

Extract of BCU *Examination Manual - 2018* pertaining to duties and functions of Chief Superintendent of the Examination Centers

09. Appointments at Examination Centers

Examination shall be conducted at examination centers satisfying the criteria set by the University. Different cadres of officials are required to conduct examination in a secured environment by following the guidelines of the University. The procedures for appointment of these officials along with their duties and responsibilities are given below:

09.01 Chief Superintendent

01. The Principal of the college where examination is being conducted shall act as Chief Superintendent
02. If there are any close relatives taking the examination in that particular centre, then it shall be the responsibility of the Chief Superintendent to decline such appointment and bring it to the notice of Registrar (Evaluation), who in turn will appoint alternative Chief Superintendent.
03. Each institution which is declared as Centre of examination shall have a Chief Superintendent who shall ordinarily be the Head of the Institution. If, it cannot be done, the senior member of the institution suggested by the Head of the Institution may be appointed as the Chief Superintendent. The letters of appointment shall be conveyed immediately to the Registrar (Evaluation).
04. The Chief Superintendent shall be responsible for the proper and smooth conduct of examinations at his/her centre. He/she shall take all necessary action before, during and after the examination for the smooth conduct of examination and dispatch of answer scripts promptly.
05. The Chief Superintendent shall immediately after receiving the orders of his/her appointment, take stock of things that he / she has to attend, regarding the number of answer scripts and other stationery required for his/her centre and arrange to procure the same from the office of the Registrar (Evaluation). Further, immediately after the declaration of examination centre from the University, he/she shall.
 - a) Confirm the number of colleges attached to the centre and the total number of candidates appearing for the Examination, course wise and subject wise.

- b) Call for a meeting of Principals of all colleges attached to the centre. If any Principal is absent, contact the college and confirm whether candidates are appearing for the examination or not and also confirm the total number of candidates appearing for the examination.
- c) Request the Principals of attached colleges to send the required number of staff for examination work (For Invigilation work and also to verify the identity of the candidates).
- d) Prepare well in advance the statement regarding seating arrangements of the candidates including attached colleges. All candidates are treated equally without any discrimination.

06. The Chief Superintendent shall download statement of candidates taking the examinations at his/her centre from the authorized e-portal
07. The Chief Superintendent shall arrange for satisfactory seating of candidates at least a day earlier to the examination and shall arrange to notify at a prominent place register number for which seating arrangements are made, room or block-wise. Under normal circumstances, not more than 30 to 40 students shall be accommodated in a single room. If there are big halls, he shall arrange to appoint one room superintendent for every 40 candidates. Room allotment is to be done through authorized e-portal only
08. The Chief Superintendent shall get Invigilator Dairy in duplicate printed from e-portal on completion of room allotment.
09. The Chief Superintendent shall appoint the required number of Room Superintendents, Relieving Superintendents, Deputy Superintendent, Office Staff and Class - IV staff etc., as per the norms of the University.
10. The Chief Superintendent shall prepare well in advance the statement of allotment of work, seating for candidates and the number of Room Superintendents required and draft all the teachers of his/her institution for supervision work depending upon the need. If the staff of his/her institution is not adequate, he/she shall take the staff of neighbouring colleges or PG Departments with the prior permission of the Registrar (Evaluation)
11. The Chief Superintendent shall convene a meeting of all the supervisory staff at least one day prior to the commencement of examination and explain to them their duties and responsibilities. He/she shall particularly impress upon them the need to prevent malpractices by scrupulous observation of rules. He/she shall also explain to the supervisory staff the procedure of reporting when a case of malpractice is detected. The Chief Superintendent shall send the proceedings of such a meeting to the Registrar (Evaluation).

12. The Chief Superintendent shall not post as far as possible any Room Superintendents in the same room successively. No Room Superintendents shall have advance information of the Room to which he/she shall be posted.
13. The Chief Superintendent shall inform the Room Superintend and candidates personally that no additional answer book will be provided and the candidates have to write their answer in only one answer booklet containing of 40 pages supplied to them in the Examination by the University.
14. The Chief Superintendent shall not leave the Centre of Examinations during the period of examination without the prior permission of the Registrar (Evaluation). In case of emergency, he/she shall make arrangements for the proper conduct of examinations by entrusting the responsibility to the next senior member of the staff of his/her institution, and report the arrangements made to the Registrar (Evaluation) and obtain approval, before leaving the centres of examination.
15. Shall arrange to collect question papers on a daily basis from University or by any other means as directed by Registrar (Evaluation). Safe custody of the question papers shall be the responsibility of the Chief Superintendent and any lapse in this regard will be viewed very seriously.
16. He/she shall take special care to see that the right question paper packets with required number of question papers are received and carried in a box with locking system from the place of delivery to the Institution. The question paper packets shall always be kept in his/her personal custody and that no one else is permitted to have access to the question paper packets.
17. The sealed packets of question paper shall be opened in the office of the Chief Superintendent by the Chief superintendent on the date of the Examination not earlier than half an hour fixed for the commencement of the examination in that subject in the presence of the Room Superintendent/Deputy Superintendent/External Chief Superintendent after carefully examining the seals and the packet. The question paper packets shall be opened under camera recording and preferably in front of one or two student representatives
18. Shall verify the subject with reference to time - tables and check the number of papers written on the packets and whether they are sufficient before the packets are opened. The question papers packets shall be opened leaving the seals intact after signing the certificates duly witnessed. If the seals of the question paper packets are found tampered with, the matter shall be reported immediately to the Registrar (Eva) telephonically, but on that score the examinations shall not be stopped. The certificate of opening shall be preserved for 90 days.
19. Shall ensure that the right question paper is given to the candidates.

20. Shall arrange to send the question papers required for each room in separate covers which shall contain only the actual number of papers required in a particular room for which it is meant.
21. Shall arrange to collect back the undistributed question papers from examination rooms after half an hour.
22. Shall immediately report to the Registrar (Evaluation) either by phone followed by a letter or through a messenger in writing any serious misprint, wrong time, mistranslation, omissions or ambiguity etc, noticed or reported to him in the question papers. He shall not, on his own account or at the instance of any other person, give any clarification, unless it is clear case of misprint apparent on the face of it. In such cases a report of clarification given shall be sent to the Registrar (Evaluation) by name immediately.
23. Shall follow all procedures laid down by University while dispatching answer bundles to University.
24. Shall maintain proper account of unused answer books and also maintain them in safe custody.
25. Shall see that only candidates with authentic admission tickets by comparing the same with Invigilator Dairy. If in case a candidate has lost the admission ticket, the Chief Superintendent shall arrange to issue a duplicate admission ticket on payment of Rs. 250/- which should be credited to University Funds.
26. Shall admit a candidate provisionally entirely at the candidate's own risk and responsibilities under the following circumstances and by having an undertaking from the student :
 - a) When a candidate does not have admission ticket downloaded from the University authorized e-portal, but satisfies the Chief Superintendent by production of original documentary proof that he had duly sent communication separately to the Registrar (Evaluation) with a covering letter explaining in detail all the developments.
 - b) When the subject/paper is wrongly indicated in the admission ticket issued, the Chief Superintendent shall give the correct subject/paper provisionally subject to the approval of the University. The student shall be made aware that in case the contention of the candidate is found to be not valid; his/her answer script may not be valued.
 - c) All such cases of admissions are provisional till they are approved by the University.
27. He/she shall arrange to keep open the examination room/halls half an hour before the schedule time of commencement of examination on each day / session of the examination. He/she shall ensure that no candidate is admitted to the examination

hall/room, 30 minutes after the commencement of the examinations and no candidate is allowed to leave the examination hall/room within 30 minutes of the commencement of the examination. The Chief Superintendent shall arrange for the ringing of bells to mark the examination timings.

28. He/she shall obtain any help required to maintain law and order during the period of examinations at his/her centre, under intimation to the Registrar (Evaluation)/Deputy Registrar (Evaluation).
29. The Chief Superintendent shall ensure that the “Warning Note” to candidates taking the examinations is read out five minutes earlier to the commencement of examinations.

NOTE TO BE READ BY Room Superintendents:

“You should follow the instructions printed on the admission ticket and on the facing sheet of the answer book. You should search your pockets, desks and tables and handover to the Room Superintendent any paper/book/notes/manuscripts/electronic gazettes which you may find there and handover to Room Superintendent before commencing to answer the examination paper”.

30. **Procedure for reporting of Malpractice cases:** The Chief Superintendent immediately on getting a report from the room Superintendent of malpractices committed shall send the concerned candidate/s out of the examination hall/room after seizing the admission ticket, the answer script and the question paper/s. The Chief Superintendent shall thereafter obtain a statement from the candidate and report details of case to the Registrar (Evaluation) by name, In obtaining the statement of the candidate and the room Superintendent and in making a report, he shall adopt the proforma given for this purpose, If any candidate refuses to give written statement, the same may be recorded and sent to the Registrar (Evaluation). He/she shall not permit such candidates to appear for subsequent paper/s, subject/s, and practical/viva voce examinations.
31. A student can be booked for malpractice only after ensuring sufficient documentary evidence. These documents are to be sent to Registrar (Evaluation) after keeping a copy of the same at the college.
32. He/she shall not forward more than one case of malpractice in the same report. Each case shall be forwarded with a separate report unless it is inter - related with another case. Every report shall be accompanied with a plan of the seating arrangement made in the hall/room where the malpractice cases are said to be committed, indicating the direction the candidate was facing and the place where the room Superintendent was stationed. All the documents and answer script recovered from the candidate/s along with the report/s, plans etc; shall be signed by both the Chief Superintendent and the Room Superintendent and forwarded to the Registrar (Evaluation) by name.

33. After receiving the written answer scripts from the concerned invigilators, count and tally the actual number of used answer scripts with the total number of candidates appeared for the examination (First tally the number of answer scripts room wise as per the entries in the nominal roll). Verify the correctness of the entries on the answer sheet with the data available on the nominal roll. After ensuring the accuracy, he/she shall prepare the packets of answer scripts containing such number of scripts as instructed by the University from time to time and then all the packets have to be inserted in a cloth bag along with one question paper, A-Form Plus Invigilator's Diary, stitch and seal the cloth bag and arrange to deliver the answer book bundles at the office of the Registrar (Evaluation)/ at a place indicated by the Registrar (Evaluation) / to the Valuation Centre notified by the University on the day of the examination and obtain proper acknowledgement. Wherever there are two sessions of examination in a day, the answer bundles of the first session shall be sent before commencement of the of the second session including out stationed centres and the papers of the second session before 7 PM of the day to the notified valuation centre and in case of out stationed exam centres the bundles shall be sent through insured Registered post or any other mode as prescribed by the University next day morning.
34. The absent and mal-practice information also to be uploaded on the designated e-portal. Consolidated absent and mal-practice report is to be printed for all subjects (QP Codes) from the e-portal and sent to University in a separate sealed cover with a covering letter.
35. Bundle slips are to be printed from the designated e-portal and are to be pasted on the answer bundles. The bundle slip thus printed shall indicate Examination centre code, QP Code, Subject name, date and time of examination, number of scripts and other important information. It shall also contain the address / location where the packed answer bundles are to be sent.
36. Each and every answer bundle is to be weighed and the weight observed is to be recorded on the bundle
37. The Chief Superintendent shall maintain all the acknowledgements for having handed over the written answer script bundles and other documents of each session/day of examination to the authorized person appointed by the Registrar (Evaluation).
38. Shall ensure that all the marks related to practical/clinical/viva-voce examination are updated on the designated e-portal on the day of examination. The copy of the marks list printed from the e-portal after its entry needs to be signed by all the Examiners and sealed in a cover and send all such marks lists relating to his/her centre subject-wise/paper wise in a sealed cloth cover to the Registrar (Evaluation)/Deputy Registrar (Evaluation) by name, soon after the completion of such examinations. The cloth cover shall be super scribed giving the following information. Guidelines in this regard issued from Registrar (Evaluation) have to be followed without any dilution.

39. He/she shall print the batch -wise student list appearing in the examination from the designated e-portal and send the same along with the practical examination answer books.
40. He/she shall be responsible for maintenance and proper accounting of all the stationery, answer books and cloth bags etc., required for the conduct of exams.
41. He/she shall render accounts of advanced drawn on A.C. Bills within two weeks of the completion of all examinations at his/her centre. The statement of accounts shall be supported by vouchers. Unutilized amount, if any, shall be credited to the University funds promptly. Separate accounts shall be furnished for stamps, approved contingent expenditure, practical examinations, answer books, cloth bags and articles of Stationery etc.,
42. He/she shall maintain all relevant records such as invigilators diaries etc., concerning the examination.
43. The Chief Superintendents, Room Superintendents and other staff engaged in examination work shall be entitled to remuneration and other allowance, if any, as per the rates of remuneration fixed by the University. The Internal Chief Superintendent shall submit the consolidated work done statement in the prescribed format along with receipts of examination expenses, as permissible under relevant rules, soon after completion of the examinations to the Finance Officer, BCU, so as to enable the University to arrange for payment of the same.
44. In the case where a particular college is tagged to another college for the purpose of examination, then in that case, one senior official from the tagged college shall be deputed to the examination centre to assist the Chief Superintendent
45. Theory / Practical examination may be held in same / different centres

09.02 Deputy Chief Superintendent

01. The Chief Superintendent shall appoint, soon after his/her college is declared as a Centre with the approval of the Registrar (Evaluation), a Deputy Superintendent to assist him, from his teaching staff preferably on the basis of seniority. When the number of candidates per session is 1 to 300, he/she shall appoint one Deputy Chief Superintendent, from 301 and above two Deputy Chief Superintendents. The Chief Superintendent shall ensure that no close relatives of the Deputy Chief Superintendent are appearing for any examination in their centre.
02. The Deputy Chief Superintendent who is not in a position to take up the appointment shall intimate the Chief Superintendent in writing well in time.

03. Assist the Chief Superintendent in general for the smooth conduct of examination at the Centre.
04. Arrange to assign the register numbers to different room/hall under the guidance of the Chief Superintendent.
05. On the days of the examination, shall ensure required number of blank answer books and other stationery for each room/hall and delivers the sealed packets of question papers to the rooms concerned.
06. Ensure that the Room Superintendents are supplied with all necessary requirements for the smooth conduct of examinations.
07. Allot rooms to Room Superintendents on the days of examination and assign work for relieving superintendents.
08. Assist the Chief Superintendent in dispatching the answer book bundles in cloth bags duly sealed to the Coordinator / Custodian of the notified valuation centre by name so as to reach the valuation centre before 7.00 PM on the day of the examination. Wherever there are two sessions of examination in a day, the answer bundles of the first session shall be sent before commencement of the of the second session to the notified valuation centre and also the papers of the second session soon after its completion in case of local centres and in case of outside centres, the same shall be sent next day morning by Registered post or by any other mode as prescribed by the University.
09. Prepare the bundles of answer scripts as per the guidelines of the University. The answer bundles are to be packed Question Paper Code wise (QP Code wise) irrespective of courses and put in cloth bags along with the Invigilators Diary and other documents in duplicate and sealed in the presence of the Chief Superintendent.
10. Shall ensure that the bundle slip is pasted correctly on the answer bundles that are put in a cloth bag. The bundle slips shall be generated only through the University designated e-portal
11. Shall ensure that the answer scripts of different QP Codes are packed separately and dispatched to the Registrar (Evaluation) by name or to the person authorized for receiving the same.
12. Shall arrange to prepare and send in the form prescribed to the Registrar (Evaluation)/Deputy Registrar (Evaluation) by name daily account of answer books dispatched.
13. Shall in addition to the above duties attend to any other work entrusted to him by Chief Superintendent in connection with the examinations and function under the overall control of the Chief Superintendent

09.03 External Chief Superintendent

01. The Registrar (Evaluation) shall, wherever necessary, may appoint one or more external Chief Superintendent to an examination centre
02. The External Chief Superintendent shall have power to communicate any matter pertaining to the conduct of examination to the Registrar (Evaluation) directly; He/she shall also submit a detailed confidential report to the Registrar (Evaluation) at the end of examinations.
03. The remuneration paid to the External Chief Superintendent shall be as fixed by the University from time to time. External Chief Superintendent appointed should be a senior teacher with at least 10 years of teaching experience to his/her credit.

09.04 Room Superintendent

01. The Chief Superintendent shall appoint the Room Superintendents from among the teaching staff of his P.G. Department/ college one week in advance of the commencement of examinations under intimation to the Registrar (Evaluation). In exceptional cases where the teaching staff of an Institution is inadequate, the Chief Superintendent may with the permission of the Registrar (Evaluation) appoint Room Superintendent from the teaching staff of other institutions.
02. The Room Superintendent who finds it impossible to attend to the work assigned shall intimate in writing to the Chief Superintendent at least 24 hours earlier to the time of work scheduled to be started, his inability to take up the work explaining the grounds for it.
03. The room Superintendents shall be in-charge of a room containing not less than 30 students and not more than 40 students. If the total number of candidates taking the examination(s) on a particular day is less than 40, one room Superintendent shall be in-charge.
04. The Room Superintendent shall ensure that the candidates who enter the examination hall/room occupy their respective seats at least 5 minutes before the time specified for the distribution of question papers. He/she shall immediately read out the following instructions to warn the candidates of malpractices;

“You should follow the instructions printed on the admission card and on the facing sheet of the answer book. You should search your pockets, desks and tables and handover to me any paper, book or note which you may find therein before starting to answer the examination paper. You shall switch off all electronic gadgets and also ensure the same is not in their personal possession

failing which it shall be treated as an act of mal-practice. It shall be the responsibility of students to ensure that QP Code mentioned on student's hall ticket and the question paper provided to him / her has to match. Further, he/she shall inform the candidates personally that no additional answer book will be provided and the candidates have to write their answer in only one answer booklet containing of 40 pages supplied to them in the Examination.”

05. The Room Superintendent shall not admit any candidate to the examination hall/room 30 minutes after the commencement of the examination and shall not allow any students to leave the examination hall/room before 30 minutes after the commencement of the examination and question papers of such candidates shall be collected.
06. He/she shall ensure that every candidate has taken his/her proper seat and enters his/her correct register number and student id and shade the circles in the space provided for and other particulars required on the OMR facing sheet of the answer script. The Room Superintendent himself/herself shall not under any circumstances enter the register number of candidates on the answer book. Answer books with doubtful register numbers shall be sent to the Chief Superintendent separately for onward transmission to the Registrar (Evaluation) with a report.
07. He/she shall not allow candidates to converse among themselves when once they enter the examination hall/room. He/she shall distribute the question papers on hearing the bell rung for the purpose. He/she shall take proper care to ensure that correct question paper is issued to the candidate.
08. Shall ensure the required numbers of question papers are in possession prior to commencement of examination. This is to be ensured by cross checking with the printed invigilator dairy provided to him along with question papers.
09. He/she shall make necessary entries in the room Superintendent's diary. He/she shall also ensure that correct answer book number is written against their respective Register Numbers of the students followed by their signature.
10. He/she shall immediately after the first 30 minutes bell, return all the remaining question papers and the blank answer books of absentees to the Chief Superintendent. The Room Superintendent shall not give any question papers to any outsider and he/she shall not take question papers from any candidate for reading it.
11. Shall handover one copy of the Invigilator Dairy to the Chief Superintendent once all the relevant information is updated. This will help the college to prepare post examination activities such as updating of absent / mal-practice / answer book number in the designated e-portal and generate related reports.
12. He/she shall be responsible for the proper accounting of answer books of the candidates supervised by him; He shall ensure that the answer books and graph / map, if any, of each candidate are properly stitched / tied together, the answer books are arranged in the order

as printed in the Invigilator dairy and hand them over to Deputy Chief Superintendent in charge of the work at the office of the Chief Superintendent in separate bundles.

13. He/she shall arrange to issue blank answer books to the candidates after they have taken their seats. Only one blank answer book shall be issued to a candidate against each QP Code. If the question paper has more than one QP code, then as many answer books shall be issued to students. He / she has to ensure that student use separate answer books to answer questions under different QP codes.
14. The Room Superintendent shall not be permitted to leave the examination hall during the first and last half an hour of the examination. During intervening period he/she may leave the examination hall with the permission of Chief Superintendent. Relieving Superintendent may take charge of the supervision of the room/hall for not more than 15 minutes. He shall sign in the relieving Superintendent s diary for the relief taken.
15. He/she shall report to the Chief Superintendent on the days of his/her work half an hour earlier to the time scheduled for the commencement of the examination and shall not leave the premises until he/she personally handover the answer books to the Chief/Deputy Superintendent on duty and return the diary and other stationery articles given to his/her charge.
16. He / she shall instruct students to write their Register Number and Answer Book number on the Question Paper issued to them so as to prevent mal-practice.
17. He/she shall not allow any candidate to copy from either books paper/from other candidates or have in his/her possession or in his/her desk any book or papers not issued by the Room Superintendent in the examination hall/room. He/she shall further ensure that no candidate detaches or tears off any sheet or part of sheet from the answer book and that every candidate hands over his/her answer book before he/she is permitted to leave the examination hall/room.
18. He/she shall at once report to the Chief Superintendent of any case of malpractice and prevent the candidate from writing any further answer or removing, displacing or destroying the materials from which the candidate was copying. Unless it is inevitable, he/she shall not take possession of such materials till the chief Superintendent takes charge of the case.
19. He/she shall be agile, watchful and active throughout the period of examination. He/she shall not relax or show indifference in the examination hall/room.

09.05 Relieving - Room Superintendent

01. The Chief Superintendent shall appoint the relieving Superintendent from amongst the teaching staff of his/her college one week in advance of the commencement of the examination under intimation to the Registrar (Evaluation).
02. The Relieving Superintendent who finds it not convenient to attend to the work assigned shall intimate in writing to the chief superintendent regarding his inability to attend work at least 24 hours earlier to the time scheduled for the commencement of examinations.
03. There shall be one relieving Superintendent for every Six Room Superintendents. If there are 5 Room Superintendents and less, the Deputy Chief Superintendent, shall act as relieving room Superintendent.
04. The Relieving Superintendent shall give relief to the Room Superintendent for about 15 minutes and be incharge of the duties of Room Superintendent during that period and discharge all the duties and responsibilities of the Room Superintendent. He/she shall return the Relieving Superintendents diary duly filled to the Chief Superintendent at the end of the day's examination.
05. The relieving Superintendent shall report for duty half an hour earlier to the time scheduled for the commencement of examination.