


RAMSHOBHA COLLEGE OF EDUCATION

(Recognised by NCTE, New Delhi & Affiliated to V.B.U, Hazaribagh/JAC, Ranchi, Jharkhand)
At-Bankheta, NH-33, P.O.-Chuttupalu, P.S.-Ramgarh, Dist-Ramgarh, Jharkhand, Pin -835219
E-mail ID: ramshobha.education@gmail.com Mobile no. 7763810001



RULES AND REGULATION RELATED TO EXAMINATIONS


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Ramgarh, Jharkhand


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1. Duties of Centre Superintendent (CS)

1.1 General:

- 1.1.1. There will be one Centre Superintendent (CS) for each Centre. The CS is responsible to conduct examination in a free and fair manner. The CS will take all precautions to ensure smooth and fair conduct of examination at the examination center. Normally, Principal of college will be CS for the examination center.
- 1.1.2. In the absence of CS due to illness, any other duty assigned by competent authorities or any other reason Assistant Center Superintendent (ACS) Shall perform all the responsibilities of CS as nominated by management.

1.2 Prior to the examination

- 1.2.1. The Controller of Examination (C.O.E.) shall be incharge of the Centre and would be responsible for smooth and efficient conduct of the examination at the Centre.
- 1.2.2. The C.O.E., one day prior to examination, will ensure that the entire infrastructure and stationery are in order and available in sufficient quantity for smooth conduct of the examinations.
- 1.2.3. The infrastructure and pre examination arrangement will include-
- Examination room with enough lightening example- bulb, tube lights and fans, furniture etc.
 - Control room for execution of examination activities with basic amenities like printer, papers, photocopier, internet connection etc.
 - Notice board for display of all roll number, sitting plan, instructions to the candidates etc.
 - Adequate drinking water facility on each floor.
 - Separate washroom for girls and boys.
 - Collection of mobile and bags (if required)
 - Infirmery (if possible) and first aid box for minor health emergencies.

1.2.4. Appointment of supervisory staff:

Following staff shall be appointed by CS to conduct the examination from amongst the employees of the college based on the number of candidates registered in Theory/Practical Examinations:

- Invigilator.
- Data Entry Operator
- Supporting staff: peon security staff/guard Safaikarmchhari office clerk etc.

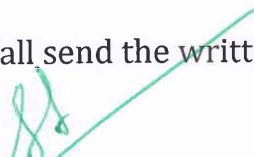
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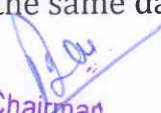
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- 1.2.5. The CS will ensure that examination should begin and end as per the schedule given in the examination scheme.
- 1.2.6. The CS shall hold a meeting of all supervisory staff at least a day prior to the commencement of the examination and explain to them their duties and responsibilities. He/She shall particularly impress upon them the need to prevent malpractices by constant vigilance and scrupulous observance of instructions.
- 1.2.7. The C.O.E. will ensure that all necessary instructions are made available to the candidates in the form of notice prior to the commencement of the examination and same is to be displayed on notice board.
- 1.2.8. The CS shall ascertain at the meeting and take the written undertaking, if any relatives of the supervisory staff are appearing in the examination at his/her Centre. In such cases, he/she shall not depute the invigilators to the room where the invigilator's relative is taking the examination.
- 1.2.9. The C.O.E. will ensure that sitting plan is displayed one day prior to examination as per candidate appearing in the examination and same is affixed on the doors of examination hall.

1.3. During the Examinations

- 1.3.1. The C.O.E. shall maintain the attendance register, arrival-departure time and proper duty chart of all the staff involved in examination work on daily basis.
- 1.3.2. The CS on receipt of question paper packets shall verify that they are properly sealed and that the title of the paper mentioned on the packets matches with the paper scheduled for the day. Discrepancy, if any, must be reported to the concerned immediately.
- 1.3.3. The C.O.E. will ensure the checking of the candidates before Entry in the Examination Hall having team of two teaching / Non-teaching staff.
- 1.3.4. The C.O.E. shall ensure that the start of entry of candidates to the exam hall start not before 30 minutes of the scheduled time of the examination. However, late entry up to 30 minutes is permissible in the examination hall, beyond which up to another 15 minutes permission can be granted by the CS for justified reasons.
- 1.3.5. The CS will go on round while the examination process is in progress to ensure that all invigilators perform their duty with all alertness for smooth and fair conduct of examinations and check the use of unfair means or any malpractice of any type during examination.
- 1.3.6. It is to be ensured that unused question paper packets are deposited in the office of C.O.E. at the same day after exam is over.
- 1.3.7. The CS shall send the written answer booklets on the same day for evaluation.


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- 1.3.8. The C.O.E. will ensure that all necessary documents are prepared, signed and relevant documents are uploaded on dally basis.
- 1.3.9. No person will be allowed in an examination room during an examination except the candidates concerned, invigilators and the persons authorized to do so by the competent authority.
- 1.3.10. No change in the question paper can be announced directly by the faculty or invigilators without bringing it to the notice of the CS.
- 1.3.11. Exactly after one hour from the commencement of examination, the absentees' statement, unused answer books and unused question papers from the invigilator of the hall / room must be collected and tallied. Any discrepancy is to be informed to CS immediately.
- 1.3.12. C.O.E. shall ensure to arrange the provision of signal bells (audible to examinees) at important point of times as before exam hall entry, Distribution of question paper, conclusion of the examination etc.
- 1.3.13. To ensure that the record of expenditure incurred at the Centre in connection with the examination (e.g. refreshment to the staff. etc) is prepared on daily basis for any further verification by C.O.E.

1.3.14. **Permission for a Scribe/Writer:**

In case where the candidate is not able to write the answers with his / her hand due to unforeseen events like accident etc., such candidate is permitted to appear for the examination, taking help of a scribe under the following conditions:

- (a) The needy candidate will request through application which is to be submitted to COE office. It should have medical certificate or any other relevant document of the candidate along with the details of the scribe like name, highest qualification, address, signature, photograph, etc. The permission for the writer will be informed to the CS by C.O.E.
- (b) As far as possible the writer should be less qualified than the examinee. However, if the writer is more qualified than the examinee, the office of COE should ensure that the writer has not studied the subject at the higher level in which the examinee appearing.
- (c) The examination for such candidate shall be conducted in a separate place by appointing an invigilator. If more than one candidates are writing the examination with the assistance of scribes sufficient distance has to be maintained between the candidates.
- (d) The payment/expenses (if any) of the scribe shall be borne by the candidate. The college will not reimburse any expenses in such cases to the candidate.


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- (e) The candidates writing the examination assisted by the scribes are permitted an extra time of maximum 30 minutes duration (if required).

1.3.15. Standard Operating Procedure for dealing with Unfair Means (UFM) Cases

The examination should be taken as per the rules and regulations fixed or the purpose. No attempt should be made to use unethical practices during examination as that will expose the candidate to face penalties which are quite stringent besides carrying a stigma throughout the life. Invigilation staff should caution the students about this prior to the start of the examination every day and make frequent announcement to discourage the students to use unfair means to avoid facing the consequences. During examination mobile, camera, pictures, books & other irrelevant material are not allowed.

A candidate found guilty of any of the following offences shall be deemed to have used unfair means and his/her examination result shall be withheld. The decision of the unfair means CS & C.O.E. in imposing penalty for the offence committed by the candidate shall be final and binding on him/her. Invigilators must be careful during examination.

"Unfair Means Cases (UFM)" means:

- (a) Writing name or putting signature or any other mark in the Answer Book which may disclose, in any way, the identity of the candidate. Roll No. is to be written only in the space provided for it and nowhere else.
- (b) Having in possession book(s), notes, papers or any other like materials connected directly or indirectly with the examination.
- (c) Receiving or giving assistance in copying or in any form during the course of the examination either by invigilator or any other persons.
- (d) Smuggling in or out of the examination hall of answer book/continuation sheet etc. and tearing leaf/leaves from the Answer Book or tampering with the Answer Book in any way.
- (e) Taking out or getting replaced an answer book or its any page or continuation sheet.
- (f) Using abusive/derogatory language orally or in the Answer Book against the Centre Superintendent/Examiner/Invigilator or threatening/using violence towards Invigilators or Centre Superintendent.
- (g) Impersonation, i.e. sending some other person to take the examination.
- (h) Communicating with the Examiner / Invigilator or any person connected with the Examination, with the object of unduly influencing him/her in any way.
- (i) Any other type of misconduct or a deliberate previous arrangement to cheat in the examination.

- (j) Writing questions/answer on any paper other than the Answer Booklet.
- (k) Any other unethical and unlawful activity noticed by the Centre Superintendent.
- (l) Swallowing or destroying any note or paper found with the candidate.
- (m) Any other case of unfair means detected at any stage during or after the examination. (xiv) Note written on any part of cloth, body, desk, ID card, question paper, or any instrument, photocopy of written matter and use of electronic gadget like mobile phone etc.
- (n) Consulting notes, booklets or any other outside person while going to washroom etc. outside the examination room.
- (o) Any electronic material like mobile / chips etc.

1.3.16. Procedure to be followed by the Centre Superintendent in booking Unfair Means Cases

(a) Statement of the Invigilator

The Invigilator, who detects the use of unfair means or disorderly conduct by a candidate, shall also record his statement which shall be verified and signed by the CS/COE.

(b) Material found from the candidate

As far as possible precise information as to from where the material was found (in the pocket, desk shoes etc.) should be mentioned in the statement of the Invigilator(s). The copying material so detected by an Invigilator should also be signed by the Invigilator and countersigned by the Centre Superintendent on each page and the total number of pages detected should be mentioned on the title of the Answer Booklet duly signed by the Invigilator and CS / C.O.E.

1.3.17. The COE will report the following activities immediately to CS


- (a) Opening of wrong Question Paper.
- (b) Discrepancies in Question Paper.
- (c) Unfair means cases.
- (d) Infringement of any kind of regulation.
- (e) Record of cancelled Answer Books.
- (f) Any untoward incident happened.


1.3.18. If any internal examination (except university or other outside examination) is held in college and question of different papers are required to set internally by teaching staff, the following procedure should be maintained:

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- (a) Internal question paper must be taken by two or three teaching staff having two or three sets of relevant subjects.
- (b) The same question received, should have given to moderation committee in which C.O.E. & H.O.D. will do moderation work.
- (c) Finally moderated set will be given to principal for type and print.
- (d) Principal / CS will print / type in his/her chamber by a confidential staff and put it as confidential by CS/ Principal.


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