unused question papers and main answer books. Unused main answer books and unused question papers should tally with number of absentees. The Chief Superintendent shall verify that these things are in order, so as to avoid malpractice.

35.(a) At the close of examination, the Chief Superintendent is expected to send a consolidated absentee statement, date and subject wise and list of absentees with register numbers, within three days. (**Proforma 7**)

(b) The examination section will send two copies of nominal rolls (galley) along with the hall tickets. If any one candidate is absent for one paper, the code number or the serial number, as the case may be of that subject shall be rounded (encircled) and marked in red ink as "AB" (must NOT be scored) by the Chief Superintendent in one copy of the date war scheme against the register number of the candidate who is absent for that particular paper at the end of Examination on each day. This copy of date war scheme with the absentee markings shall be returned to the Controller of Examinations and this will be treated as consolidated absentee statement.

Preparation of
answer paper
cover

36. In preparing the answer paper covers, the register numbers of absentees for each subject of examination should be entered in the respective column on the cloth lined answer-paper cover. Candidates who are not permitted to sit for the examination for

want of attendance and for progress should be treated as absentees. The number of answer papers dispatched to the University added to the number of absentees must be equal to the number of candidates registered. Any discrepancy should at once be enquired into on the spot and accounted for, by a note at the foot of the cover. Special care must be taken to ensure accuracy in this respect and in writing the correct register number of absentees on the cover.

37. Hall invigilator should collect answer books from candidates personally. It would be better to instruct the candidates that they should stand up in their place and remain standing until one of the hall invigilator reaches them and receives the answer books as soon as they have completed answering and wish to surrender their answer books, or at the end of the period prescribed for each particular part of the examination. The candidates should be instructed to verify, before surrendering their answer books, that they have entered their register number correctly in the answer books at the appropriate places in the title page only. They should be warned that writing wrong register numbers in their answer books will entail rejection of their answer papers.

Collection of
answer papers

38. After the answer books have been collected, they should be carefully arranged according to subjects or languages and in numerical order.

Arranging of
answer papers

39. Special care must be taken in making entries on the face of the answer paper cover. The register number of all candidates in the nominal roll shall be written on the left side of the cover in the space provided. Absentees falling within the register numbers entered on the left side, may be notified on the right side of the cover.

Entries on
answer paper
cover

The signature of the Chief Superintendent, name and seal of the college shall be affixed on the cover without fail. The Chief Superintendent shall sign on the reverse side across the pasted portion of the cloth-lined cover. The University Representative must also sign in the face of the cover and also on the reverse side across the pasted portion of the cloth-lined cover.

Chief
Superintendent
and University
Observer Signing

40. When a question paper is common for more than one branch / degree, the answer papers of candidates of different branch / degree shall be packed in different covers such that there is no mix up. For example, while packing the Mathematics III answer papers, which is common to all B.Tech. degree candidates, they may be packed separately, branch-wise for the administrative convenience of the examination section.

Packing of
answer paper

41. No paper should be torn off from the answer books. The number of answer books kept inside the cover shall not exceed the specified number indicated thereon. The cloth-lined covers should be pasted in the presence of the Chief Superintendent and University observer / Representative at the close of session. After signing of the

Sealing of
answer paper
covers

covers as said in the previous para then the flap portion of the covers are to be pasted with cello tape neatly.

Delivery slips
and delivery of
answer paper
packets

42. The answer paper delivery slip supplied by the University may be filled in Duplicate, (one for college use and one for the use of University office). Separate delivery slips may be used for separate degree answer paper packets. For example, dispatch of B.E., M.E., M.Sc. covers shall be written in three different proforma. Serial No. must be given date wise for the answer paper covers and handed over to the University office staff. Serial number shall be given continuously and not separately for each degree.

43. Any answer book, if found containing the name of the candidate should be sent to the Controller of Examinations separately.

Service stamp
Shall not be
used

44. The use of service postage stamps by Chief Superintendents of the University Examinations is forbidden.

No. of
candidates
and hall
superintendents

45. Candidates should be accommodated in rooms or in large halls. In ordinary circumstances, one hall invigilator for every twenty five (25) candidates or part thereof in each hall is sufficient. In addition 10% of the admissible invigilators (subject to a minimum by one person) may be appointed as Reserve Hall Invigilator. If the number of candidates for the examination on any date does not exceed twenty five, examination can be conducted with the assistance of reserve invigilator and no hall invigilator should be appointed. The reserve Hall superintendent / Invigilators will assist the Chief Superintendent at times when there is no invigilation.

Chief Superintendent's
report and suggestions
after the examinations
are over

46. The Chief Superintendent is requested to state, after the examinations are over whether the above instructions have been fully carried out. The Controller of Examinations may be sent in a separate communication, suggestions for improvement in the conduct of the examinations.

Appointment of
Additional Internal
Chief Superintendent

The Principal/The Chief superintendent are permitted to appoint one Additional Internal Chief Superintendent when the number of candidates appearing for the Examination exceeds 250 per session.

Appointment of
invigilators

The University desires that, as far as possible the candidates should be accommodated in halls or large rooms and considered that in ordinary circumstances. One Assistant Superintendent for every twenty-five (25) candidates or part of that number in each hall or room is sufficient. If the number of candidates for the examination of any date does not exceed twenty-five, no Assistant Superintendent should be appointed. It is not desirable to engage the service of Superintendent for shorter period than the full number of day over which the examinations extend.

One extra invigilator (Assistant Superintendent) may be appointed to all sessions to assist the Chief Superintendent.

In no case traveling expenses will be allowed to Superintendents (Invigilators) who are members of the Teaching Staff of the same Colleges.

The Executive Council at its meetings held on 6th October 1986 resolved "that it be made obligatory on the part of the members of Teaching Staff to take up invigilation work etc. in connection with the conduct of the University Examinations when required by the Principal of Colleges concerned.

The remuneration for Superintendents and Assistant Superintendents will be sanctioned with reference to the number of candidates taking the examination at a centre, in accordance with the scale. The Chief Superintendent should make suitable arrangements for supervision according to the size of the rooms available on various days subject to the condition that there should be at least one Assistant in each room and that the remuneration due for the number of candidates accommodated in each session according to the prescribed rate (1 per 25 candidate) be distributed among the Assistant Superintendents (Invigilators) employed.

Chief Superintendent is permitted to utilise all the Teaching Staff members of their Colleges, if necessary, for invigilation work and remuneration admissible be divided among themselves.

47. Chief and Assistant Superintendents shall be remunerated according to the following scale :-

	Nos.	Rs. P.
(i) Chief Superintendent	1	250.00 per session
(ii) Additional Chief Superintendent (if Total exceeds 250 students)	1	250.00 per session
(iii) All Hall Superintendent / Invigilator (written examination)	1	150.00 per session

Scale of
remuneration to
Superintendents

The form of remuneration as in **proforma 11** is to be submitted to the university along with the accounts.

48. Hall Superintendents / Invigilators shall ensure the following :

(a) Use of cell phones by the students shall not be permitted inside the examination hall.

(b) That the candidates take their seats 10 min. before the commencement of the examination.

* Revised rates recommended by the committee (implementation subject to approval of AC & EC)

(c) Use of cell phones by the invigilators shall not be permitted inside the examination hall.

Signature of
Invigilators

(d) Hall superintendent / invigilators must sign at the space provided on the first page of the answer book and not in any other page.

Writing Register
number

(e) Proper instructions are to be given before question papers are distributed to candidates to write his/her register number legibly on the title page of the Answer book and not to write register number anywhere else. Candidates may also be informed that violation of this rule will attract disciplinary action.

Check the
Question paper

(f) Candidates' attention may be drawn to verify and satisfy themselves that they have received appropriate question paper before they start answering the questions. Each question paper must be scrutinized so as to ensure that it is relevant to the heading. Question papers not relevant should be returned to the Hall Invigilator at once, and then to the Chief Superintendent.

Candidate to
write
Register number
only on the title
page of answer

(g) Before distributing question papers, candidates should be issued with an answer book and instructed to fill up the particulars on the title page of the book. Candidates are to be instructed not to write their register numbers at any place other than the space provided for on the book. Writing a wrong register number will lead to rejection of answer paper. Writing the name or making an appeal to the examiner or writing the internal assessment mark will be treated as an attempt to influence the examiner. Hence, any such act will attract disciplinary proceedings by the University.

Attendance of
Candidates

(h) The attendance of candidates (**Proforma 6**) may be finalized half-an-hour after the commencement of the examination by getting the signature from individual candidates along with the Answer book serial number in the format prescribed by the university.

Checking
Register
number

(i) Hall tickets of all candidates should be inspected during the courses of each session of the examination. While checking the hall tickets of each candidate, the Hall Invigilator should verify the photograph and ensure that the **REGISTER NO OF THE CANDIDATE ON THE HALL TICKET**, on the title page of the answer book of the candidate and on the table / desk are identical.

Rough work

(j) Candidates should be informed that rough work, if any, must be done by them on the bottom of pages in their answer papers. No separate answer books for rough work will be supplied to candidates.

Checking
Answer books

(k) The number of absentees and the number of answer books not distributed in the hall should tally and the unused answer books should be returned to the Chief Superintendent while the absentee list is sent.

(l) Candidates presenting themselves thirty minutes after the commencement examination shall not be admitted.

Reporting at
exam hall

(m) Candidates are required to bring their own pens, pencil, erasers, calculators etc.

(n) Candidates are not permitted to bring cell phones and other electronic gadgets inside the examination hall.

(o) Candidates are not allowed to use books of any kind, except approved data books and mathematical / statistical tables.

(p) The hand books / data books brought by the candidates may be checked for any handwritten matters. Such books with scribbling and notes shall not be permitted.

Data books,
Maths / Stat.
tables

(q). Hall superintendent / Invigilators shall warn the candidates at the commencement of the examination on each session that candidates found bringing any incriminating materials into the examination hall or found in possession of answer book of any other candidate or found copying or communicating with any person inside or outside the examination hall shall be treated as guilty of malpractice. Any candidate violating this rule should be brought to the notice of the Chief Superintendent immediately. A detailed report on the matter together with the candidate's answer book in question, the incriminating materials used by the candidate, other material evidences and candidate's confession statement should be immediately forwarded to the Chief Superintendent. Candidates should not detach any sheet from the answer book or take out any sheet outside the Hall. The Hall superintendent / Invigilators may ensure to notify the same at the entrance of each hall.

Malpractice

(r) While collecting the answer books from a candidate, the Hall invigilator shall verify that the register number of the candidate has been correctly entered and that too only on the title page. No loose sheets or papers shall be detached from the answer books of candidates.

Collection of
answer books

(s) Candidates should be informed that they are expected to write at least 20 lines in a page if no ruling is made and use both sides of an answer paper. In this connection, Chief Superintendents should instruct their hall superintendent / invigilators to monitor whether all the students write not less than 20 lines per page if no rulings are made.

Writing 20 lines
per page

(t) The invigilators are expected to report to the Chief Superintendent for invigilation work at least thirty minutes before the commencement of examination on the respective date and session for which invigilation work is assigned.

Report for duty

(u) At the end of the examination, the hall invigilator has to collect the answer books from candidates and arrange them subject wise, register number wise and personally hand over to the Chief

Collecting
answer books

Superintendent. The hall invigilator has to be present till those answer papers are checked and put into the answer paper covers by the Chief Superintendent.

49. A University Representative will be appointed by the Controller of Examination as an observer for the conduct of Examinations. The normal conduct of examination shall not be affected due to the absence of the University Representative. The Observer / University Representative should ensure:-

(a) The presence of the Observers at the centres on all examination dates is a must on both sessions.

(b) They shall reach the venue at least 30 minutes before the commencement of the examinations and to remain there till the examinations are over and the answer scripts are packed and sealed at end of each session of the day.

(c) They shall ensure that all the question paper packets are properly opened in their presence and the answer sheets are packed properly and sealed after the completion of the examinations.

(d) Any kind of malpractice is to be immediately booked and the scripts of such candidates are to be sent separately to the Controller of Examinations by name along with invigilator's report in a standard format to be prescribed by the University.

(e) Proper seating arrangements are to be made and the same should be written on BLACK BOARDS for the benefit of the students.

(f) No student is to be denied permission to write the examinations without any proper reason. The Observer has to implement this effectively.

(g) Any complaint from any student or staff with regard to the conduct of examination may be received in writing and forwarded to the Controller of Examinations.

(h) A daily report on the conduct of the examinations along with a final report after the completion of all the examinations are to be submitted to the Controller of Examinations.

(i) University stationery like Main Sheets, Additional Sheets, Accountancy, Graph etc., are to be properly kept under safe custody.

(j) Answer paper of completed examinations shall be sealed and kept in safe custody and dispatched on the first day itself and should not be accumulated.

(k) Guidelines to be followed by the invigilators are to be informed to all invigilators.

(l) The main entrance of the college must be kept open always. If required police security may be asked for.

(m) The principals / Chief Superintendents will be required to render all possible assistance to him.

(n) The Principals are the representatives of the university appointed to supervise the examinations. On any matter of dispute relating to examinations, the decisions of the observers are to be implemented subject to the approval of the university authorities.

50. **"Examination Vigilance Squad / Flying Squad"** appointed by the University authorities from time to time, shall check compliance of the following :-

Flying Squad

- (a) examinations commence on time.
- (b) question paper issued to the centres / colleges are kept in safe custody.
- (c) answer paper of completed examinations are sealed and kept in safe custody.
- (d) absentee list agrees with entries on answer paper packets (a random sample will be enough).
- (e) seating arrangements are satisfactory.
- (f) adequate number of external and internal invigilators are employed and to see that the invigilation work is done only by the teaching staff and not by the non teaching staff.
- (g) University examination stationery supplied to colleges are properly stored and accounted for.
- (h) Any other matter related to the conduct of Examination in that centre / college.

51. Chief Superintendents are informed that the following charges have been prescribed by the University.

Rates of charges for preliminary arrangements for the conduct of Examination and for clerical work

- (a) For making preliminary arrangements for the conduct of the Examinations at any centre, to be inclusive of all charges :-

Rs.50/-* for every 100 candidates or part thereof calculated on the largest number of candidates who sat for one session on any one day of the examination period.

(b) Servants / Poens / Office Attender for conduct of Examination Rs.40/-* per session. The total number of Servants / Poens / Office Attender engaged for the conduct of written examinations should not exceed the usual number of one for every 50 candidates or part thereof for each session of the examination day.

(c) For Clerical Assistance:-

Rs. 50/-* for every 100 candidates and part thereof subject to a minimum of Rs.40/- and maximum of Rs.250/- per day.

The above rate should be calculated on the largest number of candidates who sat for any one session of each examination day.

(d) For Waterman :-

Rs. 40/-* per session of the examination for a waterman. (one of every 300 candidates and part thereof)

1	-	300 Students
2	-	301 to 400 Students
3	-	401 to 600 Students
4	-	601 to above Students

(e) Charges for sewing cloth covers for dispatch of answer-books only Re.5/- per cloth cover, the voucher in support of this claim to contain also certificate by the Chief Superintendents regarding the number of cloth covers made.

Articles that are allowed under contingent expenses

✓ Expenditure incurred for purchase of wrapping paper, string for packing answer paper packets, cloth for packing, gum or paste, match box, candles, needles, copying pencil, thread for stitching and sealing wax, only will be allowed, provided they are supported by original cash bills from the regular shops, countersigned by the Chief Superintendent.

Payment of local Delivery charges

Payment will not be made by the University on miscellaneous items and coolie for taking answer-paper packets to Railway Station or Post Office. Electricity charges (light and fans) will not be paid.

✓ (f) "All bill for the purchases made and postal receipts for sending parcels etc. should not be pasted on any sheet of paper but should be sent safely secured by string".

* Revised rates recommended by the committee (implementation subject to approval of AC & EC)

52. All applications for contingent advance towards conduct of examinations should be made to the Controller of Examinations at least 30 days before the commencement of the examination. Stamped acknowledgements should invariably be furnished for all advances exceeding Rs.5000/-. Advance paid must be utilized to meet the contingent expenses for written examination only. They should not be utilized for practical examination.

53. All expenditure relating to Clerical staff, Office Asst./Peon, Waterman, Watchman, purchase of stationery, sealing wax, cello tape, string, sketch pen, all other contingencies etc., have to be met within the amount allotted. For transport of answers script bundles to the university by the local colleges, a sum of Rs.500/- per week and upto a maximum of Rs.2,500/- per session shall be paid to the colleges / institutions.

54. On conclusion of the examinations, a bill should be prepared and forwarded to the Controller of Examinations together with all vouchers and other statements connected therewith (**Proforma 11 & 12**) within 5 days.

Sending final account

55. After the bills have been checked, orders will be given for the payment of any sum due. If the amount originally drawn is in excess of the expenditure, the balance should be refunded within fifteen days after the examination are over.

All original bill to be sent

56. Chief Superintendents are required to make a return in the form (**Proforma 14**) for the amount of stationery and serviceable articles remaining at the close of examination and to retain them for the following examination unserviceable articles including.

Stock position

57. Chief Superintendent has to maintain stock particulars of the items such as, Answer book, cloth-line cover, etc., supplied by the University. At the close of each semester / annual examination, the chief superintendent is expected to send stock position and request for requirement of various items for the use of next examination in **Proforma 14**.

Stationery Requirement

58. Chief Superintendents are authorized to issue attendance certificate to the staff members drafted for the work relating to conduct of examination.

Issue of attendance certificate to staff

59. Claims such as T.A., D.A, Remuneration etc., of the staff members (except Pondicherry University Representative) drafted for examination purpose will be settled by the Chief Superintendent.

Settlement of Claim of staff

CONTROLLER OF EXAMINATIONS

* Introduction of payment to the colleges / institutions for transport of answer script bundles to the University (implementation subject to approval of AC & EC)

Annexure

CHAPTER XV (A)

DISCIPLINE AMONG STUDENTS IN UNIVERSITY EXAMINATIONS

(Under Statute 30 of the Statutes of Pondicherry University Act 1985)

1. Disciplinary Control of Chief Superintendent of an Examination.

- a) During an examination the candidates shall be under the disciplinary control of the Chief Superintendent of the centre who shall issue the necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or with any of the invigilators at the Centre, he/she may be expelled from the examination for that session.
- b) The Chief Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee. The Committee will make recommendations for disciplinary action as it may deem fit to the Vice-Chancellor as provided under Clause 7.

2. Everyday, before an examination begins, the invigilators shall call upon all the candidates to search their persons, tables, desks, etc. and ask them to hand over all papers, books, notes or other reference material which they are not allowed to have in their possession or accessible to them in the examination hall. Where a late-comer is admitted this warning shall be repeated to him at the time of entrance to the examination hall. They are also to see that each candidate has his/ her identification card and hall ticket with him/her.

3. Use of Unfair means:

A candidate shall not use unfair means in connection with any examination. The following shall be deemed to unfair means:

- a. Found in possession of incriminating material related/ unrelated to the subject of the examination concerned.
- b. Found copying either from the possessed material or from a neighbour
- c. Inter-changing of answer scripts.
- d. Change of seat for copying.
- e. Trying to help other candidates.
- f. Found consulting neighbours
- g. Exchange of answer sheets or relevant materials.

- h. Writing some other candidate's register number in the main answer paper.
- i. Insertion of pre-written answer sheets (Main sheets or Additional Sheets)
- j. Threatening the invigilator or insubordinate behaviour as reported by the Chief Superintendent and /or Hall Superintendent.
- k. Consulting the invigilator for answering the questions in the examination.
- l. Cases of impersonation
- m. Mass copying

The Executive Council may declare any other act of omission or commission to be unfair means in respect of any or all the examination.

4. If the Vice-Chancellor is satisfied that there has been mass-scale copying or use of unfair means on a mass-scale at particular center(s), he may cancel the examination of all the candidates concerned and order re-examination.

Note: Where the invigilator incharge is satisfied that one third (1/3) or more students were involved in using unfair-means or copying in a particular Examination Hall, it shall be deemed to be a case of mass copying.

- 5 a) The Chief Superintendent of the examination centre shall report to the Controller of Examinations without delay and on the day of the occurrence if possible, each case where use of unfair means in the examination is suspected or discovered with full details of the evidence in support thereof and the statement of the candidate concerned, if any, on the forms supplied by the Controller of Examinations for the purpose.
- b) A candidate shall not be forced to give a statement but the fact of his / her having refused to make a statement shall be recorded by the Chief Superintendent and shall be got attested by two other members of the supervisory staff on duty at the time of occurrence of the incident.
- c) A candidate detected or suspected of using unfair means in the examination may be permitted to answer the question paper, but on separate answer-book. The answer-book in which the use of unfair means is suspected shall be seized by the Chief Superintendent, who shall send both the answer-books to the Controller of Examinations with his report. This will no affect the concerned candidate appearing in the rest of the examinations.
- d) All cases of use of unfair means shall be reported immediately to the Controller of Examinations by the Centre Superintendent, examiner, paper-setter, evaluator, moderator, tabulator or the person connected with the University examination as the case may be, with all the relevant material
- e)

6. Examination Discipline Committee

- f) All the cases of alleged use of unfair means shall be referred to a Committee called the Examination Discipline Committee to be appointed by the Vice-Chancellor.
- g) The Committee shall consist of five members drawn from amongst the teachers and officers of the University.
- h) A member shall be appointed for a term of two years, and shall be eligible for re-appointment.
- i) Three members present shall constitute the quorum.
- j) Ordinarily, all decisions shall be taken by the Committee by simple majority. If the members are equally divided the case shall be referred to the Vice-Chancellor, whose decision shall be final.
- k) All decisions taken by the Examination Discipline Committee will be placed before the Vice-Chancellor for approval.
- l) A candidate, within one month of the receipt of the decision of the University, may appeal to the Vice-Chancellor, in writing for a review of the case. If the Vice-Chancellor is satisfied that the representation merits consideration, he/she may refer the case back to the Examination Discipline Committee for reconsideration.

7. The Examination Discipline Committee may recommend one of the following punishment for cases of unfair means.

Nature of unfair means	Scale of Punishment
If the candidate has used unfair means specified in sub-Clause (a) to (g) of Clause 3	(i) Cancel all the University Examinations registered by the candidate in that session.
If the candidate has repeated the unfair means shown at 3(a) to (g) a <u>second time</u> .	(ii) Cancel the University Examination of all subjects registered by the candidate in that session and debar him / her for the next examination session (i.e. all University Examinations in the subsequent session)
If the candidates has repeated the unfair means shown at 3(a) to (g) <u>third time</u> .	iii) Cancel the University Examinations of all subjects registered by the candidate for that session and debar him / her for two years from registering and appearing for the University Examinations.
If the candidate used unfair means in sub Clause (h) of Clause 3.	iv) Cancel the University Examinations of all subjects registered by the candidate <u>during that semester only</u>
If the candidates used unfair means in sub Clause (i) of Clause 3.	v) Cancel the University Examinations of all subjects registered by the candidate for that session and debar him / her for two subsequent examination sessions.

If the candidates used unfair means in sub Clause (j) of Clause 3.	vi) Cancel the University Examinations of all subjects registered by the candidate for that session and debar him/her for two years from registering and appearing for the University Examination.
If the candidates used unfair means in sub Clause (k) 3 of Clause 3.	vii) Cancel the examination of all subjects registered by the candidate for that session
If the candidates used unfair means in sub clause (l) of Clause 3.	viii) Cancel the University Examinations of all subjects registered by the candidate for that session and debar him/her for two years from registering and appearing for the examination sessions. Moreover, relevant legal action shall be initiated if an outsider is involved.

If the candidates used unfair means in sub Clause (m) of Clause 3.	ix) a) In the Single Hall: Cancel the relevant examination taken by the students of that Hall. Debar the concerned Hall superintendent and other involved directly or indirectly from the examination work such as invigilation, question paper setting, valuation, etc., for the next six examination sessions. b) In a Centre: Cancel the relevant examination taken by the students of the center. Debar the Hall Superintendents and the Chief Superintendent and other involved directly or indirectly from the examination work such as invigilation, question paper setting, valuation etc., for the next six examination sessions and cancel the examination center for two years.
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