

SHRI GURU RAM RAI UNIVERSITY

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

Patel Nagar Dehradun-248001, Uttarakhand.



University Ordinance for Various Examination related Appointments

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

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**POLICY & NORMS FOR APPOINTMENT OF VARIOUS AUTHORITIES
TO CONDUCT UNIVERSITY EXAMINATIONS**

The authorities for the conduct of SGRR University Examinations includes the following:-

1. Question paper setters
2. Moderators
3. Center Superintendents/Dy. Superintendent(s)
4. Invigilators
5. Flying Squads
6. Evaluators
7. Head Examiners

POLICY FOR APPOINTMENT OF THE VARIOUS AUTHORITIES:-

1. Question paper setters →

- a. The question paper setters shall be appointed by the Controller of Examinations from a panel of names forwarded by the Head/Principal of the constituent College/Department duly approved by the Vice Chancellor.
- b. Any person who is working as a permanent/contract/visiting faculty in University who are Assistant Professor or above shall be eligible to be appointed as a Question Paper Setter, with exception for those courses, where Assistant Professor are not available in the University.
- c. The Question Paper Setter will be responsible for setting the question papers for the various examinations complying with the syllabus. The detailed instructions issued by the Controller of Examinations of the 'Question Paper Setter' regarding the setting of the question papers must be strictly complied with.

2. Moderators →

- a. The Moderators shall be appointed by the Controller of Examinations from a panel of names forwarded by the Head/Principal of the constituent College/Department duly approved by the Vice-Chancellor.

- b. The Moderator should be the senior faculty member in the college/department who are Assistant Professor or above with at least 5 years of teaching experience.

- c. The Moderator will be responsible for moderating the Question Papers keeping the following in mind : distribution of marks, ambiguity in language, language of paper w.r.t. syntax, spellings, punctuation etc. and whether marks allocated to the questions commensurate with the type of questions.

3. Center Superintendents/Dy. Center superintendents →

For smooth conduct of examination, officers shall be deputed as per the following scheme:

S.No	Student Strength	Center Superintendent	Dy. Center Superintendent
1	Upto 300	1	1
2	301-600	1	2
3	601-900	1	3

- a. The Center Superintendent/Dy. Center Superintendent(s) shall be appointed by the Controller of Examinations from a panel of names approved by the Vice-Chancellor.
- b. The Center Superintendent/Dy. Center Superintendent(s) shall generally be any senior faculty member having minimum 10 years experience of teaching.
- c. The Center Superintendent/Dy. Center Superintendent(s) shall be responsible for the smooth and fair conduct of the examination. They shall be responsible to report all cases of malpractice to the Controller of Examination in writing. They shall be responsible for the submission of the Answer Scripts after each examination without any delay.
- d. The detailed instructions issued by the Controller of Examinations with regard to the duties and responsibilities of the Center Superintendent/Dy. Center Superintendent(s) must be strictly complied with.
- e. The Center Superintendent/Dy. Center Superintendent(s) shall be responsible for the appointment of the Invigilators for the examinations.

4. Invigilators →

- a. For smooth conduct of examination, Invigilator shall be deputed in the ratio of 1: 30 students.
- b. Any person who is working as a permanent/contract/visiting faculty in University who are Assistant Professor or above shall be eligible to be appointed as a Invigilator.
- c. Invigilators shall be appointed by the Center Superintendent for individual hall/room of the examination centre from the panel of names forwarded by the Controller of Examinations duly approved by the Vice Chancellor.
- d. The Invigilators shall be responsible to make the students aware of the rules to be followed while writing their exams, ensure sufficient distance between the students and to curb any form of malpractice.
- e. All invigilators to strictly comply with the duties and responsibilities as given in the University Exam manual.

5. Flying Squads →

- a. Flying Squads shall be appointed Controller of Examinations from a panel of names approved by the Vice-Chancellor.
- b. The members of the Flying Squads will be appointed from among the Officers and Faculty of the University who are Associate Professor or above with at least one female member in it. In case, female Associate Professor is not available then other senior faculty may be appointed for the same.
- c. The constitution of the flying squads will be kept confidential and members will be informed at short notice.
- d. The member of the Flying Squads shall makes their own arrangements for travel and shall not reveal details of their visits to anyone except their fellow members on the squad and Controller of Examinations.

6. Evaluators →

- a. Generally, paper setters can also be appointed as examiners in the subject for which they have set question paper. In case paper setters are not available for evaluation, other persons from the panel of names forwarded by the Head/Principal of the constituent College/Department duly approved by the Vice-Chancellor.
- b. Any person who is working as a permanent/contract/visiting faculty in University who are Assistant Professor or above shall be eligible to be appointed as a Evaluator.
- c. The Evaluators will be responsible for the fair evaluation of the Answer Scripts followed by submission of Award Sheets.
- d. The detailed instructions issued by the Controller of Examinations must be strictly complied with.

7. Head Examiner →

- a. Principal/Head of the constituent College/Department concern will appoint Head Examiner(s) and normally shall be a senior faculty member. The Head Examiner will inspect 10% answer sheets randomly and issue special guidelines (if required) for evaluation to the examiner. The examiners shall follow the said guidelines for maintaining uniformity in evaluation.
- b. Any Person [appointed as one of the above authorities] not complying with the instructions issued by the Controller of Examinations or commits any form of malpractice shall be debarred from all examination related duties for a duration as specified by the Vice Chancellor and shall also be liable for disciplinary action.

Norms of staff which will be engaged by the Center Superintendent for Examination work:-

S.No	Student Strength	Center Superintendent	Dy. Superintendent	Center
1	Upto 300	1	1	
2	301-600	1	2	
3	601-900	1	3	

S.No	Student Strength	No(s). proposed	Designation
1	Upto 30	1	Invigilator
2	Upto 249 Upto 500 For subsequent 500 candidates or part thereof	1 2 +1	Clerk
3	Upto 150 Above 150 or part thereof	1 1	Peon
4	Upto 150	1	Waterman
5	Upto 249	1	Sweeper
6	Per exam centre	2	Guards

- One Additional Center Superintendent (A.C.S.) if examinees are more than 750 or sessions of examinations are more than two.
- The A.C.S. shall be normally a Vice Principal or the senior most from amongst the faculty of the college.
- One Deputy Center Superintendent (D.C.S.) for every 500 students. DCS shall be a senior faculty from the teaching faculty of the University.
- Center Superintendent shall appoint A.C.S./D.C.S. wherever necessary and intimate their names to CoE for records.
- A.C.S./D.C.S. shall not leave the station during examination days for any purpose without obtaining prior permission of Center Superintendent.
- One Relieving officer (R.O.) for every 700 students with minimum one number. In case of emergency RO will act as reserve invigilator.
- University, if necessary, may appoint University Center Supervisor for the centre to ensure the fairness of conduct of examinations.
- Duties of A.C.S./D.C.S./Invigilator/R.O. to be made available in advance to all concerned officials.
- Center Superintendent shall take care not to allot a particular invigilator to the same room successively.