

UNIVERSITY OF DELHI

**GUIDELINES
FOR
THE CONDUCT OF
UNIVERSITY EXAMINATIONS**

**PROCESS, NORMS AND
IMPORTANT INSTRUCTIONS**



**EXAMINATION BRANCH
DELHI-110 007**

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GUIDELINES FOR THE CONDUCT OF UNIVERSITY
EXAMINATIONS PROCESS, NORMS AND IMPORTANT
INSTRUCTIONS

In connection with the conduct of the University Examination, the Superintendent of Examination centres are requested to note the following for favour of necessary action :-

1. List of candidates, along with details of their papers, shall be provided to the Examinations Centres by the University.
2. **Stationery**
 - a) Stationery and other items required for the conduct of the examinations shall be issued to the Centre/s by the University stores.
 - b) A proper account of receipt and consumption of various items of stationery used at the examination centre, be maintained at the Centre, on a proforma **(Annexure - I)**.
 - c) At the conclusion of examination, the unused stationery and other items should be returned to the University Store with a certificate signed by the Superintendent that the quantity of items of stationery as recorded in the proforma have been consumed at the Examination Centre under his/her supervision and to his/her entire satisfaction.
 - d) A copy of the statement of unused stationery (including those items purchased out of Contingency) returned to the University Store and certificate obtained from the University Stores for return of said stationery be sent to the Controller of Examinations alongwith the final bill for conduct of examination immediately after conclusion of the said examination.

c) The answer sheets to be used for various examination Annexure - III.

Engagement of Staff and Payment of Remuneration

a) The Examination Superintendents shall engage the staff required for the conduct of the examinations in accordance with the norms.

(i) The schedule of remuneration and norms for engagement of staff in the conduct of examinations (Annexure-III).

(ii) Schedule of remuneration payable to the laboratory staff engaged for rendering assistance at the University Science Practical examinations (Annexure-III A).

b) Persons whose near relations (husband, wife, son, daughter, brother, sister, nephew, niece, sister-in-law, daughter-in-law, son-in-law) is a candidate of any examination at the examination centre should not be engaged in the conduct of examination

c) Examination Superintendents shall be given advance payment through cheques to meet the contingent expenditure to be incurred during the conduct of examinations.

d) The Examination Superintendents may draw tentative advance upto 85% of the total Remuneration to be paid to the staff engaged for the examination work. They may do so at least 5 days before conclusion of examinations on a prescribed form Annexure - IV.

e) The entire responsibility of rendering the accounts of the advances drawn from the University shall lie with the Superintendents of the Examinations. They must ensure that all accounts are rendered to the University immediately after conclusion of the examinations, but not later than 15 days of the conclusion of the examination.

f) The bill form prescribed for payment of remuneration to the Investigators Annexure - V.

g) To avoid delay in the settlement of bills Superintendents are requested to enclose the following documents with the final bills.

- A copy of the statement of unused stationery and the certificate obtained from the University Store regarding return of unused stationery.
- Copies of the Challans, if requested (for verification of No. of candidates)
- All vouchers duly verified and signed by the Superintendent must indicate the purpose of expenditure.
- A covering/forwarding letter should be enclosed alongwith bills.

4. Question Paper

a) The Question Paper shall be delivered by the University to the Examination Centre in a sealed cover envelope daily, well before the commencement of the examination.

b) The recipient of the packet of the Question papers will ensure that the title of the paper written on the packet is the same for which the examination is to be held on that day. It should also be ensured that the number of copies of the question papers mentioned on the sealed packet is sufficient for the examination. If there is any shortage of question papers or if there is any paper not received, the same may immediately be intimated to the Deputy Controller of Examinations (Secretary).

c) The sealed packet containing the question papers will be opened by the Superintendent of the Examination in the presence of at least one Investigator at an appropriate time. A certificate to the effect that the seal of the packet was found intact and that it was opened in their presence will be given to the Examination Branch on the same day.

- d) The unused question papers shall be returned in the same envelope to the Examination Branch giving the account of used and unused copies of the question papers.
- e) Queries relating to subject matter of the question paper, if any, should not be answered but the same be got clarified from the **Deputy Controller of Exams. (Secrecy)**. The candidate concerned may, however, be advised to give his/her complaint in writing. These representation/s are to be addressed to the Dean (Examinations) and forwarded to him in a separate envelope on the same day.
- f) The number of candidates appearing in each session in various papers (option-wise) on each day of the examination may kindly be worked out and sent to the Examination Branch well in advance on the day of the examination. It will help to verify the correctness of the figure available with the examination branch for despatch of question paper to the centres.
5. **Seating Arrangements** - The Examination Centres shall make seating arrangements for each day in a manner that there is sufficient gap between two desk/s as well as two rows. The Roll Number of absentees should be encircled on the copy of the Seating Plan to be sent to the Examination Branch.
6. No candidate should be allowed to enter into the examination hall after half an hour of the commencement of the examination. No candidate should be allowed to leave the examination hall before half an hour of the commencement of the examination.
7. **Code Stamp** - Before distribution of the answer sheets to the Invigilators, including the continuation sheets, the Examination Superintendents must ensure that the answer sheets and the continuation sheets have been codified by putting seals (A, B, C, D, X, Y, Z) on the cover page of the answer sheets to be used for the day.

These seals shall be provided to the Examination Centres by the University. Different seals should be used for different examinations. The Examination Centres shall maintain a proper record, duly authenticated by the Centre Superintendents certifying the seals used for each day.

8. The Superintendent should brief the Invigilators with regarding to the functions they have to perform at the examination centre on each day of examination. Duties of invigilator **[Annexure - VI]**.
9. **Attendance** - When the candidates are busy on attempting their paper, the invigilators concerned shall verify the particulars, check their identity and take attendance on the prescribed sheets. The candidates absent should be marked "Absent" against their roll numbers. The details of the attendance should also be given in the prescribed form.
10. The invigilators should ensure that the roll number given by the candidate on his/her answer book tallies with that given on the admission ticket and must sign on the fictitious slip/cover page of the answer script of the candidate as well as on continuation sheet/s. If any, This should be followed daily. If, after the answer books have been handed over, any doubt arises about the correctness of Roll No. written by a candidate on the answer book, such an answer book should be referred to the University with full details of the case. The Invigilator or the Superintendent should in no case make any alteration in the roll number originally written by a candidate.
11. Continuation sheets used, if any, must be properly tagged with the main answer-sheet. In no case any candidate be allowed to take his/her answer sheet with him. All the answer sheets have to be collected from the candidates by the Invigilators. After counting of the answer sheets and satisfying themselves that the number of answer sheets tallies with number of candidates appeared in the examination, the answer sheets shall be handed over to

the Superintendent after arranging them serially subject
wise as per Question paper.

12. Disorderly conduct and use of Unfair means in examination

a) Before distribution of the answer sheets to the candidates the Invigilator/s concerned shall ask the students to check their pockets, drawers of desks etc., to see that no unauthorized material (printed or otherwise) is lying there. It should be also announced that the students cannot keep their mobile telephones, calculator or any other electronic device with them during the course of the examinations, if otherwise specifically permitted (Annexure - VII). Despite the announcement, if any candidate is found in possession of any electronic item, including mobile telephone, calculator the same has to be treated as an unauthorized material and the Examination Superintendent may proceed against the candidate accordingly.

b) In addition to (a) above, other acts which include the use of dishonest or unfair means and disorderly conduct in examination are:

- assisting in any manner whatsoever any other candidate in answering the question paper during the course of the examination;
- taking assistance from any other candidate or any other person or from any book, paper, notes or other material in answering the question paper during the course of the examination;
- carrying into the examination room any book, paper, notes, or other material whatsoever likely to be used directly or indirectly by the candidate in connection with the examination;
- smuggling in an answer book or a continuation sheet;

- taking out or arranging to send out an answer book or its any page or a continuation sheet;
- replacing or getting replaced an answer book or its any page or continuation sheet during or after the examination;

- getting impersonated by any person in examination; deliberately disclosing one's identity or making any distinctive mark in the answer book for that purpose;

- communicating with or talking to any other candidate or unauthorized person in or around the examination room during the course of the examination;

- communicating or attempting to communicate directly or through a relative, guardian and friend with an examiner with the object of influencing him in the award of marks;

Disorderly conduct in the examination includes :

- misbehaviour in connection with the examination, with the Superintendent, the Invigilator on duty or the other staff working at the Examination Centre, or with any other candidate, in or around the examination centre, before, during or after the examination hour;
- leaving the examination room before the expiry of half an hour or without handing over the answer book to the Invigilator-in-charge or without signing the attendance sheet;
- intentionally tearing off the answer book or a part thereof or a continuation sheet;
- disturbing or disrupting the examination;
- inviting others to leave the examination room or to disturb or disrupt the examination;

carrying into the examination centre any weapon of offence.

- c) In case any candidate is found using unauthorized material or copying in any form or indulging in disorderly conduct, the Examinations Superintendent shall make out a case against such candidate in the prescribed proforma (Annexure - VIII) and forward the same to the Dean (Examinations) alongwith the answer sheets used by the candidate for that paper on the same day.

- d) Guidelines with regard to handling of unfair means cases (Annexure - IX).

13. Packing & delivery of Answer scripts after the examination

- a) After collecting all the answer sheets, these shall be arranged serially, recounted, packed and sealed separately *question paper-wise alongwith two copies of question papers. The details of the examinations (subject/paper option, name of the centre, number of answer sheets, date of examination and Challan No. etc) must be written on each packet. * In the case of a Question Paper having two parts (i.e. A and B) and separate answer-sheets have been used for both the parts, these should also be packed separately.)

- b) The sealed packets containing the answer sheets along with the attendance record, seating plan, representation (if any), specimen of the code stamp used on the Answer Sheets and the packet of unfair means cases (if any) must be delivered to the Examination Branch along with despatch memo immediately after the examination is over. Separate despatch memo be prepared for each paper's packet. Attendance record and seating plan should be signed by the Superintendent.

- c) The examination material/s must be brought in the University in a taxi or car only. The University

will reimburse the taxi fare for delivering the examination material/s to the University in accordance with its rules. For return journey, however, the person concerned will be eligible for reimbursement of auto fare only (residence or examination centre whichever is nearer for evening session).

- d) In case of any inordinate delay at the Centre, the information must be conveyed to the A.C.E. (Evaluation). A letter addressed to the Dean (Examinations) must be enclosed alongwith the answer script packet giving the reasons for delay in late submission of scripts at the Examination Branch.

14. Photocopies of the entire attendance records should be retained by the Superintendent of Examinations with him/her for future reference and record for a period of one year.

15. The University may depute full time Observers or its team of observers to the Examination Centres for inspection/surprise checks. They will be from amongst the members of the teaching staff or senior officers of the University. Therefore, they must be extended full cooperation and support by the Examination Superintendents.

16. The Examination Superintendents must be available at their respective Examination Centres during the examination period.

17. In no case the Examination Superintendents will admit any candidate who is not in the list of the candidates for that centre directly without consulting the University.

18. In case of a candidate who has been allowed to be provided a writer, an undertaking has to be obtained from the writer in the prescribed proforma (Annexure - X).

19. A provision relating to the candidate with disability are annexed at Annexure-XI. The same may be observed during the conduct of examination.

20. If a candidate asks for a paper other than the paper listed against his/her name, he may be allowed to do so on an undertaking specimen [Annexure - XIII]

21. Copy of the instructions issued to the examinees. [Annexure - XIII]

22. For any enquiry or clarifications, the Examination Superintendents may contact the concerned Officer of the Examination Branch. List of Officer indicating their Phone Numbers and the purpose for which can be contacted [Annexure - XIV]

UNIVERSITY OF DELHI

Annexure - I

ANNUAL/SUPPLEMENTARY EXAMINATION-20

Statement of receipt and consumption of stationery items. Examination Centre

ITEMS PURCHASED OUT OF THE CONTINGENCY ADVANCE					
Sl. No.	Name of the Articles	Quantity Purchased	Date of Purchased	Qty. Consumed	Balance returned to store
1.					
2.					
3.					
4.					
5.					
6.					
7.					
Stationery etc. received from the University central store					
Sl. No.	Name of the Articles	Rec. from Center Store with date	Qty. Consumed	Balance returned to store	Cancelled Fresh
1.	Answer sheet/s 28 pages with Slips				
2.	Answer sheet/s 24 pages with Slips				
3.	Answer sheet/s 20 pages without Slips				

UNIVERSITY OF DELHI
USE OF ANSWER SHEET/CONTINUATION SHEET
DURING EXAMINATION

Answer Sheets/Continuation sheets to be used :-

Sr. No.	Answer Sheet used	Course
1.	Answer Sheet 28 Pages with slip & Continuation Sheet 8 Pages with slip	M.A./M.Com./M.Sc./ LL.B./LL.M./M.E. & Other P.G. Courses
2.	Answer Sheet 24 Pages with slip & Continuation Sheet 8 Pages with slip	B.A.(Hons.)/ B.Com.(Hons.)/ & B.Sc(Hons.)/P.G. Diploma
3.	Answer Sheet 20 Pages without slip & Continuation Sheet 8 Pages without slip	B.A.(Pass)/ B.Com.(Pass)/ B.Sc(Genl.)/ Certificate/Diploma/All Subsidiary Subjects/ B.E.
4.	Answer Sheet 8 Pages without slip & Continuation Sheet 8 Pages without slip	All Practical Examinations

Important Note :-

All answer Books/Continuation sheets given to the candidates should bear code symbol of the Centre for the day.

4.	Answer sheet/8 08 pages without Slips				
5.	Continuation Sheet/s 06 pages without Slips				
6.	Continuation sheet/s 08 pages with Slips				
7.	Answer Book Special Math & Statical				
8.	Candle				
9.	Cloth Markin				
10.	Log Table				
11.	Rubber Stamps				
12.	Sealing Wax				
13.	Glass Tumbler				
14.	Bucket				
15.	Chikka				
16.	Mug				
17.					
18.					

Certified that the quantities of items of stationery as above have been consumed at my Examination Centre under my close supervision and to my entire satisfaction.

University Store

Signature
 Superintendent of Examination
 with rubber stamp

Annexure - III

NOTIFICATION

Schedule of Remuneration payable to the staff and norms for engagement of staff in the conduct of examination in written papers (revised rates have been approved by the competent authority of the University and will be applicable w.e.f. may 15, 2010 onwards)

I. Schedule of remuneration:

S.NO.	DESIGNATION	Revised Rates
1.	Superintendent	Rs. 300/- per session
2.	Deputy Superintendent	Rs. 225/- per session
3.	Addl. Superintendent	Rs. 300/- per session
4.	Invigilator	Rs. 200/- per session
5.	1 st Assistant	Rs. 120/- per session
6.	Addl. Assst./IInd Assistant	Rs. 100/- per session
7.	Care Taker	Rs. 750/- (lumpsum) if the period of exam. held in the building extended upto one month and Rs. 500/- for every additional 15 days or fraction thereof. Where the period of examination is less than a month, the caretaker engaged in the conduct of University Examination will be paid Rs. 500/- for 15 days or a fraction thereof.

8.	Daftri	Rs. 90/- per session
9.	Office Attendant/Helper/Safai Karamchari/Security Guard/Waterman	Rs. 70/- per session
10.	Electrical/Pipe Fitter	Rs. 75/- per session (Subject to maximum of Rs. 1500/-)
11.	Conveyance for receiving Question Paper in morning session	Rs. 150/-
12.	Refreshments	Rs. 10/- per session/ per staff on duty

II. Maintenance Charges:

1.	Maintenance Charges to School for Cat. "B" exams. only	Rs. 10/- per seat per session/day
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III. Writer :

1.	Provided to the Blind/Handicapped students	Rs. 250/- per session
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"The Writer fee shall be Rupees 200/- per session (minimum Writer fee) payable to Writer for writing the Examination of blind/Handicapped/Injured students of duration of one hour and duration of 20 Minutes for the foundation and other courses under Four Year Under Graduate scheme and same will be applicable w.e.f. Semester Examination November/ December, 2013 onwards".

IV. Observer:

Observer/s appointed by the University to visit various centre as well as those appointed at various Category 'B' examinations centres (other than colleges) will be paid the same remuneration as that of Superintendent. However, the observer/s deputed at various Category 'B' examination centre will also be eligible for fixed conveyance charges @ Rs.200/- per session.

V. Norms for Engagement of Staff etc.:

1) Superintendent :

There shall be one Superintendent to conduct the entire examination/s at a Centre.

2) Deputy Superintendent/Additional Superintendent:

There shall be one Deputy Superintendent to assist the Superintendent to conduct the entire examination at the Centre. However, if the examination is conducted at a Centre other than Delhi University College/Department and the University has deputed its own person as Superintendent, there will be an Additional Superintendent from the centre concerned (preferably a senior position holder of the institution) instead of Deputy Superintendent to assist the Superintendent in the conduct of University examination. The Additional Superintendent will be paid remuneration equivalent to the amount of Superintendent.

3) Invigilator :

One Invigilator shall be appointed for every 20 candidates. Only one additional invigilator (reliever) may be appointed when number of candidates exceeds 100. No further reliever is permissible.

4) Other Staff :

S. No.	Category of Staff	No of Candidates (for each session)	No. of Persons to be engaged
i)	1st Assistant	Upto 500 candidates beyond 500 candidates	01 (One) 1+1
ii)	Add. Asst./ IInd Assistant/ Typist	Upto 50 candidates 51 to 200 beyond 200 candidates	NIL 01 (One) 1+1 for every additional 150 candidates & a fraction thereof
iii)	Care Taker	---	01 (One)
iv)	Daftiri	Upto 200 candidates beyond 200 candidates	01 (One) 1+1 for every additional 200 candidates.
v)	Office Attendant	Upto 250 candidates beyond 250 candidates	01 (One) 1+1
vi)	Waterman	For every batch of 50 candidates	01 (One)
vii)	Safai Karamchari	---	Same as in the case of 'Daftiri'.
viii)	Security Guard	---	Same as in the case of 'Daftiri'.
ix)	Electrician	---	01 (One)

Note:

- i) The remuneration to the teachers for invigilation/supervision will be paid only during the vacations and for category 'B' examinations.
- ii) As far as teachers of the School of Open Learning are concerned, they will not be paid any remuneration for invigilation/supervision for the conduct of Category "B" Examinations during the term time.
- iii) The number of person to be engaged for clerical assistance and other staff shall be governed by the number of candidates for each examination session.
- iv) The rates are applicable for a session upto the duration of 3 hour's as laid down in the scheme of the examination. Whenever the duration exceeds 3 hour's, each category engaged for the duration will be paid an additional remuneration @25% of the normal remuneration for each additional hour or a fraction thereof.
- v) In the case of Dafti engaged at the Examination Centre in the Colleges where there exists no post of a Dafti, anyone amongst other persons could be assigned to perform the duties of a Dafti and the remuneration prescribed be paid to the engaged person.
- vi) Fixed conveyance charges will be paid to the person authorized by the Centre Superintendent to receive Question Paper/s in the morning session.
- vii) The First Assistant will also be paid remuneration calculated on the basis of for one extra session before the examination and one after the examination for making arrangements at the Centre and for winding up of the Centre, irrespective of the number of days of duration of an Examination Centre.
- viii) No remuneration for extra session will be paid in the case of Additional Assistant (a).
- ix) One of the Dafti engaged for the entire duration of examination will be paid remuneration for extra session before the examination and one after the examination for making arrangement at the Centre irrespective of the number of days of duration of an Examination Centre.

x)

The person otherwise performing the job of a particular category in his/her official capacity should only be engaged for the similar work in the conduct of examinations. Any one engaged to perform the duties of a category higher other than his/her category, will be paid according to the rates applicable to the later category i.e. the category to which he/she belongs and not the higher category.

xi)

The category of staff who are entitled for lump-sum remuneration will not be paid any extra remuneration.

vii Removal of Furniture

For every 100 seats to be arranged at an Examination Centre, the Superintendent is allowed to engage one labourer for one day before and one day after the examination and the labourer will be paid according to the wage rate of unskilled labourer applicable at that time for the days.

viii Contingency

Contingent expenses may be incurred on the following items:- Stationery needed, if any, not available and or not supplied by the University Store.

Ice required for drinking water during summer season only. One ice cube for 200 candidates.

Conveyance Charges.

Any other item, if required only with the prior permission of the Dean (Examinations)/ O.S.D./Examination).

viii Staff for the Examination Branch

The various categories of staff engaged in the conduct of examination and of despatch/delivery of packets of scripts to the residence of examiners centrally from the University Office, will be paid remuneration at the same rates as are applicable to the corresponding categories of staff engaged at the Examination Centre, as hereto fore. The number of persons for each category of staff to be engaged for this work will be determined by the Dean (Examinations).

The Driver of the delivery van of the Examination Branch be paid remuneration as applicable to the Dafti per session during the course of Annual/Supplementary Examinations held every day.

(iii) In relation to the Annual and Supplementary Examinations held every year, persons working in the University Stores and Examination Branch specifically required to assist in the examination will also be paid remuneration at the same rates, as applicable to the staff engaged at the Examination Centre.

The number of persons of each category of staff to be engaged for the various jobs will be determined by the Dean (Examinations).

(iv) The University Engineer will run an Emergency Cell during the Annual and Supplementary Examinations (Theory & Practical) with two or three Electricians/Pipe Fitters/Helpers etc. during the examination hours. The Emergency Cell will be provided with a Telephone and the Cell will attend to the breakdowns and other allied work in the University Departments and Colleges in the Campus. The University Engineer will put persons on Examination duty in this Emergency Cell by rotation and persons thus engaged will be entitled to get remuneration at the prescribed rates.

NOTIFICATION

Schedule of remuneration payable to the laboratory staff engaged for rendering assistance at the university science practical examinations held in the university departments and in the colleges (Revised rates have been approved by the competent authority of the University and will be applicable w.e.f. May 15, 2010 onwards)

S.No.	Designation	Revised Rates
1.	Superintendent	Rs.300/- per session
2.	Invigilator (one per lab.)	Rs.200/- per session
3.	Sr. Technical Asstt. or any other category of Lab. post carrying the same grade.	Rs. 120/- per session of the Examination
4.	Lab. Asstt. (Sr. Grade), Jr. Tech. Asstt. or any other category of Lab. Post carrying the same grade	Rs.110/- per session of the Examination
5.	Lab. Asstt. (Jr. Grade) Field man (for Botany Practical)	Rs.100/- per session of the Examination
6.	Lab. Attendant/Music Attendant or any other category of Lab. Post carrying the same grade	Rs.70/- per session of the Examination
7.	Chowkidar	Rs.70/- per session of the Examination per Deptt. or College. Payment to one Chowkidar only per session shall be made. If, for the same session, more than one Chowkidar is

8.	Safai Karamchahi		employed, the payment shall be divided between them.
9.	(a) Store-Keeper/Museum Curator (b) Helper to the Store-Keeper		Rs. 70/- per session of the examination Rs. 900/- per Store-Keeper/Museum Curator for Annual Examination Rs. 525/- per Helper for Annual Examination
Note : The number of Store-keeper will not exceed three in Physical and Chemistry Departments in the University and two in other Science Departments of the University.			
10.	(a) Gas mechanic and Filtered Water supplier (University Departments) (b) Helper to the Gas Mechanic and Filtered water supplier (University Department)		Only one in the Department of Chemistry for all the Examination held in various Departments in the University. The rate of honorarium shall be Rs. 1100/- for Annual Examination There will be two Helpers to Gas Mechanic which are to be paid honorarium at the rate of Rs. 550/- for Annual Exam.
11.	(a) Coordinator (Practical Exam.) (b) Coordinator (For University exam. in Colleges)		Rs. 1800/- for entire examination. Rs. 900/- per subject, subject to maximum of Rs. 3000/- for all practical examinations

12.	Indira Gandhi Institute of Physical Education & Sport Sciences		
	(a) Field-cum-Lab-Incharge		Rs. 120/- per session
	(b) Ground Man		Rs. 70/- per session
13.	Department of Music		
	(a) Instrument Incharge		Rs. 120/- per session
	(b) Sarangi Player/Tanpura Player/Tabla Accompanist/Violin Accompanist/Mridangam Accompanist		Rs. 180/- (Rs. per sitting if external persons are engaged)
14.	Department of Psychology		
	(a) Refreshment to be given to the human subjects used for Psychology Practical examination.		Rs. 30/- per session per subject
	(b) Remuneration to be paid to human subject used for Psychology Practical examination.		Rs. 200/- per session

15. The rates for Waterman/Office Attendant and Refreshments charges will be the same as prescribed for written examination.
16. Clerical Assistance for cash distribution to Practical examiners in College and Departments will be 2% of actual payment & subject to a maximum of Rs. 3000/- (For Annual Exams.)
17. Each Superintendent may appoint a person to render clerical assistance during the practical examinations and the person so appointed may be paid honorarium @ Rs. 75/- per day for all the practical examinations held concurrently.
18. Each person in whose case the honorarium payable is prescribed on lump-sum basis, be paid an additional honorarium @ 10% of lump-sum, in case the staff is required to work on Sundays/Holidays subject to a minimum of Rs. 50/- and a maximum of Rs. 90/-
19. The University Engineer will run an Emergency Cell during the Annual and Supplementary Examinations (Theory & Practical) with

two or three Electrician/Pipe Fitters/Helpers etc. during the examination hours. The Emergency Cell will be provided with a Telephone and the Cell will attend to the breakdown and other allied work in the University Departments and Colleges in the Campus. The University Engineer will engage persons on Examination duty in Emergency Cell by rotation and persons thus engaged will be entitled to remuneration at the prescribed rates.

20. Contingent Expenses:

So far as Science Practical Examination are concerned, contingent expenses may be incurred on the following items:

- First Aid expenses in case of casualty.
- Stationery needed, if any, not available and or not supplied by the University.
- Ice required for drinking water during summer season only. One Ice-brick (sallu) for 200 candidates.

21. The following strength of staff will be permissible for being engaged for a batch of examinees not exceeding 25:

B.Sc. (Genl.) or equivalent examination	Not more than six persons out of categories at Sl. No. 4, 5, 6 & 8 out of which not more than two should be from categories at Sl. Nos. 4 & 5.
B.Sc. (Hons.) Main Subject of equivalent examination	Not more than six persons out of the categories at Sl. Nos. 3, 4, 5, 6, 7 & 8 out of which not more than one will be from category at Sl. No. 3 and more than two from categories at Sl. No. 4 & 5.
M.Sc. or equivalent examination	Not more than seven persons out of the categories at Sl. Nos. 3, 4, 5, 6 & 8 out of which not more than one will be from category at Sl. No. 3 and not more than two from categories at Sl. No. 4 & 5.

For a batch exceeding 25 examinees, for every additional 5 examinees or a fraction thereof, one person from categories at Sl. No. 6 & 8 may be engaged.

Note:

- For Viva-Voce, only 1 Assistant and 1 Dafti will be allowed. No remuneration will be paid to any one assisting in the conduct of viva-voce for Ph.D. or Phil. Examination where the number of candidates examined at a time is only one.
 - The above rates per session are applicable where the duration of session does not exceed three hours as laid down in the scheme of examination. Whenever the duration exceeds three hours each category will be paid additional honorarium @25% of the normal honorarium for each session for extra additional hour and a fraction thereof.
 - Wherever the practical is one hour, the honorarium will be 1/3 of the honorarium.
 - Duration of preparation day will be equivalent to the duration of practical examination.
 - Laboratory staff at Sl. No. 3 to 6 shall be paid one extra session as preparation day for the entire schedule of Practical Examinations in each department.
 - The person otherwise performing the job of a particular category in his/her official capacity should only be engaged for the similar work in the conduct of examinations. Any one engaged to perform duties of a category higher than his/her category, will be paid according to the rates applicable to the later category i.e. the category to which he/she belongs and not the higher category.
 - The category of staff who are entitled for lump-sum remuneration will not be paid any extra remuneration.
 - The remuneration to the teachers for invigilation/ Supervision will be paid only during vacations and for category 'B' examinations.
- ### 22. Duties of Coordinator (Colleges): Science Practicals
- To co-ordinate holding of Practical Examinations in various Laboratories in the College.
 - To receive the stationery required for Practical Examinations from the University and to distribute the same to the Superintendents of Practical Examinations in various subjects for use by the candidates.

- (iii) To receive sealed packets of guidelines (Wherever set and required to be sent confidentially for use of examiners) for the various Practical Examinations from the University and to distribute the same to the Superintendents of the Practical Examinations for being made available to examiners at the appropriate time.
- (iv) To have the remuneration bills of the Administrative and Laboratory Staff engaged for various Practical Examinations in the College prepared by the Superintendents with the assistance of the Clerk assigned to him and to send the same to the University under his signatures.
- (v) To receive money from the University for disbursement and to disburse the same to the Superintendents for further disbursement to the staff engaged by each.
- (vi) To deal with any emergency that might arise during the conduct of the Practical Examinations in consultation with the Superintendents concerned, except the one relating to appointment of substitute Examiners.

23. Duties of Superintendents (Colleges) : Science Practical

- (i) To ensure that adequate arrangements have been made for the proper conduct of the Practical Examinations in consultation with the Examiners concerned.
- (ii) To order supplies in time for the Examination.
- (iii) To make arrangements for invigilation in consultation with the examiners and the Principal of the College concerned.
- (iv) To make arrangements for engaging of administrative and laboratory staff required in accordance with the norms laid down by the University in this behalf.
- (v) To receive stationery required for the Practical Examinations from the Coordinator (College) for use by the candidates.
- (vi) To receive the sealed packets of guidelines (wherever set and required to be sent confidentially for use by the examiners) for the various Practical Examinations from the coordinator (College) and to make available the same to the examiners concerned at the appropriate time.

24. Duties of Coordinator (University) : Practical Examinations.

- (vii) To prepare remuneration bills for the staff engaged and submit to the Coordinator (College) and to receive money from the Coordinator (College) for disbursement to the persons concerned.
- (viii) To act as an intermediary between the Examiners conducting the Practical Examination in the College and the Coordinator (University) in the subject concerned.
- (ix) To deal with any emergency that may arise during the conduct of the Practical Examination, in consultation with the Coordinator (College) except the one relating to appointment of substitute Examiners.
- (i) (a) To fix substitute - Examiners for the Practical Examinations in situations where it is reported at the last minute that the person originally fixed as Examiner had declined or had not turned up. For this purpose, the Coordinator will have with him a panel of names of persons approved by the University and Coordinator will ordinarily select persons out of this panel for being assigned as substitute Examiners. For this part of the job the Coordinator will start functioning a week before the commencement of the main Practical Examinations and referrals by practical Examiners before that period will be notified to the Head of the Department of the subject and his help sought.
- (b) The coordinator will send a report to the Examination Branch regarding the conditions and circumstances under which the examiner did not conduct the examination.
- (ii) The Coordinator will be an intermediary between the Superintendent (Colleges) of Practical Examinations in the College and the Examination Branch.
- (iii) The Coordinator may visit any of the College laboratories to ensure uniformity in the conduct of the Practical Examinations.

Annexure - VI

DUTIES OF INVIGILATORS

1. Invigilators shall be appointed by the Superintendents and shall work under the directions of the Superintendents and shall bring to his notice without loss of time any violation of rules detected by them.
2. An invigilator should report on duty to the Superintendent half an hour before the commencement of the examination.
3. Invigilators shall remain in the Examination Hall during the time allotted for each paper and shall not leave the Hall without the permission of the Superintendent.
4. Invigilators are expected to help the Superintendent in distribution of question-papers and answer-books, etc., to the candidates and in collecting the answer-books from the candidates at the close of the examination. They shall also help the Superintendent in arranging the answer-books serially subject wise (as per Question paper) for despatch to the University.
5. Before distribution of the answer sheets to the candidates the invigilator/s concerned shall ask the students to check their pockets, drawers of desks etc., to see that no unauthorized material (printed or otherwise) is lying there. It should be also announced that the students cannot keep their mobile, telephones, calculator or any other electronic device with them during the course of the examinations, if otherwise specifically permitted. Despite the announcement, if any candidate is found in possession of any electronic item, including mobile telephone, calculator the same has to be treated as an unauthorized material and the Examination Superintendent may proceed against the candidate accordingly.
6. When the candidates are busy on attempting their paper, the invigilators concerned shall verify the particulars, check their identity and take attendance on the prescribed sheets. The candidates absent should be marked "Absent" against their roll numbers. The details of the attendance should also be given in the prescribed form.
7. During the course of examination the invigilators are expected to move around the place and not engage themselves in study or conversation.
8. If any candidate is found to resort to unfair means at the examination or to create disturbance or act in any manner so as to cause inconvenience to the other candidates, the invigilator should at once report the matter to the Superintendent.
9. The invigilators should also bring to the notice of the Superintendent any complaints or other difficulties pointed out by any candidate regarding the question-paper set for the examination.
10. The invigilators should ensure that the roll number given by the candidate on his/her answer book tallies with that given on the admission ticket and must sign on the fictitious slip/cover page of the answer script of the candidate as well as on continuation sheet/s, if any. This should be followed daily. If, after the answer books have been handed over, any doubt arises about the correctness of Roll no. written by a candidate on the answer book, such an answer book should be referred to the University with full details of the case. The invigilator or Superintendent should in no case make any alteration in the Roll no. originally written by a candidate.
11. Invigilators are expected to help the Superintendent in any other matter connected with the conduct of the examination.
12. In case an invigilator is unable to be present on account of unavoidable circumstances, he should inform the Superintendent at least a day in advance.
13. The invigilators should switch off their mobile telephones during the course of the examinations.

Annexure - VII

UNIVERSITY OF DELHI

DETAILED LIST OF OBSERVATIONS RECEIVED FROM
VARIOUS DEPARTMENTS REGARDING USE OF SPECIAL
MATERIAL DURING THE COURSE OF EXAMINATIONS
(CALCULATOR/LOGRITHM BOOK ETC.)

S. No.	Name of Deptt./Instt.	Course	Remarks
1.	Deptt. of Statistics	B.A. (H)/B.Sc. (H) Statistics M.A./M.Sc. Statistics	Not Allowed
2.	Deptt. of Psychology	B.A. (H)/B.A. (P) also in Subs. papers of Psychology M.A. as well as in Practical	Allowed
3.	Deptt. of Physics	B.Sc. (H) Physics, M.Sc. (Physics)	Allowed non-programmable Scientific Calculator
4.	Deptt. of Computer Science	B.A. (P) Comp. Application, B.Sc. (G) Computer Science, B.Sc. (H) Math. with Computer, BCA/ B.Sc. (H) Computer Science	Not allowed
5.	Deptt. of Commerce	B.Com (H) Part-I/ II/III, M.Com Prev./Final	Simple Calculator allowed
6.	Deptt. of Geography	B.A.(H) Geography, M.A. (Geography)	Allowed Simple Calculator/ Statistical Tables

7.	Deptt. of Chemistry	B.Sc.(H) Chemistry	Allowed
8.	Deptt. of Economics	B.A.(H) Economics, M.A. in Economics	Allowed
9.	Deptt. of Operational Research	B.Sc.(G) Math. Sc., M.A./M.Sc. Oper. Research	Only simple Calculator allowed
10.	Concerned Colleges	B.Com(Pass)	Only simple non-programmable Calculator Allowed
11.	Deptt. of Electronic Science	M.Tech (Microwave) M. Sc. (Electronics) B.Sc. (Honours) Electronics BASC (Honours) ElectronicsBASC (Honours) Instrumentation	Non-programmable Scientific calculator allowed only
12.	Deptt. of Sociology	B.A. (H) Sociology	Simple Calculator & logarithm book

Annexure - VIII

UNIVERSITY OF DELHI

(PROFORMA FOR REPORTING CASES OF ALLEGED USE OF UNFAIRMEANS/DISORDERLY CONDUCT AT THE UNIVERSITY EXAMINATIONS)

Note: A separate proforma is to be filled in for each case and sent alongwith accompanying documents, in original duly authenticated, to the Controller of Examinations by name and not by designation in a sealed cover.

1. Centre of Examination
2. Date of Examination.....
3. Name of the Candidate.....
4. College Name / N.F.E.C./S.O.L./E.C.C.
5. Examination.....
6. Roll Number.....
7. Subject.....
8. Paper No.
9. Actual time when the incident occurred.....
10. Unauthorised material seized from the candidate
(please give full details and description of the material, which should be got signed by the candidate, the invigilator and countersigned by the Superintendent. The seal and signature may kindly be so affixed that they do not conceal the materials).

11. Circumstances under which the candidate was detected in possession of the unauthorised material.

(The invigilator may kindly state how the suspicion arose, the exact place from where the material was recovered, viz in the possession of the candidate, or on or inside or under the answer book or question paper in examination room or in the lavatory where the candidate had gone and when detected, whether the candidate was using the same or not).

12. State whether the candidate when asked to give any statement, gave the same or refused to make any statement.

(Whether the candidate has given a statement the same may kindly be signed by the invigilator and the Superintendent and sent along with the proforma. If the candidate has refused to give any statement, this may kindly be mentioned in this column clearly.

13. State whether the candidate when asked, accepted the second answer book or refused to accept it.

(Whether the second answer book has been accepted, the same may kindly be marked as second Answer Book and be sent alongwith the proforma. In any case, the candidate should not be allowed to continue to write in the first answer book after the incident. The invigilator and the Superintendent may kindly sign the last page on which the candidate was writing when caught).

14. State whether the normal announcement, as prescribed by the University, was made whereby candidates are asked to search their pockets and to ensure that the objectionable material, if any, had been kept outside the Examination Hall.
- (A copy of the statement duly signed by the invigilator may kindly be appended with the proforma)

15. Any other information not covered by the foregoing clauses, which the Superintendent would like to give.

Note : I. Whether the unauthorised material is found to have been written on the palm or any part of the body of the candidate or on desk or walls of the room, the candidate be asked to rewrite the material in his/her own handwriting. This may be got signed by the candidate, the invigilator and

the Superintendent and sent to the University alongwith the proforma.

2. A copy of the question paper used for the examination may also kindly be sent alongwith the proforma.
3. It would be appreciated if the proforma is filled properly avoiding vague remarks. The incomplete proforma would make it difficult for the University to process the case fully.

Signature of the invigilator

With full name and designation

Date :

Enclosures :

Signature of the Superintendent
(please affix the stamp also)

Annexure - IX

USE OF DISHONEST OR UNFAIR MEANS/OR INDULGING IN DISORDERLY CONDUCT IN THE EXAMINATION BY THE CANDIDATES :

1. In order to follow uniformity in handling a case where a candidate has been detected using dishonest or unfair means during the course of examination and/or indulging in disorderly conduct in the examination, the Superintendents are requested to ensure that :
 - a) All notices or unauthorised material found in possession of the candidate should be duly signed by the Invigilator which the candidate was having in his/her possession and further permit the candidate to complete the remaining part of examination on a fresh answer book to be given to him/her by the Centre Superintendent.
 - b) Take a written statement from the candidate in the presence of at least one of the Invigilator present duly certified by him/her and the Invigilator regarding the incident and his/her own remarks, if any, on the proforma (specimen Annexure-VIII). In case a candidate refused to make a written statement about the incident or refuses to surrender the unauthorised notes etc. and/or refuses to accept the second answer-book, as mentioned in the above procedure, the facts of his/her having done, so may specifically be mentioned in the report made by the Invigilator and or the Superintendent, and forward the following in a special cover duly marked "U.F.M." to the Controller of Examinations:-
 - i) The proforma of U.F.M. duly filled in & signed by the Invigilator & Superintendent with seal of the Centre be sent.
 - ii) (a) Candidate's Statement
 - (b) Invigilator's report etc. on the proforma.

iii) Both the answer books of the candidate fully marked (1st (UFM) and 11nd copy).

iv) The unauthorised material found in possession of the candidate should have candidate's Roll Number and seal of the centre affixed on it.

v) A duly filled in statement certificate that the usual announcement asking the candidate to search their pockets and see that any written notes etc. are kept outside the examination room was made at the appropriate time.

2. The Superintendent of the Examination Centre may ensure, before forwarding a case of use of unfair means to the University, that the documents being sent are duly signed by the Invigilator/s of the particular room, and all the columns of the proforma have been filled up completely & the proforma has been signed by the Superintendent with his/her seal.

3. In the case of candidate's indulging in breach of discipline, and/or disturbing the examination etc. the Superintendent of the Examination Centre may send a detailed report duly signed by the Invigilator/s on duty giving the time, date and place and the statement of the candidate, if any, made about the and any other material (books, paper etc.). It may also be stated as to whether the candidate was assisted by other examinees, and, if so, their roll numbers and examination may also be indicated.

PART-A

(PROFORMA FOR THE WRITER)

Annexure - X

CANDIDATE FOR WHOM WRITER IS BEING PROVIDED

Name of candidate : _____
Examination : _____
University Roll No. : _____
Ground on which writer is being provided : _____
University letter No. and date under which permission granted : _____
Dates on which writer was provided : _____

PART-B

DETAILS Of the Writer :

Name of the person : _____
Residential Address : _____
Phone No. : _____

QUALIFICATION POSSESSED :

Examination University Year of passing

(Attach copies of certificate in support of above)
State whether the Writer has been provided by the College/
candidate

I certify that the particulars as given above are correct
and that I do not possess qualification higher to the candidate
for whom I have been asked to act as a Writer. I further state
that in case it is subsequently noticed that I have given wrong
information or have willfully concealed information directly
connected with my acting as a Writer, I shall submit myself
for disciplinary action.

I also certify that I am not a candidate for any other
examination of the University of Delhi.

OR

That I am also a candidate for the

.....
(Signature of Writer)

Certified that the information as provided by the Centre Writer
as given/ brought by the candidate has been verified with
reference to the documents presented. I am satisfied that
the Writer does not possess higher qualification than that of
the candidate for which he/she has been appointed as a
Writer.

.....
Signature of the Superintendent
of the Centre with seal

(A copy of this form to be attached with the Bill of the Writer)

Annexure - XI

Provision related to the Candidate with disability

1. The term examination stand for all Annual/Semester examinations conducted by the University, Colleges and Departments.
2. The facilities specified in the Document will include the following categories of students :

Sl.No.	Category	Facilities to be provided
(a)	Students with 40% Visual Disability	<ul style="list-style-type: none"> ➤ Writer ➤ Compensatory time.
(b)	Students with low vision	<ul style="list-style-type: none"> ➤ Writer (If the permanent disability of the student may be hindrance in his/her Examinations).
(c)	Students with orthopedic disability of minimum 40%	<ul style="list-style-type: none"> ➤ Writer (If the candidate is unable to write his/her examination himself/herself). ➤ Compensatory Time, as per rule (where the facility of writer is availed or his disability may be hindrance in his/her ability to write the Examination).
(d)	Students with cerebral palsy and other brain related ailments that demand support system.	<ul style="list-style-type: none"> ➤ Writer (If the candidate is unable to write his/her examinations himself/herself). ➤ Compensatory Time, as per rule (where the facility of writer is availed or his disability may be hindrance in his/her ability to write the Examination).
(e)	Students with hearing or speech impairment of minimum 40%	<ul style="list-style-type: none"> ➤ A sign interpreter. ➤ Compensatory Time, as per rule

The facilities mentioned against each category in respect of the students of above categories may be provided by the Superintendent of the Examinations without obtaining the prior approval of the University, if the candidate possesses a valid permanent disability certificate issued by the Medical Board of a Government Hospital. The disability certificate issued by the competent authority at any place should be accepted across the country. However, these facilities will be provided subject to fulfilling other conditions laid down in this document.

The Facility of scribe/reader/lab assistant should be allowed to any person who has disability of 40% or more if so desired by the person.

3.

(f)	Students with short term disability due to injury.	➤ The facilities will be provided as per the recommendations of the CMO, WUS, Health Centre
(g)	Students with any other type of disability [not covered in the above categories]	

In the above categories the student will have to apply to the Examination Branch North Campus/South Campus, as the case may be, for the facility he/she wants, through the Dean/Head/Principal of the respective Faculty/Department/College. The application of the student will be forwarded to the CMO, WUS Health Centre by the Examination Branch for his specific recommendations and the facility will be provided to the students accordingly, as per norms.

4. Students, who will be eligible for writer/scribe/interpreter in any of the categories mentioned above, may arrange for their own writers, scribes, interpreters as the case may be. In case they are unable to do so, the Superintendent of the Examination Centre would provide the same on receipt of written request from the candidate at least 24 hours prior to the commencement of the

examination. A writers' bank must be created in each college for the purpose for a ready availability of writers whenever required. Support may be sought from the Equal Opportunity Cell, if need be. The candidate must be given an opportunity to satisfy himself/herself about the writer's ability to take dictation from the candidate. The candidate should be allowed to meet the scribe a day before the examination, so that the candidates get a chance to check and verify whether the scribe is suitable or not.

5. There would not be any educational criteria for scribe/reader/lab Assistant. The Superintendent of Examination Centre shall ensure by way of strict invigilation that the candidate using scribe/reader/lab Assistant do not indulge in mal practices like copying/ cheating during the examination
6. The candidate may be allowed to change scribe/reader/lab Assistant in case of emergencies and candidate may be allowed to take more than one scribe/reader/lab Assistant for writing different papers especially for language.
7. The writer must be paid on the last day of the examination by the Superintendent of the concerned Centre whether the writer has been arranged by the candidate or by the Superintendent. Each Centre may claim the required remuneration in advance from the University.
8. The fee for the writer, scribe, interpreter and invigilator is to be borne by the University.
9. The remuneration of the interpreter will be equivalent to the remuneration of the writer. They will be paid as per the rates prescribed by the University.
10. If required, each examination Centre must arrange for a sign language interpreter for the candidates with hearing/ speech impairment. The interpreter should be available for the entire duration of the examination. A

list of interpreters may be procured from the Equal Opportunity Cell, University of Delhi, Delhi-110007.

11. Compensatory time should not be less than 20 minutes per hour of examination for persons who are making use of scribe/reader/lab assistant. All the candidates with disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hour duration which could further be increased on case to case basis.

12. The candidates having permanent disability which is a hindrance in his/her ability in writing may be allowed to write their examinations on computer /laptop with the help of relevant and disabled friendly software. Such students may write their examinations as at the college or at a Centre approved by the Examination Branch. However, such request should be made by the candidates to the concerned Examination Superintendents (Head of Institutions/Departments) as least a week prior to the examinations.

Persons with disabilities should be given the option of choosing the mode for taking the examinations i.e. in Braille or in the computer or in large print or even by recording the answers as the examining bodies can easily make use of technology to convert Question paper in large prints, e-text or Braille and can also convert Braille text in English or regional languages. The candidates should be allowed to check the computer system one day in advance so that the problems, if any in the software/ system could be rectified

The candidates should be allowed to use assistive device like talking calculator (in case where calculators are allowed for giving exams), tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.

13. Compensatory time shall be permissible to the students who have been allowed to write their examinations on computer/laptop as per rules.

14. The seating arrangements for persons with locomotor disabilities must be on the ground floor, in an accessible building equipped with disabled friendly toilets as far as possible. The time of giving the Question papers should be marked accurately and timely supply of supplementary paper should be ensured.

15. Where the facility of writer is provided to any candidate, he/she may be assigned a separate invigilator and a separate room. This provision must also be made for candidates who do not require a writer by are permitted Compensatory time.

16. The institution must get prescribed proforma for writers duly filled by the writers/scribes/interpreters and obtain the receipts of payments made to them.

17. A statement showing the particulars (such as Roll No. Name, Course, College and date of the Examinations), of the disability category students/s appearing at examinations and who have been provided the facilities, as above, must be sent to the Examinations Branch along with the writer's proforma, receipt of payment, copy of the admit card a copy of the disability certificate of the candidate by the concerned institutions for the maintenance of records and to avoid any future discrepancies.

Note: In the case of half yearly examinations the College/ Department should also follow the same guidelines, with no financial liability on the part of the University.

Annexure - XII

SPECIMEN OF UNDERTAKING

The Controller of Examinations,
University of Delhi,
Delhi - 110 007 .

Sub : UNDERTAKING

Ref. : Examination Roll No.

Name of the Examination Centre :

Sir,

I am appearing in Paper No./Subject of the
..... (course) instead of
..... (course)
at my own risk. I shall abide by the decision of the University
in this regard.

Reason for obtaining the undertaking is that

Session : Morning/Evening Yours faithfully,

Signature :

Signature of the Invigilator

along with Room No.

Name :

Roll No. :

Name of the College :

Date :

Countersigned by the
Centre Superintendent

IMPORTANT: To be submitted each day for each session,
as the case may be, with attendance.

Annexure - XIII

**INSTRUCTIONS FOR THE CANDIDATES APPEARING IN
UNIVERSITY EXAMINATIONS**

1. Each Candidate must show his/her "Admission Ticket" to the Superintendent of Examination at the time of examination(s) and may be required to produce the same at any time during the course the examination.
2. Candidates are admitted to the examination under the conditions laid down in the relevant Ordinances and Regulations of the University.
3. Candidates are not allowed to take with them any unauthorized material, including calculator (except in examinations where its use has been permitted), their mobile telephones or any other electronic devices to the examination hall. These will be treated as unauthorized materials.
4. Candidates must reach the examination centre at least half an hour before the commencement of the examination. Candidate/s will not be allowed to enter into the examination hall after half an hour of the commencement of the examination.
5. No Candidate shall be allowed to leave the examination hall before half an hour of the commencement of the examination.
6. The Superintendent of Examination, the Invigilation Staff, the Members of the Visiting Team/s and the Observer/s are free to do physical search of the candidates at any time during the course of examination or before entering into the examination hall to ensure that they do not have any unauthorized material in their possession.
7. The cases of the candidates booked for use of unfair means and/or for resorting to disorderly conduct in University examinations shall be dealt in accordance with the University rules, the extracts of which are given below :

Part	Offence	Punishment
A	(i) Talking to another candidate or any person inside or outside the Examination Hall during the examination hours, without the permission of a member of the supervisory staff.(ii) Committing breach of any other direction given to candidates.	Cancellation of the examination in the paper of the day of incident only and declaring the result on the basis of the performance of the candidate in the remaining papers/ subjects. The candidate shall be deemed to have secured zero mark in the paper so cancelled.
B	(i) Keeping in possession papers, books or notes or is found having written notes on the question paper or on any part of the clothes worn by him/her or on a part of his/her body or table or desk or is found in possession of ruler and/or instruments like: Set-squares protractors, slide rules, etc. with notes written on them and which notes, papers or the material written on ruler or instrument, or on the question paper or on clothes worn by him/her or any part of his/her body, table or desk could be helpful or of assistance to him/her in answering the paper etc. he/she is taking or could be helpful or of assistance to other candidate in that examination hall, but the candidate has not attempted to	Cancellation of the entire examination

<p>take any assistance himself/herself or give any assistance to any other candidate from such material.</p> <p>(ii) Intentionally tearing off the answer book or a part thereof or a continuation sheet.</p> <p>(iii) Deliberately disclosing his/her identity or making any distinctive mark in the answer book for that purpose in contravention of any general rules in this behalf.</p> <p>(iv) Using abusive or obscene language in the answer book.</p> <p>(v) Misbehaving in connection with the examination with the Superintendent, the Invigilator on duty and the other staff working at the Examination Centre or with any other candidate in or around the Examination Centre before, during or after the examination.</p> <p>(vi) Leaving the examination room before expiry of half an hour without the written permission of the Superintendent of the Examination and/or without handing over the answer book to the Invigilator/Incharge and/or without signing the attendance sheet.</p>	
C	<p>Cancellation of the entire examination taken by the candidate during the</p>

<p>worn by him/her or on any part of his/her body or table or is found in possession of foot rule and/or instruments like set-squares, protractors, slide rules with notes written on them and which notes papers, books or the material written on foot rule or instruments, or on the question paper or on clothes worn by him/her or any part of his/her body, table or desk etc., could be helpful or of assistance to him/her in answering the paper he/she is taking or could be helpful or of assistance to other candidates in that examination hall and if the candidate has made actual use of material himself/herself or given assistance thereof to any other candidate during the examination.</p> <p>(ii) Assisting or attempting to assist in any manner whatsoever any other candidate in answering the question paper during the examination hours.</p> <p>(iii) Where the candidate takes assistance or attempts to take assistance from to other candidate or any other person or from any book, paper, notes or other material in answering the question paper during the examination.</p> <p>(iv) Where the answer book of the candidate shows or otherwise established that he/she has</p>	<p>year and further debarring him/her from appearing at any examination of the University within a span period of one year (12 months).</p>
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	<p>received or attempts to receive any help from any other candidate or any source in a malafide manner or has given help or attempted to give help to another candidate in a manner during the examination hours.</p> <p>(v) Gross mis-behaviour i.e. threatening with physical force in connection with the examination with the Superintendent, the Invigilator on duty or any other staff working at the Examination Centre or with any other candidate in or around the Examination Centre, before, during or after the Examination.</p> <p>(vi) Where the candidate disturbs the examination or attempts to do so.</p> <p>(vii) Where the candidate on being challenged or searched during the course of examination by the Superintendent or any Invigilator or by any member of the examination staff on duty, swallows a note or paper or runs with it or is guilty of causing disappearance or destroying any such material with the intention of obliterating the evidence of his/her having possessed material.</p>	
D	<p>(g) Where the candidate brings in the examination room unauthorised answer book or continuation sheet.</p>	<p>Cancellation of the entire examination taken by the candidate and</p>

	<p>(ii) Where the candidate sends out an answer book or paper thereof or a continuation sheet or the question paper or any material concerning thereto.</p> <p>(iii) Where the candidate replaces or gets replaced during the course of the examination his/her answer book or any page or continuation sheet with any other unauthorised book, page or continuation sheet.</p> <p>(iv) Where the candidate communicates or attempts to communicate directly or through a relative, guardian, friend or any other person with an examiner with an object of influencing him/her in the award of marks.</p> <p>(v) Where the candidate replaces or gets replaced an answer book or its any page or continuation sheet after the examination or manages to write or gets written an answer book including the continuation sheet, if an answer to any of the questions which he had not written earlier during the examination.</p>	<p>further debarring him/her from appearing at any examination of the University during a span of two years (24 months).</p>
E	<p>(i) Where the candidate is guilty of gross misbehaviour in connection with the examination with the Supdt./the Invigilator on duty or the other staff working at the Examination Centre, before or during or after the examination and has also extended to such</p>	<p>Cancellation of the entire examination taken by the candidate and further debarring him/her from appearing at any</p>

	<p>person a threat of violent action with a weapon of offence.</p> <p>(ii) Where the candidate has impersonated at the examination.</p> <p>(iii) The impersonator so impersonating, (if a student of any course or a candidate for any examination) shall also be liable to the same punishment.</p>	<p>examination of the University during a span period of three years (36 months).</p>
F	<p>(i) Where the candidate incites others to leave the examination room to disrupt the examination or attempts to do so.</p> <p>(ii) Where the candidate is guilty of gross misbehaviour in connection with the examination with the invigilator on duty or the other staff working at the examination and is also guilty of assault or inflicting any injury on such person.</p> <p>(iii) Where candidate is guilty of forging the signatures of an authority on the record book presented as a part of practical examination or on any document required in connection with the examination.</p>	<p>Cancellation of the entire examination taken by the candidate and further debarring him/her from appearing at any examination of the University during a span of five years (60 months).</p>

Note :

- (1) Having once made use of dishonest or unfair means or having once indulged in disorderly conduct in the examination, if the candidate again makes use of dishonest or unfair means or indulges in disorderly conduct in the same examination, he/she shall be awarded punishment prescribed in that sub-clause which is next to the one in which his/her case falls or any higher punishment.
- (2) Cases of use of unfair means or disorderly conduct of the examination, for charges not covered by the foregoing provisions shall be decided by the Executive Council on individual merits of the case.

Annexure - XIV

Sl. No.	Office	Telephone Nos.	Purpose
1.	Dean (Examinations)	27667934 Fax:27667336	General Enquiry Exams.
2.	Proctor	27667291	Law and order problems.
3.	Executive Director, School of Open Learning	27666776 27666773 27667725 (Extn. 1644)	For queries relating to the students of School of Open Learning (North Campus)
4.	O.S.D. - CE	27662813 (Extn. 1123)	General Enquiry Exams.
5.	O.S.D. (Exams.)	27662449 (Extn. 1288)	General Enquiry Exams.
6.	D.C.E. (Secrecy)	27667811 27667660	Regarding question papers and short supply.
7.	A.C.E. (Conduct)	27667704	For Roll Nos., Listing and inquiry relating to conduct of examinations etc.

8.	D.C.E. (Evaluation)	27667922	For Collection of packets of answer scripts from the Examination Centres
9.	D.C.E. (South Campus)	24116143	For all queries relating to Exam. Centres under South Campus
10.	D.R. (SOL)	27667007	Regarding SOL
11.	Asst. Registrar, Non Formal Education Cell	27667729	For queries relating to the students of Non Formal Education Cell