

UNIVERSITY OF CALICUT
(Pareeksha Bhavan – EG-II)

Dated, 03.04.2018

No. 104553/EG-II-ASST-1/2017/PB

SPECIAL INSTRUCTIONS TO CHIEF SUPERINTENDENTS OF UNIVERSITY EXAMINATIONS

The following special instructions are given to all the Principals/Chief Superintendents of University Examination Centres /Colleges for the smooth conduct of examinations. This is in addition to the instructions already given to Chief Superintendents by the University.

1. Preliminary Arrangements

The Chief Superintendents shall complete all the necessary preliminary arrangements such as allocation of seats, pasting/marking of Register Numbers etc. a day prior to the commencement of the examinations.

A table of seating arrangements should be prominently exhibited at the entrance of each examination hall and one copy in the Notice Board.

2. Seating Arrangements

Special attention be given to arrange separate exam halls for regular and SDE candidates. It will help to conduct the MCQ examination for SDE candidates and collection of answer scripts from Regular and SDE candidates separately.

3. Conduct of Multiple Choice Questions (MCQ) Examination for SDE candidates.

The MCQ examinations (equivalent to internal examination of regular candidates) be conducted on completion of the descriptive main examination of three hours. Necessary instructions in this regard have to be given to SDE candidates at the commencement of examinations itself. The MCQ question paper is provided with choices (A),(B),(C) and (D) having one correct answer. Choose the correct answer and enter it in the main answer book. Additional 15 minutes is provided for SDE candidates for answering MCQ paper. The question papers of MCQ should not be distributed to SDE candidates before the completion of the time allotted for the descriptive examination.

4. Verification of Hall Tickets and precaution against impersonation.

The Chief Superintendents shall verify the hall tickets with the nominal roll of candidates issued from the University or downloaded from the University website. The Chief Superintendents shall instruct the invigilator to verify the hall ticket of each candidate within half an hour of the commencement of examination. It can be verified with the nominal roll provided by the University and with the photo ID card produced by the candidate. Special instructions are given to the candidates to bring the photo ID card along with the hall ticket to the examination hall especially in

the case of SDE candidates.

5. Question papers

The question papers will be sent to the Chief Superintendents by the Controller of Examinations prior to the commencement of examination. The Chief Superintendents are requested to check the labelling on the packets and ensure that the required question papers in adequate quantities have been received. Discrepancies and deficiencies should be brought to the notice of the Controller of Examinations forthwith.

6. Safe custody of question papers

The Principal / Chief Superintendent is the custodian of question papers and the question paper packets be kept in the safe-room with double lock facility. The Principal / Chief Superintendent should take strict measures for the safe custody of the question papers, answer script bundles and other examination materials by installing additional facilities such as CCTV Camera.

7. Distribution of question papers

The Chief Superintendent should open the covers containing question paper in the presence of Additional Chief Superintendent and two invigilators after ensuring the details given in the question paper packet is in accordance with the examination time table and notification given by University from time to time. Recent notifications in the University website be checked regularly by the Chief Superintendent before the commencement of examination to check changes in schedules due to contingencies. Erroneous opening of question paper cover shall be avoided in any case.

The Chief Superintendent shall open the question paper cover without damaging the Pareeksha Bhavan seals. The Chief Superintendent shall open one of the packet kept inside and satisfy himself that the question paper is the right one before distribution. Mistake, if any, noted be reported immediately to the Controller of Examinations. The question paper cover can be opened 10 minutes prior to the commencement of examination. If number of candidates is large, question paper cover can be opened a little earlier. In no case, the question paper cover be opened prior to 30 minutes of the commencement of examination.

The Chief Superintendent will be responsible for erroneous opening of the question paper cover and the University will be constrained to initiate disciplinary action including recovery of the cost of conduct of re-examination.

8. Keeping of Account Register and Issue Register.

Separate registers shall be maintained with respect to blank answer books (main & additional) and issuance of answer books. The main and additional answer book accounts / registers shall be maintained properly by the Chief Superintendent in such a manner that closing balance is reflected at all times. A quarterly report on the stock of blank (main and additional) answer book be forwarded

to Joint Controller of Examinations - I (email Id: jce1@uoc.ac.in).

The main and additional answer books will be given to the candidates by the invigilators personally in the examination hall, and at the end of the examination, the answer books shall be personally collected by the invigilators from the candidates. Candidates should not be allowed to leave the examination hall, leaving the answer books in their seats. The invigilators have to record the number of additional sheets used by each candidate, and the same shall be verified at the end of the examination.

9. Packing of answer scripts

The Chief Superintendent should ensure that the answer books of Regular and SDE candidates are packed separately in Branch-wise. This is of utmost importance.

In the case of common papers, i.e., if the question paper code is one and the same, the answer books should be packed in separate bundles as shown below :

- (1) Bundle of answer scripts of BA/BSW Regular candidates
- (2) Bundle of answer scripts of B.Sc./BCA Regular candidates
- (3) Bundle of answer scripts of B.Com./BBA/BTHM Regular candidates
- (4) Bundle of answer scripts of BMMC/B.Voc. Regular candidates
- (5) Bundle of answer scripts of BA/B.Sc. SDE candidates
- (6) Bundle of answer scripts of B.Com./BBA/BTHM SDE candidates
- (7) Bundle of answer scripts of BMMC/B.Voc. SDE candidates

10. Verification of answer scripts with absentees statement

The total number of answer scripts should be verified and tallied with the absentees statement and the scripts should be packed in covers and necessary entries shall be made on the cover. Each bundle should contain the absentees statement signed by Chief Superintendent.

11. Despatch of answer scripts

Answer scripts should be packed on the day of examination itself with packing paper and cloth bag, and the packets should be sealed with wax. Question paper code, subject code and name of paper, Regular / SDE, name of college, date of examination, number of scripts in the bundle, etc. should be recorded on each bundle.

12. Superscription of bundles

Each bundle containing answer scripts should have a superscription, "Regular" for college going students and "EDE" for SDE candidates, in the manner shown below:

REGULAR

OR

EDE

13. Precaution against mixing up of answer scripts of Regular and SDE candidates

Under no circumstances a single bundle should contain answer books of Regular and SDE candidates. Answer books of regular and SDE candidates shall not be mixed up in any case. It is the duty of the Chief Superintendent to ensure this.

14. Personal attention of Chief Superintendents

Chief Superintendents are requested to take special and personal attention in the conduct of examination as well as the matter of packing and despatch of answer books as directed by the University. Any lapse in this regard will lead to lot of complications and undue delay in the publication of results of the examination.

Controller Of Examinations