

Examinations Manual



**Sri Siddhartha
Academy of Higher Education
Deemed-to-be-University
Accredited 'A' Grade by NAAC**

*Established under Section 3 of the UGC Act, 1956
MHRD, GOI No. F.9-31/2006-U.3 (A) Dtd. 30th May 2008*

Agalakote, B.H. Road, Tumkur – 572107, Karnataka, India

Index

Sl. No.	Particulars	Page No.
1	Guidelines for Conduct of Theory Examinations	3
2	Guidelines for Conduct of Practical Examinations and Viva Voce	9
3	Guidelines for Valuation of Theory Scripts	12
4	Duties and Responsibilities of Chief Superintendent of Examinations	14
5	Duties and Responsibilities of Invigilators	17
6	Duties and Responsibilities of Observer	19
7	Duties and Responsibilities of Squad Chief	20
8	Duties and Responsibilities of Custodian (Valuation Center)	21
9	Duties and Responsibilities of Examiners During Practical and Viva Examination	23
10	Instructions to Examiners Appointed for Valuation	24

Guidelines for Conduct of Theory Examinations

1. Examination Centers:

The Academy shall notify the examination centre for conduct of theory examinations at least forty five days prior to the theory examinations. The Principal of the college shall be appointed as the Chief Superintendent for conduct of theory examinations. He shall be responsible for the smooth conduct of the examination. Duties and responsibilities of the Chief Superintendent and other appointed staff shall be separately issued by the Academy. He shall ensure that all the appointed staff are aware of their duties and responsibilities. He shall formulate instructions to candidates based on relevant portions of these guidelines and display the same prominently at the examination hall.

2. Fee Structure and Schedule:

The notification shall include the Fee structure. Dates for payment of examination fees without fine and with fine shall also be specified in the notification. No candidate is exempt from payment of exam fees. Repeaters need not pay marks card fees. Convocation fee is compulsory for all final year students. Additional postal charges as specified shall be paid for obtaining certificates by post. Fees collected from the candidates should be sent as a consolidated DD in favor of SSAHE Academy Examination Fee account, along with statement showing the details of the candidates such as name, register number, subjects and fee paid, in triplicate.

3. Internal Assessment Marks & Attendance Statement:

Dates for submission of attendance and Internal assessment marks shall also be notified. There shall be no provision for condoning shortage of attendance or internal assessment marks. Students with shortage of attendance and/or Internal assessment marks are not eligible for appearing in the Academy examinations and fee shall not be collected from such students. If ineligible candidates are permitted to take the exams, the Principal of the college concerned shall be held solely responsible and such students' results shall be held as null and void. Fees once paid will not be refunded or adjusted for any reason.

4. Issue of Application Forms:

Schedule for issue of exam application forms from the Academy to the constituent colleges and Schedule for submission of application forms to the Academy shall also be notified. Examination forms duly filled, verified and affixed with latest stamp sized attested photographs of the candidate should be arranged exam wise, course wise and branch wise and submitted to the Academy by due date. Statement of non appearing students should also be submitted separately.

5. Admission Cards:

Schedule for issue of admission cards shall be notified by the Academy. Candidates shall be in possession of Admission cards on all the days of theory examinations. In the event of non possession or loss of Admission card the Chief Superintendent is empowered to permit the Candidate to appear in the examination or issue a duplicate admission card, in exceptional circumstances and after verifying the identity of the candidate.

6. Time Table:

The notification shall also include the tentative dates of theory examinations, which shall be followed by issue of notification of detailed time table for theory examinations & tentative dates of Practical examinations. All the above mentioned contents of the Notification shall be prominently displayed for information of the candidates. If a holiday is declared after the announcement of the time table, the examination date shall not be postponed or cancelled.

7. Appointment of Support Staff:

The Academy shall appoint a Squad chief and member(s) as well as Observer, who shall be the empowered officers of the Academy and who shall assist the Chief Superintendent in conduct of the examinations as per Academy guidelines. The Chief Superintendent shall appoint a Deputy Chief Superintendent of exams and intimate contact details to the Academy. The scale for appointment of other support staff is as under:

- 1) Invigilators - one per forty candidates
- 2) Room Superintendent - one for every three invigilators
- 3) Clerk - one per session

- 4) Typist/ computer operator - one per session
- 5) Peon for Chief Superintendent – one per day
- 6) Attenders - one per session
- 7) Watchman - one per session

8. Remuneration:

Remuneration bills of Squad / Observers shall be presented to the Academy for payment. Remuneration for all other appointed staff shall be consolidated and claimed by the college/ center on completion of the examination as per approved rates in vogue which may be obtained from the Academy.

9. Demand and Collection of Stationary:

The required number of answer booklets and other material will be demanded and obtained from the Academy by the Chief Superintendent well in time. Miscellaneous expenditure for conduct of theory examination shall be paid out of college funds and subsequently a consolidated claim shall be preferred based on approved rates in vogue, supported by bills in original.

10. Seating Arrangement:

The examination hall shall accommodate at least 60 candidates. Candidates with admit cards and appointed staff only shall be permitted to enter the hall. The examination hall shall be suitably guarded by security staff. Access to the examination hall shall be disabled friendly. The examination hall shall be free from noise and air pollution. Strict silence shall be maintained by all during the examination. Each candidate shall be provided a separate chair and table and the Register number prominently written on the desk. Each candidate shall be at least 3 feet away from another candidate. Candidates shall not be seated close to doors or windows. The seating plan shall be prominently displayed on the notice board and the appointed staff shall assist the candidates if required. A large clock showing the correct time shall be placed in the examination hall so as to be clearly visible to all the candidates. Arrangement shall be made for providing safe potable water to the candidates in the hall. Candidates shall not be permitted to use clipboards or any similar item while writing the exams.

11. Ventilation:

Sufficient cross ventilation shall be ensured in the examination hall with provision for artificial ventilation in the form of ceiling fans depending on the seasonal weather conditions.

12. Lighting:

The examination hall shall have adequate natural lighting and artificial lighting to enable the candidates to write comfortably without eyestrain. Standby power arrangement in the form of generators shall be ensured.

13. Toilet:

Candidates shall not ordinarily be permitted to go to the toilet during the examination. In exceptional cases they may be permitted by the Chief / Deputy Chief Superintendent to go to the toilet under escort after physical check for material that may be used for copying, both on the person of the candidate and in the toilet. Such candidates shall not be permitted to communicate with anyone during the period that they are outside the examination hall.

14. Timings:

The timings of the examination and the schedule of the bells shall be prominently displayed on the notice board and brought to the notice of the candidates by all available means, prior to the dates of the examination. Candidates should strictly follow the time schedules announced by the Chief Superintendent. Activities to be carried out by the appointed staff with reference to the timings and bells shall be strictly followed. These details shall be issued separately by the Academy.

15. Answer Booklets:

Answer books shall be issued only to the candidates who are present in the hall as per the answer book allocation chart approved by the Chief Superintendent. Each answer book shall be of 52 pages except for subjects or papers with section A & section B, for which answer books containing 32 pages shall be issued. Strict and clear instructions shall be given to the candidates by the invigilator regarding use of separate answer books for section A and B before issue of question paper. **No**

additional sheets/booklets shall be provided. The answer books are not bar coded. Unused Answer booklets shall be returned to the Academy. ***No part of the answer booklet is to be detached by persons of any order.***

16. Filling up of the Answer Booklets:

Register number, Name of the candidate, Question paper code, Examination, Degree/diploma, and Subject /paper details should be clearly written in the space provided on the cover page of the answer book, by the candidates, both in part I & II and nowhere else in the answer book. The invigilators shall read out the pertinent instructions for the benefit of the candidates and also render any other assistance thereof. The invigilators shall verify the entries and then sign in the appointed place.

17. Opening of QP Packets:

The Chief Superintendent shall personally check the covers containing the question papers for the intactness of the seal, correctness of the question paper code, and open the covers in the presence of two witnesses (candidates). A certificate shall be rendered by the Chief Superintendent and the witnesses for the correctness of the question paper covers as per Academy format. Discrepancies if any shall be immediately brought to the notice of the Controller of Examinations.

18. Issue of Question Papers:

Invigilators shall issue question papers to the candidates at the appointed time and shall ensure that question papers with codes corresponding to the codes mentioned in the admit cards are correctly issued. Unused question papers shall be returned to the Academy.

19. Collection of Answer Books:

The invigilators shall collect the answer booklets from all the candidates at the end of the examination and arrange them course wise, subject wise, branch wise etc and hand them over to the Room Superintendent, who shall in turn hand them over to the Chief Superintendent. Similar action shall be taken regarding Diary, absentee statement etc.

20. Packing & Dispatch:

The answer books are then packed in paper covers subject/ paper wise, separately for each question paper code (not more than twenty in each cover) and in turn packed in cloth bags, both of which shall be sealed and super scribed with details of the centre, course, year or phase, subject, question paper codes, date of exam, and dispatched to the Controller of Examinations on the same day along with Check list/ daily summary and receipt obtained.

21. Malpractice:

Candidates are prohibited from writing their names and register number, in any place other than indicated. Invocation to Gods or any other marks of identification shall not be written anywhere in the answer book. Candidates shall not bring into the examination hall any book, portion of book, manuscript or paper of any description. They shall not copy or communicate with anyone inside or outside the hall or exchange answer books. Candidates shall not be in possession of cell phones, programmable calculators, pen scanners, blue tooth equipment or any other equipment which may be used for any kind of malpractice. Candidates violating these instructions shall be subjected to physical check and verification by authorized persons. If found to be indulging in malpractice the candidate shall be booked for malpractice and sent out of the examination hall immediately. The answer book shall be seized, marked as "malpractice case" and signed by the Chief Superintendent and packed and sent separately to the Academy.

Guidelines for Conduct of Practical Examinations and Viva Voce

1. Notification of Center:

The Academy shall notify the examination centre for conduct of Practical examinations and viva voce examinations at least forty five days prior to the Practical examinations.

2. Appointment of Chief Superintendent:

The Principal of the college shall be appointed as the Chief Superintendent for conduct of Practical examinations and Viva Voce.

3. Appointment of Examiners:

The Academy shall appoint Internal and External examiners for Practical and Viva Voce examinations for different Centers from the panel of examiners submitted by the respective Boards of studies. The authority to change the examiners for any reason whatsoever shall rest solely with the Academy. The HOD of the concerned department / the senior most of the internal examiners shall be appointed as the coordinator/chairman for UG/PG examination.

4. Appointment of Support Staff:

The Chief Superintendent shall appoint the following support staff as applicable for conduct of practical examinations and Viva Voce examination:

- 1) Expert Assistant for Medical Faculty, per subject, per day - two
- 2) Expert Assistant for all other faculties, per subject, per day - one
- 3) Lab / Technical Assistant – one per subject, per day
- 4) Nurse (Clinical subjects only) - one per subject, per day
- 5) Clerk / Typist - one per subject, per day
- 6) Storekeeper - one per subject, per day
- 7) Attender - one per subject, per day
- 8) Watchman / Security - one per day
- 9) Peon (Chief Superintendent only) - one per day

5. Time table:

The Academy shall notify the dates of practical examinations. Detailed time table of the Practical examinations, subject wise, batch wise etc shall be announced by the College/ Chairman of the examiners. A maximum of 25 candidates (UG) and 12 candidates (PG) may be examined on each day of the practical examination or as specified in the regulations.

6. Timings:

The timings of the Practical examinations and Viva Voce examination and the schedule of the bells shall be prominently displayed on the notice board and brought to the notice of the candidates by all available means, prior to the dates of the examination. Candidates and appointed examiners and staff shall strictly abide by the timings announced.

7. Demand of Stationery:

The required number of answer booklets and other material shall be demanded and obtained from the Academy by the Chief Superintendent well in time. Practical answer books shall be of eight pages as well as four pages and may be demanded and issued according to the departmental requirement. Viva sheet of two pages shall also be available. Candidates shall fill up the required information on the cover page. **ADDITIONAL SHEETS SHALL NOT BE ISSUED.**

8. Dispatch of Practical Answer Booklets:

Practical answer booklets of each day shall be packed in separate covers and all such covers shall be enclosed in cloth bag(s) subject wise/department wise/ branch wise, super scribed appropriately and sent to the Academy after completion of the Practical examinations, through the college.

9. Dispatch of Marks Sheets:

Marks allotted by the examiners for the practical and Viva Voce examination shall be entered in words and figures on prescribed format, in original and duplicate and enclosed separately in inner covers prescribed for the same. These in turn shall be enclosed in the outer cover for the marks sheets. The covers shall be super scribed

with the details printed on each and dispatched to the Academy on daily basis.

10. Admission Cards:

Candidates shall be in possession of Admission cards on all the days of Practical examinations. In the event of non possession or loss of Admission card the Chief Superintendent is empowered to permit the Candidate to appear in the examination or issue a duplicate admission card, in exceptional circumstances and after verifying the identity of the candidate.

11. Malpractice:

Candidates shall not bring into the examination hall any book, portion of book, manuscript, or paper of any description. They shall not copy or communicate with anyone inside or outside the hall or exchange answer books. Candidates shall not be in possession of cell phones, programmable calculators, pen scanners, blue tooth equipment or any other equipment which may be used for any kind of malpractice. Candidates violating these instructions shall be subjected to physical check and verification by authorized persons. If found to be indulging in malpractice the candidate shall be booked for malpractice and sent out of the examination hall immediately. The answer book shall be seized, marked as "malpractice case" and signed by the Chief Superintendent and packed and sent separately to the Academy.

12. Remuneration:

Remuneration for the Internal and external examiners shall be paid, after completion of the assigned duties and after necessary documentation, at the Academy, along with TA/DA, remuneration for valuation, as applicable. The relevant forms shall be completed and verified at the Centre, countersigned by the Chairman of the examiners and the Chief Superintendent and presented at the Academy for payment. Remuneration for the appointed staff other than examiners shall be consolidated and claimed from the Academy on the prescribed form at approved rates. Miscellaneous expenditure for conduct of practical examination shall be paid out of college funds and subsequently a consolidated claim shall be preferred based on approved rates in vogue, supported by bills in original.

Guidelines for Valuation of Theory Scripts

1. Notification:

The Academy shall notify the venue for central valuation and the dates for valuation.

2. Appointment of Support Staff:

- 1) The Academy shall appoint a suitable person as Custodian, in overall charge of the Valuation, for the entire duration of the valuation.
- 2) The Academy shall also appoint the following support staff:
 - i. Coordinators
 - ii. Clerks One each per session or as required.
 - iii. Attenders

3. Timings:

The Valuation centre shall be functional from 8 am to 8 pm on the appointed days. Separate staff may be appointed for morning and afternoon session.

4. No of days for valuation:

- a. Up to 500 scripts – 5 days
- b. 501 to 2500 – 10 days
- c. 2501 to 5000 – 15 days
- d. 5001 and above – 20 days

5. Appointment of examiners for Valuation:

The Academy shall appoint Internal and External Examiners for valuation of theory scripts. Valuation is compulsory for Internal as well as External examiners.

6. Valuation System:

- 1) **UG Courses:** Each answer booklet shall be subject to two valuations, once each by an external and an internal examiner.
- 2) **PG Degrees and PG Diplomas:** There shall be four valuations of each answer booklet, once each by all four examiners, except where specified in Regulations.

7. Coded Answer Booklets:

Subject/ paper-wise, Coded answer booklets shall be sent to the Custodian at the valuation centre by the Academy, in labeled covers, each cover containing maximum 15 answer scripts. These shall be checked by the custodian and certificate rendered for correctness. The code slips shall not be removed by any person. No marks of any kind shall be made on any of the answer booklets.

8. Valuation Slips:

Coded valuation sheets shall be sent along with the corresponding covers for first and second valuation by the examiners. The marks awarded shall be entered in the corresponding portions of the valuation sheet. Detailed instructions to the examiners regarding valuation shall be separately issued along with the valuation sheets, for strict compliance. The valuation sheets of first and second valuation shall be separately enclosed in the covers provided for the same and the covers appropriately super scribed. They shall be in turn enclosed in the outer cover provided for the same, sealed and sent to the Controller of Examinations every day

9. Return of Answer booklets:

On completion of the valuation, the answer booklets shall be enclosed in the covers in which they had been received and sent to the Academy and receipt obtained.

10. Daily Progress report:

Report on the number of answer booklets valued once/twice and balance thereof, subject / paper-wise, shall be sent by the Custodian to the Controller of Examinations, every day.

11. Remuneration:

Remuneration for the examiners doing the valuation shall be paid at the Academy on completion of the assignment and on completion of documentary formalities, which shall be completed at the Valuation Centre. Remuneration for other staff appointed for valuation duties shall be paid from the Academy after completion of valuation, at approved rates.

Duties and Responsibilities of Chief Superintendent of Examinations

- 1) The Academy shall notify the examination centre for conduct of examinations. The Principal of the college shall be appointed as Chief Superintendent of examinations.
- 2) He shall be present at the examination centre for the entire duration of the examination and shall be overall responsible for the smooth conduct of the examinations.
- 3) He shall appoint Deputy Chief Superintendent, Room Superintendents, Invigilators, Custodian, Coordinators and other staff, under intimation to the Academy, as per Academy guidelines.
- 4) He shall ensure that the staff members so appointed are made aware of their duties and responsibilities and he shall closely monitor and supervise their activities.
- 5) He shall inform the Academy about the number of candidates appearing for the examinations, date wise, subject wise, etc.
- 6) He shall be responsible for organizing seating arrangement as per Academy guidelines.
- 7) He shall arrange for collection of required number of answer booklets, additional sheets and other material from the Academy.
- 8) He shall display the timetable, bell timings, seating arrangement and general instructions to the candidates, at the centre and ensure strict compliance thereof.
- 9) He shall ensure that only those candidates who are in possession of admit cards are permitted to enter the examination hall. He shall also ensure that only staff posted for duty are permitted in the hall.
- 10) In the event of non possession or loss of Admission card the Chief Superintendent is empowered to permit the Candidate to appear in the examination or issue a duplicate admission card, in exceptional circumstances and after verifying the identity of the candidate.
- 11) He shall ensure that candidates are not in possession of cell phones, electronic equipment, books, paper chits or any other material which

may be used for copying. He shall seize hall ticket and answer book of any candidate indulging in any kind of malpractice. Such booklets shall be packed, marked and sent separately to the Academy. The candidate shall be booked for malpractice and not permitted any further participation in the examination.

- 12) On completion of the examination, he shall ensure that the answer scripts, diary, absentee statement, etc are received from each invigilator and tallied and verified by the Room Superintendent and that the answer scripts are packed in covers and they in turn are packed in cloth bags, as per Academy guidelines.
- 13) He shall ensure that the cloth bags are sealed and super scribed with details of the centre, course, year or phase, subject and paper code, date and time of examination and signature of the Chief Superintendent and other relevant staff as per Academy guidelines.
- 14) He shall arrange for the answer booklets and other relevant materials to be sent to the Academy on the same day and receipt obtained.
- 15) He shall send date wise details of the examination to the Academy.
- 16) The Deputy Chief Superintendent shall assist the Chief Superintendent in all the above mentioned activities and shall carry out any other activity as may be assigned by the Chief Superintendent.
- 17) Schedule of bell timings shall be as follows:

Bell No.	Morning session	Afternoon session
First	0830 am	0130 pm

- 1) Invigilators, Room Superintendent shall be present to check admit cards.
- 2) Candidates in possession of admit cards shall be allowed into the hall and permitted to be seated in their places.
- 3) Verification of identity card and admission cards by invigilators.
- 4) Distribution of answer scripts to candidates present only by invigilators.
- 5) Filling up of front page of answer scripts by candidates.
- 6) Verification of the above and affixing of signatures on the answer scripts by invigilators.
- 7) Filling up of students' attendance sheets, invigilators' diary.

Bell No.	Morning session	Afternoon session
Second	0900 am	0200 pm

- 1) Distribution of question papers to candidates
- 2) Commencement of exams
- 3) No candidate to leave the hall

Bell No.	Morning session	Afternoon session
Third	0930 am	0230 pm

- 1) Attendance sheet, unused answer scripts and question papers shall be returned by the invigilators to the Chief Superintendent, through the Room Superintendent
- 2) Consolidated absentee list/ attendance list subject wise submitted
- 3) No candidate shall be permitted to enter the hall

Bell No.	Morning session	Afternoon session
Fourth	1000 am	0300pm

- 1) Candidates may be permitted to leave the hall, but shall not be permitted to take away the question papers

Bell No.	Morning session	Afternoon session
Fifth	1150 am	0450 pm

- 1) 10 minutes remaining
- 2) No candidate shall be permitted to leave the hall.

Bell No.	Morning session	Afternoon session
Sixth	1200 noon	0500 pm

- 1) End of examination
- 2) Invigilators to collect answer scripts arrange them and along with other relevant documents, hand them over to the Chief Superintendent through the Room Superintendent.

Duties and Responsibilities of Invigilators

1. Invigilators shall be assigned for each day of examination as per Academy guidelines, by the Chief Superintendent.
2. They shall report to the Chief Superintendent at the exam hall, before the first bell and ascertain their assigned room / candidates. They shall remain in the exam hall for the entire duration of the exam.
3. They shall check the desks for any chits or writing material.
4. They shall physically check and initial the admit card of each candidate, on entry into the examination hall. They shall also verify the identity card of the candidate. Students shall not be allowed to wear aprons or jackets and shall not be permitted to use writing pads.
5. They shall distribute the answer books to the candidates who are present and shall ensure that the candidates write their name, Register number, course, subject, paper, date of exam etc in relevant areas of the answer book and sign in the place provided. After verification of the entry, they shall affix their signature on the answer books.
6. They shall distribute the question papers according to the question paper code printed on the admit card of the candidate, at the scheduled time (second bell).
7. They shall ensure that no candidate leaves the hall, till one hour after commencement of the examination (fourth bell). Candidates shall not be permitted to go to the toilet, without the permission of Chief Superintendent.
8. They shall ensure that any candidate, who leaves the hall before the final bell, does not carry the question paper with him / her.
9. They shall ensure that the candidates are not in possession of mobiles, electronic equipment of any kind, books, paper chits, photo copies or any other material that could be used for copying.
10. They shall submit the absentee statement and unused answer books, extra question papers to the Chief Superintendent 30 minutes after the commencement of the exam (third bell).

11. They shall not entertain any unnecessary questions by the candidates and shall refrain from prompting answer to the candidates, as the same tantamount to malpractice.
12. They shall take rounds to monitor the assigned candidates and not involve in any conversation or read magazine/ news papers.
13. They shall report to the Chief Superintendent, use of unfair means being adopted by any candidate.
14. They shall ensure that the candidates tick the question that they have answered.
15. After the examination, they shall collect the answer scripts and arrange them roll number wise, along with other reports and documents, invigilator's diary etc and hand them over to the Chief Superintendent, through the Room Superintendent.
16. Separate diary shall be maintained for each faculty / subject / scheme/ QP Code.
17. They shall be held personally responsible for any acts of omission or commission, other than those specified in the guidelines.
18. They shall leave the examination hall only after performance of all their duties and after obtaining permission of the Chief Superintendent.
19. Each Room Superintendent shall supervise the work of three invigilators. They shall ensure that all the duties entrusted to the invigilators have been properly carried out. On completion of their duty they shall obtain the permission of the Chief Superintendent before leaving the centre.
20. **NO PORTION OR PART OF THE ANSWER BOOKS SHALL BE DETACHED AT THE EXAMINATION HALL BY THE INVIGILATORS / ROOM SUPERINTENDENT.**

Duties and Responsibilities of Observer

- a. The Observer shall be appointed by the Academy. He shall report to the Chief Superintendent one day before the commencement of examinations.
- b. He shall remain in the examination centre for the entire duration of the examination and for all the sessions.
- c. He shall ascertain that the Chief Superintendent has made necessary arrangement for conduct of examination, as per Academy guidelines and that the general instructions are prominently displayed at the college, hostel and examination hall.
- d. He shall ascertain that all the staff appointed for the examinations are diligently carrying out their duties.
- e. He shall particularly ensure that:-
 - i. The bell timings and instructions are strictly followed.
 - ii. Candidates with admit cards only are permitted in the hall
 - iii. Distribution of answer scripts and distribution of question papers are being properly done.
 - iv. Malpractice of any nature is not being done by any candidate or staff.
 - v. Drinking water has been made available in the hall.
- f. He shall ascertain that after completion of each session, the answer booklets / scripts and other relevant materials are packed, sealed, labeled and dispatched to the Academy, as per Academy guidelines.
- g. He shall carry out any other activity as may be required, to assist the Chief Superintendent, in smooth conduct of the examination.
- h. At the end of each examination / session, he shall send a detailed report to the Controller of Examinations, through the Chief Superintendent.
- i. At the end of the examination, he shall submit the completed remuneration bill to the Academy for payment.

Duties and Responsibilities of Squad Chief

- 1) The Squad Chief (and members) shall be appointed by the Academy.
- 2) He shall visit each of centers every day of the examination.
- 3) He shall act as the Academy empowered enforcement officer.
- 4) He is empowered to physically check any candidate suspected to be using unfair means, except lady candidates, who may be checked by a lady invigilator.
- 5) He is empowered to check the assigned staff in case of suspicion of unfair practices.
- 6) He shall ascertain that the security measures are adequate.
- 7) He shall intimate cases of malpractice to the Controller of Examinations by name, in writing.
- 8) In case of malpractice, the Squad Chief (and the members) is empowered to seize the hall ticket and the answer booklet of the candidate and to hand over the same to the Chief Superintendent for further necessary action. The candidate shall be sent out of the examination hall and not permitted to take any further part in the examination for that paper/ subject.
- 9) He shall submit daily report as per format to the Controller of Examinations.
- 10) At the end of the examination, he shall submit the completed remuneration bill to the Academy for payment.

Duties and Responsibilities of Custodian (Valuation Center)

- 1) The Academy shall notify the venue for central valuation and the dates of the valuation. The Custodian shall be appointed by the Academy. The Custodian shall be overall in charge of the valuation centre and shall be responsible for carrying out the valuation as per Academy guidelines.
- 2) The Academy shall also appoint support staff as per Academy guidelines.
- 3) The Custodian shall ensure that the valuation centre is kept open as per timings specified in the Academy guidelines.
- 4) He shall ensure that only authorized personnel are permitted into the valuation hall.
- 5) He shall ensure that silence is maintained in and around the valuation hall.
- 6) He shall instruct all concerned to keep their mobiles switched off or kept in silent mode.
- 7) He shall ensure that the instructions are displayed prominently at the entrance to the centre/ hall.
- 8) The custodian shall receive the coded answer scripts in cloth bundles and packets from the Academy. He shall verify the number of bags and packets and the number of scripts in each packet against the statement sent by the Academy. He shall also verify that the bags, packets and the scripts have serial numbers.
- 9) Each packet shall have a maximum of 15 answer scripts, packed question paper code wise. Each packet shall also have corresponding Question paper, and valuation slips for valuations.
- 10) He shall ensure that the code slips/ stickers on the answer booklets are not removed or tampered with by anyone.
- 11) The internal and external examiners shall be appointed by the Academy for Valuation and the Custodian shall verify the same from the appointment letter at the start of the valuation.

- 12) He shall ensure that each script is valued once each by an internal examiner and an external examiner in case of UG exams and by two internal and two external examiners in case in case of PG exams.
- 13) He shall ensure that the examiners evaluate the answer scripts as per instructions issued separately by the Academy and that they correctly fill up the valuation slips. He shall ensure that all the questions have been evaluated properly. He shall also check the totaling.
- 14) He shall ensure that the valuation slips and the scripts are packed and dispatched to the Academy as per guidelines.
- 15) He shall maintain a progressive chart of the valuation, send daily progress report and ensure that valuation is completed within the stipulated number of days.
- 16) He shall ensure that documentation regarding remunerations for the valuation work is completed as per guidelines, before directing the examiners to the Academy for payment.

Duties and Responsibilities of Examiners During Practical and Viva Examination

- 1) The Academy shall appoint External and Internal examiners as per Academy and apex body norms.
- 2) They shall report to the Chief Superintendent of the nominated examination centers one day before the examination. They shall be present at the examination center throughout the duration of the examination, as specified in their appointment order. Non availability of any examiner shall be reported to the Academy by the Chief Superintendent.
- 3) They shall ensure that the assignments of Practical and Viva examination are carried out properly as per Academy norms and guidelines, in coordination with the Chairman.
- 4) They shall ensure that marks are awarded as per Academy norms and that the marks are entered in words and figures in original and duplicate marks lists.
- 5) They shall ensure that the marks lists are packed and sealed in prescribed covers and dispatched to the Academy on the same day.
- 6) They shall carry out the valuation of theory papers on the allotted days. Valuation of theory papers by internal and external examiners is compulsory

Instructions to Examiners Appointed for Valuation

- 1) The examiners appointed for valuation of theory answer booklets shall produce the appointment letter to the custodian at the start of the valuation work.
- 2) They shall maintain strict confidentiality regarding their appointment. In case any candidate, parent, guardian, teacher or any other person approaches them for favours, the matter shall be intimated to the custodian immediately.
- 3) If the examiner suspects malpractice of any kind, he shall immediately bring it to the notice of the custodian.
- 4) Valuation shall be done carefully, sincerely and objectively and verified to ensure correctness of assessment.
- 5) Discrepancy if any in the number of answer booklets or their description as compared to the legend on the cover, in which they are presented, shall immediately be brought to the notice of the custodian.
- 6) The valuation shall be done only in the notified Central valuation hall as per the timings announced and the answer booklets shall not be carried to any other location by the examiners for any reason whatsoever.
- 7) The coded Register number, Question paper code number, packet number and serial number of the answer booklets are already entered on the answer booklets and on the valuation sheets. In case of any discrepancies or omissions, the custodian shall be immediately informed.
- 8) Valuation shall be done only on the valuation sheets in blue or black ink and no marks of any kind shall be made on the answer booklets.
- 9) The examiners shall enter the marks pertaining to an answer booklet bearing a code number, carefully and correctly in the corresponding portion of the valuation sheet.
- 10) Each pre coded valuation sheet shall be used for entering allotted marks of fifteen candidates. The marks awarded to each question shall be entered in the corresponding block of the valuation sheet, in figures. If an answer is awarded 5 marks it shall be entered as "05".

- 11) The total marks awarded shall be entered in figures in the space provided. Fractions if any shall be rounded off to the next higher integer. The total marks shall be checked for correctness.
- 12) If an answer is not awarded any marks the word "Zero" shall be entered in the corresponding box.
- 13) If a question has not been attempted or answered "NA" (Not Answered) shall be entered in the corresponding box.
- 14) The examiner shall carefully check whether all questions have been answered and whether all answers have been valued.
- 15) The examiner shall affix his signature and write his name in capitals and date on each valuation sheet.
- 16) After valuation all the answer booklets and valuation sheets shall be handed over to the custodian, before leaving the hall.