

R.4 Conduct of End Semester Theory Examinations

- 1) The timetable for the Mid-semester and End- semester examinations shall be prepared by the Controller of Examinations. At least one month before commencement of the respective examination.
- 2) The Registrar shall fix the dates for accepting the examination forms of the students, with and without a late fee, in consultation with the A.R. (F&A), and display the same appropriately at least fifteen days in advance.
- 3) The question papers will be printed two days in advance only on the campus under confidentiality in the presence of A.R. (Academic) and will be immediately sealed, with signatures of the A.R. (Academic) and one senior office staff. The question papers will be kept in the custody of the Controller of Examinations.
- 4) The Conductor is a senior faculty member and will be appointed by the COE. He/she shall overview all the examinations conducted during a particular period.
- 5) Supervisors shall be at least graduates and shall be appointed by the Registrar, on recommendation of the Assistant Registrar (Academic), and as per the norms prescribed.
- 6) The allotment of rooms, arrangement of benches, writing of examination numbers on the benches and all allied activities shall be managed by the office staff under the supervision of the A.R.(Acad) and shall be completed on the evening of the day prior to the commencement of the examination.
- 7) For a bench of reasonable length there should not be more than two candidates; and if there are two candidates, they will be those appearing at different examinations.
- 8) There shall be one supervisor per 30 examinees in an examination hall.
- 9) A supervisor should report to the examination section/office at least 30 min before the commencement of the respective examination and should reach the examination hall allotted to him/her at least 15 min before the commencement of the examination.
- 10) The conductor shall ensure that the packets of question papers are intact and duly sealed and are opened in his/her presence 20 minutes prior to the commencement of the respective examinations. He/she shall ensure that the question papers are in order and are in appropriate numbers. Any discrepancy should be recorded and reported to the CoE.

- 11) The conductor shall distribute the question papers and answer books to the supervisors. He/she shall also hand over the appropriately filled reports to the supervisors.
- 12) The required number of question papers, in sealed envelopes, shall be delivered to a supervisor by the conductor at least 10 minutes before the commencement of the respective examination.
- 13) A Supervisor shall sign each and every answer book/supplement to be handed over to the candidates.
- 14) A supervisor shall distribute the answer books to the students 10 minutes before the commencement of the examination.
- 15) Supervisor shall check the identity cards/admit cards of the candidates and take attendance of the candidates present in the hall.
- 16) Supervisor must be present in the allotted hall throughout the duration of the examination and shall ensure the observance of code of conduct during the stipulated time and also ensure that no malpractices take place.
- 17) The candidates may be allowed to enter the examination hall up to 15 min from the time of commencement of the examination at the discretion of the supervisor concerned, but after 15 min no student shall be allowed to enter the hall.
- 18) No candidate shall be permitted to leave the examination hall before 50% of the allotted time from the commencement of the examination.
- 19) At the conclusion of the examination, supervisor shall collect all the answer books and arrange them serially. The number of answer books will be counted and a report will be prepared in the prescribed format. They will deliver the answer books to the conductor, who will verify the reports of the junior supervisors.
- 20) The answer books shall be packed and sealed suitably on the same day by the conductor.
- 21) The answer books shall be sent to the examiners on their office address, when the examiners are the faculty members of the Institute and on the residential address (as entered in the office), if the vacation is on. The answer books of outside examiners will be sent on the address for communication intimated at the time of accepting the invitation. The answer books shall be delivered to the examiners within the stipulated period.

- 22) The remuneration bills will be checked and approved for payment by the A.R. (Acad) and the Registrar and shall be forwarded to the A.R. (F&A) for payment.
- 23) Any incidental expenses incurred on the examinations, and which are admissible, shall be reimbursed with approval of the Registrar.
- 24) The remuneration to the supervisors shall be distributed by the Assistant Registrar (Acad) on the spot after they submit the assigned answer books and the report.
- 25) The conductor shall ensure that the students are not resorting to unfair means/practices. In case such an incident occurs, he/she shall report the same to the COE along with his/her report.
- 26) Guidelines for conducting written examination for Persons with Benchmark Disabilities will be as per the guidelines F. No. 34-02/2015-DO-HI, Government of India, Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan, dated 29th Aug. 2019).