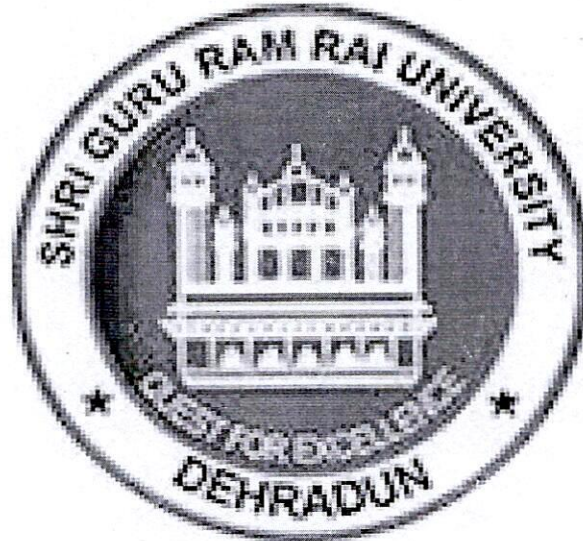


SHRI GURU RAM RAI UNIVERSITY

(Estd. By Govt. of Uttarakhand, vide Shri Guru Ram Rai Act No. 03 of 2017)

Patel Nagar Dehradun-248001, Uttarakhand.



Examination Formats-Conduct

(As per provision of the SGRR University Act,
Chapter no.-05 under Section 30(e))



SHRI GURU RAM RAI UNIVERSITY

DEHRADUN (UTTARAKHAND)

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SHRI GURU RAM RAI UNIVERSITY

Form No: SGRRU/EXAM/COND-001(a)

DEHRADUN (UTTARAKHAND)

EXAMINATION FORM- REGULAR/SUPPLEMENTARY

(Every column to be carefully filled in by the STUDENT)

Paste recent passport size photograph, duly attested by the Principal/HOD/Coordinator

Examination: (Strike off which is not applicable)		May-June/Dec-Jan 20..... REGULAR / SUPPLEMENTARY				
Name of the College of Study :						
Enrollment No.						
Name of the Student						
Name of the Student (in Hindi)						
Father's Name						
Mother's Name						
Category				Date of Birth :		
Gender :	M	F	Programme:	Year :	Semester :	
Correspondence Address :						
Pin Code.....Mobile No.						
Total Credits (for Supplementary Examination only)						
Subjects for which the student is appearing	S.no.	Name of Subject	Sub. Code	S.no.	Name of Subject	Sub. Code
	1			6		
	2			7		
	3			8		
	4			9		
	5			10		
Details of Fee Submitted		Amount(Rupees)		Receipt No	Date	

DECLARATION

I have carefully read all the relevant rules/instructions of the University for this Examination and I undertake to abide by the same in all respects. I solemnly declare that the particulars filled in the form by me are correct and nothing has been concealed. In case of any discrepancy found therein, I shall be responsible for the consequences.

Date :

Place :

(Signature of Student)

Checked by :- Remarks (If any):

I hereby certify that the entries made above have been verified by me and have found them to agree to those in record of the University.

Dated :

Place :

(Signature of Dean /Director/Principal/HOD with date and office seal)



SHRI GURU RAM RAI UNIVERSITY
DEHRADUN (UTTARAKHAND)
(ADMIT CARD)

May-June/Dec-Jan 20..... REGULAR / SUPPLEMENTARY

Form No: SGRRU/EXAM/COND-001(b)

Paste recent
passport size
photograph, duly
attested by the
Principal/
HOD/Coordinator

Enrollment No : Semester:

Year: Programme: Branch:

Name of Exam:

Name of the Student: Father's Name:

Subject Details:

S.No	Subject Name	Subject Code	S.No	Subject Name	Subject Code
1			6		
2			7		
3			8		
4			9		
5			10		

Student's Signature:- Dean/Principal/HOD Signature:.....Controller of Examination:

Directions : The Student must bring the admit card along with the ID card of the University
 The Student must sign in the attendance sheet for each subject in the examination hall otherwise Student will be treated as absent in the respective subject.



SHRI GURU RAM RAI UNIVERSITY
DEHRADUN (UTTARAKHAND)
(Duplicate ADMIT CARD)

May-June/Dec-Jan 20..... REGULAR / SUPPLEMENTARY

Paste recent
passport size
photograph, duly
attested by the
Principal/
HOD/Coordinator

Enrollment No : Semester:

Year: Programme: Branch:

Name of Exam:

Name of the Student: Father's Name:

Subject Details:

S.No	Subject Name	Subject Code	S.No	Subject Name	Subject Code
1			6		
2			7		
3			8		
4			9		
5			10		

Student's Signature:- Dean/Principal/HOD Signature:..... Controller of Examination:



SHRI GURU RAM RAI UNIVERSITY DEHRADUN (UTTARAKHAND)

(Receipt of Question Paper by Examination Centre Superintendent)

Name of the Examination Center:.....

Address:.....

Received from the controller of examination (from Distribution Center), the following sealed packets of question papers for the examination center.

Sr. No.	Programme	Sem./Year	Subject Code	Subject Name	Number of packets and total number of question paper received
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Certified that I have received total number (in figures)& (in words).....sealed packets containing question papers for Examination of (Session). I certify that all the packets are in good condition and all seals on the packets are intact and that there is no apparent damage to the question paper packets.

Signature and Name of Centre Superintendent Examination Date: _____ Time: _____

Undertaking to be signed by Centre Superintendent

I will open minimum number of packets only that are required for distribution of question papers to the Students. No extra question papers shall be given to anybody for any reason whatsoever. The account of question papers in each packet opened shall be written on the packet itself. Other instructions issued by Board regarding opening of sealed question paper packets shall be scrupulously observed.

Signature of Centre Superintendent

Date & Time

Center Code



SHRI GURU RAM RAI UNIVERSITY DEHRADUN (UTTARAKHAND)

(Certificate of opening the packet containing question paper)

The envelope was opened in our presence and was found properly sealed before opening.

Name of Examination.....

Date & Day of Examination.....

Session of Examination.....

We certify that this packet, intact and duly sealed at all joints, has been opened at a.m./p.m....., before the commencement of the examination.

Number of Question Paper Packets found were as per details given below:

S.No.	Subject Code	Subject Name	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Witness:

1. Signature.....Name.....

2. Signature.....Name.....





SHRI GURU RAM RAI UNIVERSITY

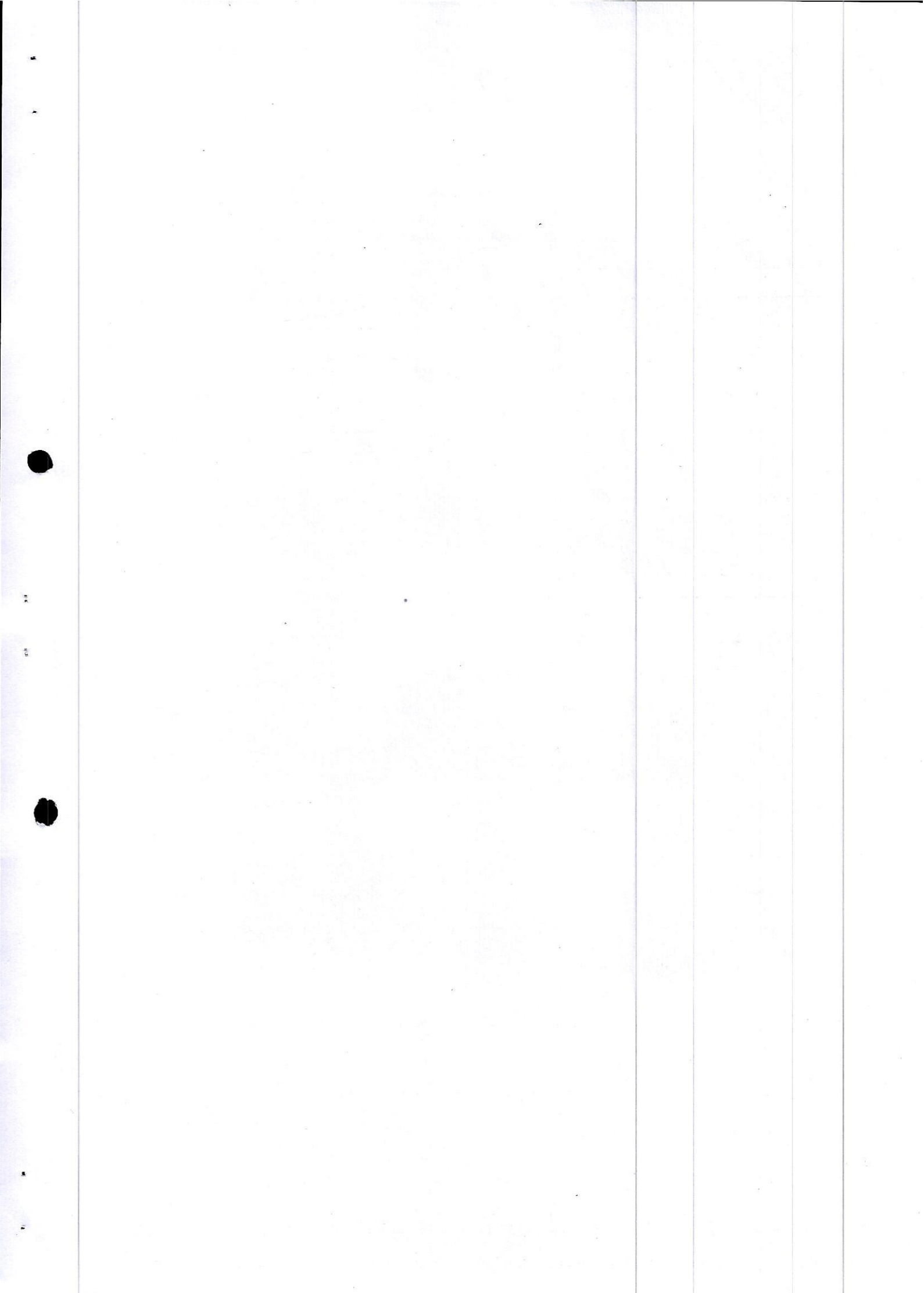
Form No: SGRRU /EXAM/COND-004-T

DEHRADUN (UTTARAKHAND) (Format for Unfair Means) (CONFIDENTIAL)

Form for reporting cases or acts of unfair means during exams (To be filled in by the Invigilator and passed on to the Controller of Examinations on the very day of the detection of the case)

1. Name of the Examination-End-Sem./Supplementary.....
2. Subject Name : Subject Code:
3. Programme:Semester:
4. Date and exact time of detection of the case under report:
Room No :Date: Time:
5. Name of the Student: Father's Name :
6. Roll No.:
7. Permanent address of the student:
.....
9. Total No. of incriminating papers recovered:
 - a) No. of printed pages
 - b) No. of handwritten pages
 - c) Torn book pages
 - d) Communication device

(Note: The Detector should sign the recovered objectionable material)
10. The Material was recovered from the student under reference as indicated below.
(Please strike out columns not applicable)
 - i) in student's hand;
 - ii) in student's pockets;
 - iii) in student's shoes or socks;
 - iv) under clothes worn by the students;
 - v) on student's table/desk;
 - vi) in student's answer book(s);
 - vii) under student's question paper;
 - viii) under his feet;
 - ix) under student's answer book;
 - x) near his seat on the ground at a distance of
 - xi) any other place;
11. Possession of any communication device such as Mobile phone.
12. Detector / Invigilator Report
 - i) Whether the material recovered was related to the subject?
 - ii) Extent to which the student has used the material and advantage gain.



13. The student with Enrolment No. was found giving/ receiving help from student, Enrolment No..... sitting just in front/behind/left or right of the student having Enrolment No.....

14. Misconduct, if any

15. Any other mode of use of unfair means.

.....
.....

Center Superintendent Report

Signature of the Detector

(Punishment Recommended)

Name:

.....

Designation:.....

.....

Date:.....

.....
Signature of the Student with date

In case of his refusal to sign, signature of other Invigilation staff certifying the above:

Name:..... Designation:

STATEMENT OF THE STUDENT AT THE EXAMINATION CENTRE TO BE RECORDED BY THE EXAM. CENTRE SUPDT.

.....
.....
.....

Note: The UFM committee may give a chance for personal hearing to the student if the committee considers sufficient ground for such hearing. If the student refuses to make any statement; this fact will be recorded by the committee.

.....

Name(s) of Invigilators on Duty

Student's Signature

Signature of Centre Superintendent

Decision:

.....
.....

Controller of Examination

Vice Chancellor/ Pro Vice Chancellor



SHRI GURU RAM RAI UNIVERSITY
DEHRADUN (UTTARAKHAND)

Form No: SGRRU/EXAM/COND-005-T

Form for obtaining Report from Member(s) of Flying Squad
(To be sent to the controller of Examination and can be marked confidential, if required)

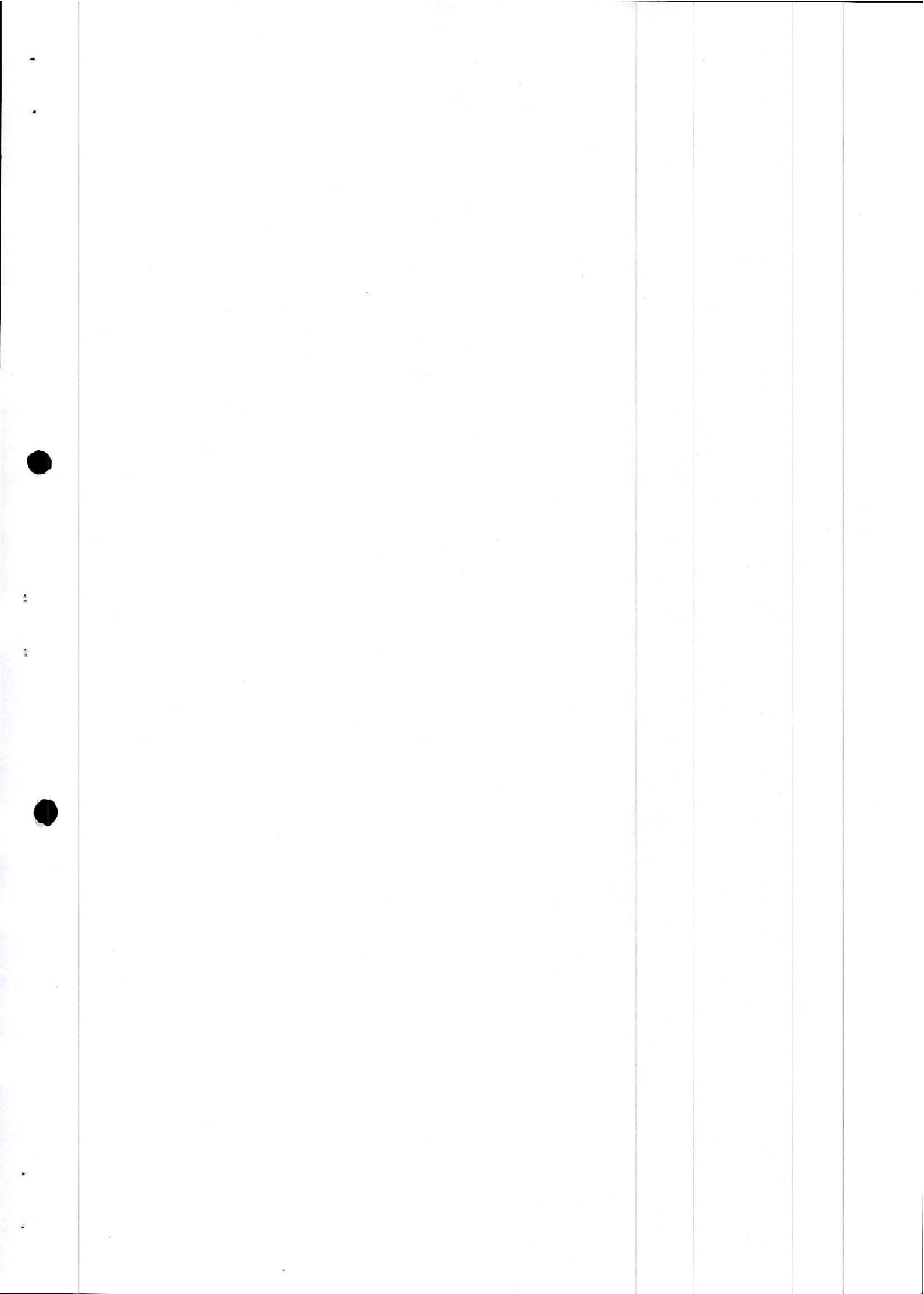
(Name of Examination :.....)

Flying Squad Sl. No.....

1. Name of the Exam. Centre Visited:
2. Date:Session:.....
3. Time of Arrival:..... Time of departure:
4. Name and designation of the Flying Squad member:
.....
.....
5. Name of the Centre Superintendent:
6. Nos. of students appearing in Exam: Nos. of Halls.....
7. General condition in the Examination halls:
8. Whether C.C. Cameras were installed in all the examination halls? if, No, mention the hall numbers :
.....
9. Unfair Means (UFM):
 - i. Number of malpractice detected and reported:
 - ii. Roll Nos. of the malpractice cases:.....
.....
.....
 - iii. No. of malpractice reported by Invigilators:
 - iv. No. of malpractice reported by the Centre Superintendent:
 - v. No. of malpractice cases reported by the Flying Squad:
10. Whether Invigilators performing duties properly :
11. Whether college was cooperative in letting the squad carry out its duties : Yes/No

Signatures of the Flying Squad Members

.....
.....
.....
.....
.....



Detail of Visit

S.no.	Date & Time of Visit	Name of Center	Observation	No. of UFM cases registered by the squad

Opinion about conduct of exam

(e.g. Security of Question Paper, Unused Answer Scripts, Invigilation performance, adherence to procedures)

Name of Center	Observation



SHRI GURU RAM RAI UNIVERSITY
DEHRADUN (UTTARAKHAND)

(Duties and Responsibilities of Flying Squad)

1. The Flying Squad shall conduct themselves at the examination centre with utmost caution, courtesy and respect, without causing any kind of commotion, which shall disturb the examinees.
2. The Flying Squad shall not cause any kind of harassment either to the students or to any of the officials of the examination center.
3. The Flying Squad shall inspect the examination centre assigned by COE quickly, surprisingly and frequently preferably daily at different timings to ensure whether the arrangements made at different centers for the conduct of examinations are proper and adequate.
4. The Flying Squad shall initiate action to curb malpractice like copying, possession of in discriminatory materials related to the examinations.
5. After the inspection the Flying Squad will enter his observations in the end will submit the same along with consolidated report to COE after the examination is over.
6. The Flying Squad shall report the cases of malpractice detected to the CS for necessary action and subsequently inform the same to COE.
7. The Flying Squad shall carry out any other duties assigned by the COE from time to time for the smooth conduct of examinations and to curb the number of malpractice cases at any centre.
8. The Flying Squad shall not release any press statement under any circumstances.
9. The Flying Squad shall ensure utmost care to take the CS into confidence in the process of execution of his/ their duties and not to use improper language.
10. The Flying Squad shall not create unnecessary obstructions to the examinees by unnecessarily shouting while handling the cases in the examination halls. If any case is detected, further investigation can be done by isolating the guilty from the rest, taking into the CS office without further enquiring in the hall & disturbing the others for a prolonged period.
11. The Flying Squad may contact COE for any clarification/ guidance/ assistance whenever needed.
12. The Flying Squad to collect authorization letter from the COE before visiting examination centre.

Sd/-

Controller of Examination



SHRI GURU RAM RAI UNIVERSITY

DEHRADUN (UTTARAKHAND)

(Invigilator's Room Report)

Exam Center Number:

Name of College :	Programme :
Year :	Semester:
Subject Code :	Date of Exam:
Subject Name :	Room No : ; Session (Morning / Evening)

Total number of students allotted (by CS to invigilator) :

Present Students Roll Numbers :	Absentees Roll Number :	Registered UFM cases (if any) Roll numbers:
Total :.....	Total :.....	Total :.....

No. of Answer Books Issued	No. of Question Papers Issued
No. of Answer Books returned	No. of Question Papers returned

Name of Invigilators

- 1
- 2
- 3
- 4

Signature of Invigilators

- 1
- 2
- 3
- 4



SHRI GURU RAM RAI UNIVERSITY
DEHRADUN (UTTARAKHAND)
(Record of Students going out under Escort)

Exam Center Number:

Room No :	
Date of Exam:	Session (Morning / Evening):

S.no	Student Rollno.	Name of Program	Time Out	Time In	Escorted By	Signature of Invigilator
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						



SHRI GURU RAM RAI UNIVERSITY

DEHRADUN (UTTARAKHAND)

(To be pasted on the outer envelope containing answer booklets)

Name of College/ Department

Name of Examination center

Code of Examination center Date of Examination:

Name of Programme Examination: (Regular /

Reappear)

Semester Year

Subject Code Subject Title

Total No. of Answer books packed

This Packet Contains :-

Question Paper : Yes / No

Invigilators Report : Yes / No

Signature of Center Superintendent



SHRI GURU RAM RAI UNIVERSITY
DEHRADUN (UTTARAKHAND)

Form No: SGRRU / EXAM/COND-010-T

(Guidelines for the Centre Superintendent)

1. The Centre Superintendent will be fully responsible for maintaining the confidentiality of the documents related to the examination.
2. The Centre Superintendent shall be in-charge of the centre and would be responsible for the smooth and fair conduct of the examination at the centre.
3. In case additional invigilators are required, the Centre Superintendent will ensure the availability from other colleges of the University, through their Principals. For this proper information with requirement be sent in advance to concerned departments/colleges.
4. Safe custody of question papers once handed over to the Centre Superintendent will be his responsibility. He should keep them under lock and key with full secrecy & security.
5. Centre Superintendent on receipt of question paper packets shall verify that they are properly sealed and that title of the paper mentioned on packets matches with the paper scheduled for the day. Discrepancy, if any, may be reported to the exam department immediately.
6. Centre Superintendent shall ensure entry of candidates to the exam hall only 15 minutes before the scheduled time of the examination.
7. Candidates and invigilators are not allowed to use /carry mobiles in the examination hall.
8. It is to be ensured that all invigilators perform their duty with all alertness for smooth and fair conduct of examination and check the use of unfair means during examination of any type.
9. Entry without admit card is not permissible. In case any candidate is without admit card, Centre Superintendent is authorized to issue duplicate admit card on payment of Rs.50/- as fine. In case he/she does not possess money at that time then after due verification he/she can be allowed temporarily on undertaking that the fine shall be deposited by him/her in the next paper.
10. Late entry up to 30 minutes is permissible in the examination hall, beyond which up to another 30 minute permission can be granted by Centre superintendent on justified reasons.
11. Sufficient provision for drinking water is to be made.
12. Before starting the examination, there must be a proper warning and announcement to the fact that use of unfair means is prohibited and any one found guilty / using such means would be punished as per university rules.
13. Answer books must be collected and arranged program and course wise in ascending order of roll numbers.
14. The answer books are to be bundled in such a way that bundles must not carry more than 60 answer books. In case of optional paper, please bundle the answer books stream wise.
15. The answer books from the examination centre will be deposited in the examination division by the Centre Superintendent the same day.
16. Subject wise absentee statement shall be prepared and submitted to the representative of examination department along with the answer books.
17. All the unused question papers along with question paper envelopes are to be returned to the examination department along with the answer books.
18. There shall be proper record of used and unused answer books date wise .The unused answer books shall be kept in safe custody and in no circumstance be in the reach of the candidates for their misuse. After the termination of examination balance answer books shall be returned to examination department.
19. The attendance of candidates should be properly recorded by the concerned invigilator and counter signed by the Centre Superintendent.
20. In case of UFM, both student & invigilator must sign on every piece of recovered incriminating material.
21. The Centre Superintendent and Invigilators should assist the Flying Squad deputed for ensuring and reporting about the smooth and fair conduct of the examination in performing their duties.
22. No person will be allowed in an examination room during an examination except the students concerned, invigilators at the persons authorized to do so by the competent authority.
23. No change in the question paper however trivial can be announced directly by the faculty or



SHRI GURU RAM RAI UNIVERSITY
DEHRADUN (UTTARAKHAND)

Form No: SGRRU /EXAM/COND-011-T

Duties and Responsibilities of Deputy Superintendent

1. The Deputy Superintendent shall assist the Centre Superintendent in the opening of the question papers properly, maintaining discipline in the centre especially in the supervision of rooms.
2. If necessary, he/she shall have to perform any of the duties of the Centre Superintendent temporarily under his/her instructions.
3. He/she will be under the Centre Superintendent and will take charge of the examination centre in case of any emergency.
4. He/she shall read entire Book of instructions carefully, for he/she may have to act as Superintendent during absence of Centre Superintendent.
5. He/she will not leave the station without the permission of the Controller of Examination for which application shall have to be made through the Centre Superintendent.
6. He/she will take permission from the Centre Superintendent in case of emergencies and request Centre Superintendent to make alternate arrangements.
7. He/she will report to the Controller of Examinations cases of gross irregularities in the conduct of examinations, if any.
8. He/she will get stamped all the answer books of the examinees with the stamp provided by Controller of Examination.
9. The Deputy Superintendent shall assist the Centre Superintendent in the opening of the question papers properly, maintaining discipline in the centre especially in the supervision of rooms.
10. If necessary, he/she shall have to perform any of the duties of the Centre Superintendent temporarily under his/her instructions.
11. He/she will be under the Centre Superintendent and will take charge of the examination centre in case of any emergency.
12. He/she shall read entire Book of instructions carefully, for he/she may have to act as Superintendent during absence of Centre Superintendent.
13. He/she will not leave the station without the permission of the Controller of Examination for which application shall have to be made through the Centre Superintendent.
14. He/she will take permission from the Centre Superintendent in case of emergencies and request Centre Superintendent to make alternate arrangements.
15. He/she will report to the Controller of Examinations cases of gross irregularities in the conduct of examinations, if any.
16. He/she will get stamped all the answer books of the examinees with the stamp provided by Controller of Examination.

Sd/-

Controller of Examination



SHRI GURU RAM RAI UNIVERSITY
DEHRADUN (UTTARAKHAND)

Form No: SGRRU /EXAM/COND-012-T

Instructions for Invigilators

1. Invigilators play a crucial role in ensuring the sanctity of an examination system.
2. Invigilators ensure that the examinations are conducted in a fair and appropriate manner.
3. Invigilators are required to report at the control room at least 30 minutes before the scheduled time of commencement of examination.
4. Entry of the students to the examination hall is to be permitted on production of valid hall ticket. Invigilator to sign on attendance chart and answer sheet after verifying the details from hall ticket.
5. Students shall not be allowed to carry prohibited items such as books, written papers, mobile phones, electronic gadgets or any other type of incriminating material to the examination venue.
6. Before the commencement of the examination the invigilator shall ensure to the satisfactory arrangement of examination table and seats. He shall take care to seat the candidates in such a way as to render all communication between them impossible.
7. Answer books shall be distributed 10(ten) minutes before the start of examination.
8. Invigilator shall announce to the students to leave books, paper etc. outside the examination hall.
9. Invigilator shall announce the students to read and follow instructions printed on the answer booklet and check the answer booklet for number of pages and for its condition before writing.
10. Exchange or borrowing of pen, pencil, eraser, scale, calculator, etc. during examination is prohibited. In emergent situations these may be permitted through the invigilator only.
11. No student should be permitted to leave the examination hall during the first 30 minutes and last 15 minutes of the examination. No student shall be allowed to leave the examination hall before half the time is over. Those who want to leave the examination hall after half the time is over and before the last 30 minutes should be asked to submit their question paper along with the answer booklet.
12. Invigilators must check that the entries on the cover page of the answer booklet have been correctly made and ensure that attendance sheet has been signed by the student after correctly filling the his/her enrolment number.
13. In case of any doubt in the question paper no advice should be given by the invigilator and matter shall be reported to the centre superintendent for clarification.
14. Invigilator will not leave the examination hall during the examination. In emergency, one invigilator can be permitted by the centre superintendent by deploying another invigilator in his/her absence.
15. Answer booklets should be arranged subject and enrolment number wise before their submission to the examination branch through the centre superintendent.
16. Absentee statement should clearly indicate the students absent in a particular paper by word **ABSENT** in the column of signature (in red ink) after 30 minutes from commencement of examination. A consolidated absentee statement to be submitted by the invigilator in Form No: SGRRU /EXAM/COND-014T
17. No supplementary sheet will be provided for solving the question paper. Rough work can be carried out on the right hand side margin or at the end of the answer booklet.
18. In UFM cases, every page of the recovered material must be signed by the detector and countersigned by the centre superintendent.
19. Invigilators are not allowed to carry or use mobile phones in the examination hall.
20. During the course of examination, the invigilator is expected to move about the place of their duty and not to engage themselves in study or conversation.
21. All invigilators should try to familiarize themselves with the Guidelines and rules governing the Conduct of Examinations before the commencement of the examination.
22. As soon as the time allotted has expired, Invigilator shall collect the answer-books, have them arranged in serial order and deposit the same with the Centre Superintendent.

23. Each invigilator will count the number of answer booklets issued to the students in his/her room, head count the number of students actually present and then tally the same with the attendance chart and the total number of answer booklets got issued from the Centre Superintendent.
24. Invigilators should bear in mind that examination can be very stressful for students and can occasionally provoke unreasonable or extreme behaviour. Situation should be dealt with in a sympathetic and supportive manner which minimizes any adverse effect on other students and maintains sanctity of the examination.
25. No person will be allowed in an examination room during an examination except the students concerned, invigilators at the persons authorized to do so by the competent authority.
26. No change in the question paper, however trivial, can be announced directly by the faculty or invigilators without bring in it to the notice of the controller of examination / centre superintendent / in-charge.
27. Grievances against the question paper if any shall be submitted by the student at the end of the examination to their respective Deans / HODs for onward transmission to the Controller of Examination with their comments for consideration and decision of the Grievances Committee.

Sd/-

Controller of Examination



SHRI GURU RAM RAI UNIVERSITY
DEHRADUN (UTTARAKHAND)

Form No: SGRRU /EXAM/COND-013-T

(Duties & responsibilities of the relieving officer)

1. The Centre Superintendent appoints the Relieving officer (RO) from amongst the senior faculty.
2. The RO shall be active and shall be moving from room to room (assigned to him) during the examination hours and shall be a communication link between Invigilators & CS/DCS for any emergent requirement.
3. The RO shall not permit the Invigilator to leave the examination hall during the first and last half an hour of the examination. During the intervening period, he/she shall relieve the Invigilator to attend nature calls.
4. The RO shall assist the CS/DCS in general for smooth conduct of examination at the centre particularly in distribution of question papers to Invigilator room wise.
5. The RO shall in addition to the above duties attend to any other work entrusted to him / her by CS/DCS.
6. The RO shall give relief to the Invigilator for maximum of 10 minutes & be in charge of the duties of Invigilator during that period and discharge all the duties & Responsibilities of the Invigilator.
7. The RO shall report for duty 30 minutes before the commencement of examinations.
8. The RO shall also observe/ keep a watch in and around the examination rooms (assigned to him) to ensure overall discipline.

Sd/-

Controller of Examination



SHRI GURU RAM RAI UNIVERSITY

DEHRADUN (UTTARAKHAND)

(Students Attendance Chart for the End /Sem. /Prof./ Year Examination)

College/Institute.....

Enrollment Number:

Name of the student:

Programme :

Year :

Semester/Prof.

Date of Exam	Day of Exam	Time of Exam	Subject Code	Subject Name	Answer Sheet Number	Student's Signature	Invigilator's Signature

Name of Centre Superidentent

Date

Signature of Centre Superidentent



SHRI GURU RAM RAI UNIVERSITY DEHRADUN (UTTARAKHAND)

(Daily Staff Attendance Chart for All staff in the End /Sem. /Prof./ Year Examination)

College/Department:

Time of Examination:

Date of Examination:

Examination Centre:

S.No.	Name	Designation	Arrival Time	No. Of students Allocated	Room No.	Signature

Signature of Centre Superintendent



SHRI GURU RAM RAI UNIVERSITY

Patel Nagar Dehradun-248001, Uttarakhand

(Estd. by Govt. of Uttarakhand, vide Shri Guru Ram Rai University Act no. 03 of 2017)

UNDERTAKING FROM EXAMINATION STAFF (CS/DS/AS/INVIGILATOR)

1. I, undersign, undertake to assure that I shall maintain utmost secrecy in the work entrusted to me for conduct of examination assigned to me and discharge all my duties impartially without involving in any type of malpractice which violates the code of conduct of examination.
2. I have neither given tuition to any student or attached with any tuition classes and imparted any private or personal tuition of training or coaching for the SGRR University examination where I am appointed as examination staff member.
3. Further, I assure that I have gone through the "Duties and Responsibility of examination staff given by the University.

S. No	Date/ Time	Name of Staff Member	Examination Designation	Signature

Signature of Centre Superintendent



SHRI GURU RAM RAI UNIVERSITY
DEHRADUN (UTTARAKHAND)

Form No: SGRRU /EXAM/COND-017-T

(University Paper Evaluation Remuneration Bill)- External Examiner Only

Name of Examiner :

Designation:

Institute/University Name:

Address for Correspondence:

..... (M)

Date of Evaluation	Programme	Subject (With Code)	Total Number of Answer Sheets Evaluated	Remuneration (Rs.)/Answer sheet	Amount to be paid (Rs.)	
		Total Amount to be paid (Rs.)				

Details for NEFT Transaction:-

PAN Number:.....

Beneficiary Name : Bank Name :

Branch:..... Account No. : IFSC Code :

Date:

Signature of Examiner

Signature on
revenue stamp
if exceeding
Rs5000/-

Certificate

This is to certify that evaluated

..... answer scripts of the course(s).....

Date: Signature of Evaluation Centre Coordinator/Supervisor Signature of COE

For Office Use Only

Verified by

Total Amount claimed

Deductions

Net Amount Payable



SHRI GURU RAM RAI UNIVERSITY
DEHRADUN (UTTARAKHAND)

Form No: SGRRU /EXAM/COND-018-T

(University Paper Setter Bill)- External Examiner Only

Name of Examiner :

Designation:

Institute/University Name:

Address for Correspondence:

..... (M)

Programme	Subject (With Code)	Number of Paper(s) setted	Remuneration (Rs.)/Paper	Amount to be paid (Rs.)
Total Amount to be paid (Rs.)				

Details for NEFT Transaction:-

PAN Number:.....

Beneficiary Name : Bank Name :

Branch:..... Account No. : IFSC Code :

Date:

Signature of Examiner

Signature on revenue stamp if exceeding Rs5000/-

Certificate

This is to certify that setted the paper as stated above.

Date:

Signature of Dy. COE

Signature of COE

For Office Use Only

Verified by

Total Amount claimed

Deductions

Net Amount Payable

Date:

Account Officer



SHRI GURU RAM RAI UNIVERSITY
DEHRADUN (UTTARAKHAND)

(Examination Staff Relieving Certificate)

Dated: _____

TO WHOM SO EVER IT MAY CONCERN

This is to certify that _____, _____, SGRR College of _____
 has performed examination duty _____, Centre No. ____, Examination Hall,
 _____, Dehradun during _____, held from _____. The
 examination work is completed on _____ and he is relieved from the said work on
 _____.

The above said person was appointed with the approval of competent authority of the University.

Controller of Examinations
 SGRR University



SHRI GURU RAM RAI UNIVERSITY
DEHRADUN (UTTARAKHAND)

Form No: SGRRU /EXAM/COND-001-P

(University Practical Examination Remuneration Bill)

Name of Examiner :

Designation: Pay Scale:.....

Institute/University Name:

Address for Correspondence:

..... (M)

Date of Exam.	Programme	Subject (With Code)	Total Number of Students Evaluated	Remuneration (Rs.)	Amount to be paid (Rs.)	
		Total Amount to be paid (Rs.)				

Details for NEFT Transaction:-

PAN Number:.....

Beneficiary Name : Bank Name :

Branch:..... Account No. : IFSC Code :

Date:

Signature of Examiner

Signature on
revenue stamp
if exceeding
Rs5000/-

Certificate

This is to certify that was present on
.....(date) for practical examination of above mentioned subject.

Date:
Signature

Exam. Center

Dean/Principal/HOD

For Office Use Only

Verified by

Total Amount claimed

Deductions



SHRI GURU RAM RAI UNIVERSITY
DEHRADUN (UTTARAKHAND)

Form No: SGRRU/EXAM/COND-002-P

(University Practical Examination Travelling Allowance & Honorarium Bill)

Date:..... bill for travelling allowance & honorarium for Conduct the practical examination of

Name of Examiner

Address.....Basic Pay:.....

Phone No. :Email ID.....

Date of Journey	From	To	Distance (Km.)	Mode of Journey	Class	Fare Paid	Remark
							Please attach Ticket or Toll Tax Slip
				Total (A)	Rs.=		
(B) Honorarium / DA				No.of Days	Rate/Day	Total Rs.	
				Grand Total (A+B)			

(Rupees _____)

Details for NEFT Transaction:-

PAN Number:.....

Beneficiary Name : Bank Name :

Branch:..... Account No. : IFSC Code :

Name:

Signature:

Signature
on
revenue
stamp if

Passed for payment Rs..... as TA & Rs.....as Honorium / DA.

Total Rs.....

HOD

Exam Centre

Accounts Dept.

RECEIPT

Received Rs.....(Rupees.....) from Exam Centre Head on behalf of Registrar, SGRRU University, Dehradun (Uttarakhand) towards TA and Honorarium.



SHRI GURU RAM RAI UNIVERSITY
DEHRADUN (UTTARAKHAND)
(CERTIFICATE FOR PRACTICAL EXAMINER)

Form No: SGRRU / EXAM / COND - 003 - P

Examination –End Sem. / Supplementary Exam
This certificate should be issued to each practical examiner by the College/ Department

College/ Department Name :
Date of Examination: Time :

Note :

1. This form should be prepared subject wise (with paper code) and it should be handed over to practical examiner as soon as he/ she completes practical exam.
2. It is certify that Shri/ Mr. / Ms. / Dr.
.....
.....
has conducted the practical examination for the university and other particulars as per below:

S.no.	Subject Code	Subject Name	Semester / Year	No. of Registered Students	No. of Appeared Students	No. of absentees Students	Date of Examination

Dean/Principal / HOD

Date :

CERTIFICATE FROM THE PRINCIPAL/HOD OF THE COLLEGE CONCERNED

Certified that: -

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

**Signature with Office Seal
Principal/HOD**

RULES/INSTRUCTIONS FOR APPOINTMENT OF WRITER

1. Permission for writer would be granted to a candidate only if he/she is physically unable to write the answers and has been medically so certified by the Medical Officer at the time of examination.
2. The writer so permitted shall be less qualified than the candidate. Further, the writer shall neither be a relative of the candidate nor an employee at the centre of examination. The Principal/HoD shall ascertain this fact.
3. For obtaining permission for writer, the candidate or his parents shall apply to the Controller of Examinations, University through Class Coordinator in writing along with medical certificate and supporting documents.
4. Change of writer: Changing the permitted writer is not allowed generally. However, if a change is necessary in exceptional circumstances, the officer in- charge, examination, may permit the change, after ascertaining that the new writer also satisfies the conditions applicable for a writer as mentioned in (2) above and inform the Control Room.
5. In case of the candidate, other than the blind, the amanuensis shall be of two grades 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 is more than two grade lower than that of the examinee.
6. In case of blind candidates, amanuensis shall be of one grade lower in education than the candidate but he/she must have not secured more than 50% marks in the examination.
7. Application form must be attested by the Principal of the concerned college.
8. The request for the approval of the writer must be on the prescribed form in duplicate.
9. The application form complete in all respects, must reach the Controller of Examinations, SGRR University, Dehradun at least 15 days before the commencement of examinations.
10. 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 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. 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.
2. Attested copy of the Detailed Marks Card of the last examination passed by the writer.



SHRI GURU RAM RAI UNIVERSITY

(Estd. By Govt. of Uttarakhand, vide Shri Guru Ram Rai University Act no. 3 of 2017)

APPLICATION FORM FOR APPOINTMENT OF WRITER

(To be submitted to the Controller of Examinations, SGRR University, Dehradun)

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

My particulars as well as of the writer 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.....
10. Address of the candidate
Permanent
- Correspondence
11. Reason for need of writer
12. Name and full address of the writer
13. Father's Name of the writer : Sh
14. Specimen of handwriting of the writer
- In Hindi
- In English
- In Figure (1 to 10)
15. Whether the writer is studying, if so, give details:-
Name of School/ College/ University Class..... Roll.No.....
16. Educational qualification of the writer:-
Last examination passed Board/University
- Roll No. Month..... Year.....
- Division Percentage of marks obtained
17. Signature of the writer
18. Name and Address of authority issuing Medical Certificate:.....

Affix one
attested
copy of
Photograph
of the
writer here

Signature/Thumb Impression of the Candidate

19. Certified that Sh. is a regular student of this Dept./College.

Signature with Office Seal