



# Symbiosis University of Applied Sciences (SUAS)

[Established under M P Act Nov.17/2007 by Amendment Act No.23/2016 and recognized by UGC]

## OFFICE OF CONTROLLER OF EXAMINATIONS

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### Regulation for Conduct of Examinations

#### **1. Control Room**

- 1.1 Every Examination center, chosen by university, shall have a control room which shall oversee the entire process of the conduction of the Examination.
- 1.2 The control room will be under the charge of Center Superintendent.
- 1.3 One Center Superintendent, One Deputy Superintendent and Assistant Superintendent (one on every 200 students) shall regulate the activities from the control Room of the Examination Center.
- 1.4 Reliever or additional invigilator if any, shall relieve an invigilator when needed. He will assist the Center Superintendent in the performance of his duties vis-a-vis the Examination and the activities of the Control Room.

#### **2. Duties and Responsibilities of Center Superintendent.**

- 2.1 Start the preparation of the Examination Center two (2) days before the commencement of the examination.
  - 2.1.1 See that examination halls/ rooms have sufficient air circulation, daylight and are isolated from common persons. Sufficient numbers of fans and electric lighting should be provided in halls / rooms for comfortable writing.
  - 2.1.2 Two examinees should never be allowed to sit on the same desk / table.
  - 2.1.3 No two examinees be allowed to sit side by side in a row for writing the same paper normally. Therefore examinees from difficult classes should be seated in row and column in such a manner that an examinee does not have another examinee of same class sitting around him / her.

- 2.1.4 Enrollment number should be either written or pasted on the table for easy location.
- 2.1.5 Drinking water should be put before examination hall / room and examinees asking for water should be allowed to go out and take water himself / herself, no person should caring water or any other thing inside the hall / room.
- 2.1.6 Toilets, layout should be such that candidates **are not able to read any material inside them.**
- 2.2 Center Superintendent shall be Head of the center to conduct the examinations in proper, peaceful and fair manner as per the rules stipulated by the University.
- 2.3 He/ She shall be responsible and custodian of the Seal of the School.
- 2.4 He / She shall be responsible and custodian of all the related confidential documents including question papers, answer books, blank formats etc.
- 2.5 Center Superintendent should collect the question paper/s daily 15 minutes before the commencement of the examination from the Vigilance Flying Squad. Before taking into possession sealed packets of the question paper, please ensure that the same belongs only to your Center as per statement provided. Show record of total numbers of packets received from the University.
- 2.6 While taking into possession sealed packets, please ensure that the same are neatly sealed from all the sides and furnish certificate in this regard in prescribed format.
- 2.7 Tally Paper Code, Subject / Paper, Paper Number, Date, Time and Total Number of Papers Printed on sealed envelope with the statement.
- 2.8 Two invigilators, two examinee of the concerned subject / paper one member of vigilances (flying) squad team and Center Superintendent, should append their signatures on the sealed packets of question paper as a mark of having inspected the packets and seal found by them intact.
- 2.9 In case mistake occurs due to distribution of wrong question paper which is not as per schedule through oversight, full responsibility lies with Centre Superintendent. Please get doubts, if any, cleared from the University and act as per instruction of the University. However, ultimate responsibilities will lie with Centre Superintendent.
- 2.10 It is necessary to seal cupboard containing question papers and answer books meticulously so as to maintain confidentiality of Examination. The cupboard must be sealed every time after obtaining signatures of Center Superintendent, Member of Vigilance (flying) Squad.

- 2.11 In case if paper cancelled due to any reason than the Center Superintendent must collect all the question paper, answer books and other related documents and sealed it in envelope with pasting of related discarded materials format. The cancelled answer books will be shown in damaged stock.
- 2.12 He / She is authorized to appoint the personnel as mentioned below;
  - 2.12.1 One invigilator for every 25 students.
  - 2.12.2 Supporting Staff.
  - 2.12.3 Examination clerk to prepare the data, stationary, and attendance sheets, packing materials etc.
  - 2.12.4 Clerk to help in sorting, packing and sealing of answer books.
  - 2.12.5 Water boy / Attendant etc.
- 2.13 He /She shall oversee the proper seating arrangement for the examinees minimum of 3 ft. distance shall be maintained between two candidates on either side.
- 2.14 He / She shall arrange to physically check the Examination Hall / room before commencement of examination for any hidden books and writing material.
- 2.15 He / She shall be responsible for arrangement and ensure the attendance of personnel assigned the duties on the particular day.
- 2.16 He / She shall ensure proper and timely distribution of Answer books and question papers to the examinees in each hall / room.
- 2.17 He / She shall ensure that the answer books collected from the students are arranged in proper order and sealed in tamper proof bags.
- 2.18 He / She shall be responsible for return of these bundles to Controller of Examinations at the earliest, preferably on the same day.
- 2.19 Visit the Examination Hall / Room as frequently as of possible.
- 2.20 No supplementary answer books should be given to the examinees where 40 pages answer books being circulated, whereas maximum 2[two] eight pages supplementary answer book will be provided to examinee where 32/28 pages answer book are being used.
- 2.21 He / She shall ensure that no person other than persons on duty shall enter the hall / room. Even the teachers of concerned subject shall not be allowed.
- 2.22 Unless otherwise directed, only faculty/teachers of the School shall be appointed as Invigilators by the Center Superintendent, provided that a teacher of the subject of the written examination at any session shall not be an Invigilator at such session of the examination.

- 2.23 The Center Superintendent shall, wherever necessary, send a confidential Report to the Controller of Examinations, mentioning there in the performance of the Invigilators and the general behavior of the examinees.
- 2.24 He / She shall send a daily report on the number of examinees attending each of the examinations, absentee numbers and such other information relating to the examination being held at the center as maybe considered necessary, along with any other matter which he/she thinks fit to be brought to the notice of the university.
- 2.25 He/ She shall also be responsible for maintenance and submission, to the Controller of Examinations of the University, the account of money, if received, and expenditure incurred in connection with the conduct of the examination.
- 2.26 If any case of unfair means (UFM) is reported then deal it as per the instruction given below:

The answer books of the examinee suspected to be using unfair means in the examination should be taken back by the invigilator. However, candidate will be provided another answer book. Both the answer books along with material suspected to be used or may be used for copying duly signed by the examinee and the invigilator with prescribed Performa filled and signed by the student, invigilator, Vigilance Flying Squad and Center Superintendent should be sent to Controller of Examinations on the same day while sending UFM cases following point should be noted.

- 2.26.1 All information's in the prescribed Performa should be filled up. Signatures of the invigilator and the examinee should be obtained at the permissible place. This form should be sent along with cases of unfair means.
- 2.26.2 Please ensure that the, materials used for unfair means is duly signed by the examinee, invigilator, Vigilance Flying Squad and Center Superintendent under his seal.
- 2.26.3 If examinee refuses to sign or tries to destroy the evidence or inhibits violent behavior or threatens the officials or abuses them, the same may be recorded under the signature of Center Superintendent in writing and also audio [if available].
- 2.26.4 Write UFM in large capital letter on the envelope containing the cases.
- 2.26.5 The cases of UFM should be sent to the Controller of Examinations on the same day on which these have occurred

separately and in no case it should be provided on the completion of the entire examination.

- 2.26.6 A unified list of all recorded cases of Unfair Means should be provided to the University on completion of the examination in the defined format.
- 2.27 The Center Superintendent shall have the power to expel an examinee from Examination/s on subsequent days, on any of the following grounds:-
  - 1..26.1 That the examinee created a nuisance or serious disturbance at the examination centre.
  - 1..26.2 That the examinee showed a seriously aggressive attitude towards an Invigilator or a member of the staff entrusted with the examination work.
  - 1..26.3 If, necessary, he / she may get Police assistance. Where a candidate is expelled, the Controller of Examinations shall be informed immediately.
- 2.28 It shall be the duty of the Center 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.
- 2.29 He/She will issue the duplicate admit card to the examinee, if examinee forgets to bring admit card by charging Rs.50/= per paper code.
- 2.30 At the end of the examination you will receive the answer book from the Invigilators, count them & check the signature and entry of each and every thing and arrange them subjectwise/ paperwise/ branchwise / datewise. Rap them in envelope along with absentee report subjectwise, roomwise, seating plan, question paper/s, after sealing them, writing on it the relevant information and send it to, Assistant COE (Evaluation) Symbiosis University of Applied Sciences, Indore.
- 2.31 Please read the instructions carefully and if you have any doubt clarify it from Controller of Examinations.
- 2.32 At the end of examination please send the consolidated list of the UFM cases, completion report, center closing report and other relevant documents / motivations to Controller of Examinations.

### **3. Duties and Responsibilities of Deputy Superintendent.**

- 3.1 A Deputy Superintendent will be permissible for each sift of examination.
- 3.2 He / She will assist the Center Superintendent.

- 3.3 He / She shall carry out the tasks as assigned by the Center Superintendent.
- 3.4 He / She shall co-ordinate and compliment in the discharge of duty of the examinations in fair manner as per prescribed stipulations and free from any malpractice.

#### **4. Duties and Responsibilities of Assistant Superintendent.**

- 4.1 An Assistant Superintendent will be permissible for each sift for every 200 registered examinees.
- 4.2 He / She will assist the Center Superintendent and Deputy Superintendent.
- 4.3 He / She shall carry out the tasks as assigned by the Center Superintendent and Deputy Superintendent.
- 4.4 He / She shall co-ordinate and compliment in the discharge of duty of the examinations in fair manner as per prescribed stipulations and free from any malpractice.

#### **5. Duties and Responsibilities of Invigilator**

- 5.1 He / She shall be overall responsible for disciplined and fair conduction of examinations in his/her examination hall / room.
- 5.2 He / She shall ensure that examinees occupy their allotted seats within the stipulated time.
- 5.3 He / she must check the admit card of the candidates before they enter the examination hall / room.
- 5.4 He / She shall make announcement drawing attention of examinee to check their pockets, clothing and desks for presence of any writing material. Such material if any, shall be collected before commencement of examination.
- 5.5 He / She ensure that no examinee carries with him/her any prohibited material like Mobile phones, iPod, lap tops, palm discs, any other electronic gadgets etc. Calculators shall not be permitted unless permitted by the examination protocol.
- 5.6 He / She shall ensure smooth and quick distribution of Answer books and question papers according to prescribed guidelines.
- 5.7 He / She shall ensure that the examinees do not talk either with other examinees or with invigilator

- 5.8 He / She shall ensure that no examinee enters the hall or room after 30 minutes.
- 5.9 He / She shall not permit the examinee to leave the hall after 60 minutes only, even if the examinees do not wish to continue writing. However their answer book and question paper shall be retained.
- 5.10 He / She shall permit the examinee to leave the hall before last 30 minutes only, if the examinees do not wish to continue writing or completed their respective paper. However their answer book and question paper shall be retained.
- 5.11 He / She may permit the examinee for attending nature calls once for not more than 5 minutes and one by one. Two examinees should not be permitted at the same time.
- 5.12 He / She shall not be entitled to write anything on answer books of students except signature, if found to do the same than strict action will be taken against that invigilator and liable for the enquiry also.
- 5.13 He / She shall keep on marking round in the examination hall/ room and ensure that the invigilators also do the rounds regularly to keep watch on copying / malpractice.
- 5.14 He / She shall should check that there should be date seal as well as seal of Controller of examination as well as Center Superintendent on the first page of Answer book.
- 5.15 He / She shall ensure that the examinees fill up the first page properly and read the instructions given at book page.
- 5.16 He / She shall ensure that the examinees should write his/her enrollment number on the question paper.
- 5.17 He / She shall ensure that the examinees sign in attendance sheets unused answer books of absentee examinees shall be handed over to the Center Superintendent.
- 5.18 He / She shall should check that candidate has written end on the last page of attempted answer and after that invigilator should put his/her signature just below end and put cross line on the remaining blank pages.
- 5.19 He / She shall be responsible for collection and arrangement of answer books in serial order after completion of examination, which shall then be handed over to the Center Superintendent.
- 5.20 He / She shall not be allowed to carry mobile phone or any electronic gadgets in the examination hall/room.
- 5.21 In cases of copying or malpractice, he / she shall ensure that proper recording and action as stipulated under the section of malpractice **(2.26)** has been taken.

- 5.22 If female examinees are appearing at a center, at least one lady invigilator may be appointed, as far as possible.
- 5.23 He / She shall follow any other guidelines issued by the Center Superintendent from time to time.

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