

Karnatak University, Dharwad



Examination Centre

**Instructions to the
Principals/Chief Superintendent/
Deputy Superintendent regarding
maintenance of question papers
and Conduct of Examinations
2018 onwards**

1. Instructions to the Principals / Chief Superintendent / Deputy Superintendent regarding maintenance of question papers and conduct of Examinations.

- a) The University shall deliver the question papers at least 02 days in advance of the date of commencement of First paper of the Centre. Due to time constraint, they may deliver even on Sunday / Holiday or after Office Hours. Hence, the Principals of the concerned centre are informed to be ready to receive the Question Paper Packets personally along with peons.
- b) The Chief Superintendent / Principal shall verify and acknowledge that all the question papers pertaining to all the papers for which the examination is to be conducted, are delivered to them and are intact.
- c) The Chief Superintendent shall verify the date, time subject & examination mentioned on the sealed question papers packet along with the latest time table sent by the university before opening any sealed question paper packet.
- d) Question paper packets shall be arranged in the sequence of examination dates/ time / class / subject / paper by verifying the question paper codes.
- e) After arranging in the question papers in sequence, the question Paper Packets shall be kept in the steel cupboard with double lock and seal every time. Further, the cupboard should also be kept in a strong room with seal on the lock of Room.
- f) The Chief Superintendent shall open the cupboard half an hour before the commencement of the examination of a particular session in the presence of Deputy Chief Superintendent and no other official shall be allowed to operate the said cupboard, while opening the Question Paper Packet.
- g) Before the opening of the said question paper packet, both Chief and deputy Chief Superintendent shall ascertain the question paper relates to the concerned subject / paper of the session as per time table and writ the details on the question paper packet and finally affix the signature.
- h) After opening the sealed question paper packet as to whether the subject code no, subject, examination, etc. Printed in the question paper and those written on the packet tally as per the Subject / paper of concerned session.
- i) The actual number of question papers shall be distributed to each Block, 20 minutes before the commencement of examination; the excess question papers, if any, shall be in the custody of Deputy Chief Superintendent.
- j) After half an hour from the commencement of examination, the Deputy Chief Superintendent shall arrange to collect the question papers of the absentees if any from all the Blocks and preserve them in his custody as also maintain the question paper wise and account paper / subject wise.
- k) It is the joint responsibility of both Chief and deputy Chief Superintendents to protect the confidentiality of the question papers.
- l) For any lapses of the above, both the Chief and Deputy Chief Superintendents will be held responsible and University shall levy the penalty.

2. INSTRUCTIONS TO THE CHIEF SUPERINTENDENT

- a) The Chief Superintendent shall be responsible for the regular organization and fair conduct of examination at his / her Centre. He shall, on each day, oversee the seating arrangements for candidates for the day, with the help of other ancillary staff appointed.
- b) The examination blocks shall be arranged in the ground or first floor irrespective of the floor in which the course is functioning. If the space is insufficient, then only the blocks may be arranged on the subsequent floors.
- c) The Examination block shall be prepared as per the candidates list sent by the University. Each block shall have 30 candidates. Blocks shall be arranged in such a way that repeaters are accommodated first followed by One time measures and then by regular students.
- d) The seating arrangement in each block shall be made in such a way that the candidates are seated according to serial numbers in the ascending order and no candidate shall be seated arbitrarily in some other block as such a seating arrangement would be considered as encouragement for malpractice in examination.
- e) All the candidates must possess the authentic hall ticket while entering the examination hall as also their Identity Card.
- f) The Chief Superintendent shall preserve the question papers as per instructions.
- g) The Chief Superintendent and Deputy Chief Superintendent shall open the cupboard of question papers jointly and collect the question papers of the particular session half an hour earlier to the commencement of examination.
- h) The Following shall be the timings for further processes

Sl. No.	Process	Timings for Session of three Hours	
		Morning	Evening
1	Opening of Question papers	8.30 am	1.30 pm
2	1 st -Bell to allow entry to the students to examination Block	8.30 am	1.30 pm
3	Distribution of answer paper / Checking the hall ticket.	8.45 pm	1.45pm
4	2 nd - to distribution of question paper	9.00 am	2.00pm
5	No students shall be allowed for examination after this time.	9.15 am	2.15 am
6	Submission of attendance report / unused question papers / answer papers	9.30am	2.30 pm
7	3 rd -Bell for completion of one hour	10.00 am	3.00 pm
8	4 th -Bell for completion of second hour	11.00 am	4.00 pm
9	5 th -Bell to announce 10 minutes left for completion of the session. No students are allowed to leave the examination hall at this time.	11.50 am	4.50pm
10	6 th and last - Long Bell for completion of session	12.00noon	5.00pm

- i) Students may submit the answer papers only after one hour from the commencement of Session; the invigilator shall take the question paper in to the custody. Under any circumstances no such candidates will be allowed to carry the question paper, if he / she leave before the last Bell. Once, the candidate left the examination Block, he / she will not be allowed once again in to the examination Block.
- j) The same procedure shall be followed for the sessions having papers for less than 3 hrs with the Sl. No. 1 to 7 and 9 to 10 depending upon the number of hours prescribed for the session.
- k) Junior Supervisors shall be UGC and NON -UGC teachers. No teacher shall be appointed as Junior Supervisors for the session if the teacher engages classes in the same subject/ paper.
- l) The Junior Supervisors shall ensure that the candidates write their complete registration number (8 digits or 10 digits) as given in the hall ticket in the space provided in both cover pages of the answer booklet.
- m) The candidates shall enter the title of the paper and code number of the paper in the space provided in the answer booklet.
- n) The Junior Supervisors shall ensure that candidates do not write their name on the answer book or any other detail- NOT ASKED FOR.
- o) Junior Supervisors report (invigilators diary) should be made in Triplicate. Out of the three copies, one copy has to be sent to the Chief Coordinator along with answer bundles, one copy to the concerned Office Superintendent of the Examination Section and other copy to be retained at the Centre. The reports shall not be sent after the examination of each paper to the concerned Office Superintendent. Reports of all the papers shall be compiled Course wise and Subject wise and sent as one set at the end of all the examination of all the papers.
- p) Register number of the absentees during an examination shall be encircled in the Paper wise / Register Number wise (appearance report) report with red ink ball pen. Also, record number of present and absent candidates should be mentioned at the end of the paper.
- q) MPC papers shall be sent in a separate packet with all necessary materials and reports immediately to the MPC cell of the University as per the MPC regulations. Further, the MPC candidates shall not be allowed to write the examination for remaining papers if any.
- r) Answer Books shall be collected only by the Chief / Deputy Chief Superintendent from the Junior Supervisor soon after completion of the Examination. Chief / Deputy Chief Superintendent shall verify the register number, answer paper number both in answer papers and Invigilator's diary, total number of candidates allotted to the block, Number of students appeared and absent etc.
- s) Answer papers of repeaters, OTM and regular candidates shall be packed in separate bundles and be labeled accordingly with all necessary information.

t) Regular papers shall be packed block wise in the ascending order of Register Numbers and pack them in 120s using cloth packing material. The bundle shall have the following information about name of College with College Code, semester No., name of the paper / subject, session timings, total No. of Scripts in the bundle, signature of Chief / Deputy Chief superintendent, complete Postal Address of the College as a from address etc. All the attendance reports of students shall be kept in the bundle and sent to the Chief Coordinator of the concerned Central Valuation Centre; the Bundle shall be dispatched by Post as **Registered Parcel** to the address of the concerned Chief Coordinator of Central Valuation.

In the case of more than one bundle (each of 120 scripts) for a given paper, mention on each pack as Bundle x of y (e.g. Bundle 1 of 10). Packing 120 answer scripts in each bundle shall be adhered to, though students in each block are 30. Care should be taken to avoid the mixing up of answer scripts of different subjects / papers.

The answer papers of the tagged centre shall be dispatched by packing separately with details of such a college, tagged on the bundle.

- u) Colleges in Dharwad & Hubli can also submit answer scripts personally on same day to the concerned Central Valuation Centers.
- v) The same shall be followed for the examination of school of correspondence courses of Karnatak University, Dharwad.
- w) The answer books packets of morning session shall be sent immediately on the same day after the examination. The packets of answer books of the evening session shall be sent on the morning of the next day. The answer paper packets shall never be retained in the Centre for more than a night.
- x) OMR answer sheets will be supplied for answering Group-III General Studies papers like Indian Constitution and Personality Development, Communication Skills, Human Rights & Environmental Science Junior Supervisors and Chief Superintendents shall ensure that the candidates write all the details as per instructions given in the question paper booklet and OMR sheets. The same shall be posted /submitted to the system analyst, Examination Section, K.U. Dharwad.
- y) The unused answer booklets and OMR sheets shall be sent back to University on the last day of the Semester examination.
- z) Chief Superintendents shall take the responsibility of dispatching all the Answer Paper packets to the appropriate Valuation Centre without delay.
- aa) If there are any lapses in the above, the concerned Chief Superintendents will be held responsible and University shall levy the penalty.

Other Instructions

a) Each examination centre will have the following staff.

Sl. No.	Designation of the staff	Appointing authority	No.	Terms and conditions
1	Chief Superintendent	Principal/ University	01	Compulsory for all sessions
2	Deputy Chief Superintendent	University	01	Compulsory for all sessions
3	Additional Chief Superintendent	Chief Superintendent	01	Only for the sessions when the No. of Students are more than 750
4	Factotum	Chief Superintendent	01	Compulsory for all sessions
5	Clerk Cum Typist	Chief Superintendent	01	One is Compulsory for Students up to 1000 per session and additional staff may be appointed for the students Nos. exceeding 1000.
6	Peon	Chief Superintendent	02	02 are compulsory up to 120 students and additional peon for every 120 students and thereof for the given session.

- b) *The Principal of the College shall be the Chief Superintendent of the concerned colleges. Under unavoidable circumstances the Principal may appoint the senior most Teaching staff of the college as Chief Superintendent in his place.* Such information must reach the Exam Confidential Section immediately after the appointment, keeping in view the confidentiality of question papers stored under the custody of the Principal.
- c) The Deputy Chief Superintendent appointed by the University shall be jointly responsible with the Chief Superintendent for safe custody of question paper Bundles, Answer Books and Answer Script Bundles at each session of the examination and will also assist the Chief superintendent in the regular organization and fair conduct of examination.
- d) The Principal shall appoint the Additional Chief Superintendent from among the senior Teaching staff, having a minimum 05 years of experience in his College for the sessions in which the numbers of Students exceed 750 per session. He shall assist the Chief Superintendent and have the duties similar to the duties of Chief Superintendent. However, the decision of the Chief Superintendent is final for the fair conduct of examination.
- e) The other ancillary staff shall be drawn from among the members of the non- teaching staff of the same college. These shall carry out all the duties entrusted to them by the Chief Superintendent by general order or individual instructions issued, for the fair conduct of the examination.

- f) The Principal / Chief Superintendent shall appoint Junior Supervisors from among UGC and NON -UGC teachers of his College, one each, for every examination Block seating 30 candidates.
- g) **Writers to assist the physically handicapped Candidates:** Any candidate who is considered for the benefit of the category of physically handicapped Candidates by the College / PG Departments in advance as per circular No. KUD/ Exam(confidential)/ 2016 / 83/ dated, 10-05-2016, an additional time for the Writer shall be given with the following conditions.
- i. Writer's educational qualification should be other than the subject particularly in which a blind candidate writes the examination.
 - ii. 20 minutes additional time shall be given for every one hour paper. Eg: 3 hours paper can be written in 4 hours.
- The Principal / Chairman of the department shall appoint the Writer at least half an hour before commencement of the examination. However, the Writer may not be same for all the papers / subjects but subject to the above conditions.
- h) There shall be instructions to the Superintendent / Deputy Superintendent of Police of the concerned division by the University to maintain law and order during examination. Hence, the Chief Superintendent of the examination centre shall take the help from the nearest police station if necessary.
- i) **Scale of Remuneration /TA / DA:** The staff appointed to the examination centre shall be entitled to remuneration and other allowances at such rates as may be specified by the University time to time.
- j) The Chief Superintendent shall settle the accounts by submitting the bills and vouchers within a week after completing the examination.

3. *Instruction to Junior Supervisor.*

- a) Junior Supervisor shall report to duty at least 30 minutes before commencement of the Examination.
- b) He shall maintain the timings as under:

Sl. No.	Process	Timings for Session of three Hours	
		Morning	Evening
1	1 st - Bell to allow entry the students in to the examination Block	8.30 am	1.30 pm
2	Distribution of answer paper / Checking the hall ticket.	8.45 pm	1.45pm
3	2 nd - Distribution of question paper	9.00 am	2.00pm
4	No students shall be allowed for examination after this time.	9.15 am	2.15 am
5	Submission of attendance report/ unused question papers / answer papers	9.30am	2.30 pm
6	3 rd - Bell for completion of one hour	10.00 am	3.00 pm
7	4 th - Bell for completion of two hour	11.00 am	4.00 pm
8	5 th - Bell to announce 10 minutes left to complete the session. No students are allowed to leave the examination hall.	11.50 am	4.50pm
9	6 th and last - Long Bell for completion of session	12.00noon	5.00pm

- c) The same procedure shall be followed for the sessions having less than 3 hrs paper with the Sl. No. 1to 7 and 9 to 10 depending upon the number of hours prescribed for the session.
- d) He / She shall collect the Answer Papers along with seating arrangement of the block from the Chief Superintendent.
- e) Junior Supervisor shall allow the candidates to enter the examination hall 30 minutes before commencement of the examination.
- f) No Junior Supervisor / Candidates are allowed to use mobiles or any electronic gadgets except simple calculators in the examination campus / hall.
- g) Junior Supervisor shall verify the Hall Tickets of the candidates. No candidates shall be allowed to write the examination without hall tickets/ written permission from Chief Superintendent.
- h) Any candidate who enters the examination hall without hall ticket with the excuse that it has been stolen or forgotten by oversight, shall be reported to the Chief Superintendent, who, in turn, will arrange to issue a new hall ticket by obtaining a fee of Rs.100/- after confirming the authenticity of the candidate.
- i) The Junior Supervisor shall distribute the answer papers to the candidates and give instructions / directions to the candidates to read the instructions printed on answer papers. Defective answer papers shall not be issued to the candidates.
- j) The Junior Supervisor shall ensure that the candidates write their complete register number (8 digits or 10 digits) as given in the hall ticket in the space provided in the cover pages of the answer booklet.

- k) The candidates shall enter the title of the paper and the code number of the paper in the space provided in the answer booklet.
- l) The Junior Supervisor shall ensure that candidates do not write their name on the answer book.
- m) Junior Supervisor shall verify the Register Number and affix his/her signature on answer papers and shall record the details in the Junior Supervisor's diary and obtain the signature of the candidate.
- n) Register number of the absentees during an examination shall be encircled in the Paper wise / Register Number wise (appearance report) report with red ink ball pen, also, the number of the candidates present and absent, at the end of the paper
- o) No additional answer paper/ supplements shall be given to the candidates.
- p) The Junior Supervisor shall distribute the question papers to the student at 9.00 am in the morning session and 2.00 pm in the afternoon session. Before distributing he/she shall confirm whether the question papers belong to the paper/subject of the session or not as per the University Table.
- q) No candidates shall be admitted to the examination hall 15 minutes of the commencement of examination
- r) Candidates shall be allowed to leave the examination hall only after one hour from the commencement of the examination only after question and answer papers are taken into the custody of Junior Supervisor.
- s) Any of the candidates willing to leave the examination hall after one hour but before the long bell, he/she shall be allowed to leave the hall after receiving both answer and question papers.
- t) Candidates shall not be allowed to enter the examination hall once he/she left the examination in the given session.
- u) Any misbehavior / indiscipline by the candidate or involved in copying either from material or the neighbor's paper shall be reported to the Chief Superintendent immediately by taking such candidate outside the examination hall to the Chief Superintendent who shall enquire into the case as per the MPC regulations and shall decide the case.
- v) The Junior Supervisor shall assist the Squad members/ University Authorities during their visit or inspection to the examination hall.
- w) No candidates shall be allowed to leave the examination hall in the last 10 minutes of examination.
- x) The Junior Supervisor shall collect all the answer papers and arrange there in the ascending order of Reg. No. and hand them over to the Chief/Deputy Chief Superintendent without any delay after the last bell.
- y) The Junior Supervisor shall leave the examination office only after handing over the papers and ascertain the correctness of total number of answer papers and other details entered in the Junior Supervisors diary.
- z) If there are any lapses in the above, the concerned Junior Supervisor will be held responsible and the University shall levy the penalty.

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