



CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

(Established by the State Legislature Act 9 of 2003)

Through E-Mail

To

1. All Dean of Faculties,
Chaudhary Devi Lal University, Sirsa
2. All the Chairpersons/In-charges,
University Teaching Departments,
Chaudhary Devi Lal University, Sirsa
3. All the Concerned Principals of
Affiliated Degree Colleges of Sirsa & Fatehabad Districts.
4. All the Concerned Principals of
Affiliated Education Colleges of Sirsa & Fatehabad Districts.

No. Conduct/AC-I/F-156/2022/2262-2350 Dated: 07.10.2022

Sub.: Follow up action on the decision (68.34) taken in the 68th meeting of the Executive Council held on 30.09.2022.

Sir/Madam,

I am directed to inform you that the Executive Council in its 68th meeting held on 30.09.2022 approved the Resolutions No. 68.34 which is reproduced here:

68.34 To consider and approve the recommendations of the Academic Council in its 32nd meeting held on 29-08-2022 vide resolution no. 32.24 regarding revision/update of Book of Instructions for examinations of University. Considered and approved.

Further, soft copy (PDF) of revised/updated Book of Instructions for examinations of University is sent to you through email and also uploaded on University Website ([www.cdlu.ac.in/Examination/Book of Instructions for Examinations](http://www.cdlu.ac.in/Examination/Book_of_Instructions_for_Examinations)).

This is for your information and further necessary action.

Yours faithfully,

Sd/-

**Assistant Registrar (Conduct)
for Controller of Examinations**

Endst. No.: Conduct/AC-I/F-156/2022/2351-2359 Dated: 07.10.2022

Copy of the above is forwarded to the following for information and necessary action:

1. The Dean of Colleges, Chaudhary Devi Lal University, Sirsa.
2. The Director, University School for Graduate Studies, CDLU, Sirsa.
3. The Director, UITDC (with the request to upload the same on University Website under **Examination** tab with title "**Book of Instructions for Examinations**"), CDLU, Sirsa.
4. The Principal, University College, CDLU, Sirsa.
5. Deputy Registrar (Academic), CDLU, Sirsa in response to letter no. **Acad./AC-I/2022/2884 dated 03.10.2022**.
6. PS to Vice-Chancellor (for kind information of the Vice-Chancellor), Chaudhary Devi Lal University, Sirsa.
7. PA to Registrar (for kind information of the Registrar), Chaudhary Devi Lal University, Sirsa.
8. S.S.S. to Controller of Examinations (for kind information of the Controller of Examinations), Chaudhary Devi Lal University, Sirsa.
9. Set-II (Practical), Conduct Branch, CDLU, Sirsa.

Sd/-

**Assistant Registrar (Conduct)
for Controller of Examinations**

Ec-7 (6)

BOOK OF INSTRUCTIONS

FOR

**SUPERINTENDENT-IN-CHIEF
SUPERINTENDENT AND
SUPERVISORY STAFF**



**CHAUDHARY DEVI LAL UNIVERSITY,
SIRSA-125055, HARYANA**

Note: This Book may be returned to this University after termination of the examinations.

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

Book of instructions for Superintendent-in-Chief, Superintendents and Supervisory Staff.

IMPORTANT DIRECTIONS

1. Any Infringement of Rules should immediately be reported on telephone to Controller of Exams. Chaudhary Devi Lal University, Sirsa (Office Telephone No. 239808)
2. Enquires in regard to interpretation of Rules for Conduct of Examinations be addressed to Controller of Exams., Chaudhary Devi Lal University, Sirsa. An urgent enquiry may be made from him on office Telephone No. 239808 and 247080.
- 2.(a) Enquires in regard to Non-receipt of any Question-Papers be addressed to Superintendent/Assistant Registrar / Deputy Registrar (Conduct), Chaudhary Devi Lal University, Sirsa (Office Telephone No 247080).
3. All enquiries pertaining to Roll Nos. admission of the candidates, subjects offered, Centre at which they are to appear, late arrival cases and discrepancies in the confidential lists (Pasting lists) or on the Centre Statements be addressed directly to the Assistant Registrar / Deputy Registrar (Results).
4. For an urgent enquiry contact the following telephone numbers / e-mails:

Sr. No.	Designation	E-Mail ID	Telephone Office
1.	Controller of Examinations	coe@cdlu.ac.in	01666-239808
2.	Superintendent/Assistant Registrar/ Deputy Registrar (Conduct)	conductbr@cdlu.ac.in	01666-247080
3.	Superintendent/Assistant Registrar/Deputy Registrar (Results)	result1@cdlu.ac.in result2@cdlu.ac.in result3@cdlu.ac.in result4@cdlu.ac.in	01666-239805
4.	Superintendent/Assistant Registrar/ Deputy Registrar (Secrecy)	secrecy@cdlu.ac.in	01666-239810

For more information visit on University Website : www.cdlu.ac.in

Note: This book of instructions is common for all examination of the University, either in affiliated Colleges, University Teaching Departments (UTD), University School for Graduate Studies (USGS), University College (UC) OR in other Centre specified. And in each case the Superintendent-in-Chief will be Principal in case of College/ University College, Dean in case of USGS and Dean of Faculty concerned in case of University Teaching Departments and shall be read accordingly.

5. The procedures to be followed for preparation of forwarding Memos (Secrecy Memo) for Secrecy Answer-books.

Secrecy Answer-books

Secrecy Answer-Books will be used for all Exams. The answer-books forwarding memo (Secrecy Memo) for Examinations for which Roll Nos. are to be allotted, are to be filled in triplicate. The first copy (Controller's Memo) is to be retained in the pad, second copy to be sent with the answer-books of the day to the Assistant /Deputy Registrar (Secrecy) and the third copy is to be detached and kept by the Centre Superintendent for future reference.

6. Answer-books in the subjects of Mathematics, Statistics, Tourism & Travel Management and Computer Science for BA/B.Sc./B.Com. Examinations may be sent to the Assistant /Deputy Registrar (Secrecy) in separate sub-packets.
7. After the termination of examinations, all these pads containing Controllers Memo as also the Attendance Chart, Identification Chart and subject-wise Absentee Memo will be sent by the Centre Superintendent along with other material in the envelope marked 'X' or 'Y' as the case may be to the Assistant /Deputy Registrar (Conduct) in the Superintendent's last packet and not separately by post as in the past.
8. Answer-books duly arranged and packed in sealed covers, as per instructions, should be dispatched to the Assistant /Deputy Registrar (Secrecy) by name.
9. Unfair means cases be reported on the prescribed proforma (details mentioned completely) to the Assistant Registrar/Deputy Registrar (Conduct) in the prescribed envelopes, duly sealed, under insured registered post/by hand.
10. Centre Superintendents may please communicate to the Controller of Examinations by name, their residential address during the examinations and also telephone/mobile no./email ID, if any, on which they could be contacted in case of an emergency.
11. Enquiries on telephone may be made when unavoidable.
12. **In police cases, the Centre Superintendent has to retain one copy of correspondence letter, statement with him and one of each shall be submitted to the Controller of Examinations.**

INDEX	
Particulars	Page No.
Duties of Superintendent-in-Chief	1
Summary of the Duties of Centre Superintendent	4
What Superintendent has to do on the first day of the examination?	5
What the Superintendent has to do on each day of the examination?	5
The following items should be reported on the day of occurrence:	6
What a Superintendent must not do?	6
What a Superintendent has to do immediately on the termination of the examination?	7
Some Other Important Instructions	8-9
<u>CHAPTER-I</u>	
Question-papers	
Safe custody of question-paper	10
Penalty for not informing the discrepancy in question-paper envelopes on the first day of examination:	10
Opening of questions-paper envelops	11
Penalty for opening a wrong envelops	12
Envelops not to be opened if no candidate	12
Insufficient copies of question-papers	12
Return of opened cloth-lined question-paper envelops	12
Medium for translation into English	13
Misprints in question-papers	13
<u>CHAPTER-II</u>	
Admission of candidates and Seating Arrangements etc.	
Seating arrangements	14
Plan of the examination hall and date-sheets	14
Roll No. and Photographs	14
Arrangements for urinal etc.	14
Admission on production of Roll No. cards individually	14
Provisional admission	15
Discrepancy in the subjects offered	17
Late arrival of candidates	18
Identification Sheets	19
Illness of a candidate	19
Indiscipline by candidates or interference by outsiders	19
Special Arrangement of Amanuensis (Writer/scribe of Answers)	19
Rules/Instructions For Appointment Of Writer/scribe (Amanuensis)	21
Documents To Be Attached With The Application Form	21
Clarification of Lower Grades	21

Particulars	Page No.
Rules/Instruction For Appointment of Writer/scribe of Blind Divyang Candidate	22
Application Form For Appointment of Writer/scribe For Divyang/ Temporary Disabled (Accidental Cases) And For Blind Divyang Candidates Available At Annexure-II, III	23-26
<u>CHAPTER-III</u>	
Unfair Means	
Procedure for detection and reporting of Unfair Means cases	27
Directions for candidates	29
Explanation of the candidates using unfair means	31
Disqualification of Supervisory Staff.	33
Return of Mobile Phone/Electronic Device/ Gadget attached with UMC cases (UMC)	34
<u>CHAPTER-IV</u>	
Answer-books	
Blank answer-books	35
Only one and stitched answer-book to be supplied	35
Writing of Roll Nos. on Answer-book	36
Wrong Roll No. of answer-book	36
Answer-books to be stamped	37
Loss of Signature Stamp of Controller of Examinations (Fine of Rs. 5000/-)	37
Different ink used	37
Collection of answer-books	38
Packing and dispatch of answer-books	39
Specimen of paper-seal & supdt. seal	40
Intimation of dispatch	41
Whom to forward answer-books and how?	41
Stray answer-books	42
<u>CHAPTER-V</u>	
Miscellaneous	
Logarithmic Table and reference Maps in University Examinations	43
Superintendents to provide their own seals for use in the examinations Centres	43
Superintendents not to leave examination hall	43
Admittance of visitors to the hall	43
Infringement of rules to be reported	43
Report regarding conduct of examinations.	43
Return of furniture by the Superintendent and Apparatus by the examiners	44
Articles purchased for the examinations	44
Purchase of trunks and locks disallowed	44
Fees realized from candidates	44

Particulars	Page No.
<u>CHAPTER-VI</u>	
Supervisory Staff	
Strength of Assistant Superintendent's for a Centre	45
Number of Assistant Superintendents required each day	45
Posting of Assistant Superintendents	45
Sanction/Approval of substitute appointments	46
Eligibility for appointments as Centre Superintendent / Deputy Superintendent / Assistant Superintendent	47
Duties of the supervisory staff	47
Deputy Superintendents	47
Assistant Superintendents	48
Centre Clerk & Duties of Centre Clerk	51
Daftri / water-man/ water-woman / Chowkidar	51
<u>CHAPTER-VII</u>	
Practical Examinations	52
<u>CHAPTER-VIII</u>	
Rates of Remuneration	
Rate of Remuneration	52
Purchase of articles for which sanction is not necessary	52
Local Conveyance Charges	52
Directions for preparing bills	54
<u>APPENDIX-I</u>	
List of performas/items supplied by the University:	56
<u>APPENDIX-II</u>	
List of Papers to be sent by the Centre Superintendent to the University, after termination of the examination.	56
Packet meant for the Conduct Branch	56
Packet for Secrecy Branch	57
Packet for the Results Branch	57
Packet of remuneration bills at Conduct Branch	57
<u>APPENDIX-III</u>	
Directions to Candidates for Examination Unfair Means	58
Important instructions for centre superintendent	61
Residuary & doubts	62

DUTIES OF THE SUPERINTENDENT-IN-CHIEF DURING THE UNIVERSITY EXAMINATIONS

1. The **Dean of concerned faculty in case of University Teaching Department, Dean in case of University School for Graduate Studies (USGS) and Principal in case of affiliated College / University College**, where Centre(s) is/are created, may be made overall in-charge for the smooth conduct of Examinations and that he/she be designated as Superintendent-in-Chief at his/her exam Centre(s) for the duration of examinations. The scale of honorarium shall be the same such as notified by the University from time to time.
2. The Superintendent-in-Chief shall receive the parcel containing question-paper pertaining to the Centre (s) in his/her college/office and keep them in his/her safe custody till these are delivered to the Centre Superintendent on the relevant days of the examination. The envelopes shall be kept in a steel almirah, the keys of which will remain only with the Superintendent-in-Chief. The almirah will be kept in a safe room. The room will have a double lock. Both the keys of one lock will remain with the Superintendent-in-Chief and of the other lock with the Centre Superintendent. As soon as the Centre Superintendent arrives, the Superintendent-in-Chief will show him/her all the question-paper envelopes pertaining to the Centre and the Centre Superintendent will compare the question-paper envelopes with the Centre Statements as provided in Rule 2 of the Book of Instructions for Centre Superintendents and the Supervisory Staff. Thereafter, the Centre Superintendent will arrange the question-paper envelopes date wise, separately for morning and evening session and keep them in the almirah and handover the keys to the Superintendent-in-Chief. On each date of examination, the Centre Superintendent will obtain the question-paper envelopes from the Superintendent-in-Chief half an hour before the commencement of morning session, sign the requisite certificate on the question-paper packet and get it countersigned by the Superintendent-in-Chief, in token of the seals being intact at the time of receipt of the packet (s).
3. He/She will be responsible for smooth functioning of the Centre from day-to-day and maintenance of proper discipline at the Centre, as also delivery and opening of the correct packets of question papers at the examination Centre.
4. He/She will ensure that a day before the commencement of the examination satisfactory arrangement of seats according to confidential list is made in such a manner as to render all communication between the candidates impossible.
5. He/She will go round the **College/UC/UTD/USGS/Centre** to ensure that law and order are maintained at the Centre.
6. He/She will send a weekly report about the functioning of the Centre(s).
7. He/She will have the stock of answer-books checked and initial the stock entries in the stock register in token of their correctness.

8. He/She will also see that issue of answer-books to the Centre's in his/her **College/UC/UTD/USGS** is regulated.
9. He/She may replace any member of the staff except Centre Superintendent if his/her conduct during the examination is found unsatisfactory and report the matter to the Controller of Exams. All serious matters concerning the Centre Superintendent be referred to the Controller of Exams. by name or brought to his notice on Phone No. 01666-239808. He will also make arrangement if any member of the Supervisory staff does not turn up.
10. The Supdt-in-Chief would ensure that proper police force is provided at the Centre(s) of examination located in the **College/UC/UTD/USGS**. to avoid any interference. The Supdt-in-Chief should request the local police authorities and preferably an A.S.I. be got deputed to supervise the police arrangement to ensure that the University Examinations are conducted smoothly without any interference. He/She may seek the help of the Distt. Authorities (Deputy Commissioner, S.P.) in case there is an apprehension of breach of peace.
11. In case the **Principal/Dean** of the **College/UC/UTD/USGS** has to leave the station for urgent work, He/She shall appoint the senior member of his/her staff to act as Superintendent-in-chief during his/her absence and send an intimation to this effect to the Controller of Examinations.
12. Supervisor for outside duty will be deputed by the Superintendent of the Centre of Examination from amongst the Supervisors appointed at the Centre.
13. He/She will see that the examination at the Centre is conducted smoothly. He/She will not interfere in the day-to-day functioning of the Superintendent who will be directly responsible to the Controller of Examinations.
14. All unfair means cases will be sent by the Centre Superintendent directly to the University office and not through the Superintendent-in-Chief.
15. He/She will co-ordinate the working of the Centres in his/her **College/UC/UTD/USGS** and effect merger of Centres into one or two, as necessary, keeping in view the capacity of the building and the number of students and issue instructions to the Superintendent in this regard. He/She will also ensure that:
 - a) Separate absentee memo's in regard to each Centre originally allotted to the candidates throughout the examination even if the candidates are transferred from one Centre to another on amalgamation, are used and originally Centre number of candidate's is indicated.
 - b) Similarly, separate signature charts in respect of each Centre originally allotted to the candidates are used throughout the examination even if the candidates are shifted from one Centre to another on amalgamation. For this purpose, the Superintendent of the original Centre is required to pass on the Superintendent of the day, the signature sheet to the Centre/Centres at which the candidates are seated.

- c) If the maximum number of candidates on a day in a session is 250 and the sum total of the candidates in a session falls below 250, the Superintendent-in-Chief will merge the Centre into one or two as deemed fit provided that no Centre shall be broken or merged if the number of candidates in a Centre in a day is 50 or above.
 - d) While affecting the merger as in (c) above the Supdt-in-Chief shall see that as far as possible equal number of duties are allotted to Supdts., Deputy Supdts., Assistant Supdts., Clerks and other staff.
 - e) Separate subject-wise memos of answer-books pertaining to each Centre are prepared by the Centre Superintendent of the amalgamated Centre. The memos, so prepared are to be placed outside the respective sub-packet of answer-books for each Centre.
 - f) Where by merger of the Centres the number of candidates is above 200 and separate memos are to be used, the Superintendent-in-Chief may appoint an Additional Clerk.
 - g) All sub-packets pertaining to each Centre are placed in the main bundle to be sent to the Assistant /Deputy Registrar (Secrecy).
16. In case of inability of the **Principal/Dean** to function as Superintendent-in-Chief, or whose ward (son, daughter, brother or sister or any other near relative) is taking the examination at the Centre, the next available senior member of the **College/UC/UTD/USGS** staff will act as Superintendent-in-Chief. The name of the teacher may be intimated to the Assistant /Deputy Registrar (Conduct) / Controller of Examinations immediately for necessary action by the office.
17. It will be the responsibility of the Superintendent-in-Chief to provide the required service staff. However, while appointing such staff the integrity and honesty of the staff should be kept in view.
18. He/She will appoint one Assistant Superintendent out of the teachers of his/her **College/UC/UTD/USGS** to maintain law and order and to check outside interference.
19. He/She will verify the bill of Additional Assistant Superintendent appointed by him to help in controlling outside interference.
20. He/She will get the bill verified from the **Principal/Dean** of the **College/UC//UTD/USGS** in case of the **Principal/Dean** himself/herself is not performing the duty as Superintendent-in-Chief.
21. The Superintendent-in-Chief will ensure that Supervisory Staff is given due protection at the hands of the bad elements at the Examination Centres at his/her **College/UC/UTD/USGS** and the Staff coming from out-station is helped in getting suitable accommodation during the course of examinations.
-

Summary of the Duties of Centre Superintendent

- I. The following is the summary of duties of Centre Superintendent, however, these are not absolute and mere important key note. The Centre Superintendent has to go through the complete instructions/rules provided by the University. This does not absolve them from studying the rules given in the main body of the Book of Instructions. In case of urgency, Assistant Registrar/Deputy Registrar (Conduct) may be contacted through email at conductbr@cdlu.ac.in or on telephone No. 01666-247080.
- i) Reach the centre at least 30 minutes before the time. See that the question paper envelopes brought from the Superintendent-in-Chief are in accordance with the **latest/updated date-sheet and in continuation that of.**
 - ii) See that at least 5 minutes before time the candidates are seated properly at their respective seats and the distribution of the answer books has been completed.
 - iii) Write carefully the date, time and session of examination on each envelope containing question-papers and arrange them 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.
 - iv) Make proper seating arrangements (**Rule 11, p-13**).
 - v) Notify the directions for candidate (**Appendix III, p-58**), date-sheets, seating plan, etc., outside the examination hall (**Rule 12, p-14**).
 - vi) Prepare duty chart of supervisors according to the schedule and number of candidates for each date and session.
 - vii) Send the sample of the impression of seal of Centre Superintendent or Assistant Superintendent to be used, to the Assistant /Deputy Registrar (Secrecy) for verification and record on the first day of the examination.
 - viii) The Centre Superintendent shall be supplied by the Controller of Examinations, before the commencement of the Examination, with a list showing the names of candidates and the optional subjects taken up by them and a statement showing the number of candidates appearing in each subject.
 - ix) Centre Superintendents are expected to make arrangements as economically as possible consistent with efficiency in all matters involving expenditure of money.
 - x) If, in the opinion of the Centre Superintendent, it is necessary to permit a candidate to leave the Examination Hall during the examination hours for brief period, he shall be accompanied by an escort. The Centre Superintendent may fix time, if necessary, within which the candidate must return to his seat.
 - xi) The Centre Superintendent has the power to expel an examinee from the examination all the following grounds:
 - a) that the examinee creates a nuisance or serious disturbance at the examination centre.
 - b) that the examinee shows a seriously aggressive attitude towards a member of supervisory staff or to any member of the service staff entrusted with the

examination work. If necessary, the Centre Superintendent may get police assistance where a candidate is to be expelled. The Controller of Examinations shall be informed by the Superintendent accordingly.

Note: While allocating the supervisory duties due care be taken to see that in case of teachers appointed with TA/DA, the gap between the duties should not exceed more than two days. Duties of supervisory staff be checked out in such a manner that teachers who come from out-stations are divided in two groups. The first group be given continuous duties as per equitable distribution after which they be relieved and the next group be assigned the continuous duties for the next few days and then relieved.

II. What 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 by him/her with a view to verify that no candidate is appearing in any of these subjects at his/her Centre (**Rule 3, p-11**). This announcement shall also be displayed on the Notice Board.
- (ii) Compare the names of the candidates written on the Roll No. slips with those in the confidential list supplied by the office.

III. (a) What the Superintendent has to do on each day of the examination?

- (i) Reach the Centre at least 30 minutes before the time. See that the question-paper envelopes brought from the Superintendent-in-Chief are in accordance with the latest / updated date-sheet and in continuation that of.
- (ii) See that at least 5 minutes before time the candidates are seated properly at their respective seats and the distribution of the answer-books has been completed.
- (iii) Post the Assistant Superintendent in various rooms/rows according to and ensure that the candidates are physical searched and dispossessed of incriminating material, if any, with the help of the supervisory staff before distribution of question papers.
- (iv) Open the question-paper envelopes in the subject/s according to date-sheet and prepare an opening certificates as provided in **Rule 4(a), p-11**.
- (v) Make sure that the paper meant for evening group is not being opened in the morning session, when there are morning and evening session.
- (vi) Before distribution of question-papers check up and satisfy whether serial No., the exam code number and the subject on the outer and inner covers tally with those on the question-paper. In case of discrepancy in serial no. and subject, take all necessary precautions.
- (vii) Compare the number of copies of question-paper and subject with the number and subject mentioned on the envelope containing question-papers.

- (viii) Compare the Roll No. of the candidates written in words and figures on the answer-books checked by Dy. Superintendent with those to the Roll No. Slips supplied by the office.
- (ix) Prepare Attendance Chart (Memo for the Controller of Exams) daily for each paper, examination-wise and send the same to the Assistant/Dy. Registrar (Conduct) after the termination of the examination in the Superintendent's last packet. The Superintendents are supplied blank absentee memo in sufficient number. They should use separate absentee memo for different examinations. In no case one book should contain absentee memos of two or more examinations. It should be fully satisfied that "presence" or "absence" of 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.
- (xi) Dispatch answer-books after applying proper check **(Rule 33, p-39)**.
- (xii) Stamp the answer-books at three places while the candidates are writing their answers.

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

- (i) Opening of wrong question-paper **(Rule 5, p-12)**.
- (ii) Provisional admission of a candidate. **(Rule 16, p-15)**.
- (iii) Late arrival cases **(Rule 16(h), p-18)**
- (iv) Any untoward incidents happening **(Rule 19, p-19)**.
- (v) Unfair means cases **(Rule 21, 22, 23, 24, 24 and 25, p-27-34)**.
- (vi) Inform the Assistant /Deputy Registrar (Secrecy) if there is no answer book in the subject's **(Rule 34 & 35, p-41)**.
- (vii) Infringement of rules **(Rule 41, p-43)**.

IV. What a Superintendent must not do?

- (i) Postpone an examination.
- (ii) Open a wrong envelope of questions- papers **(Rule 5, p-12)**.
- (iii) Appoint an amanuensis without the prior permission of the Controller of Examinations **(Rule 20, p-19)**.
- (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 and without lock.
- (vi) Send Absentee Memo and Identification Charts in Superintendent's packet.
- (vii) Allow any supervisory staff, Centre Clerk, Waterman etc. to leave the examination Centre without his permissions in writing.
- (viii) Allow any one, who has read the question-paper to leave the examination Centre before half time of the examination.
- (ix) Allow any outsider to enter the examination hall without authority letter from the Controller of Examinations, Chaudhary Devi Lal University, Sirsa.

V. What a Superintendent has to do immediately on the termination of the examination?

- (i) See that the Centre is wound up as soon as the examination is over.
 - (ii) Re-deposit the stationery- box and the Furniture with the institution from which it was obtained.
 - (iii) Dispatch to the office of Conduct branch, three packets in one parcel as mentioned in **Appendix II, p-56.**
 - (iv) Dispatch of remuneration bills to Conduct Branch in **point 4, Appendix II, p-56.**
 - (v) Dispatch the documents collected from the candidates as required by the Exams. Branch to the Assistant Registrar concerned.
 - (vi) Dispatch, under registered cover/by hand, the attendance memo, attendance chart, an identification book to the Assistant /Deputy Registrar (Result) as mentioned in **Appendix II, p-56.**
-

Some Other Important Instructions

1. From the time, the Superintendent reaches his/her station of examination upto the end of examination, he/she shall consider himself/herself as an agent of the University and must not leave the station without the prior permission of the Controller of Examinations. In the case of unavoidable circumstances even on University work, he/she must write to the Controller of Examinations for permission to leave the Centre.
2. The Assistant Superintendent shall make his/her own arrangement for boarding and lodging, at the station of his/her appointment and not at any other place. In no case the Assistant Superintendent or any member of the supervisory staff should avail himself/herself of the hospitality of the local institutions or any agent thereof while acting as such.
3. The Centre 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.
4. The Centre 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 sent immediately to the Controller of Examinations under the Regd. Cover/by hand.
5. The Centre Superintendent shall see that the duties assigned to the supervisory staff are properly attended to.
6. The Centre 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 thereof to facilitate checking by the Flying Squad.
7. 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 in the day of occurrence.
8. The Centre Superintendent shall make round of all the rooms connected with the Centre after short intervals and shall not leave the supervision of any of the rooms or side galleries entirely to the Assistant Superintendents.
9. The Centre Superintendent shall announce to the candidates that they should make an indication regarding the questions they have attempted by ticking the serial No. of the question in the tabular form printed in the title page of the answer-book.
10. At the Centres where any **Divyang** candidate is appearing, the Superintendent shall give all the necessary instructions in writing.
11. The Assistant Superintendent should allow a candidate to go to the Urinal only after he has been searched to ensure that he is carrying no incriminating material. The Assistant Superintendent will also ensure that the Urinal does not contain any incriminating material which the candidate can consult or bring back with him.

12. Before allowing entry into the Examination Hall, all the Examinees should invariably be checked daily (each session) by the Centre Superintendent/Deputy 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 the offense of “possession” is not committed by them.
 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 the examination either through a messenger or Postman who be directed to deliver the same after the Examination.
 14. If any person appointed as Centre 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, neglects the duty assigned to him, without showing proper and good cause, he/she can be debarred from any University work in future and liable to disciplinary action. **The examination duty is Mandatory as per Haryana Govt. Letter No. 18-1-2011 UNP (4) dated 18.07.2011.**
-

CHAPTER-I QUESTION PAPERS

1. The Superintendent-in-Chief shall receive the parcel containing question-papers pertaining to the Centre(s) in his/her **College/UC/UTD/USGS** and keep them in his safe custody till these are delivered to the Centre Superintendent on the relevant days of the examination. The envelopes shall be kept in a steel almirah, the keys of which will remain only with the Superintendent-in-Chief. The lock. Both the keys of one lock will remain with the Superintendent-in-chief and of the other lock with the Centre Superintendent. As soon as the Centre Superintendent arrives, the Superintendent-in-Chief will show him all the question-papers envelopes pertaining to the Centre and the Centre Superintendent will compare the question-paper envelopes with the Centre Statements as provided in Rule 2 of the Book of Instructions for Centre Superintendent and the Supervisory Staff.

Thereafter, the Centre Superintendent will arrange the question-paper envelopes date-wise, separately for morning and evening session and keep them in the almirah and handover the keys to the Superintendent-in-Chief. On each date of examination, Centre Superintendent will obtain the question-paper envelopes from Superintendent-in-Chief half an hour before the Commencement of morning session, sign the requisite Certificate on the question-paper packet and get it countersigned by the Superintendent-in-Chief, in token of the seals being intact at the time of receipt of the packet(s).

If any envelope containing question-papers appears to have been tampered with, the contents thereof should be removed without breaking the seal and the empty cover's returned immediately to the Controller of Exams, through the Superintendent-in-Chief with a detailed report of the case. Examinations in the papers should not in any case be postponed without permission of the Controller of Exams.

The tampered envelopes should be sealed again in the presence of the above mentioned officers and the Superintendent-in-Chief. For this purpose, the Centre Superintendent shall have the packing material with him/her. 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 Superintendent-in-Chief or the Centre Superintendent as the case may be will make himself/herself liable or legal or departmental action or both.

2. **Penalty for not informing the discrepancy in question-paper envelopes on the first day of examination:**

On Receipt of Boxes/packets of question-papers, the envelopes of question-papers may be compared as per Challan form with the date sheets/date-wise serial number

list and inform immediately by telephone/e-mail, if any question-paper is required, other than mentioned in the Challan form supplied with the question papers mentioning clearly the Roll No. of such candidate's name of the Examination, Subject/paper clearly one day before the commencement of the Examinations.

If the Centre Superintendent fails to report the discrepancies/shortcoming regarding non-receipt of any question-paper on the first day of examinations (after comparing the envelopes as provided in **rule-1** above), a penalty of **5% of remuneration** will be deducted from his/her remuneration/T.A./D.A. bill for every question-paper packet deficiency of which is reported after the first day of examination, besides other legal/Departmental action as deemed fit by the Controller of Examinations/University.

- 3. Subjects not provided for-** On the first day of the examination the Centre Superintendent shall announce to candidates the subject(s) 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 any of these subjects at his/her Centre. This announcement shall also be displayed on the Notice Board along with the seating plan.
- 4. (a) Opening of question-paper envelopes:** The Centre Superintendent will receive the question-paper envelopes each day from the Superintendent-in-Chief in the morning half an hour before the commencement of examinations for both the sessions i.e. morning and evening after satisfying himself that the original seals and edges of the question-paper envelopes are intact. He will then sign the certificate number 1 on the envelopes and also get it signed by the Superintendent-in-chief. Each envelopes containing question-papers shall be opened in the examination hall, by the Centre Superintendent on the date and hour, fixed for the examination in that subject, in the presence of Deputy/Assistant Superintendents/invigilator, after carefully examining the condition, joints of the envelope and the seals of envelopes and verifying the subject by a reference to the date sheet. The certificate Ec-2(12) in the Supdt's file should be sent to Conduct Branch. The joints both of outer and inner envelopes should be examined most carefully. The Superintendents shall open it leaving the seals 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 seals and the figures written on the cover. If the Serial No. given on the inner cover is different from that on the outer cover, maximum care should be exercised to see that the question- paper taken out is the right one, this precaution is necessary even other-wise and report to this effect will be submitted to the Controller of Examinations.
- (b)** As soon as the sealed envelope containing question-papers has been opened, the Centre 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 checked to see that wrong envelope has not been opened. All such cases should be promptly brought to the notice of the Controller of Examinations.

Cautions: (1) Care should be taken that the same persons do not sign the certificate of opening every day. The Deputy Superintendent, however, when on duty must be one of the witnesses. Provided that if there is only one Assistant Superintendent on any particular day, the question-papers shall be opened in the presence of the Assistant Superintendent and the Superintendent-in-Chief.

(2) If any envelope is found to be tampered with while in the possession of the Superintendent, the Deputy/Assistant Superintendent/invigilator or in his/her absence the other witness shall record this fact while signing the certificates. They must also inform the Controller of Examinations through phone/e-mail 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 Vice-Chancellor shall, after examining the merit of the case, impose penalty on persons responsible for opening a wrong question-papers which may also include forfeiture of the honorarium and recovery of the amount of additional expenditure from them besides other legal/Departmental action, if required.
6. **Envelopes not to be opened, if no candidate:** No envelope containing question-papers should be opened unless the 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 unopened to the Assistant/Dy. Registrar (Secrecy) alongwith other papers on the termination on the Examinations (Appendix II) with a report to the Controller of Examinations.
7. **Insufficient copies of question-paper:** If per chance the number of copies of a question-papers is found less than the number of candidates, the Superintendent should dictate the paper to give the candidates, without disturbing the other candidates and give them extra time equal to that spent in dictation. Report must be made in this regard to the Controller of Examinations.
8. **Return of opened cloth-lined question-paper envelopes:** The empty envelopes containing surplus copies of the question-papers should be carefully preserved and returned to the Conduct Branch along with other documents mentioned in Appendix-II.

- 9. Medium for translation into English:** In certain examinations, candidates have option of offering Hindi, Punjabi, etc., as the medium for translation into English. If by chance, no copy of the question-paper in a particular medium is received by the Centre Superintendent he/she should arrange to get the passage translated, if possible or dictate it as it is, so that the candidate writes it out in the script he/she knows.
- 10. Misprints in question-paper:** The Centre Superintendent shall remain in the Examination Hall during the time allotted for each paper and shall immediately draw the attention of the Controller of Examinations to any misprint, mistranslation or ambiguity in the Question-paper which may come to his/her notice.
-

CHAPTER-II**ADMISSION OF CANDIDATES AND SEATING ARRANGEMENTS, ETC.**

- 11. Seating arrangements:** A day before the commencement of the examination, the Superintendent shall make satisfactory arrangements of seats according to the confidential 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.
- 12. Plan of the examination hall and date-sheets:** The Superintendent shall get plans of the seating arrangements 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 Conduct Branch. A copy of each plan and the date-sheets should be pasted at a noticeable place outside the examination hall/room at least one hour before the commencement of the examination. Similar procedures are to be adopted in case of any subsequent changes in the plan of seats. If there are any almirahs in the side walls of a hall or room used as examination Centre, the Centre Superintendent shall see that these almirahs are locked.
- 13. Roll No. and Photographs:** The Roll No. of each candidate shall be written on each table in a noticeable place so that the candidate may easily find his/her place. The Roll No. card with photo pasted thereon is to remain with the candidates and they will be expected to keep them on their table every day. The counterfoil will be detached and kept by the Centre Superintendent. Another copy or Photo of each candidate sent to the Centre Superintendent for reference and record. The identification of all the candidates may be checked each day by the Deputy Superintendent at the time of the signatures stamp is to be put on the answer-books to avoid the cases of impersonation.
- 14. Arrangements of urinals etc.:** The Centre Superintendent should carefully see that arrangements for wash-rooms to be used by the candidates are available near the Centre. If open type temporary urinals cannot be setup, lavatories should be got locked so that students can use only urinals during the examination hours. In case of genuine need, the lavatories may be got unlocked for the particular candidate.

The Assistant Superintendent on outside duty should allow a candidate to go to the Urinal only after he has been searched to see that he is carrying no incriminating material. The Centre Superintendent/Assistant Superintendent on outside duty will also ensure that the Urinal does not contain any incriminating material which the candidate can consult or bring back with him.
- 15. Admission on production of Roll No. Card individually:**
 - (i)** Each candidate is supplied by the University with a Roll No. card with photo pasted thereon, as an authority for admission to the examination Centre. The candidates are to be admitted on production of Roll No. card with photo pasted thereon. Roll No.

will be arranged examination wise and forwarded to the Result Branch along with other papers on the termination of the examination.

The Centre Superintendent shall not admit any candidate, whose name is not shown in the confidential list or allow any candidate to take an optional subject other than shown against his/her name.

- (ii) Each candidate (regular or private) must be directed to present the Roll No. Card to the Centre Superintendent of the Examination Centre individually. The Roll No. Cards be accepted by the Centre Superintendent of the Examination Centre individually, not collectively under any circumstances.
- (iii) In case, any enquiry is to be made from a candidate under the directions of the University/Office, it should be done after the expiry of the fixed for the paper.

16. Provisional Admission: The Superintendent of a Centre may admit a candidate provisionally entirely at the candidate's own risk and responsibility, and deposit the **Rs. 100/-** as fee, under the following circumstances subject to the final orders of the Controller of Examinations.

- (a) When a candidate appearing privately has not been issued a Roll No. by the University, but he/she satisfies the Centre 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 Centre Superintendent must collect **Rs. 100/-** as fee & two copies of the photograph of the candidate with his/her name, father's name and examination written on the back by the candidate and attested by the Centre Superintendent. A copy of the photograph should be forwarded, on the same date, to the Controller of Examinations along with a full report including the candidate's particular. Such a candidate must be required to produce Roll No. card from the University within two days or the date of the next paper, whichever is later falling which he/she should not be allowed to appear further in the examination concerned.
- (b) In case of regular candidate appearing through a **College/UC/UTD/USGS** who has not been issued Roll No. by the University, shall not be admitted to the examination unless he/she produces a certificate from the **Principal/Dean** of the **College/UC/UTD/USGS** concerned to the effect that his/her admission form alongwith the prescribed fee was duly sent to the University and his/her candidature has not been withdrawn by the **College/UC/UTD/USGS/University**.
- (c) If on the first day of the examination a candidate, by mistake, present himself/herself at a Centre other than the one allotted to him/her by the University and there is not enough time for the candidate to reach his/her normal Centre in time. For subsequent days the candidate is not to be allowed without confirmation from the Assistant Registrar of the Examination Branch concerned.
- (d) 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 also be accompanied with a declaration (specimen from printed on the next page) and submitted to the Assistant/Deputy Registrar (Results), by email immediately. Answer-books of such candidates must be sent separately under registered cover to the Assistant / Deputy Registrar (Secrecy) till further instructions. If no Roll No. has been allotted to such a candidate by the University, the Centre Superintendent should attach a separate slip with the answer-book mentioning the full particular of the candidate.

DECLARATION FORM I (For Private Candidates)

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

Examination.....Roll No

ISon/Daughter of Shri

Declare that I am taking the above examination provisionally with the permission of the Centre Superintendent of the Centre entirely at my own risk and responsibility and that my admission form has not previously been rejected by the University. I shall produce the Roll No. Slip from the University within three days from the first day of my examination.

I further declare that I shall have no claim to the evaluation of my answer-books in case the Controller of Exams does not approve my admission to the examination. The subjects taken by me are

(i)..... (ii).....
(iii)..... (iv).....

I have already remitted the prescribed admission fee of Rs.
to the University, vide University fee Receipt No. dated/M.O.
Receipt No. dated.....

Date

Signature of the candidate

Address

.....

.....

.....

.....
(Deputy/Assistant Superintendent)

Centre Superintendent

Date.....

Centre..... No.....

DECLARATION FORM II (For College/UC/UTD/USGS Candidates only)

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

Examination..... Roll No.....

Certified that the admission form alongwith the prescribed fee of.....son/daughter of Shri..... for the above-mentioned examination was sent to the University. His/Her Roll No. has not been received from the University. It is further certified that the candidature of the above candidate for the said examination has not been cancelled and the candidate is otherwise eligible to appear in the examination. He/she be admitted to appear in the examination provisionally at his/her own risk and responsibility.

.....
(Principal/Dean)

I shall produce the Roll No. slip of the University with in two days or the date of the next paper, whichever is later. In no case shall I be allowed to appear in the 2nd paper, if I do not produce the Roll No. slip form the University.

.....
Signature of the Candidate

Note: This form must be sent to Assistant/Deputy Registrar (Results) immediately on the same day.

- d(i)** When a candidate has not produced his/her Roll No. slip on demand but his/her name exists in the confidential list of candidates, in such a case the Superintendent should admit the candidate provisionally after realizing the fee of **Rs. 100/-** (for intimating Roll No. by email) and send an email to the Assistant/Deputy Registrar (Results) immediately for communicating the candidate's Roll No. by email. Such a candidate will not be allowed to appear in the 2nd paper unless he/she produces his/her Roll No. slip.
- (e)** All dues collected by the Centre Superintendent from the candidates on behalf of the University must be remitted through Demand Draft/cash receipt to the Accounts Branch, Chaudhary Devi Lal University, Sirsa, in time, under an intimation to the Assistant/Deputy Registrar (Results) to avoid complications in the payment of the Centre Superintendent's bill.
- (f)** All documents collected from the candidates where so instructed by the University must be sent to the Assistant /Deputy Registrar (Results) immediately the same day and a record should be maintained for future reference.
- (g) 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 alongwith the fee of **Rs. 200/-** had been received in Results Branch, one month before the date of commencement of the examination and sanctioned by the

Controller of Examinations. If, however, a candidate insists that he/she had offered a subject which is not shown in the list of candidates supplied to the Centre Superintendent, the latter should allow the candidate to appear in that subject provisionally, on submission of declaration to the effect that he/she is appearing in this subject entirely on 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 instruction.

The Centre Superintendent should send the declaration obtained from the candidates to the Assistant / Deputy Registrar (Result) on the same day alongwith his report. The Answer-books of such candidates must be sent to the Assistant /Deputy Registrar (Secrecy) in the main packet.

- (h) **Late arrival of candidates:** The doors shall be opened each day at least fifteen minutes before the time specified distribution of question-paper. All the candidates must be in the examination hall before the time fixed for the commencement of the examination.
- (i) The Centre Superintendent shall permit a candidate to take the examination provisionally, if the candidate is not more than one hour late.
- (ii) Under very exceptional circumstances when the Centre Superintendent is satisfied that the candidates have been delayed for reasons beyond his/her control, he/she may provisionally admit a candidate upto one hour from the commencement of the examination after which no candidate shall be admitted to the examination hall for any reason whatsoever. During the time no person including service staff shall be allowed to leave the examination hall.

Provided that the Centre Superintendent shall send to the officer of examination branch concerned as given on the title page, a detailed account regarding the cause of delay on the part of the candidate in the case of both (i) and (ii) on the prescribed form No. KSF 2.

The 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 Controller of Examinations does not approve of his/her admission to the examination.

Note: The Centre Superintendent shall also submit a list of candidates not admitted to the examination hall with reasons for refusal of admission.

17. 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 University and the same shall then be compared with the Roll No. Cards of the candidates. Discrepancies, if any, should be settled before the candidates are allowed to leave the examination hall. In case the signatures of a candidate in the above mentioned two documents do not match, the matter shall be immediately reported to the Assistant /Deputy Registrar (Result) along with the candidate's explanation. His/her answer-books should be treated as the stray answer books and dispatched separately under registered cover to Assistant/Deputy Registrar (Secrecy). Separate sheets should be used for each examination. B.A. Part-I, B.A. Part-II, B.A. Part-III etc.

18. Illness of a candidate: In case a candidate falls ill or becomes unconscious in the examination hall, the Centre Superintendent may send for a qualified doctor for his/her treatment, if necessary. The **College/UC/UTD/USGS** concerned should meet the expenses, if any, incurred on calling a doctor or on purchase of Medicines, in all such cases.

19. Indiscipline by candidates or interference by outsiders.

The Centre Superintendent should immediately contact the **Principal/Dean** or the person deputed by him to help the Centre 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 otherwise by e-mail.

20. Special Arrangement of Amanuensis (Writer/scribe of Answers)

1. A candidate may be allowed help of an amanuensis (writer/scribe) if –
 - (i) he is blind;
OR
 - (ii) he is permanently disabled from writing with his own hand;
OR
 - (iii) he is temporarily disabled from writing, such as fracture of the right or left arm, fore-arm or dislocation of a shoulder, elbow or wrist, etc. The candidate shall produce a certificate from a Professor of the speciality concerned of a Medical College, and where there is no Medical College, from the Civil Surgeon of the District concerned, to the effect that the candidate is unable to write his answers because of the temporary disablement.
- 2.1 On the written request from the blind candidate(s) through the Chairperson of the University Teaching Department/Principal of the College/ Director of Distance Education/Dean/director of University School for Graduate Studies, the Superintendent-in-Chief or Controller of Examinations are authorised to appoint

- amanuensis in accordance with prescribed qualifications of the writer/scribe. Intimation with full particulars on the prescribed proforma will be sent to the University by Superintendent-in-Chief in the last packet. In case of the other handicapped persons amanuensis will be appointed with the approval of the Vice-Chancellor.
- 2.2 In case of blind.
OR
Permanently disabled candidate incapable of writing answers and is also spastic and having slurred and less speech problem, an extra time of one hour will be allowed.
3. **The amanuensis shall be of two grade lower in education than the candidate, but he must not have secured more than 55% marks in the Examination. The requirement of having obtained not more than 55% marks in the last examination may be relaxed if the qualification of the writer/scribe is more than two grade lower than that of the examinee. In case of Blind candidate "*Criteria like educational qualification. marks scored. age or other such restrictions (or the scribe/reader/lab assistant should not be fixed*". (as per letter no. CP-1V/14/64484-733 dated 24.11.2014 download from K.U.K. website www.kuk.ac.in).**
Approved alongwith (Annexure I, II, III) vide Resolution No. 60 of 22nd meeting of Academic Council, meeting held on 15.02.2017.
4. The Superintendent shall arrange for a suitable room for the disabled candidate and put on duty there one Additional Assistant Superintendent for him out of the list.
5. **Candidates, other than blind and permanently handicapped (due to natural causes) i.e. Divyang, who may ask for a writer/scribe owing to not being able to write themselves, due to any temporary disability, shall pay in advance to the University the prescribed fee of Rs. 300/- per paper in the case of disabled (accidental cases) candidate only. Permanently Physically handicapped (due to natural causes) i.e. Divyang students are, however, exempted from the payment of fee. Fee may be deposited in cash at University Cash Counter/Bank Draft drawn in favour of Registrar, CDLU, Sirsa payable at Sirsa.**
Approved alongwith (Annexure I, II, III) vide Resolution No. 60 of 22nd meeting of Academic Council, meeting held on 15.02.2017.
6. The dues of the writer/scribe and the Assistant Superintendent will be included in the bill of the Supervisory Staff by the Superintendent of the Centre concerned.
7. **THE CENTRE SUPERINTENDENT MAY CHECK PHOTOGRAPH OF THE WRITER/SCRIBE AND ALSO COMPARE THE SIGNATURE OF WRITER/SCRIBE WITH THE FORM OF WRITER/SCRIBE.**
8. The Answer-books of the blind divyang candidates should be sent to the Assistant/Deputy Registrar (Secrecy) separately with report of the Centre Superintendent.
9. In case where a writer/scribe (amanuensis) has been duly sanctioned by this office, one hour extra may be given to such candidates and their answer-books be collected after the Centre Superintendent and the Assistant Superintendent have collected the scripts from other candidates and arrange them.

RULES/INSTRUCTIONS FOR APPOINTMENT OF WRITER/SCRIBE (AMANUENSIS)

1. In case of the candidate, the writer/scribe (amanuensis) shall be of two grade lower in education than candidate, but he/she must not have secured more than 55% marks in the last examination. The requirement of having obtained not more than 55% marks in the last examination may be relaxed, if the qualification of the writer/scribe is more than two grade lower than that of the examinee.
2. Application form must be attested by the Principal of the concerned College/Chairperson of the concerned Department/Director, Distance Education, Dean/Director of University School for Graduate Studies.
3. The request for the approval of the writer/scribe must be on the prescribed form.
4. The application form complete in all respects, must reach the **Controller of Examinations. CDLU, Sirsa at least 15 days before the commencement of examinations by. Registered Post/E-mail.**
5. The application received late or after the examinations shall not be entertained and the candidate himself/herself will be responsible for the consequences. **Use of writer/scribe in the examinations without prior approval of the University can be considered as use of Unfair Means Case.**

DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FORM

1. The prescribed fee is **Rs. 300/-** per paper in the case of temporary disabled (accidental cases) candidate only. Permanently physically handicapped (due to natural causes) i.e. Divyang students are, however, exempted from the payment of fee. Fee may be deposited in cash at University Cash Counter, CDLU, Sirsa/Bank Draft drawn in favour of Registrar, CDLU, Sirsa payable at Sirsa.
2. Medical Certificate from the Civil Surgeon/Specialized Professor of the Medical College, clearly mentioning the nature of Physical disability that he/she is unable to write and needs help of writer/scribe.
3. Attested copy of the Detailed Marks Card of the last examination passed by the writer/scribe.
4. An Affidavit from the writer/scribe for the gap period, if any (Affidavit should be from 1st Class Magistrate).

Note: CLARIFICATION OF LOWER GRADES: Suppose the candidate is to appear in B.A/B.Sc. III, the writer/scribe should have passed +2 Exam. If the candidate is to appear in M.A/M.Sc. (Final) the writer/scribe should have passed B.A./B.Sc.-II examination.

RULES/INSTRUCTIONS FOR APPOINTMENT OF WRITER/SCRIBE OF BLIND DIVYANG CANDIDATE

1. In case a person's physical handicap/blindness is such as to render him/her incapable of answering the paper in the prescribed time, Compensatory time may be allowed and the same should not be less than 20 minutes per hour of examinations for person who are making use of writer/scribe/reader/lab assistant. All the candidates with disability not availing the facility of writer/scribe may be allowed compensatory time of minimum of one hour for examinations of 03 hours duration which could further be increased on case to case basis.
2. Criteria like educational qualification, marks scored, age or other such restrictions for the writer/scribe/reader/lab assistant for writer/scribe of the blind divyang candidate need not be fixed.
3. Candidate should get 2 copies of the Application form available on the University web site, CDLU, Sirsa.
4. Application form must be self-attested by the student concerned.
5. Application form complete in all respect **must reach the Controller of Examinations, CDLU, Sirsa atleast 15 days before the commencement of examinations by Registered Post.**
6. Centre Superintendent must check the photograph of the writer/scribe and also compare the signature of writer/scribe with the appointment form of the writer/scribe.
7. Answer-books of the blind divyang candidates should be sent to the Assistant/ Deputy Registrar (Secrecy) separately with the report of the Centre Superintendent.

APPLICATION FORM FOR APPOINTMENT OF WRITER/SCRIBE FOR DIVYANG/ TEMPORARY DISABLED (ACCIDENTAL CASES) AND FOR BLIND DIVYANG CANDIDATES AVAILABLE AT ANNEXURE-II, III and the same may also be downloaded from University Website www.cdlu.ac.in.

ANNEXURE-II**CHAUDHARY DEVI LAL UNIVERSITY, SIRSA**

(Established by the State Legislature Act 9 of 2003)

**APPLICATION FORM FOR APPOINTMENT OF WRITER/SCRIBE FOR
DIVYANG/TEMPORARY DISABLED (ACCIDENTAL CASES) ONLY**

(To be submitted to the Controller of Examinations, CDLU, Sirsa)

Kindly grant me permission to get the help of the writer/scribe in the coming examinations.

My particulars as well as of the writer/scribe are as under:-

1. Name of the candidate.....
2. Father's Name: Sh.....
3. Examination/Class.....
4. Dates of Examination on which the writer is required.....
5. Year/Session.....
6. Roll No.
7. Centre of Examination.....
8. Name of the College.....
9. Whether appearing as a regular candidate or as a private candidate
.....

Affix one Self
Attested copy
of Photograph
of the
writer/scribe
here

10. Address of the candidate

Permanent.....

Correspondence.....

11. Reason for need of writer/scribe

12. Name and full address of the writer/scribe

13. Father's Name of the writer/scribe

14. Specimen of handwriting of the writer/scribe

In Hindi.....

In English.....

In Figure (1 to 10).....

15. Whether the writer/scribe is studying, if so, give details:-

Name of School/College/University Class..... Roll No.....

16. Educational qualification of the writer/scribe:-

Last examination passed..... Board/University.....

Roll No. Month..... Year.....

Division..... Percentage of marks obtained.....

17. Signature of the writer/scribe

18. Name and Address of authority issuing Medical Certificate: -
.....

19. Detail of amount Deposited:

Bank Draft or Postal Order No. Dated..... Rs.....

University Receipt No..... Dated..... Rs.....

20. Certified that Mr./Ms..... is a regular/private student of this Dept./College.

Signature/Thumb Impression of the Candidate

Signature with Office Seal
Chairman/Principal/Director

Note: Instructions given on the next page must be followed**PTO**

**CERTIFICATE FROM THE CHAIRPERSON/PRINCIPAL OF THE
DEPARTMENT/COLLEGE CONCERNED AND DIRECTOR, DISTANCE EDUCATION**

Certified that: -

1. Mr./Ms.....Writer/scribe has passed his last examination/class in the month of20.....
2. I have checked the certificate of the last examination passed by the writer/scribe.
3. He/She is eligible to become writer/scribe as per University rules as stated below.
4. The writer/scribe has signed the application form in my presence.
5. The application form is complete in all respects.

Signature with Office Seal
Chairman/Principal/Director

RULES/INSTRUCTIONS FOR APPOINTMENT OF WRITER/SCRIBE (AMANUENSIS)

1. In case of the candidate, the writer/scribe (amanuensis) shall be of two grade lower in education than candidate, but he/she must not have secured more than 55% marks in the last examination. The requirement of having obtained not more than 55% marks in the last examination may be relaxed, if the qualification of the writer/scribe is more than two grade lower than that of the examinee.
2. Application form must be attested by the Principal of the concerned College/Chairperson of the concerned Department/Director, Distance Education, Dean/Director of University School for Graduate Studies.
3. The request for the approval of the writer/scribe must be on the prescribed form.
4. **The application form complete in all respects, must reach the Controller of Examinations, CDLU, Sirsa at least 15 days before the commencement of examinations by Registered Post.**
5. **The application received late or after the examinations shall not be entertained and the candidate himself/herself will be responsible for the consequences. Use of writer/scribe in the examinations without prior approval of the University can be considered as use of Unfair Means Case.**

DOCUMENT TO BE ATTACHED WITH THE APPLICATION FORM

1. The prescribed fee is Rs. 300/- per paper in the case of disabled (accidental cases) candidate only. Permanently Physically handicapped (due to natural causes) i.e. Divyang students are, however, exempted from the payment of fee. Fee may be deposited in cash at University Cash Counter, CDLU, Sirsa/Bank Draft drawn in favour of Registrar, CDLU, Sirsa payable at Sirsa.
2. Medical Certificate from the Civil Surgeon/Specialized Professor of the Medical College, clearly mentioning the nature of Physical disability that he/she is unable to write and needs help of writer/scribe.
3. Attested copy of the Detailed Marks Card of the last examination passed by the writer/scribe.
4. An Affidavit from the writer/scribe for the gap period, if any (Affidavit should be from 1st Class Magistrate).

Note:- CLARIFICATION OF LOWER GRADES: Suppose the candidate is to appear in B.A/B.Sc. III, the writer should have passed +2 Exam. If the candidate is to appear in M.A/M.Sc. (Final) the writer should have passed B.A./B.Sc.–II examination.



ANNEXURE-III

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

(Established by the State Legislature Act 9 of 2003)

APPLICATION FORM FOR APPOINTMENT OF WRITER/SCRIBE
FOR BLIND DIVYANG CANDIDATES

Kindly grant me permission to get the help of the writer/scribe in the coming examinations.

My particulars as well as of the writer/scribe are as under: -

1. Name of the candidate.....
2. Father's Name: Sh.....
3. Examination/Class.....
4. Dates of Examination on which the writer/scribe is required.....
5. Year/Session.....
6. Roll No.
7. Centre of Examination.....
8. Name of the College.....
9. Whether appearing as a regular candidate or as a private candidate
.....
10. Address of the candidate
Permanent.....
Correspondence.....
.....
11. Name and full address of the writer/scribe.....
12. Father's Name of the writer/scribe
13. Whether the writer/scribe is studying, if so, give details:-
Name of School/College/University Class..... Roll No.....
14. Educational qualification of the writer/scribe:-
Last examination passed..... Board/University.....
Roll No. Month..... Year.....
Division..... Percentage of marks obtained.....
15. Signature of the writer/scribe
16. Name and Address of authority issuing Medical Certificate:-
.....

Affix one Self
Attested copy of
Photograph of
the writer/scribe
here

Signature/Thumb Impression of the Candidate

(See Instructions overleaf)

Rules/Instruction for appointment of writer/scribe of blind Divyang candidate

1. In case a person's physical handicap/ blindness is such as to render him/her incapable of answering the paper in the prescribed time, Compensatory time may be allowed and the same should not be less than 20 minutes per hour of examinations for person who are making use of writer/scribe/reader/lab assistant. All the candidates with disability not availing the facility of writer/scribe may be allowed compensatory time of minimum of one hour for examinations of 03 hours duration which could further be increased on case to case basis.
2. Criteria like educational qualification, marks scored, age or other such restrictions for the writer/scribe/reader/lab assistant for writer/scribe of the blind divyang candidate need not be fixed.
3. Candidate should get 2 copies of the Application form available on the University website, CDLU, Sirsa.
4. Application form must be self-attested by the student concerned.
5. Application form complete in all respects ***must reach the Controller of Examinations, CDLU, Sirsa at least 15 days before the commencement of examinations by Registered Post.***
6. Centre Superintendent must check the photograph of the writer/scribe and also compare the signature of writer/scribe with the appointment form of the writer.
7. Answer-books of the blind divyang candidates should be sent to the Assistant/ Deputy Registrar (Secrecy) separately with the report of the Centre Superintendent.

CHAPTER-III

UNFAIR MEANS

Any attempt to use unfair means to pass the examinations or any violation of the rules by candidates shall immediately be reported by the Centre Superintendent to the Controller of Examinations.

21 The Procedure for detection and reporting of Unfair Means cases will be as under:

1. Every day, before the examination begins the Centre Superintendent or Deputy Superintendent shall call upon all the candidates to deliver to him/her all papers, books, notes or electronic devices/gadgets/ any material may be help/ helping to solve question papers which they may have in their possession. He/she shall also warn the candidates that if any of them fails to do so or adopt any other Unfair Means he/she shall be liable to severe punishment as provided in the rules. Where a late comer is admitted this warning shall be repeated to him/her at the gate.
2. Thereafter, every candidate shall be searched by the Supervisor, concerned, In-charge of the row/room, to ensure that none of the candidates has in his/her possession or accessible to him/her any papers, books or notes written or printed or any kind of material, which relate or helpful/ supportive solving question paper to the subject of the Examination of that day.
3. After this, if any candidate is found copying or in possession, of any kind of incriminating material, a case for use of Unfair Means shall be registered against him/her.
4. The Flying Squads on their visit to the Centres may also search the candidates. It may be made clear to the Supervisors on duty that in case any incriminating material is found after wards, lying on the floor of the row/room supervised by them, they should be able to tell the Flying Squad as to who threw these materials, otherwise they shall be held responsible for the same.
5. The members of the Flying Squad shall also fill in a brief proforma in respect of every case of Unfair Means caught by them and obtain the signature of the Supervisor concerned and the Centre Superintendent on the same. The Centre Superintendent will then forward the case to the University in proforma K.S.F. 11. The Centre Superintendent must ensure that filled proforma is correct in all respect i.e. class / roll.no. / other particulars of exam and students regarding UMC case.
6. The Convener/Members of Flying Squad shall also fill report of centre alongwith detected UMC cases in the Flying Inspection Register of Exam Centre (provided by the University to Exam Centre) alongwith signature. This report of Flying squad must be signed by the Superintendent-in-chief of that college.
7. The place from which the incriminating material has been found or the mode of use of Unfair Means adopted by the candidate should be clearly mentioned in the proformas while reporting Unfair Means cases to the University.

8. The candidate involved in the use of Unfair Means be asked to give his/her statement on Form K.S.F. 11 and should also be given a second Answer book by the Centre Superintendent of that Exam Centre. However, in case the candidate refuses to give any statement or to accept the second Answer book, this fact shall be clearly mentioned by the Centre Superintendent in Form K.S.F. 11.

Any incrementing paper or book or other material like foot-rule, set-square, electronic device/gadget/equipment etc., must be got signed in (electronic device/gadget should be well packed and signed) from the candidate the Superintendent and the person who detected the case viz. member/convener of Flying Squad, Deputy/Assistant Superintendent must also append their signature on them.

In case these instructions are not complied with, the Centre Superintendent and other members of the Supervisory Staff would be held responsible and suitable action would be taken against them by the Controller of Examinations.

9. Use of unfair means shall include the following:

- (a) Having in his/her possession or accessible to him/her during examination hours papers, books or notes, written or printed or any kind of material including body, clothing etc.
- (b) Writing during the examination hours on any material (including the question paper or blotting paper) other than the answer-book.
- (c) Talking to another candidate or to any person other than the members of the supervisory staff in or outside the Examination Hall during the examination hours.
- (d) Consulting notes/books in or outside the Examination Hall during examination hours.
- (e) Attempting to take or taking help from any notes or hints written on any part of the body or on the clothes worn by the candidate or on the furniture being used by the candidate.
- (f) Receiving help from another candidate with or without his consent or giving help to another candidate or receiving help from any other person during examination hours.
- (g) Disclosing his identity deliberately or making any distinctive marks in his answer-book for that purpose or making an appeal to the examiner through the answer-book or using abusive or obscene language in the answer-book.
- (h) Presenting to the examiner a practical or class-work-notebook which does not belong to him/her.
- (i) Communicating or attempting to communicate, directly or through another person with an examiner or with an official or the University with the object of influencing him/her in the award of marks or making any approach or manipulation for that purpose.
- (j) Swallowing /destroying any note, paper etc. found with him/her during the examination hours.

- (k) Making deliberate arrangement to cheat in the examination such as:
- i) Smuggling of an answer-book in or outside the examination hall or insertion in the answer book of any sheet(s) written outside the examination hall.
 - ii) Substitutions, wholly or partly, of an answer book by another answer book during or after the examination hours.
 - iii) Impersonation.
 - iv) Obtaining admission to the examination on a false representation.
 - v) Forging another persons' signature.
 - vi) Failing to deliver his/her answer-book to the person Incharge before leaving the Examination Hall.
 - vii) Tempering with the particulars, including roll number, written on another candidate's answer-book and /or writing wrong particulars, including Roll Number on one's own answer book.
 - l) Refusing to obey the Centre Superintendent or any other member of the supervisory staff/inspecting staff or creating disturbance of any kind during the examination or otherwise misbehaving in or around the examination hall or threatening or assaulting any official connected with the examination, any time during, before or after the examination.
 - m) Any other act of unfair-means/misconduct not covered in these provisions.

22. Direction for Candidates: - A copy of the "Direction for Candidates", in poster form as supplied shall be pasted outside the examination hall Separate 'Posters' regarding warning to the candidates against use of Unfair Means both in English and Hindi have also been supplied and the same should be pasted outside the Centre and also in every room at visible place. Every day before the examination begins the Asstt. Superintendent on duty would call upon the candidates to go through the instructions printed on the title page before distribution of question-papers.

- (a) Candidates should search their pockets, desks and benches before starting to answer their paper of examination and hand over to the Centre Superintendent if there are any incriminating papers/materials/electronic device/gadgets, which are either in the possession of any examinee or are lying in or near his/her desk or under his/her seat or nearby his/her seat.
- (b) Candidates must not attempt to give or get help 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 the title page and in their answer-book or disclose the identity or make any kind of peculiar marks.
- (d) Candidates should not write their names, the name of their centre, **College/UC/UTD/USGS** or district. The private candidates should not write that they are appearing as such.

- (e) Candidates also should not write either on blotting paper/question-paper or any other paper question's set in the paper or any-hints/answer thereof.
- (f) Candidates should use fictitious names like BC or XYZ if they have been asked to write a letter.
- (g) Candidates should not use any ink other than Blue ink.
- (h) Candidates especially woman should not bring their hand bags/purses in the examination hall.
- (i) Candidates should not talk 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 answer-book.
- (j) The use of **calculator** is not allowed unless otherwise specified in the course of Studies.
- (k) As soon as a case of serious misconduct or misbehavior occurs at a center and the Centre Superintendent sends his/her case to the office of Controller of Examinations, he/she should send an e-mail on that day to the Controller of Examination in this regard.
- (l) When a case of misbehavior or serious misconduct is reported against an examinee, the Centre Superintendent must clearly state the detail of the incident. His/her report must be accompanied by necessary evidence in the shape of statement from the Supervisory Staff.
- (m) On the termination of the examination, Centre Superintendent shall forward the declaration attached at the end of Memos-book, to the Conduct Branch, signed by him/her and witnessed by Assistant Superintendent to the effect that he did, in actual fact, read out the instructions to the candidates and called upon them to surrender all papers books, notes, purses or electronic devices/gadgets in their possession.
- (n) The Examination Hall shall be opened each day at least fifteen minutes before the time specified for the distribution of the Question-paper and all candidates must be in the Hall by the time specified.
- (o) Candidate who is late by more than one hour, shall **not** be admitted to the Examination Hall.
- (p) When a candidate leaves the Hall, he/she shall, before doing so, hand over his/her answer-book to the Assistant Superintendent concerned, and he/she shall, on no account, re-admitted. No extension of time shall be granted to a candidate on ground of late arrival.
- (q) Each candidate shall show his/her Roll No. slip, on demand, for admission to the Examination Hall.
- (r) Candidate should not keep/consult any papers, books or notes written or printed/electronic devices/gadgets, in the hall.
- (s) No candidate shall be permitted to leave the hall until the expiry of half the time after the distribution to the Question-paper.

- (t) A seat, with his/her Roll No. shall be allotted to each candidates shall find out and occupy their allotted seats.
- (u) No candidate, without the special permission of the Centre Superintendent shall leave his/her seat or the Examination Hall until he/she finishes his/her paper.
- (v) Each candidate shall write his/her Roll No., on the outside of his/her answer-book as also on the Question-paper supplied to him/her before he/she starts answering the Question-paper. When the time allowed has expired the answer-book shall be returned back to the Supervisor on duty upon even though the candidate may not have answered any part of the Question-paper.
- (w) All candidates are required to bring their own pens. No candidate shall tear a leaf of an answer-book.
- (x) Candidates are forbidden to write answers or anything else except their Roll No. on the Question paper or on the blotting papers, or to remove any paper from the Examination Hall except the question papers.
- (y) Candidates are forbidden to write their names in any part of their answer-book or to write their Roll No. anywhere except in the space specified for the purpose.
- (z) Candidates shall sign their names on the attendance sheet when directed to do so by the Centre Superintendent/supervisor.

23 Explanation of the Candidates using unfair means cases:

- (a) When the Centre Superintendent takes action against candidates using or attempting to use unfair means, he/she should invariably demand a written explanation or statement of the candidates concerned. If any candidate refuses to give his/her statement, this fact should be noted in the report to be submitted along with his/her answer books on the day of occurrence to the Assistant Registrar(Conduct), duly witnessed by two members of the Supervisory staff.
- (b) The Incriminating papers must be signed by the Assistant Superintendent (or the Detector) and Centre Superintendent concerned and also by the candidate from whom it was found.
- (c) A candidate who refuses to obey the rules and directions of Centre Superintendent of the examination or changes his/her seat with another candidate or change his/her Roll No. Card or deliberately writes wrong Roll No. on his/her answer-book or creates disturbance of any kind during the examination or otherwise misbehaves in or around the examination hall, shall be liable to expulsion by the Centre Superintendent in addition to disqualification provided under the Ordinances.
- (d) A candidate found to be, or suspected to be guilty of using unfair means in the examination shall be permitted to answer the remaining part of his/her question-paper, but on a separate answer-book and the answer-book in which the unfair means suspected shall be seized by the Centre Superintendent, who shall send both the

answer-books to the Assistant /Deputy Registrar (Conduct), with his/her report. No unfair means case be sent to the Assistant /Deputy Registrar (Secrecy) under any circumstances in the main bundle of answer-books, otherwise the responsibility for the loss of any answer-book or any document or any part thereof, will be of the Centre Superintendent of the examination center concerned, which may lead to disqualification or any other disciplinary action as deemed fit by the Controller of Examinations. This will not affect the candidate's right to appear in the rest of the examination in sub-sequent papers.

- (e) The Centre Superintendent of the examination center shall report each cases in detail with evidence and statements of the Supervisory staff concerned and explanation of the candidate concerned on the day of occurrence.
- (f) When a case of impersonations detected the Centre Superintendent must report such matter to the police authorities. The F.I.R. in this regard be lodged with the Police station and a copy thereof be sent to the Assistant /Deputy Registrar (Conduct) alongwith the case. The particulars of the impersonator i.e. Roll No. of the examination passed, year, University alongwith his/her present address may be obtained from the candidate and sent to this office.
- 24 (i) When a candidate is detected using unfair means the Centre 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 the hand, from the desk, from pocket/purse, from under/inside the answer-book/question-paper etc. Such report should be sent to the Assistant /Deputy Registrar (Conduct). After filling Unfair Means File K.S.F. 11 [Ec.-2(4)] under registered insured cover/**by hand**.

Details of UMC Case(s) should be prepared by Centre Supdt/Centre Clerk in format mentioned below and send complete list of UMC cases to Conduct Branch (by hand & soft copy through email on conductbr@cdlu.ac.in) after terminations of examinations:

(1) Sr. No.	(2) College/UC/UTD/USGS Name (Centre Code)	(3) University Roll No.	(4) Name of Candidate	(5) Father's Name	(6) Class /Course /Subject	(7) Paper ID
(8) Date & Session	(9) Mobile No. of candidate	(10) E-mail of candidate	(11) Permanent address of candidate	(12) Answer Books No. (1 st & 2 nd)	(13) Attachments with UMC Case (if any)	(14) Remarks

- (ii) A copy of the seating plan showing the particular seat of the candidate therein must be sent along with the reports and other relevant material as required in Form K.S.F.- 11.
- (iii) 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.
- (iv) Centre Superintendent shall not forward more than one case in the same report. Each case must be submitted with a separate report (not necessary in a separate cover), unless it is inter-related with another case.
- (v) The Centre Superintendent should invariably sign all such documents which are recovered from the candidate detected using unfair means in the examination.

25

- When a candidate is detected during the course of the University examination having written some material on his/her or her palm on any other part of the body, the Centre Superintendent must take immediate steps to get that palm or the relevant part of the body containing hand written material photographed or he/she 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 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.
- (a) Where a candidate is found drunk during the course of the University examination, immediate steps should be taken to send for a Registered Medical Practitioner and his certificate to the effect may be obtained from him/her after getting the candidate medically examined by him/her. Centre Superintendent should register a case of Misconduct against such candidates a report this matter to the University for taking necessary action.
 - (b) When a case of the use of unfair means is detected by the Flying Squad on his visit to the Centre, the Centre Superintendent should request him to append his detailed report alongwith report of the Centre Superintendent and other members of the Supervisory Staff.
 - (c) **Disqualification of Supervisory Staff:** If an unfair means case remains undetected in a Centre on account of negligence or connivance of supervisory staff and is brought to the notice of the Controller of Examinations by the examiner etc. it would lead to disqualification of the official found guilty, and disciplinary action would be taken against them.
 - (d) The Academic Council shall appoint annually one or more Standing Committee(s) to deal with cases of unfair-means in connection with the examinations. Atleast three members shall form the quorum.

- (e) A candidate who is awarded punishment by the Standing Committee on unfair means on having been found using unfair means may submit an application to the Controller of Examinations for reconsideration of his case within 30 days of the issue of the decision of the committee alongwith a fee of Rs. 1000/-. Such reconsideration will be allowed only once.
- (f) If a candidate appearing in un cleared subject(s) of a lower examination alongwith the higher examination is found guilty of use of unfair means in a subject / paper of the lower or the higher examination, either of the examinations or both the examinations (higher and lower) may be cancelled.
- (g) If the Vice-Chancellor receives complaints to the effect that the integrity of a University examination has been violated at an examination centre as a consequence of whole sale copying or other use of unfair-means, he, may after enquiry, order reexamination in one or more papers.
- (h) **Return of Mobile Phone/Electronic Device / Gadget attached with UMC cases:**
The mobile phone / electronic device/gadget attached with UMC case, will be returned back to the candidate after one month of despatch of notification of decision, only after obtaining an affidavit alongwith an application and identity proof from the candidate that he/she will not apply for appeal against the decision of the UMC committee and if a candidate will apply for appeal in such cases the mobile phone/electronic device/gadget will be returned to him/her only after the decision of appeal committee. The case will be put-up before the Controller of Examinations and after obtaining approval from Controller of Examinations the mobile phone/ electronic device/ gadget will be returned to candidate and proper receiving also be received from candidate.

Details of UMC cases, date of meeting of UMC Committee, Notification of Decision of UMC Committee will be published on University Website: www.cdlu.ac.in therefore, students/candidates should check university website for latest information/updates. A copy also sent to Principals /Chairpersons /Directors concerned with request to inform their candidates.

CHAPTER IV

ANSWER BOOKS

- 26** Blank OMR based answer-books will be supplied by the University through the Principal/Chairperson/Director/Dean where the Examination is held.
- (a) The OMR based answer-books will remain packed in gunny bags in which they are being supplied by the University. These will be kept in Steel Almirahs/Trunks in the same room in which the Almirah containing the question-papers are kept. The keys of the Almirah/Trunk will remain with the Centre Superintendent. The room will have a lock, both the keys of which shall be with Superintendent-in-Chief so that the answer-book packets can be taken out in the presence of both of Superintendent-in-Chief and Centre Superintendent. The gunny bags will be given to the Centre Superintendent in suitable lots in the serial order, as and when required. It will be ensured that at a time only as many answer-books are issued as will be consumed during the next three days. The gunny bag packets will be opened as and when required in the presence of the Centre Superintendent/Deputy Superintendent, Assistant Superintendent and the Centre Clerk in whose presence the question-paper packets for the day are opened. The answer-books will be counted in their presence and if there is any shortage/excess of any answer-book(s), the serial no. of the same shall be entered in the certificate as soon as the answer-book packets. Copies of this certificate shall be sent to the Assistant/Deputy Registrar (Secrecy) while forwarding the answer-book(s) used by the candidate on that day. In case any answer-book(s) is/are lost or found in excess either during the period they are in the safe custody of the Superintendent-in-Chief or with the Centre Superintendent, except as mentioned in the answer-book packet opening certificate, the Superintendent-in-Chief or the Centre Superintendent as the case may be shall be liable to a penalty of **Rs. 100/-** for each blank answer-book.
- (b) While keeping the account of the examination answer-books, the serial no. of answer-books issued consumed/balance should be clearly indicated in the statement, so that if at any stage any shortage is detected, the serial no. of the answer-books could be found out and ensured that there is no difference in the consumption statement sent by the Centre Superintendent and the statement of consumption balance which the **Principal/Dean** supplies after the termination of the examinations.
- (c) **Only one and stitched OMR based answer-book to be supplied** – The Centre Superintendent are strictly forbidden to give more than one OMR based answer book to a candidate in one paper.

- (d) Candidate 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 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 answer-book.
- (e) The Centre Superintendent should keep a regular record of blank answer books utilized every day in every paper and should strike balances after every session for the information of Flying Squad who may check the account of answer books at any moment, this will also facilitate Form K.S.F-4 for the purpose, will be found in the Superintendent's File which should be disposed of as under:
- a. One copy be sent to the Accounts Branch with the contingent bill.
 - b. One copy be sent to the Assistant / Deputy Registrar (Conduct) in the last packet.
 - c. One copy be deposited with the Head of Institution along with the surplus balance of answer-books.
 - d. One copy be retained by the Centre Superintendent for his/her own record.
- (f) Blank OMR based answer-books in no case be issued by the Centre Superintendent to the Practical Examiners. Practical Examiners may be directed to collect their requirements from the Head of the Institution from where the Centre Superintendents takes his/her requirements.
- (g) Use of blank OMR based answer-books for official or private use is strictly prohibited. Paper should be purchased out of stationary grant for this purpose.
- (h) Spoiled or damaged or answer-books without serial number and unstitched answer-books should be returned to the Conduct Branch.
- 27 Writing of Roll No. on Answer-Book:** The Centre Superintendent should warn the candidates daily, that in the examinations, in which fictitious Roll No./Code Nos. are used, the candidates are to write their Roll No. 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 No. on right hand side top corner of graph papers, maps and drawing sheets, etc. The same will be torn off in the office of the Controller of Examinations as usual. They should also be warned not to write the answer on the back side of the title page as portion of the cover will be torn away in the office of the Controller of Examinations.
- 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 Centre Superintendent should see that these instructions have been complied with the examinees.
- 28 Wrong Roll No. on Answer-Book:** Candidate sometimes either through inadvertence or deliberate mischief, omit or wrongly write their Roll No. on the answer-books. Such a mistake, when escape the notice of the Centre Superintendent, results into serious complications. The Centre 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 sealed cover to the Assistant /Deputy Registrar (Secrecy), with a note by the Centre Superintendent. A fine of **Rs.10/-** per mistake will be imposed in case of discrepancy.

29 Answer-Books to be Stamped:

- (a) The Centre Superintendent should see that the signature stamp of the Controller of Examinations supplied by the University is affixed by the Deputy/Assistant Superintendent / Supervisory staff on three different pages of the answer-books in all the examinations and the stamp must be kept in his/her custody. The Centre Superintendent/Deputy Superintendent will simultaneously check the identity of candidates with the photographs on the Roll. No. Card.
- (b) The Assistant Superintendent will also sign at right hand corner of the title page of answer book after affixing signature stamp of the Controller of Examinations. The signature stamp of the Controller of Examinations be returned after examinations are over.
- (c) Answer-books should **in no case be stamped before issue**. These must be stamped while the candidates are writing. Serious notice will be taken for contravention of these instructions.
- (d) The signature stamps of the Controller of Examinations must be returned to the Assistant/Deputy Registrar (Conduct), under a registered cover along with a forwarding letter immediately after termination of the examination in a special envelope supplied in the Superintendent Packet. Name of examination Centre and place should invariably be mentioned on the cover while returning the stamp.
- (e) **A fine of Rs. 5000/- (Rs. Five Thousand Only) will be imposed for the loss of the signature stamp of Controller of Exams beside legal/departmental proceeding as shall be decided by the University Authority.**

30 Different ink used: if any candidate has used ink other than Blue ink that permitted in the directions to the candidates, he/she should be asked to explain why he/she had used that ink. Such answer-books should be labeled as separately Stray answer-books and sent to the Assistant/Deputy Registrar (Secrecy) separately under sealed cover. The supervisor should also be asked to explain why he/she did not stop the candidate and report the matter to the Centre Superintendent.

- 31**
- (a) Absentee Memo / Signature Charts / Identification Charts should be sent under registered cover direct to the Assistant / Deputy Registrar (Results), Chaudhary Devi Lal University, Sirsa, indicating the words “Absentee books/ Signature Charts” on the envelope.
 - (b) The Secrecy Memo, for the Secrecy Branch should be carefully filled in. The name of the building, name of the station and number of Centre(s) should be invariably given in the memo., at the appropriate place. The memo, should remain

intact and the upper lower portions 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. 10/-** per mistake will be imposed in case of discrepancy in Roll Nos.

Important Note: It has been noticed that certain Centre Superintendents do not send the Secrecy Memo along with the answer-books. They should note that the Secrecy Memo sent separately creates a lot of trouble for the officials/staff of Secrecy Branch. **Rs.10/-** per memo will be deducted from the remuneration of the Centre Superintendent who send the memo separately.

- (c) The Roll No. of candidates whose answer-books are dispatched to the Assistant / Deputy Registrar (Secrecy) must tally with those given on the answer-books as well as in the list of candidates supplied by the University.
- (d) Where a paper is split up in two parts and the candidates are required to answer the same in two separate secrecy memos showing the Roll No. of answer-books, in each part, should be prepared by the Centre Superintendent instead of one.
- (e) If A candidate has offered subject/subjects but he/she is absent in any paper it shall be the duty of the Centre Superintendent to mark him/her absent in the attendance chart/signature chart/identification sheet. The absentee memo should be prepared in reference to identification sheet and should be sent directly to Assistant/Deputy Registrar (Result).

32 Collection of answer-books:

- (i) As soon as the time allotted has expired, the answer-books should be carefully collected by the Assistant Superintendent/Incharge of the rows. Under no circumstances should the candidates be asked by the Assistant Superintendent to leave their answer-books on the tables.
- (ii) Care should be taken to insert absentee slips in lieu of the answer-books of the absentees. The Deputy/Assistant Superintendent should see that a candidate who does not attempt any part of the question-paper, does submit an answer-book bearing his/her Roll No. and other particulars required on the title page. Such answer-books should be super scribed "No question attempted" in the handwriting of the Deputy/Assistant Superintendent without initials.
- (iii) After the termination of the examination, the Assistant 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, five minutes before the termination of the time fixed for the paper.
- (iv) One Assistant Superintendent should always stand at the main entrance to check that no candidates take away 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.

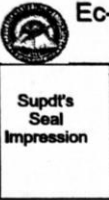
- (v) An automatic fine of **Rs.100/-** will be levied for the loss of blank answer-book, by the Centre Superintendent of the Centre besides the other action as per rules.
- (vi) If a candidate leaves the examination hall without returning the filled/blank answer-book and takes away the same with him/her, the Centre Superintendent will immediately report the matter to police as well as to the Controller of Examinations with report.

33 Packing and dispatch of Answer-book: All the Answer books received each day shall be arranged in serial order and five copies of Question Paper added. They shall be securely packed in craft paper, tied cross-wise with sutli and label pasted properly. The packet then be placed in cloth, sealed and dispatched to the Assistant /Deputy Registrar (Secrecy) on the same day. The sealed packet(s) will be kept in a locked room until the Assistant / Deputy Registrar (Secrecy) will arrange to lift the sealed packet(s).

- (i) The 'paper seal' is to be affixed on the bundle of answer-books (containing sub-packets pertaining to the various classes), before it is finally put in the cloth bag so as to minimize the chances of the packets being tampered with duration transaction. The following procedure will be followed:

“The packets of answer-books will be prepared examination-wise wrapped in packing-paper, tied with sutli and then the slip Ec-5 (vii) will be pasted on it so as to cover the sutli knot. All such packets which are to be put in one cloth bag, will then be tied with sutli, the ends of which will be sealed. Thereafter, the paper seal; will be pasted on the packets so as to cover the sutli knot completely. After filling up the entries, the Centre Superintendent, the Deputy Superintendent / Assistant Superintendent shall put their signature in that manner that half of the signature come on the slip and other half signatures on the packet. Thereafter, seals shall also be put so that half of the seal comes on the paper seal and the remaining half on the wrapping paper of the packet. One seal shall also be put on the space provided for Supdt's seal impression. The signatures put by the Centre Superintendent and by the Deputy Superintendent/Assistant Superintendent will then be covered by 2” strip of tixo-tape being provided, so as to cover a part of the paper seal and the wrapping paper. After the slip has been pasted the packet will be put in the cloth bag and forwarded to the University (Assistant/Deputy Registrar Secrecy) as provided in rules.

A specimen of the Paper-Seal showing the method of its use given below:

	Ec-5 (vii)	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Supdt.s Seal</div>	Sr. No.
CHAUDHARY DEVI LAL UNIVERSITY, SIRSA Paper Seal			
To be pasted on the packet containing Sub-packets of answer-books . (before it is packed in the cloth bag)			
Centre No.....		Station.....	
Date.....		Session.....	
No. of sub-packets.....			
Sign. of Dy. Supdt. /Asstt. Supdt.		<div style="border: 1px solid black; padding: 2px; display: inline-block;">Supdt.s Seal</div>	
		Sign. of Centre Supdt.	

The same procedure will be followed for forwarding the packets of stray answer-books and unfair means cases. The Centre Superintendent must ensure that the paper seals are kept in safe custody, so that nobody else has any access to them.

- (ii) Before despatch, the Centre Superintendent should compare the answer-books with the identification chart and satisfy themselves that the answer-books of all the present candidates have been collected.
- (iii) 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, supplied by the University which should be properly labeled even if these answer books have not been sent separately.
- (iv) 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:

Ec-5(iii) Name of Exam..... Subject.....Paper..... ScriptOption..... Total No. of answer-books (To be pasted on the inner craft-paper cover of each sub packet)

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

34. The Used Answer Books duly packed properly sealed/waxed in single cloth cover (if a large number of Used Answer Books then same packed in two cloth cover). Sealed packets should be kept in a locked room at Examination Centre by the Centre Superintendent & Superintendent-in-Chief until the necessary arrangement be made to lift these sealed packet(s) by the Secrecy Branch.
35. (i) The Centre Superintendent will also arrange to inform the Assistant/Deputy Registrar (Secrecy) to email address seconline@cdlu.ac.in on daily basis after the termination of the exam session on the following format:
Centre No.... Date of Exam..... Session..... Total sealed packets.....

Sr. No.	Paper-ID	No of Used Answer Books packed	Stray Case (If any)
1.			
2.			
3.			

(ii) The Assistant/Deputy Registrar (Secrecy) will arrange to inform the Centre Superintendent on the following format:
Total No. of Answer Books packed Total No. of Stray Cases

- 36 **Whom to forward answer-books and how:** The answer-books for all the examinations shall be dispatched to the Assistant /Deputy Registrar (Secrecy) by name, properly packed in single cloth-cover, script-wise, as directed in rules **36(a), (b) and (c)** appearing hereafter. All bundles shall bear the relevant label 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.

- (a) **B.A./B.Sc./B.Com. (part-I, II, III)** – Answer-books in the subjects, where candidates are allowed to answer their papers in different scripts, i.e. English, Hindi, Punjabi shall be sorted out script-wise and packed in sub-packets for various relevant slip pasted on each cover and then the sub-packets for various scripts grouped as advised by the Assistant Registrar/Deputy Registrar (Secrecy) in a separate circular letter, all these packets with their respective memos, shall then be put in one outer cloth-cover on which the relevant labels shall be pasted.

The candidates have got the option to use English, Urdu, Hindi or Punjabi as medium for answering the question-paper in the following subject:

1.Economics 2. Phillosophy.3. Pol. Science 4. Home Science 5. Sociology 6. Pub. Admn. 7. History 8. Music (Vocal & Instrumental) 9. Tabla 10. Military Science 11. Education 12. Psychology 13. Ancient Indian History, Culture and archaeology 14. Art 15. History of Art 16. Clay Modelling 17. Indian Classical Dance 18. Geography.

The candidate shall be required and also be directed to write the medium they have used on the title page of their Answer-Books.

- (b) **B.A. and B.Sc. Examination** – For English paper ‘B’ of B.A. Part-I, II, III candidate be directed to indicate on the title page on their answer-books the language i.e. Hindi, Punjabi etc. in which they have translated the English passage.
- (c) **Stray Answer-books** – Stray Answer-books and the answer-books of blind candidates along with the covering letter and memo, should be sent separately 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 contained in the confidential list and is not in possession of his/her Roll no. chit, but is admitted by the Superintendent provisionally on payment of **Rs.100/-**.
- (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 on payment of **Rs.100/-**.
- (iii) Candidates who reach the examination hall within one 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 Centre 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 instruction from the office to send the answer-books as Stray.

The Centre Superintendent are requested to send a detailed report on the Performa (specimen of which is given below) regarding answer-books of the above-mentioned categories of candidates, who are 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 (Secrecy) under Registered Cover.

Proforma

List of Roll No. of the candidate, who were allowed to appear in the examination provisionally but whose answer-books have been dispatched in the main packet:

Examination..... Centre.....

.....

Roll No.	Subject and Paper	Reason for Provisional admission	Remarks
.....
.....

.....

.....

Dated..... Signature of Supdt.....

Note: As regards the late arrival cases, the specified proforma meant for such cases should invariably be sent to the office concerned as usual.

CHAPTER V

MISCELLANEOUS

- 37 Use of Logarithmic tables and reference maps in University Examinations –** Candidates are not allowed to bring their own Logarithmic tables etc. material in the examination Centre. The Centre Superintendent should get the Logarithmic tables and reference maps and other material required from the **Principal/Dean** of the **College/UC/UTD/USGS** in which the examination is being held after giving him a receipt and return the same to the **Principal/Dean** 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. The Centre Superintendent should see that Logarithmic tables and reference maps & lent to the candidates in the examination hall/room are returned by them intact, and are returned to the Principal. In the case of loss of Logarithmic table's, the cost will be recovered from the Assistant Superintendent Concerned.
- 38** The Centre Superintendents are required to provide their own seals for use at examination Centres as this office is not supplying the same. They should submit a sample of the impression of the seal used, to the Assistant / Deputy Registrar (secrecy) for record.
- 39** The Centre Superintendent not to leave the examination hall. The Centre Superintendent Shall remain in the examination hall during the time allotted for each paper. He/she shall not speak to a candidate, on any account, on any subject pertaining to the questions, during the hours of examination, except for the purpose of correcting misprints or other errors calculated to the candidates.
- 40 Admittance of the visitors to the hall:** Visitors shall not be allowed to enter the hall during the examination for any purpose, what so ever, without the production of any identity card issued by the University, bearing the signature of the Controller of Examinations.
- 41 Infringement of rules to be reported:** Where circumstances necessitate a deviation from any rule, the Centre Superintendent shall report his/her action immediately to the Controller of Examinations.
- 42 Report regarding conduct of examination:** Immediately after the termination of the examination, the Centre Superintendent shall submit a report about the conduct of the examination at his/her Exam Centre pointing out therein infringement of rules, if any by himself/herself or by any of the Deputy/Assistant Superintendent or Candidates etc. in the prescribed form No. K.S.F.-6 (Superintendent's file). Attention is invited to rule 41 under which infringement of rules, if any, has also to be reported immediately to the Controller of Examinations. He/she should submit his/her bills the questionnaire duly signed as otherwise the payments are likely to be held up.

He/she should report about the performance of the Supervisors and the other staff at the Centre as also the co-operation from the **College/UC/UTD/USGS** authorities.

- 43 Return of furniture by Centre Superintendent and apparatus by the examiners –**
The Centre Superintendent's should be careful in returning the furniture taken from the various institutions immediately after the termination of the theory examination. Receipt for return of furniture should invariably be obtained and a certificate in Form no. K.S.F.-6 for breakage or damage to the furniture, if any should be sent to the Assistant / Deputy Registrar (Conduct) and a copy be given to institution concerned.
- 44. (a) Articles purchased for the examination:** Unless otherwise instructed in para (b) below, articles purchased for the Examinations from time to time should be deposited into the box and put in-charge of the Head of the Institution from whom the box was originally received. At least three lists of such articles deposited should be prepared: one should be sent to the Assistant / Deputy Registrar (Conduct), for record, the second attached to the contingent bill and the third kept in the box Form no. K.S.F.-5.
- (b) Purchase of trunks and locks disallowed: The purchase or hire of trunks and locks for question-papers is not permissible.**
- 45 Fees realized from Candidates –** All types of fees realized from the candidates should be remitted to the Registrar, Chaudhary Devi Lal University, Sirsa within twenty-four hours of realization. This should not in any case be considered as part of advance made by the University for contingent expenses.
-

CHAPTER VI

SUPERVISORY STAFF

46 The strength of Assistant Superintendent's for a Centre shall be regulated as follows:

- (a) One Assistant Superintendent for every 30 candidates or a part thereof seated in a room. However, when there is the sitting capacity of 40 students, one Assistant Superintendent will be on duty.
- (b) Where separate rooms are used, each room will have at least one Assistant Superintendent.
- (c) One additional Assistant Superintendent for keeping of outside interference and for other general assistance when the number of candidates is above 30. He will be appointed by the Centre Superintendent.

The seats should be so arranged in each room that minimum number of Assistant Superintendent are put on duty. The number of candidates seated in each room should be in multiples of 30, as far as practicable. When the women candidates appearing at a Centre are twenty or more, a lady may be appointed on supervisory staff without changing the normal norm of ratio of 1:30.

- (d) The number of Assistant Superintendent for the first day of the examination will be according to the number of candidates given in the Centre Statement, 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. The strength will be increased and decreased daily according to the actual number of candidates taking the examination in the first paper of subject.
- (e) On days when there are two sessions, the Assistant Superintendent's engaged for the evening should be from amongst those deputed for the morning session. Only those Assistant Superintendent's should be appointed on single session days who cannot be accommodation on the double session days owing to decrease in the number of candidates.
- (f) When the number of Assistant Superintendent required is more than that given by the Superintendent-in-chief, on account of additional rooms, casual Assistant Superintendents may be appointed with the approval of Superintendent-in-chief.

The appointment of a casual Assistant Superintendent shall be only for the session in which the necessity arises. In no case should the casual Assistant Superintendent be included in the regular number of Assistant Superintendents allotted to the Centre for distribution of turns.

- (h) Assistant Superintendents are directly under orders of the Superintendent-in-Chief/Centre Superintendent.

A Centre Superintendent may, if situation demands, take immediate action, remove an Assistant Superintendent with the approval of the Superintendent-in-Chief in anticipation of the approval of the Controller of Examinations. To whom a full report giving details of necessity for such removal must be sent through the Superintendent-in chief latest by the day following such removal.

- (i) In case convener Flying Squad finds that supervision at a Centre is defective, he may appoint/replace an Assistant Superintendent and report the matter to the Controller of Examinations giving the following information:

Name and address of the Assistant Superintendent, date of examination, number of candidates, (room-wise) specific reason which necessitated, the appointment and number of days/sessions for which sanction is given by the Convener Flying Squad (mere ground of efficient supervision will not be considered enough)

Note: Immediately after examinations are over, the Centre Superintendent should send to the Assistant / Deputy Registrar (Conduct) a complete list of supervisory staff (including the clerk & supporting staff), with their complete designation and addresses, who actually remained on duty mentioning the number of days against each, in duplicate on the prescribed proforma. (EC-2 (19)-II).

- 47** The Centre Superintendent shall see that the allotment of turns to the Assistant Superintendent etc., leave no room for a legitimate grievance.

The Assistant Superintendent should so far as possible be allotted different places of duty every day. A duty chart of the supervisory and the service/supporting staff engaged at the Centres as been provided in the Superintendent's file Form no. K.S.F.22. This form should be completed on the first day of the examination and should be available for inspection by the convener Flying Squad/other authorized officer.

- 48.** (a) In case the Centre Superintendent has been asked to arrange for an Assistant Superintendent locally, he should appoint someone not related to the candidates in any way.
- (b) The numbers of the supervisory staff shall be appointed only from colleges. No person shall be appointed member of the supervisory staff from outside the education cadre. The rows of candidates to be allotted to various Assistant Superintendent's should be kept a secret and communicated to the persons concerned only a short while before the commencement of the examination.
- (c) The Assistant Superintendent is directly under order of the Superintendent-in-Chief/Centre Superintendent in matters of appointment and removal. Substitute for an Assistant Superintendent may be obtained with the approval of the Superintendent-in-Chief by the Centre Superintendent.

(d) The following persons shall be eligible for appointments as Centre Superintendent / Deputy Superintendent / Assistant Superintendent:

Teachers of recognized colleges or Teaching Depts. of the University.

Note: The following persons shall **not** be eligible for appointment as Centre Superintendent /Deputy Superintendent / Assistant Superintendent:

- (i) Disqualified persons or superannuated persons.
- (ii) Persons who have written or published any help book or guide or cheap notes.
- (iii) **Persons who are related in any way to the candidates appearing at the Centre.**

- N.B.:**
- (i) The Centre Superintendent shall keep and preserve detailed accounts regarding list of duties allotted by him/her to each person as Assistant Superintendent, **at least for 6 months**. He/She shall have a signed statement for every Assistant Superintendent showing the roll no. which the later was supervising on each day.
 - (ii) The Centre Superintendent should also give a certificate to each member of the supervisory staff showing the number of sessions he/she has worked.
 - (iii) *The Centre Superintendent should also obtain a certificate from the Deputy Superintendent, Assistant Superintendent, Centre 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 a member of the supervisory staff/class IV servants in that very Centre.*

DUTIES OF THE SUPERVISORY STAFF

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

The Deputy/Assistant Superintendents must report themselves to the Centre Superintendent at 11 A.M. on the day preceding the examination at the Centre of examination. On the days of examination, they should reach the Exam Centre, when on duty, at least half an hour before the commencement of the examination.

50a Deputy Superintendent & Duties of Deputy Superintendent: One Deputy Superintendent shall be appointed for every Exam Centre to assist the Centre Superintendent. The Deputy Superintendent will be an additional hand, over and above the ratio of 1:30 On a day. When the number of candidates does not exceed 30, the Deputy Superintendent shall perform the duties of the Assistant Superintendent. Also an Additional Deputy Superintendent may also be appointed at the discretion of the Controller of Examinations in case the situation at a particular Centre so warrants.

- (i) The duties of the Deputy Superintendent are to assist the Centre Superintendent in the opening of question-papers, properly maintaining discipline in the Centre and specially in the supervision of side-rooms. If necessary, he/she shall have to perform any of the duties of the Centre Superintendent temporarily under his/her instructions. He/She will be under the Centre Superintendent and is also expected to take charge of the examination, in case of any accident to the Centre Superintendent.
- (ii) He/She shall read the whole of the Book of Instructions carefully, as he/she may have to act as Centre Superintendent during the later absence.
- (iii) He/She will not leave the station without the permission of the Controller of Examinations. for which he will have to send his/her request through the Centre 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 Centre Superintendent should report the fact to the Controller of Examinations.
- (v) He/She will report to the Controller of Examinations, cases of gross irregularity in the conduct of examination, if any.
- (vi) He/She will prepare the daily seating plans in accordance with the Centre statements and cut Lists in consultation with the Centre Superintendent.
- (vii) He/She will put the impression of rubber signature stamp of Controller of Examinations on the answer-books (with the help of Assistant Superintendent/Supporting staff) and simultaneously check that the candidates have written their roll numbers on the answer-books correctly. He/She will also be responsible for maintenance of the record of answer-books.
- (viii) He/She will receive the Answer-books from the Assistant Superintendent(s) concerned daily, after the examination is over, consolidate and supervise the proper packing and despatch of the Answer-books to the University.
- (ix) He/She will check Photographs/Roll. No. Slips/Admit Cards of the candidates and realize the dues, if any.
- (x) He/She will help the Centre Superintendent in Physical search of the candidates, when ever required.

50b Assistant Superintendent & Duties of Assistant Superintendent:

- (i) Ordinarily, one Assistant Superintendent shall be appointed for every 30 candidates but the Centre Superintendent will have the option to appoint an additional Assistant Superintendent with the approval of the Controller of Examinations to meet any emergency requirement.
- (ii) The duties of the Assistant Superintendent are to assist the Centre Superintendent/Deputy Superintendent in the opening of question-papers properly and in general control and maintain discipline in the Centre.
- (iii) He/She shall read the whole of the Book of Instructions carefully, as he/she may have to act as a Centre/Deputy Superintendent in emergency.
- (iv) He/She will not leave the station without the permission of the Controller of Examinations, for which application should be sent through the Centre Superintendent.

- (v) He/she will report to the Controller of Examinations, in cases of gross irregularity in the conduct of examination.
- (vii) He/she may be required to do clerical work under the directions of the Centre Superintendent on the days when the centre clerk is not on duty.
- (viii) Assistant Superintendent shall remain in the examination hall during the time allotted for each paper and shall not leave the hall without the permission of the Centre Superintendent.
- (ix) In case an Assistant Superintendent is unable to be present on account of unavoidable circumstances, he/she shall give at least 24 hours' notice to the Centre Superintendent.
- (x) The Assistant Superintendents are required to help the Centre / Deputy Superintendent in the distribution of question-papers, answer-books etc. to the candidates and in collecting the answer-books from the candidates after the Examination is over, and perform such other duties as may be assigned to them by the Centre Superintendent and also contained in the Book of Instructions for Supervisory Staff.
- (xi) The Assistant Superintendents shall help the Centre /Deputy Superintendent in preparing a list of the candidates present at the examination and in verifying their identity by comparing their signatures with those on the roll number slips/Admit Cards.
- (xi) Each Assistant Superintendent is expected to supervise about 30 candidates.
- (xii) An Assistant Superintendent must see that every candidate takes his/her proper seat and writes his/her correct roll no. in figure as well as in words and other particulars required of him/her, on the title page of the answer book.
- (xiii) The Assistant Supdt himself/herself cannot allow a candidate into the examination hall after the question-paper has been distributed except with the expressed permission of the Centre Superintendent.
- (xiv) Assistant Superintendent should not speak or allow anyone else to speak to any candidates in his/her room, after the question-paper has been distributed. No Assistant Superintendent should disturb candidates by unnecessary 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.
- (xv) The Assistant Superintendent shall not allow any candidate to bring in the cardboard, over of the fountain-pen or ink-pot. If a candidate is using ink of a color other than blue, he/she should be stopped from doing so and the matter reported to the Centre Superintendent.
- (xvi) The Assistant Superintendent shall keep moving about his/her room and should not read a book or newspaper or knit while supervising. They should also not engage themselves in conversation.
- (xvii) No Assistant Superintendent can supervise at Exam Centre where a relative or a candidate privately coached by him/her is taking the examination. If an Assistant Superintendent happens to be appointed to such Exam Centre, he/she must inform the Centre Superintendent about this fact a day before the commencement of examination to make the necessary replacement.
- (xviii) The Assistant Superintendent shall distribute blank answer-books to candidates after they had taken their seats. No candidate should be allowed to leave his/her seat after he/she had received the answer-book until the expiry of half the time after distribution of the question-paper. Only one answer-book will be issued to a candidate in question-paper.

- (xix) The Assistant Superintendent shall announce to the students to check and ensure that, after receiving the answer book but before answering the question(s), all the pages of answer sheet are intact. They should report to the Assistant Superintendent/ invigilator for the discrepancies, if any. No complaint, thereafter, in this regard will be entertained.
- (xx) Before distributing the question-papers to the candidates the Assistant Superintendent should see that the correct paper according to date-sheet is given out. If he/she finds a wrong question-paper, it should be returned to the Centre Superintendent immediately without reading.
- (xxi) No question-paper is to be taken from any candidate for reading it. As soon as the Assistant Superintendent has finished distributing the question-papers, he/she return the remaining, if any to the Centre Superintendent without reading them. No question-paper is to be given to any outsider under any circumstances. No candidate will be allowed to write any thing on the question paper except his/her Roll No.
- (xxii) The Assistant Superintendents are responsible for the safe delivery of the answer-books to the Centre Superintendent, of the candidates supervised by them. They shall see that the answer-books delivered to the Centre 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-books of an absentee.
- (xxiii) 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 No. shall be sent to the Assistant /Deputy Registrar (Secrecy) by the Centre Superintendent.
- (xxiv) The Assistant Superintendent shall see that no candidate makes use of mobile phone/ electronic device/gadget, written or printed notes, not attempts to copy from another candidate; or have in his/her possession or in his/her desk or near his/her seat, any book or paper not found in the examination hall. If he/she happens to find a candidate using unfair means, he/she shall take possession of mobile phone/electronic device/gadget/ any book or article or so used material and report the matter to the Centre Superintendent and sign the answer-book and any other material/articles found from candidate for use of unfair means as the Centre Superintendent may direct.
- (xxv) If any candidate is found to create disturbance or act in any manner so as to cause inconvenience to the other candidates, the Assistant Superintendent shall at once, report the matter to the Centre Superintendent.
- (xxvi) It is generally believed that in case the Assistant Superintendent are effectively vigilant there cannot be a single case of copying. The Assistant Superintendents are therefore, requested to give their full co-operation to eradicate this evil.
- (xxvii) No candidate suffering from any infectious disease, e.g., small-pox or plague or **Covid-19**, is allowed to sit for the examination or as per instructions issued time by time by Centre/State Govt.. He/she shall make a report to the Centre Superintendent.
- (xxviii) Absence of an Assistant Superintendent without the written permission of the Centre Superintendent or change of Centre by an Assistant Superintendent (by absenting from where he/she is appointed by the Superintendent-in-Chief/ Centre Superintendent and getting himself/herself appointed at another) without written permission of the Superintendent-in-Chief/Centre Superintendent, 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.

(xxix) An Assistant Superintendent shall obtain a certificate from the Centre Superintendent showing the number of sessions he/she has worked in the examination.

Note: In case of any other difficulty or emergency not covered by the above instructions, the Centre Superintendent may be consulted with Superintendent-in-Chief and Controller of Examinations as the case may be and his/her decision be obtained.

50c Centre Clerk & Duties of Centre Clerk:

- (i) The Centre Clerk will be required to do all clerical work under the direct supervision of the Centre Superintendent.
- (ii) He/She shall not leave the examination hall or do any other work not assigned to him/her by the Centre Superintendent.
- (iii) He/She shall help the Centre Superintendent in the despatch of answer-books.
- (iv) He/She shall keep the 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 Centre Superintendent from time to time.

50d Daftri – One Daftri who may also act as Waterman up to 40 candidates may be appointed. Beyond this number a separate man may be engaged.

50e Water-man/Water-woman – One waterman/water women will be appointed for every 100 candidates or part thereof, however, when the number of candidates does not exceed 40, the Daftri shall perform the duties of the waterman/water women in addition to his/her own duties. No separate women are required for women candidates. However, if waterman/water woman appointed accordingly to the above norms is/are unable to cope with the demand of the candidates for water in the summer session, Centre Superintendent in consultation with the Superintendent-in-chief may appoint one or two additional waterman/water woman and sanction for the additional waterman/water woman be obtained from the Controller of Examinations giving full justification. The arrangement for drinking water should be made within the examination hall and as far as possible, urinals should be very close to the examination Centre.

50f Centre Chowkidar – Only one Chowkidar shall look after all the Centres in an institution. If there are more than one Centre, the payment of remuneration to Chowkidar will be made by the Centre Superintendent of Centre No.1. The Payment to the Chowkidar will be made from the date of opening of the Centre upto the closing of the Centre.

CHAPTER VII PRACTICAL EXAM

The instructions regarding practical examinations shall be notified separately by University time to time. For latest information visit University website: www.cdlu.ac.in

CHAPTER VIII RATES OF REMUNERATION

- 51 The payment to the Supervisory staff/Centre clerk and Service staff etc. shall be made, through RTGS/NEFT after examination. All payments will be made after the receipt of all required bills/documents/certificates from the Centre Superintendent / concerned persons as per University rules.
The scale of remuneration admissible to the supervisory and supporting/service staff at the examination centre shall be notified by the University from time to time and the same may be downloaded from University Website i.e. www.cdlu.ac.in.
- 52 **Purchase of articles for which sanction is not necessary:** The stationary items upto Rs.500/- will be paid at the flat rate i.e. Contingencies Charges Rs. 500/- per Centre without Bill.
Note: Centre Superintendent are requested to incur expenditure on stationery and other articles strictly within the above limits. It would not be possible to sanction any expenditure incurred in excess of the provision. The Centre Superintendent are, however, expected to use articles consistent with efficiency. They will not be required to furnish vouchers for payment of the above items but a certificate to the effect that the amount in each case has actually been spent on articles at Centres where there are no stationery boxes belonging to the University, the Centre Superintendent are requested to use their own desk knife, pair of scissors and stamp-pad for which no payment will be made by the office.
- 53 **Local Conveyance Charges payable to the Centre Superintendent, Dy. Superintendent, Assistant Superintendent, Centre Clerk:**
(i) No local conveyance will be paid for duty in one's Institution/College/UC/UTD/USGS on working days but if an examination is held during the vacation/winter recess/autumn break or on a holiday, the Centre Superintendent and all other categories of Supervisory staff including clerk appointed at the examination Centre be paid local conveyance at the approved rates irrespective of the fact that they are assigned duties in their own institution subject to the production of a certificate from the **Principal/Dean** of the **College/UC/UTD/USGS** concerned that they were not required to attend the **College/UC/UTD/USGS** during those days for discharging the normal duties pertaining to their jobs.

- (ii) No local conveyance will be paid where the place of duty and the place of residence of the concerned person are in the same campus (University/College Campus) applicable to both, working days as well as holidays, the word 'campus' will include the University, College, institution and any other organization as the case may be.
- (iii) Bill for local conveyance duly completed in all respects be submitted for payment to the University after termination of examination alongwith other bills. The payment will be made by the office alongwith other examination duty bills.

Specimen of local conveyance certificate under above said clause 53 (i, ii & iii):

Certificate of Local Conveyance Charges

It is certified that the employees / staff working in this **College/UC/UTD/USGS** (who were claimed conveyance charges) were not required to attend the **College/UC/UTD/USGS** during these days for discharging the normal duties pertaining to their jobs and their place of residence is not in the same college/institution/ University campus.

- (iv) Local conveyance charges will also be applicable to those who will deposit Used Answer Books daily after the termination of the exam at Secrecy Branch, CDLU, Sirsa within the radius of 5 km. Bill of local conveyance for depositing used answer books, be submitted at Secrecy Branch, CDLU, Sirsa after termination of examination. **Format of bill is as under:**

BILL FOR DEPOSITING OF ANSWER BOOKS AT NODAL CENTRE	
Name of Depositor	
Exam Centre No (With name of college)	
Designation as appointed	
Grade Pay	
Permanent Address (service)	
Name of Nodal Centre (where answer books deposited)	
Date of Exams	
Total No. of Days	
Total Kms to and from / Minimum Charges	
By own car / taxi (Mention car no. / produce receipt of taxi)	
Total Amount	
Mobile No.	
PAN No	
Account No	
IFSC Code	
Name of Bank	
Branch	
Signature:	

- 54 Packing cloth:** Sufficient quantity of cloth for packing answer books will be supplied by the University.
- 55** The Centre Superintendent shall not be paid any charges for hire of a clock or time-piece which is to be provided by the institution where the Exam Centres is located. In case the institution has no clock or time-piece of its own, the Centre Superintendent shall arrange the same, free of charge in consultation with the Head of the Institution.
- 56 Cartage and Collage:** It shall be obligatory on the part of the Institution where Centres are created to provide suitable accommodation and furniture at the examination Centre free of charges. No expenditure will be entertained by the University for carriage of furniture to and from the examination Centre.
- 57 Hire of Articles:** For the hiring of an article for examination purpose, when and where required, the Centre Superintendent should arrange to secure the same on daily or monthly basis, whichever method is cheaper, after taking into account the number of days for which the article is required.
- 58 Centre Superintendent's expenses:** The Centre Superintendent is expected to make arrangements for the examination under his/her charge as economically as possible consistent with efficiency. The Centre Superintendent Stationery-box may be obtained from the head of the Institution where available.
- 59 Direction for preparing bills for payment:** Remuneration Bills of exam duty and other charges submitted by Centre Superintendent are often delayed for want of correct details etc. The following instructions should, therefore, be observed:
- (i) **Incomplete bill/ remuneration performa will not be accepted. PAN Number, Mobile Number, bank account number alongwith bank name, branch detail and IFSC code is compulsory for online payment (RTGS/NEFT).**
 - (ii) Double Duties (Holidays) Should be marked in Red ink.
 - (iii) Conveyance Charges bill must be attached separately with Local Conveyance certificate that not residing at **University/College** campus by Supdt-in-Chief/Dean/Director/Chairperson/ Principal as required under clause 53 (i, ii & iii).
 - (iv) A specific certificate may be given by Dean/Director/Chairperson/ Principal/ Superintendent-in-Chief with relates to allowed holidays to Non-teaching employees separately for Regular/Contract/Out-source of **College/UC/UTD/USGS** i.e. Saturday, Gazette, Winter/summer vacation in the **College/UC/UTD/USGS**.
 - (v) Claim of TA/DA bill if any, must be attached alongwith this remuneration bill.
 - (vi) Details of Permanent Address & address during examination must be attached with TA / DA performa duly signed / counter signed by concerned Principal/Dean.
 - (vii) TA/DA bill must be filled in all respect i.e. name, designation, Basic Pay, Grade Pay alongwith Level / Academic Level as per 7th pay scale, details of own vehicle*/taxi** used alongwith number of vehicle, countersigned of concerned

Principal/Dean of College/UC/UTD/USGS on TA bill and as per Haryana Govt. T.A. Rules, 2016 necessary certificate on TA bill.

* **in case of own vehicle:** vehicle must be registered on the name of claimant or his/her spouse.

** **in case of taxi:** original receipt regarding payment of taxi must be attached with bill.

- (viii) Toll Tax/Toll Charges shall be re-imbursed on actual basis on submission of receipts/proof.
- (ix) A mere cash memo is not enough. The receipt of payee must be obtained on the face of the memo in these words: "Received full payments", "**Revenue stamps of Rs. 1/- must be affixed on all cash payment vouchers exceeding Rs. 5,000/-,**"
- (x) All the special sanctions if any, obtained from the Controller of Examinations must be attached.
- (xi) Payment to the Chowkidar will only be made by the Centre Superintendent of Block-I (Centre no.1 of institution). The other Centre Superintendents will attach a certificate that the Chowkidar has been claimed the remuneration from the Centre Superintendent of Centre no.1 (Form the date of opening of the Centre and winding up the Centre).

- Note: 1. No correspondence regarding payment of the remuneration is to be addressed to the Controller of Examinations Chaudhary Devi Lal University, SIRSA before the expiry of two months the submission of the bills.
2. Remuneration bill not presented within a year of the date of Exams, shall lapse.
3. The College/UTD/USGS should depute its official dealing the matter to submit the bills duly completed in all respect preferably by hand. He will produce all the receipts etc. and clear all the quarries / objections well in time so that the payment could be made to concerned as per University rules.

APPENDIX I

List of performas/items supplied by the University:

1. Blank Answer Books to Principal/Superintendent-in-Chief.
2. Question-Papers to Superintendent-in-Chief.
3. Date-sheets.
4. List of Candidates/students.
5. Signature stamp of Controller of Examinations.
6. Packing Cloth for answer books.
7. Superintendent file containing report forms, certificates, unfair means cases file, etc.
8. Required performas to be used in examinations.
9. Notice in poster shape containing direction to the candidates and Warning reg. UMC.

APPENDIX II

List of Papers to be sent by the Centre Superintendent to the University, after termination of the examination.

The Centre Superintendent should submit the following documents to the University immediately after the termination of the Examination duly packed in different covers with separate labels included in the Supdts. File. Forms and labels specified in the rules must be used for the purposes. The following three Packets (separately tied and labelled) should be sent to University.

1. Packet meant for the Conduct Branch:

- (a) Opened cloth-lined question-paper envelopes containing inner envelopes and surplus copies of question papers.
- (b) Flying Inspection Register.
- (c) Book of Instructions.
- (d) Signature Stamp of Controller of Examinations (intact condition).**
- (e) Daily Attendance Charts of exam duties performed
- (f) Question paper opening certificate
- (g) Seating Plan of Examination Hall.
- (h) Centre Superintendent's report file and certificate.
- (i) Certificate regarding return of furniture to college.
- (j) Report of Superintendent regarding deposit of stationery-box with the Head of Institution containing perishable and imperishable articles.
- (k) A copy of report about blank answer-books received, utilized and returned in form No. K.S.f.-4 of Supdts. File.
- (l) Detail of spoiled blank answer-books / cancelled answer books, if any.
- (m) Details of balance of answer books at exam. centre (alongwith copy of answer book record register, duly signed by Principal/Chairperson)
- (n) Complete list of **UMC case(s) as per clause 24(i).**

2. Packet for Secrecy Branch:

- (a) Un-opened question paper envelopes.

3. Packet for the Results Branch:

- (a) Roll No. collected from the candidates / Confidential list of candidates.
(b) Attendance Chart /Signature Chart.
(c) Absentee Memo.
(d) Certificate of reading out the directions to candidates regarding notes etc.
(e) Photos of private candidates and other papers connected herewith.
(f) Applications of students for provisional admissions/fee submitted for provisional roll no etc. papers.

4. Packet of remuneration bills at Conduct Branch:

This packet should be deposited to Conduct Branch preferably by hand and should contain:

- (a) Supervisory staff remuneration bills alongwith TA/DA bills.
(b) Supporting staff remuneration bills.
(c) Bills of (i) typing of seating plan, (ii) seating arrangements, (iii) contingencies charges, (iv) mobile charges bill of Centre Superintendent (v) local conveyance bills (if any),
(d) All relevant vouchers and sanctions etc. alongwith a copy of answer record.
(e) One copy of the daily attendance (in original meant for Accounts Branch) must be submitted along with these bills.

The **College/UC/UTD/USGS** should depute its official (dealing the matter of remuneration bills of exam centre) to submit the bills duly completed in all respect **preferably by hand**. He will produce all the receipts etc. and clear all the quarries / objections well in time, so that the payment could be made to concerned as per University rules.

Note: **The dispatch of any packet should not be withheld for want of any item. “A note will follow” may be given against the item which may not be available for the time being on the label pasted on the relevant packet.**

APPENDIX-III

Direction to candidates for Examinations

1. The Examination Hall shall be opened each day at least fifteen minutes before the time specified for the distribution of the question Paper and all candidates must be in the Hall by time specified. No candidates who is late by more than one hour shall be admitted to the Examination Hall.

Where a candidate is unavoidably late by not more than one hour, he/she will be admitted provisionally, and during this period nobody will be permitted to go out of the Hall.

When a candidate leaves the hall, he/she shall, before doing so-hand over his/her answer book to the Assistant Superintendent concerned and he/she shall on no account, be re-admitted. No extension of time shall be granted to a candidate on ground of late arrival.

Each candidate shall bring with him/her every day his/her Roll No. Slip for admission to the Examination Hall and keep this on the table during the examination hours.

2. No candidate shall be permitted to leave the Hall until the expiry of half the time after distribution of the Question-paper.
3. A seat, with his/her Roll No. shall be allotted to each candidate. Candidates shall find out and occupy their allotted seats.
4. No candidate, without the special permission of the Centre Superintendent shall leave his/her seat of the Examination Hall until he/she finishes his/her paper.
5. No candidate shall speak without permission, in case it is necessary for a candidate to communicate with the Centre Superintendent, he/she should stand in his/her seat, then the Centre Superintendent/Assistant Superintendent will attend to him/her.
6. Smoking in the Examination Hall/Room is strictly prohibited. No candidate is permitted to go out to have a smoke.
7. Any candidate who creates disturbance of any kind during the examination hall or refuse to obey the Centre Superintendent or changes his/her seat with another candidate shall be liable to expulsion from the examination centre as well as disqualification according to the seriousness of the offence. He/she shall also liable to make good the loss to furniture etc. if any caused by him/her.
8. Before attempting his/her question-paper, each candidate shall write on the TITLE COVER of his/her answer-book, his/her Roll No. the examination, the year the subject and part, if any, of the question-paper.
9. In case of Secrecy answer-books, the candidate should not write answers on the backside of the title cover, as the portion of the title cover containing Roll No. etc. is removed in the office of the Controller of Examinations.

Candidates shall put their signatures in the attendance sheet when directed to do so by the Centre Superintendent. The candidate should write Roll No. only on the portion specified for this purpose on the title cover of the Secrecy answer books, graph papers and maps, if

any, and nowhere else inside the answer-books as they will make themselves guilty of disclosing their identity.

In case of examination in which fictitious Roll No. are allotted the candidates should write their Roll No. only on the right hand side top corner of the Drawing sheet, maps and graph-papers and nothing should be drawn on the back of that portion of the paper.

10. Rough work and calculations must be done in the answer-book (if used) only, and not on the examination table or question-paper or anywhere else. The use of **calculator/mobile phone/electronic device/gadget** is not allowed unless otherwise specified in the course of studies. Any violation of this instruction will involve the candidate concerned in unfair means case.
11. No candidates shall indicate on the cover or any other part of his/her answer-book, the name of his/her institution nor he/she shall indicate in any manner that he/she appeared from a **College/UC/UTD/USGS** or as a private candidate.
12. At the expiry of the time allowed, the answer-book must be delivered to the Centre Superintendent even through the candidate may not have answered any question or a part of the question-paper.
13. Candidates should make sure that their answer-books have been duly signed or stamped by the Centre Superintendent or the Duty Superintendent at least on three pages as omission to do so may result in disqualification. They must also count the pages to make sure that these are as per the number written-on the Title page.
14. Answer shall be written on both sides of the answer books supplied to the candidates. No candidate shall tear off a leaf out of his/her answer-book.
15. Candidates are forbidden to write answer (or anything other than their Roll no.) on the question- papers or to remove any paper from the examination Hall except the question-paper.
16. Candidates are required to use their own pens and ink. The use of blue ink is permissible.
17. For examination in Mathematics, Physics, Chemistry Music and History candidates may bring their drawing instruments and stencils with them. They are not allowed to use foot rules or instruments in the sketch of finished drawing. In physics and chemistry, however, stencil may be used.
18. Candidates appearing in Geography for B.A., B.Sc. (Hons.) and M.A. examinations are permitted to use outline maps or stencils which should be of, in any case, such material on which nothing can be written, such as celluloid, thin tin, transparent or opaque sheet of plasticize etc. stencils cut in any type of paper or cardboard, will not be permitted.
19. Candidates can use colored pencils for diagrams in science subjects.
20. Candidates must bring with them their own material as indicted in items no. 16, 17, 18 and 19 above. They shall not be allowed to ask for any of the material required by him/her from any other candidate. Any infringement to this rule will make the candidate liable to having used unfair means in the examination centre.

21. The candidates should search their pockets, desks and benches every day before starting to answer their papers of examination and hand over to the Centre Superintendent if there is any incriminating paper which is either in the possession of any examinee or is lying in his/her desk or under or near his/her seat.
Candidates, especially women should not bring their hand bags, purses in the Examination hall.
22. Any attempt to use helping book, paper material of any kind, Use of Mobile phone/ electronic device /gadget, taking another's answer sheet for copying, conversation for sharing papers etc. shall amounts to use of unfair means cases as provided in the rules for which University reserve rights to take action as per rule.
-

IMPORTANT INSTRUCTIONS FOR CENTRE SUPERINTENDENTS

It has been decided by the University that no candidate should be allowed to take the examination if his/her Roll No. does not exist in the confidential list and if a candidate submit a duplicate roll No. without Photograph duly attested by the competent Authority. It has also been decided that Paper and Mobile Phone/electronic device/gadget should not be allowed in the examination Centre at any cost.

No candidate should be allowed to take the examination if a duplicate roll no. slip issued does not bear attestation on the photograph of the candidate by the competent Authority.

The Centre Superintendent should also obtain a certificate from the Deputy Superintendent, Assistant Superintendent, Centre 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 a member of the supervisory staff/class IV servants in that very Centre.

What a Centre Superintendent has to do on the day of the examination?

- (i) On each date of examination, the Centre Superintendent will obtain the question-paper envelopes from the Superintendent-in-Chief half an hour before the commencement of morning session,
- (ii) Compare the same in the presence of Superintendent-in-Chief, the question-paper envelopes with the challan form and then with the Centre statement supplied by the office. Thereafter, fill & sign the requisite certificate in the form KSF-1, on the question-paper packet and get it countersigned by the Superintendent-in-Chief, in token of the seals being intact at the time of receipt of the packet (s). if any, deficiency/discrepancy found, then send it through the Superintendent-in-Chief immediately.

Residuary & doubts

- 1. Any case which does not fall within the per view of these instructions/guidelines, will be processed in accordance with rules framed and decision taken by the University.**
 - 2. The Competent Authority may prescribe the amendments, change, addition in these instructions and same be part of these instructions.**
 - 3. In case of doubt, matter may be referred to the Controller of Examinations / Vice-Chancellor, whose decision shall be final.**
 - 4. These are instructions/Guidelines only and are not exhaustive. The rules approved by the University and decision taken by the University competent authority on the issue from time to time shall be part of these and will prevail.**
 - 5. In case of contradiction the provisions of the University Ordinance/ Calendar, competent authority decision will prevail.**
-