



**RULES AND REGULATIONS FOR THE EXAMINATION
CENTRES OF DIBRUGARH UNIVERSITY**

**EXTRACTS OF THE DIBRUGARH UNIVERSITY
EXAMINATION ORDINANCE
1972 (AS AMENDED)**

Rules and Regulations for the Examination Centres of Dibrugarh University

Officer-in-Charge

There shall be an Office-in-Charge for every examination centre. Ordinarily the Principal of the college where the centre is located shall be the Office-in-Charge of the centre. He should possess wide experience in conducting examinations.

Dispatch of Roll Sheets to Centres

The University Authorities shall send the roll sheets for each centre to the officer-in-charge of that centre sufficiently ahead of the date of examination.

Seat Plan

Immediately on receipt of the roll sheets the officer-in-charge shall prepare a seat plan for the candidates and send a copy of the same to the University Authorities. In making the seat plan, he shall keep it in view that there shall be a gap of at least three feet between two candidates. Separate seat-plans for sick candidates may be prepared, where necessary.

Officer-in-Charge leave station

The Officer-in-Charge must be present at the centre during the full period of the examination and shall not take up any other extra-assignment during that period. If in case of emergency he is required to leave the station, he shall do so with the prior approval of the Registrar or the officer authorized by him and put one member of his staff in-charge of the examination during the period of his absence, with the concurrence of the Registrar or the authorized officer.

Officer-in-Charge in full control of the Centre

The Officer-in-Charge shall be in full control of the examination centre.

Expulsion of a candidate

The Officer-in-Charge of the Centre shall have the authority to expel a candidate from an examination, if the candidate breaks any rule or instruction for which he is liable to be expelled, or resorts to any disorderly conduct, or adopts any unfair means. If he decides to expel a candidate, he shall obtain statement in the prescribed form from the candidate and two invigilators shall sign it as witness. He shall forthwith report the case with full facts and evidences to the university authorities. The relevant answer script, the candidate's statement and incriminating documents, if any, shall accompany the report. If the candidate refuses to sign the statement, this fact shall be clearly mentioned in the report and two witnesses shall sign it. A notice shall also be served on the candidate to the effect that the expulsion case will be finally decided by the University with such other consequences as may follow therefrom. Pending the decision of the University, the candidate shall be ineligible to appear in the remaining University Examinations.

Deputation of University Officer

The University may depute any Officer or teacher of the University or of affiliated college to an examination centre to observe conduct of examination in the centre. Such Officer or teacher shall be selected from among those who have at least three years experience of conducting examination. It shall be his duty to see that all arrangements have been made for efficient and smooth conduct of the examination according to the rules and instructions of the centre. He shall work in close collaboration with the Officer-in-Charge of the centre and submit, at the end of the examination a report to the Registrar about the conduct of the examination in the Centre.

Arrangements to be perfect before commencement of Examination

- (i) Well before the commencement of the examination, the Officer-in-Charge shall satisfy that all arrangements for conduct of the examinations are perfect.

- (ii) He shall make seating arrangements according to the seat plan already prepared by him. He may, however, alter the seat plan as and when required as a precautionary measure against adoption of unfair means.
- (iii) He shall also ensure that the necessary furniture, light, facilities for drinking water, urinal and lavatory exist in proper condition.
- (iv) He shall also see that arrangements are such that no communication to and from outside is possible.

Appointment of invigilators

- (i) The Officer-in-Charge shall appoint required number of invigilators well ahead of the date of examination. As a general rule, there may be one invigilator for every 30 (thirty) candidates. All invigilators shall remain responsible to the Office-in-Charge.
- (ii) Any subject teacher shall not, as far as practicable, be appointed as invigilators on the day on which the examination on that subject takes place.
- (iii) Ten percent of the total number of invigilators required for any centre shall, if available, be taken from outside the town or the village in which the centre is located.

Meeting of the invigilators

The Officer-in-charge shall call a meeting of all the invigilator of the centre on the day preceding the first day of the examination and shall give them proper instructions as to their duties and responsibilities.

Dispatch of question papers

The question papers for each centre shall be well packed and sealed properly in the University Examination Office before dispatch to the examination centre. The Registrar or the Officer authorized by him shall personally ensure that the packets have been properly sealed and that the required number of question papers have been duly dispatched to the Treasury or the Police Station concerned.

Officer-in-Charge to check the number of packets

The Officer-in-Charge shall verify the number of such packets to with the number mentioned in the statement sent by the University. If he detects any discrepancy in the number received in the Treasury or the Police Station and the number entered in the statement sent by the University, he shall forthwith report it to the University Authorities. The University shall immediately take action, and if there is any shortage, dispatch the required number of packets without any delay, ensuring that these reach the Officer-in-Charge before the commencement of the examination.

When to open the packets of question papers

On each day for each session of the examination, the Officer-in-Charge shall take out the required packets of question papers one hour before the examination starts. He shall not open the packets till fifteen minutes before the time fixed for the start of the examination. He shall open it in presence of at least two invigilators. The Officer-in-Charge shall then sign a certificate to the following effects:

“Certified that the packet of question papers has been opened in presence of the invigilators fifteen minutes before the start of the examination and that the seals have been found intact.” Two invigilators shall sign the certificate as witnesses. The covers of the packets of the question papers shall be preserved by the Officer-in-Charge for six months.

Action to be taken when the actual number of question papers falls short of the outer cover of the packet

- (i) If the Officer-in-Charge, on opening any packet, finds that the number of question papers in the packet actually falls short of actual the number mentioned on the outer cover of the said packet, then he shall report the matter to the University Authorities papers falls short without any delay.
- (ii) If, on opening the packet, the number of question papers inside the packets is found to be obviously inadequate for distribution among all the candidates present, then he shall proceed as follows.
 - (a) If the centre is situated within the town of Dibrugarh then he shall immediately contact the University Authorities over the telephone,

but if the telephonic contact is not possible, then send a special messenger to the University. The authorities of the University shall thereupon forthwith send to the Officer-in-Charge the required number of question papers under proper care and custody.

- (b) If the centre is situated outside the town of Dibrugarh then he shall, where possible collect the required number of question papers from the University or else he shall forthwith get them cyclostyled or Xeroxed under his supervision and distribute them among those candidates who could not be provided with the same and shall simultaneously inform the University Authorities by telephone or e-mail whichever is practicable. The loss of time caused to any candidate by the delay in distribution of the question paper under such circumstances shall be compensated by the grant of equal, extra – time by the Office-in-Charge.
- (iii) If the question papers found, on opening the packets, to belong to a subject other than the one which is fixed for that day, the Officer-in-Charge shall follow the same procedure as outlined in the foregoing clause with this modification that where the University authorities are unable to supply the question papers on the proper subject in the Dibrugarh town-centre or any outside centre, the Officer-in-Charge shall cancel the examination on that paper and forthwith inform the University authorities. He shall also forthwith repack and reseal the question papers and send them to the University authorities. There upon the University authorities shall hold a fresh examination of that centre in that subject as soon as possible. If the question paper which was wrongly sent related to a subject in which the examination has not yet been held, the University authorities shall nullify that question paper and reset the paper if there is adequate time and hold the examination on the appointed date. But if there is no adequate time, then the examination on that subject shall be cancelled in all centres and a fresh examination held as soon as possible.

Candidates to take seats 15 minutes before examination hours

- (i) Every candidate shall take his seat at least fifteen minutes before the commencement of the examination.
- (ii) No candidate shall be admitted into the examination hall after 30 minutes have elapsed since the commencement of the examination.
- (iii) No candidate shall be allowed to leave the examination hall before 60 minutes have elapsed since the commencement of the examination.

Instruction to the candidate to be printed on the cover of the answer scripts

Instruction to the following effect shall be printed on the cover the page of the answer script:

- (i) The candidate shall write his roll number, registration number and the subject of examination clearly and legibly on the front-cover of his answer script. Unless these particulars are written clearly and legibly, an answer-script may be treated as invalid.
- (ii) He shall not carry into the examination room or have in his possession any book or any printed or hand written or typed or cyclostyled or blank paper except his admit card, registration number and instrument box nor shall be inscribed anything in any part of his body or any instrument while he is in the examination room.
- (iii) He shall not receive any book or printed or hand written or cyclostyled blank paper from any other person while he is in the examination room or in the lavatory or any other place to which he is allowed to have access during the course of the examination.
- (iv) He shall not communicate with any other candidate in the examination room or with any person in and outside the examination room.
- (v) He shall not see, read or copy anything written by any other candidate, nor shall he knowingly or negligently permit any other candidate to see, read or copy anything written by him.
- (vi) He shall not written anything on the blotting paper or in other paper or materials during the examination, or pass any kind of paper to any other candidate in the examination room, or any person outside the room.

- (vii) He shall not disclose his identity to the examiner by writing his name or putting any symbol in any part of his answer script.
- (viii) He shall not use any abusive language or write any objectionable remark or make any appeal to examiner by writing in any part of his answer script.
- (ix) He shall not detach any page from the answer script or insert any loose sheet into it.
- (x) He shall not insert any new answer script by removing the pins of the original answer scripts and re-fixing them.
- (xi) He shall not resort to any disorderly conduct inside the examination room or misbehave with the invigilator or threaten him.
- (xii) He shall not do anything which is contrary to instruction and rules relating to the examination.

Penalty for contravention

Contravention of any of the instructions specified above (**Instruction to the candidate to be printed on the cover of the answer scripts**) by any candidate shall render him liable to be expelled from the examination without prejudice to any other actions that may be taken against him under the rules of the University.

Attendance sheet and Absentee statement

There shall be an attendance sheet with the particular of the candidates allotted to a centre. The invigilator shall verify the admit card and the registration number and obtain in the attendance sheet the signature of each candidate appearing in the examination. Those who are absent shall be marked absent in the attendance sheet and the invigilator shall sign the attendance sheet. From the particulars in the attendance sheet, an absentee statement shall also be prepared.

Duties of the Invigilator

- (i) It is the cardinal duty of the invigilator to see that no unfair means is adopted by the candidate, and that no instructions specified under '**Instruction to the candidate to be printed on the cover of the answer scripts**' are violated.

- (ii) He shall remain present in the examination room during the examination and go round the room every now and then.
- (iii) He shall see that no candidate talks to any other candidate or to any other person.
- (iv) In course of the examination if any candidate has go out for a brief duration to attend the call of nature, the invigilator shall record the temporary absence and the duration thereof in a temporary absentee sheet and keep him under observation.

In case of delay beyond three minutes on the part of the candidate to return to the examination room, the invigilator shall bring the matter to the notice of the Officer-in-Charge for necessary action.

- (v) If the invigilator finds any candidate using unfair means, then he shall take the candidate with the relevant papers and incriminating materials to the Officer-in-Charge for necessary action. The Officer-in-Charge shall forthwith take action, and if he decides to expel the candidate, he shall obtain from the candidate a statement in the prescribed form and two invigilator shall sign it, as witnesses.
- (vi) (a) If any invigilator does not attend at the time fixed for him or leaves the examination premises earlier than the prescribed time or connives at the unfair means adopted by any candidate or otherwise fails in his duties, then the Officer-in-Charge may take immediate action against him and may, without prejudice to any other action that may be taken against him debar him from future appointment as invigilator.
 - (b) The Officer-in-Charge shall, as a precautionary measure, engage the invigilators for each room by rotation.
 - (c) He shall also personally go round the examination room to ensure that proper invigilation is being done.
- (vii) It shall be the duty of the invigilators to distribute the blank answer scripts and the question papers to the candidates at the prescribed hours.
- (viii) Fifteen minutes after the distribution of the question papers, the invigilator shall, after verifying the number of question papers with the number of candidates actually present in the room, hand over the surplus question papers to the Officer-in -Charge, who shall keep them in his custody till the examination are over. The Officer-in-Charge shall then render the University Authorities an account of the number of question papers received, the number distributed, and the balance remaining.

- (ix) The invigilator shall keep record of the answer script distribute to the candidates.
- (x) If an additional sheet is supplied to any candidate, the invigilator shall obtain the signature of the candidate in a separate sheet.
- (xi) At the end of every session, he shall show in a statement clearly how many answer scripts were received by him, how many were distributed to the candidates, and how many additional sheets were supplied to the candidates, and compare the figures with the attendance sheet.
- (xii) When the period of the session is over, he shall collect all the answer scripts immediately and shall ensure that no candidate leaves the answer script on the desk or leaves the room without submitting the answer script even if it is blank. Any candidate leaving his answer script on the desk shall himself be responsible for the loss of his script, if it is not traceable afterwards.
- (xiii) If, despite all precautions take by the invigilator, the answer script of any candidate is not handed over to him, he shall record the fact in the roll sheet and in the statement of answer scripts and also report it to the Officer-in-Charge who shall in turn bring to the notice of the University.
- (xiv) The invigilator shall arrange the answer scripts serially, subject-wise and group-wise.
- (xv) The invigilator shall, after ensuring proper serialization submit the answer scripts to the Officer-in-Charge.

Answer scripts to be arranged serially

The Officer-in-Charge shall at the end of each examination session see that all the answer scripts are arranged serially, subject-wise and group-wise.

Answer scripts to be securely packed

He shall get the answer scripts securely packed and sealed in packets of not more than 250, and verify the top-sheet and sign it and paste it on the packet.

Answer scripts to be dispatched the same day

- (i) He shall then dispatch the sealed packets to the Examination Zone/University Authorities on the same day by the first available transport/Registered Post/Speed Post with all due precaution about safety, security and secrecy.
- (ii) If, in any special case, he cannot dispatch them on the same day for reason which must be explained to the University Authority, he shall keep the packets properly sealed overnight in safe custody either in the local Treasury or in the police station and dispatch them the next day by the first available transport/Registered Post/Speed Post.
- (iii) Non compliance of (ii) may lead to the cancellation of the examination centre for such period as may be decided by the Examination Committee, under report to the Executive Council.

Other papers which are to be sent to the University

He shall also dispatch to the University in separate cover the attendance sheet, the absentee statement, the statement of answer scripts, the seat plan, the records about any expulsion or other disciplinary actions, the unused answer scripts and surplus question papers and all other connected records.