

SHRI GURU RAM RAI UNIVERSITY

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

Patel Nagar Dehradun-248001, Uttarakhand.



Revised Guidelines for conduct of University Examination (Conduct – Examination)

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



SHRI GURU RAM RAI UNIVERSITY
DEHRADUN (UTTARAKHAND)

INDEX

| Sr. No. | Description | Page No. (From....To...) |
|----------------|--|-------------------------------------|
| 1. | Receipt of Question Paper by Examination Centre Superintendent | 02-02 |
| 2. | Question Paper Opening Certificate | 03-03 |
| 3. | Invigilator's Room Report | 04-04 |
| 4. | Record of Students going out under Escort | 05-05 |
| 5. | Answer Sheets Packet Format | 06-06 |
| 6. | Guidelines for the Centre Superintendent | 07-07 |
| 7. | Duties and Responsibilities of Deputy Superintendent | 08-08 |
| 8. | Instructions for Invigilators | 09-10 |
| 9. | Duties & responsibilities of the Relieving Officer | 11-11 |
| 10. | Students Attendance Chart | 12-12 |
| 11. | Daily Staff Attendance Chart | 13-13 |
| 12. | Undertaking Form for Staff | 14-14 |
| 13. | Policy for Appointment | 15-16 |
| 14. | Remuneration Policy | 17-17 |



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.....

Dy. Center Superintendent

Center Superintendent



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 | | | | | | |
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| 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 invigilators without bring in it to the notice of the Controller of Examination / Centre Superintendent.

Sd/-

Controller of Examination



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



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 |
|--------------|-------------|--------------|--------------|--------------|---------------------|---------------------|-------------------------|
| | | | | | | | |
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| | | | | | | | |

Name of Centre Superidentent

Date

Signature of Centre Superidentent



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 |
|-------|------------|----------------------|-------------------------|-----------|
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Signature of Centre Superintendent

1. REQUIREMENT OF 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 |

- i. 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.
- ii. The Center Superintendent/Dy. Center Superintendent(s) shall generally be any senior faculty member having minimum 10 years experience of teaching.
- iii. 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.
- iv. 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.
- v. The Center Superintendent/Dy. Center Superintendent(s) shall be responsible for the appointment of the Invigilators for the examinations.

2. Invigilators →

- i. For smooth conduct of examination, Invigilator shall be deputed in the ratio of 1: 30 students.
- ii. 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.
- iii. 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.
- iv. 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.
- v. All invigilators to strictly comply with the duties and responsibilities as given in the University Exam manual.

3. Norms of staff which will be engaged by the Center Superintendent for Examination Work

| S.No | Student Strength | Center Superintendent | Dy. Center Superintendent |
|------|------------------|-----------------------|---------------------------|
| 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.



SHRI GURU RAM RAI UNIVERSITY

Patel Nagar Dehradun-248001, Uttarakhand

Remuneration Policy for conducting End Semester/Annual/Professional/Supplementary/Entrance Examination for External Examiners

| S.No. | Nature of Work | Remuneration |
|-------|-------------------------|--|
| 1 | Question Paper Setting | Rs. 1000/- per Set |
| 2 | Practical Examination | Rs. 30/- per student |
| 3 | Project Viva/Evaluation | Rs. 100/- per student |
| 4 | TA | Rs. 10/- per km. |
| 5 | DA | Rs. 150/- (for Assistant Professor) Rs. 250/- (for Associate Professor and above) |
| 6 | Evaluation | Rs. 15/- per candidate |
| 7 | Invigilation | Rs. 250/- per shift |
| 8 | Supporting Staff | Rs. 100/- per shift |