

# UNIVERSITY OF RAJASTHAN

## INSTRUCTIONS TO CENTRE SUPDTS. FOR THE EXAMINATIONS OF 2020

1. The Examinations will be held from the dates notified by the University separately.
2. (a) The Principal of the College which is a Centre for University Examination shall, as a rule, act as the Supdt. of exam. at his/her centre unless otherwise permitted by the Vice-Chancellor in special cases. He/She will please not leave the station during the examination days for any purpose without obtaining permission of the Vice-Chancellor. No person shall be appointed as Superintendent for the examinations of two bodies held simultaneously at the same institutions.
  - (b) One Assistant Superintendent for each session can be appointed at every Examination Centre.
  - (c) When the examinations are held in three sessions per day, one Addl. Superintendent can be appointed for the noon session. He will be In-Charge of the noon session but work under the Supervision of the Superintendent.
  - (d) "In addition to the above, one Additional Superintendent can be appointed at an Examination Centre for each session where total number of examinees registered for all examinations of the University exceeds 750 in that session".
  - (e) The person to be appointed as an Additional Superintendent or Asstt. Superintendents as the case may be, shall normally be the Vice-Principal or Asstt. Principal and if these posts do not exist in the college, the senior most person of the staff of the College. The Superintendent will appoint the Additional/Assistant Superintendent, where necessary, and intimate his/their name(s) to the University for record. Approval of the University for the appointment of Addl./Asstt. Superintendent is not necessary.
  - (f) The Addl./Asstt. Superintendent will not leave the station during the examination days for any purpose without obtaining prior permission of the Superintendent who will inform the Controller of Examinations of his action.
  - (g) Nobody should be appointed as Addl./Asstt. Superintendent for more than two session in a day as it is difficult for anybody to work in all the three session.
3. The arrangement and discipline of the examinations at the Centre shall rest in the hands of the Superintendent alone.
4. (a) The University dispatches the Question Papers regularly through the special messengers and University vehicles so as to ensure timely delivery of the same at the examination centres. The Centre Superintendents are required to make arrangements at their centres to receive the delivery of Question paper and other examination material even on Sundays. The Centre Superintendent should acknowledge receipt of the packets containing the Question Papers as soon as he receives the same and the Receipt be given to the University messengers deputed for the purpose. The safe custody of examination material should be ensured. **The Question papers be kept under double lock room. The old suspected lock may be changed.** Similarly other examination material like blank answer books, center code seals etc. will also be kept in safe custody.
 

Keys of the double lock room should be kept only by the Centre Superintendent/Addl. Centre Superintendent. In no case the keys be handed over to Ministerial/Class IV staff.

Security arrangements, round the clock should be made for the safety of confidential record which includes not only the question papers but also blank answer books as well as written answer books when a particular examination is over. Because such answer books remain at the centre for few days before dispatch to the University or collection made by the University. Adequate security arrangements should be made at your level for all kinds of security by requesting the concerning District Administration/Police authorities.

  - (b) The superintendents are requested to carefully observe the state in which the envelopes reach them. If an envelope appears to have been tampered with or found unsealed, the fact should be reported to the Controller of Examinations at once and the envelope kept securely in the same condition with him duly sealed in a bigger envelope. The name of examination subject, paper, date and time noted on the envelope should also be checked with the programme of examination and the discrepancy, if any, brought to the notice of the Controller of Examinations immediately.
  - (c) If the packet containing question papers does not reach a Superintendent at least three days before the commencement of the examination, he should contact the Controller of Examination without delay.

**Appointment of  
Superintendent,  
Addl. Supdts. and  
Asstt. Supdts.**

**Receipt of  
Question Papers**

**Allocation of Invigilators**

5. (a) Invigilators shall be appointed for each room at the rate of one invigilator for every 25 candidates subject to a minimum of two invigilators in each room. Supervisors may be appointed at the rate of one supervisor for every four invigilators posted in such rooms in each of which the number of examinees exceed 25. No supervisor is to be appointed for the rooms accommodating not more than 25 examinees each.
- (b) One invigilator can be kept in reserve for emergency purpose on the day(s) on which the total number of candidates to be examined exceeds 300.
- (c) As far as possible no room, which cannot accommodate even 20 candidates should be used for examination purposes.
- (d) Teachers accompanying their students from outside colleges may also be taken on invigilation duty.
- (e) In the interest of efficiency, nobody should be put on invigilation duty for more than two sessions in a day.
- (f) Two copies of instructions to invigilators (**FORM No. 25 E**) are enclosed. These instructions may please be read carefully and the invigilators be asked to act accordingly.

**Internal flying squad.**

6. Internal flying squad for watching the campus and corridors and preventing use of unfair means can be appointed according to the following norms :-
  - (a) When the number of examinees in a session is not more than 100 Two persons
  - (b) When the number of examinees in a session is between 101 to 200. Three persons
  - (c) When the number of examinees in a session is more than 200. Five persons

**Other arrangement to be made before the examination commences.**

7. A definite seat should be assigned to each candidate and a card showing his Roll No. name of examination and other necessary particulars should be fixed on his desk. A space of not less than 25 square feet should be provided to each candidate so as to make copying, prompting or use of other unfair practices difficult. As far as possible, candidates from the same institution or for the same examination should not be allowed to sit together. A plan of seating arrangement showing the position of candidates (according to their roll numbers) in each room for each day together with the dimension of each room and the serial number given to it must be sent to the Controller of Examinations at the end of each Examination.
8. Candidates may be allowed to use their own fountain or ball point pens and ink. If the ink brought by a candidate is finished, he may use another kind of ink. In such cases the Superintendent should please note the fact on his answer-book and put facsimile stamp of the Controller of Examinations at the place where the ink is changed for the information of the examiner. Logarithmic Tables may be supplied to the candidates, who ask for them in the Degree or Post-graduate examinations.
9. The Superintendents should please announce to the candidates the exact time of commencement of each examination according to the programmes of examinations (supplied separately) adding that ignorance of the correct time will not serve an excuse for coming late or remaining absent.

**Admission of candidates into the examination hall**

10. (a) Candidates may be admitted to the examination hall half an hour before the time fixed for the examination on the first day and the first session; and a quarter of an hour before time on subsequent day/sessions.
- (b) Candidates are not to be admitted to the examination hall unless their name appear in the printed roll list sent separately. **They have been asked to bring their admission cards with them which should be inspected every day and returned after inspection.** If any candidate, whose name appear in the printed roll list, forgets to bring his/her admission card or loses it and does not succeed in getting its duplicate copy from the University Office in time, he/she may be admitted to the examination, provided the head of the institution or some responsible teacher of the candidate's college identifies the candidate in writing and, in the case of loss of admission card, he also certifies that the fee of Re. 1/- for a duplicate copy of the admission card has been paid by the candidate to the office concerned and that his/her fee has been or will be sent by him/her to the Controller of Examinations. In the case of a private candidate the Superintendent may use his discretion and admit the candidate provisionally pending production of a satisfactory certificate as to the identity of the candidate and in the case of loss of admission card, also the payment of the prescribed fee of Re. 1/- for duplicate copy of the admission card. **The Centre Superintendent should** report the roll numbers and names of such candidates to the Controller of Examinations at the end of the examination.

(c) Full particulars of the candidate, who is allowed to appear at an examination with the express permission of the University, under provisional college roll numbers should be immediately sent to the Controller of Examinations, so as to regularize his appearance after giving him University roll numbers and to declare his result along with other students of that examination.

(d) Candidates who arrive late for any papers are not entitled to be admitted to the examination hall after the hour fixed for the commencement of the examination. In exceptional cases, the Superintendents may at their discretion admit Candidates coming late by not more than **Five minutes** after ascertaining that no candidate had left the examination hall till then. All such cases should, however, be reported to the Controller of Examinations. No extra time should be given to such candidates.

(e) The facility of Scribe/Reader/Lab. Assistant should be allowed and one hour compensatory time be given to any person who has disability of 40% or more if so desired by the person.

(f) **Candidates are to be assembled without Mobile Phones, books, papers of reference material of any kind.** The Centre Superintendent should make suitable arrangement for placing books etc. outside the examination rooms. The place for keeping books/papers etc. by the candidates should be announced to them with a note of warning that they should keep their belongings outside before entering the examination hall and that if any body is found in possession of paper, chits, or any unlawful material, he/she shall be treated to have resorted to the use of unfair means and dealt with accordingly.

(g) Pre-entry search of the candidate, should be made by the Superintendent/Addl. Superintendent/Asstt. Superintendent/Supervisors/Invigilators for any unlawful material to prevent use of unfair means in the examination. It will be obligatory on the part of the examinee to submit to such search. Such search can be made during examination time also. This may be notified to the candidates for their information.

(h) Candidates should be prepared/produced themselves for giving their search physically, to the supervisors Staff/Internal Flying Squad/University Flying Squad, or any person authorised by the University/Centre Superintendent, if they are asked to do so during the examination.

(i) The Superintendent should please see that no candidate who is actually suffering from an infectious disease, such as small pox, plague, influenza etc. or who, though convalescent, is not free from infection, is allowed to sit for the examination. If such a candidate is noticed after the examination has begun, immediate steps should be taken to see that his papers are destroyed and that other disinfecting measures are carried out.

(j) Rules for guidance of candidates (**Form No. 26 E**—sent herewith) should please be read out to them on the first day and then placed on the Notice Board outside the examination hall.

11. (a) Before giving answer-books to the candidates, the facsimile stamp of the signature of the Controller of Examination's (sent separately) shall be affixed on the right part of the title covers of all answer-books and answer-sheets to be used by them. In addition to this, one of the alphabet stamps (sent separately), shall be affixed on the space provided on the right part of title covers of each answer-book below the Controller of Examination's facsimile stamp. The Alphabet stamps should be used daily at the discretion of the Superintendent. A statement showing the serial number of answer-books with a particular alphabet used on each day should be maintained. This is intended as a precaution against blank answer-books being smuggled into the examination hall. If the Centre Superintendent finds any answer-book in bad shape, he is requested not to issue such answer-books to the candidates to avoid the manipulation. Answer-books should, therefore, in no case be stamped in larger quantity than required for each day's use so that if by any chance blank answer-books are stolen at a centre and afterwards smuggled into, the answer-books collected at the end of an examination the absence of the particular alphabet stamp of the day on their title cover might at once prove them to be contraband. At an institution which is a centre for several examinations of the University, the Superintendent should please see that answer-books of different examinations are not mixed up. The Superintendents should maintain a correct record of serial numbers and alphabet stamps used on the answer-books issued to candidates every day. A consolidated statement of the answer-books used should be sent to the Controller of Examinations after the examination on the form Nos. **36 (E) & 43 (E)** already supplied. The balance of unused answer-books and other papers may be kept at the centre in safe custody under lock and key for next year's use. **All Rubber Stamps to be affixed on the Answer-books are to be kept in the personal custody of the Superintendent.**

#### **Distribution of answer-books.**

(b) **ONLY MAIN ANSWER BOOKS ARE TO BE GIVEN TO THE EXAMINEES. NO SUPPLEMENTARY ANSWER BOOK IS TO BE GIVEN TO ANY CANDIDATE.**



(c) Before an envelope is opened, the certificate pasted on each envelope should be signed by the Superintendent and other witnesses. Each person should sign his name legibly and give his designation below his name.

(d) While opening the sealed envelope, the Superintendents should not break the seals but cut the envelope at one end neatly with a pair of scissors. The envelopes so opened with the certificates duly signed should be returned to the Controller of Examinations after the examination.

(e) After opening an envelope, the Superintendent himself should check the number of copies and the heading of each question paper with the contents noted on the envelope. The heading should be checked very carefully in order to see that no other paper, the examination of which is fixed for a later day or a later hour is mixed up. If such a paper is found, it should be sealed properly in an envelope and kept along with the envelopes containing copies of the same paper and the fact reported to the Controller of Examinations. The Superintendents should check the heading printed on the first page of all the copies of the question papers. To facilitate this checking suitable catch letters are printed at the right hand top corner of the first page of each question paper.

13. (a) Question paper should be distributed punctually at the time of commencement of the examination.

(b) The question paper of B.A./B.Com. Pt. I Elementary Computer Application will have the booklets in 4 series A, B, C and D containing only multiple choice type questions, which are to be answered in OMR answersheet to be given to the candidates alongwith the question paper booklets.

The question paper booklets are to be given to the candidates in such a way that two nearby candidates donot get the booklets of the same series.

(c) **If any question paper is printed on more than one page the invigilators may be asked to announce the number of pages to the candidates to enable them to check that no page is missing in the question paper.**

**Distribution of question-papers.**

(d) Immediately after the distribution of question papers to the candidates the Superintendent should collect all spare copies of question papers left with the invigilators and check the number of spare copies with the number of question papers received minus the number of examinees present. No spare copy of the question paper should be left in the hands of the invigilators or allowed to go outside the examination rooms till at least two hours after the commencement of examination. If a candidate wishes to leave the examination room earlier, he should not be allowed to take question paper with him. It should be handed over to the Superintendent to be returned to the candidate after the examination is over. Similarly, no candidate should be allowed to take the question papers with him while going out to urinal.

(e) Some extra copies of question papers are always sent but if ever the number of copies of a question paper fall short and therefore, the question paper can not be supplied to some candidates, the paper may be got-xeroxed and given to them and as much extra time as is taken in distributing xeroxed paper be allowed to them for answering the paper and the matter reported to the Controller of Examinations at once. Extra time should not be allowed to other candidates to whom printed paper are given.

(f) In case a candidate asks for a question paper in an optional or an alternative subject not offered by him according to the entry in the printed Roll List, he may be given the question paper he asks for but he should be clearly warned that if it is found afterwards that he had taken a question paper of a paper not actually offered by him according to his declaration in the application form, his examination in that paper shall be liable to be cancelled. The Superintendent of the Centre should, however, try to satisfy by a reference to the entries in the application form with him that the candidate is not asking for a wrong question paper. All such cases should be immediately reported to the University.

(g) If ever there is a complaint from the examinees that the question paper or a part thereof is out of the prescribed course, or that there is a misprint or some ambiguity in the question paper, they may be instructed to answer the question paper as given to them and send their representation **alongwith a copy of the question paper** to the Dy. Registrar (Secy-I) University of Rajasthan through the Centre Superintendent within a week from the date of examination for consideration and necessary action. No announcement regarding cancellation of the paper shall be made by the Centre Superintendent or any other person except the Controller of Examinations. Representation received after the above time limit shall not be entertained. **Grievances against question papers will not be entertained if sent after a week of the date of examination.**

**Grievances against Question papers**

**Procedure to be followed when a candidate is found using unfair means and control of disorderly conduct in the examination hall.**

**Instruction to be followed during Examination hours.**

**Instruction to be followed for blind/Albino/Visually Challenged and Physically Handicapped candidates Ord. 169-M.**

14. Candidates found using unfair means or indulging in disorderly conduct at or in connection with an examination shall be dealt with in accordance with the provisions of O.152, Copies of O.152 (From No. 67-E) are being supplied separately, which may be read carefully and followed strictly. Such cases should be sent in separate insured cover in the name and addressed to the Dy. Registrar, (Secy.), alongwith, question paper of the day.
15. **On each day of the Examination and as soon after the commencement of the Examination as possible the Superintendent should please see with the help of invigilators that all candidates have correctly written their roll numbers (both in figures and words) and other particulars required to be entered on the title cover of Answer-Books.**
  - (1) An amanuensis may be allowed by the Centre Superintendent on the request to a blind, Albino, visually Challenged and handicap candidate and also the candidate who is suffering from any of the following physical handicaps :
    - (i) Whose dominant hand is in a plaster cast due to fracture or injury.
    - (ii) Who are suffering from Arthritis and other painful conditions of dominant hand.
    - (iii) Who are suffering from nerve injuries under paralytic conditions of dominant hand.
    - (iv) Any condition interfering with writing performance of dominant hand.
  - (2) The amanuensis will be provided subject to the following conditions :
    - (i) The Centre Superintendent is satisfied that the request is genuine.
    - (ii) Amanuensis is a student of the standard specified below and selected by the Centre Superintendent.
 

For Post-Graduate Exam.	:	Amanuensis of degree standard.
For Final Year Part-III under Graduate Examination	:	Amanuensis of Part I T.D.C. standard
For T.D.C. Part I/II Examination	:	Amanuensis of Senior Secondary Examination
    - (iii) The candidate's request for grant of amanuensis is accompanied by a medical certificate from the Principal Medical and Health Officer of the District. For visual handicaps, a certificate will be issued by a Board of 3 doctors including one Ophthalmologist, medical jurist and CMO/Principal/ Supdt. of the concerned Hospital. At SMS Medical College, Jaipur the Board doctors meet at R.R.C. and issue certificates every Monday between 1-3 p.m.
    - (iv) The candidate will remit to the University an amount equal to double the amount payable to an invigilator for the total number of sessions in which he is to be examined.
    - (v) Ordinarily one and the same student will act as an amanuensis for an examinee for the whole examination and payment to him shall be made by the examinee @ of Rs. 10/- per session.
    - (vi) Blind candidate shall not be required to pay anything.
  - (3)
    - (i) One hour extra time shall be given to a blind/Albino/Visually Challenged candidate for answering each question paper.
    - (ii) One hour extra time shall be given to a physically handicapped candidate who has defects in his hand and its fingers and to a candidate carrying Cerebral Palsy Spastic Quadruplegia since birth due to prematurity and partial brain damage to whom no amanuensis has been allowed by the Centre Superintendent.
  - (4)
    - (i) The Centre Superintendent will report each such case to the University with full details about both the candidates, i.e. the examinee and the amanuensis writing for him on the prescribed form.
    - (ii) The words "Answers written by the amanuensis" shall be written in red ink by the Centre Superintendent on the title cover of the Answer-books.
  - (5) "Visually handicapped candidates are exempted from practical examination of Elementary Computer Application a Compulsory subject of B.A./ B.Com./B.Sc. Only Viva-Voce examination would be given to them and the maximum marks of viva-voce examination would be kept for them as are prescribed for the whole practical examination of the subject. Such a visually handicapped candidate shall be required to produce a medical certificate from an ophthalmologist duly counter signed by the Senior Medical officer of the Concerned Hospital".
  - (6) The Centre Superintendent should please provide the necessary facilities of Ramp, Vehicle etc. to disabled persons as per provision of Disabilities (Equal opportunities, Protection of Rights and Full Participation) Act, 1995 and Disabilities (Equal opportunities, Protection of Rights and Full Participation) rules 2011.

**16. A Procedure to be followed for providing an amanuensis to a candidate who meets with an accident during examination days.**

A amanuensis may be provided to a candidate who meets with an accident during the days of examination and requests for an amanuensis. The following procedure should be adopted in this connection :

- (a) The candidate who meets with an accident during the days of examination and requests for an amanuensis should normally meet the Centre Superintendent, atleast 24 hours before the commencement of the examination, together with the following declarations :

**FOR CANDIDATES :**

I ..... son of Shri..... Resident of ..... do hereby affirm as under :

- (1) That I have suffered an injury as a result of an accident on.....  
 (2) That I was treated by Dr. .... and that the Medical Certificate furnished by me from the Principal Medical and health Officer of the District, is a genuine one.  
 (3) That the amanuensis Shri ..... son of ..... Resident of ..... is a student of .....

I understand that the permission granted by the Centre Superintendent for amanuensis is purely provisional. If any of my statements are found to be incorrect, my examination may be cancelled without prejudice to any legal action that may be taken in the matter by the University.

*Signature of the candidate with local address.*

**FOR AMANUENSIS :**

I ..... son of Shri ..... Resident of ..... hereby affirm as under :

1. That I am a student of ..... of ..... College  
 2. That I have been asked to act as an amanuensis for ..... son of ..... Resident of ..... who has met with an accident and is not a position to write in the examination himself.  
 3. Shri ..... is not related to me.

I understand that if any of the statements made above are found to be incorrect I am liable to legal action which may be taken by the University in this matter.

*Signature of the Amanuensis with local address*

- (b) The amanuensis should be a student of the standard as specified in para 15(2) above.  
 (c) The examinee who meet with an accident should submit a medical certificate from the Principal Medical and Health Officer of the District or by a Medical Board.  
 (d) The same amanuensis should continue for all the examination days.  
 (e) The candidate will have to pay an amount equal to double the amount payable to an invigilator for each day/session. This amount should be remitted to the University.  
 (f) The Centre Superintendent should report each such case to the University with full details about both the candidates (original candidate and the amanuensis).

**N.B. :** The words “Answers written by the Amanuensis” should be written in *red ink* by the Centre Superintendent on the title cover of the answer-books.

17. (a) Generally Question Papers printed in English have to be answered by the candidates through the medium of English. In the case of question papers printed in English as well as in Hindi, candidates have the option of answering the questions through the medium of either English or Hindi.

**Medium for answerig question paper**

- (b) The question papers of Diploma in Law will be in English only but the candidates shall have the option to answer the question in Hindi or in English.

The Superintendent are requested kindly to inform the candidates that they should answer the question paper through only that medium which is permitted for the examination.

18. The Superintendent should please inform the candidates that answering the same question more than once or answering more questions than required shall be deemed an offence amounting to cheating. They should also be informed **that they must not write their names or roll numbers or any other sign, which may disclose the identify of the candidate in any part of the answer-book. This will be treated as unfairmeans.** The invigilators may be asked to check this fact before handing over the answer-books to the person deputed for the purpose.
19. No candidate should be permitted to leave the examination room until he has finished his answer except in special cases with the permission of the Superintendents and under some escort. Each case in which such permission is given must be recorded in Form No. 42 (E). No candidate should be allowed to give his answer-book till at least half an-hour after the beginning of the examination.
20. No body other than the invigilators or supervisors of examination should be allowed to enter or move around the examination rooms without the permission of the Superintendent. College peons or other persons should not be permitted to deliver letters to candidate during the examination. Any communication with candidates during the examination is strictly prohibited.
21. No one should be permitted to speak to a candidate on any subject pertaining to the questions during the hours of examination, not even for the purpose of correcting a misprint or removing an ambiguity in a question paper.
22. No body be allowed to write after the prescribed time is over.
23. Smoking & other intoxicants are strictly prohibited in the examination hall.
24. **Entry of candidates into examination hall with Mobile Phones, Calculators and other electronic devices is strictly prohibited.**
25. Application forms of candidates to be examined at each centre will be sent separately. The Superintendents are requested kindly to check the candidates with their photograph, obtain their signature on the forms a second time and attest them after comparing them with the originals. **The application forms should be returned to the Controller of Examinations soon after the examination is over by a separate registered parcel and not along with other papers or packets of answer-books.**
26. (a) The Centre Superintendent will keep a record of daily attendance of candidates with their signature. Roll numbers of candidates absent from the examination in each paper for any reason whatsoever should be reported in the absentee statement (Form No. 29(E). If any answer-book(s) is/are sent to the Dy. Registrar (Secy.) separately on account of the candidate(s) having resorted to the use of unfairmeans. This fact should also be mentioned in the absentee statement. If no candidate is absent, a 'Nil' report be given in the absentee statement. **If no candidate turns up for examination in any paper, all the candidates should be reported absent in the absentee statement.** The number of candidates examined at each centre as shown in the absentee statement plus the number of candidates shown there as absent must tally with the number registered as shown in the consolidated numerical return of candidates. **If there is any discrepancy, the same should be clarified in the absentee statements and also intimated to the Controller of Examinations separately through a letter.** One copy of the absentee statement and question paper should be sent to the examiner along with the answer-book.
  - (b) At the end of each examination, two copies of a consolidated statement of absentees should necessarily be sent to the University and one copy kept at the centre for future reference.
  - (c) **Immediately after every session the answer-books of each paper collected from candidates will be arranged in the serial order of Roll Number and after counting them and checking the numbers of answer-books with the numbers of candidates appeared, the same will be packed in hessian cloth, making packets examinerwise and sealed in the presence of the Centre Superintendent with the seal supplied by the University. The answer-books should not be folded but packed flat and a copy of the question paper and absentee statement must be placed in each packet.**  
**The OMR answersheets of B.A./B.Com./B.Sc. Pt I Ele. Computer Applications and Environmental Studies are to be packed examination wise. Care is to be taken that they are not folded in packets.**
  - (d) **Packing of answer books of not more than 300 candidates.**  
 No packet should contain answer books of more than 300 registered candidates in a paper. In case, more than 300 candidates are registered in a particular paper, the packets of answer books should be prepared in the following manner:

**Preparation and despatch of absentee Statements & written Answer-books.**

<b>First packet</b> : Answer books of first 300 registered candidates	From Roll No. .... to Roll No. ....
<b>Second packet</b> : Answer books of second 300 registered candidates	From Roll No. .... to Roll No. ....
<b>Third packet</b> : Answer books of third 300 registered candidates.	From Roll No. .... to Roll No. ....
<b>Fourth packet</b> : Answer books of remaining candidates	From Roll No. .... to Roll No. ....

The answer books of special or college provisional Roll Nos. if allotted by the Centre should be kept in the last packet of answer books and the particulars thereof be given on the slip to be pasted on the packet.

(e) **Packing of separate packets of answer books of Due papers of lower examinations**

The answer books of due papers of the candidates who appear in their due papers of lower examination should be packed separately in **RED** clothline envelope or **RED** cloth packet.

(f) **Packing of separate packets of answer books of the papers having more than one option.**

Wherever there are more than one options in a paper, the answer books of each option should be packed separately. No packet should contain answer books of more than one options in a paper. The students should also be instructed to write full nomenclature of the paper attempted by them on the cover pages of the answer books. For example Economics of B.A. Part-III has got two options in its II Paper viz.

(a) Quantitative Methods for Economics

(b) Indian Economic Thinkers

As such the students should not write only Economics-II but should write Economics II (a) **Quantitative Methods for Economics** or (b) **Indian Economic Thinkers** as the case may be.

(g) **Putting Question paper and Absentees statement**

Each packet of answer books should contain the relevant Question paper and the Absentees statement related to the answer books of the packet.

(i) **Packing in Cloth/Taat**

Answer books should not be packed in News paper covering because this causes damage of answer books in transit. The Answer books should be well packed in cloth/taat covering. Wherever the number of answer books is less in any option of a paper, small cloth lined envelopes should be used for packing of small number of answer books. Form No. 32(E) or 42-A(E) should invariably be pasted on each smaller packet/outer cover of the answer books packet as the case may be.

27. The University would get assessed the answer books of various examinations through original or fictitious roll numbers as under :-

(a) All Professional courses examinations

(b) All Post Graduate examinations including M.Phil.

(c) All Under Graduate examinations under the faculties of Commerce, Science, Fine Arts

(d) All Under Graduate examinations under the faculties of Arts and Social Science like

(i) B.A. B.A. Hons., B.A. Addl.

(ii) Certificate, Diploma, Post Diplomas in Modern European language, Persian, Urdu,

(iii) Higher Proficiency Test in English

Certain Proformas have been prepared to facilitate the assessment through fictitious Roll Nos. which are to be used during examination/preparation of bundles at the examination centers. These proformas include :

(i) **Form No. 42-A(E)– Information regarding examination paper Code absentees etc.**

(ii) **Form No. 100-(E)– Attendance sheet**

These proformas are to be completed in triplicate. 1st Copy is to be kept in the packet of answer books, 2nd copy is to be sent to the Dy. Registrar(Secy.) and the 3rd copy is to be retained by the Center Superintendent.

Each packet of the answer books which will be assessed through coded roll numbers should invariably contain :

**Assessment through original/Coded Roll Numbers**

**(i) Form No. 29 (E)– Absentees statement as per old pattern**

**(ii) Form No. 42–A(E)– Information regarding exam. paper Code, absentees etc.**

**(iii) Form No. 100–(E)– Attendance sheet, and**

**(iv) Question paper**

**A copy of Form No. 42–A(E) is to be pasted on the cover of the packet of these answer books.**

(3) OMR answersheets of Elementary computer Application and Environmental Studies of B.A./B.Com./B.Sc. Pt. I will be scanned directly. The packet of these answersheets should contain the absentee statement (Form No. 29 (E) and the attendance sheet corresponding to the OMR answer sheets.

28. (a) The written answer-books of all the University main examinations except Professional Course will be collected through Nodal collection centre. The detailed Programme of which has been supplied to you separately. The Principals/Centre superdts of the examination centres which are situated in Jaipur City will deliver the packets of written answerbooks to the university office every day. The answerbooks of university constituent college/Departments will be collected through university vehicle everyday.

(b) As soon as the examination is over the following articles should be returned by railway parcel to the Controller of Examinations.

(i) Pieces of **Markin cloth** in which question paper envelopes were wrapped (they should not be used as outer covers, while returning papers to the office). (ii) empty question paper envelopes, (iii) spare copies of question papers, and (iv) rubber stamps of centre code number.

(c) The Centre Superintendents may retain the brass seal, rubber stamp of the Registrar's facsimile signature and the four alphabet stamps for use in subsequent examinations, but they should be checked and a certificate duly signed by the Centre Superintendent to the effect that they have been checked and kept safely for use in the next examination should be sent to the University.

29. All letters and covers weighing more than 100 grms should be sent as parcel with the word 'registered parcel' written on such covers.

30. In any emergency not provided for in the above paragraphs the Superintendent should please act according to his own discretion and report his action to the Controller of Examinations. Orders passed by the Superintendent on any matter not provided for in these instructions shall be binding on all.

31. The Centre Superintendent should kindly note the above instruction and also the details of the subject, time allowed for each paper etc. as given in the printed programme of examination carefully. At the conclusion of the examination, he should please send a report for the information of the Syndicate that the examinations at his centre were conducted in accordance with these instructions. He may, **if he thinks necessary and has some special suggestions to make for improvement in the conduct of examinations, send a separate report to the Controller of Examinations.**

32. (a) Payment for the expenditure incurred at the centres in connection with the examination will be made by the University at the following scales subject to marginal adjustments. Centre Superintendents are requested to keep the expenditure within this limit. Actual expenses incurred on railway freight, postal charges and octroi charges shall be paid extra on production of vouchers.

(b) **Centre Charges :** For all the candidates Rs. 4.00/- per candidate registered for the examination.

**(c) Norms of the staff which may be engaged by the Centre Superintendents for examination work :**

(i) *Class III Staff*

No. of Registered Candidates for the session	No. of persons to be engaged
Upto 200 candidates	Three
Upto 500 candidates	Four
For subsequent 500 candidates or part thereof	One

(ii) *Daftari :*

One Daftari irrespective of number of candidates.

## Payments

(iii) *Class IV Staff*

Upto 100 candidates	Four
Above 100 for 50 candidates or part there of	One
electrician	One
Pumpdriver	One
Chowkidar	One

For every 500 one extra peon may be engaged over and above the peon engaged as per above norms.

**Note** :- The number of peons engaged as per above norms will be subject to the maximum number of 25 peons.

**(d) Rate of Payments :**

(i) Ministerial Staff (Class III)	Rs. 80.00 per session
(ii) Daftari	Rs. 60.00 per session
(iii) Peons	Rs. 60.00 per session
(iv) Electrician, Pumpdriver and Chowkidar	Rs. 60.00 per day

In addition to the remuneration payable at the above rate to the staff actually engaged in each session, two days remuneration of two sessions each (one day prior to the commencement of examination for preparation and one day after the examination for closing and preparation of bills etc.) will also be paid to the following.

(i) Clerks	4
(ii) Daftari	1
(iii) Class IV	Maximum number of peons engaged in a session during the examination

**(e) Rate of payment to the Lab. Staff :**

(For one batch of 20 or less students)

For duration of four hours per day :

(i) Lab. Staff in the grade of Lab. Asstt. & Above	Rs. 80.00
(ii) Lab. Staff other than as mentioned above and class IV staff	Rs. 60.00

(For extra hours to be increased proportionately).

**(F) Rules for submitting the bills of centre charges :**

- The bills of centre charges must be submitted within six month of last examination at the centre. After that the bill will not be entertained for payment.
- Detailed account of answer books (Theory & Practical) must be prepare after examination and submit to the University alongwith the centre charges bills, otherwise the bill will not be proceed for payment.

33. If anything is not clear in the above instructions the Superintendents are requested to refer the same to the Controller of Examinations.

34. The scale of honorarium to the Superintendents, Additional Supdts., Asstt. Supdts. and Invigilators for the main as well as supplementary examinations of the University will be as follows :-

	Per day of 1 session of 3 hrs.	Per day of 2 session of 3 hrs each	Per day of 3 session of 3 hrs. each
*Superintendent	Rs. 300.00	Rs. 500.00	Rs. 700.00
Additional Supdt.	Rs. 200.00	Rs. 350.00	Rs. 500.00
Assistant Supdts.	Rs. 160.00	Rs. 300.00	Rs. 400.00
Invigilators/Supervisors	Rs. 150.00	—	—

- N.B.**
- At Centres where the number of examinees exceeds 1000, the Centre Superintendent, the Additional Supdts./Administrative Supdt./Asstt. Superintendents/Invigilators/Supervisors/Flying Squad will be paid remuneration at the rates mentioned above.
  - Where the duration of a question paper is more than four hours, the invigilators shall be paid for two sessions.
  - Rs. 25/- per session as conveyance charges is to be paid to Centre Supdts./Addl. Supdts./Admn. Supdts./Asstt. Supdts./Invigilators and Internal Flying Squad who will be assigned examination work at the Examination Centre during summer vacation.

35. In addition to the above a sum of Rs. 12/- per non-Collegiate candidate will be paid for conducting the examination, the distribution of which will be as under :-

**Whom and where  
to contact**

- |     |                                 |                        |
|-----|---------------------------------|------------------------|
| (a) | Principal (Centre Supdt.)       | Rs. 3.00 per candidate |
| (b) | Addl./Extra Addl. Centre Supdt. | Rs. 1.50 per candidate |
| (c) | Asstt. Centre Supdt.            | Rs. 1.50 per candidate |
| (d) | Ministerial Staff               | Rs. 3.00 per candidate |
| (e) | Class IV Employees              | Rs. 3.00 per candidate |

Rs. 12.00

**Note :-** In case there is no Addl. or Extra Addl. Centre Supdt. the amount of Rs. 1.50 per candidate will be divided fifty fifty between the Centre Supdt. and Asstt. Centre Supdt.

36. **During any emergency the University Officers may be contacted on the following telephone numbers :**

S. No.	Designation	Name of Officer	Office No.	Mobile No.
1	Registrar	Shri Harphool Singh Yadav	2706813 2709582(Fax)	
2	Director Exam.	Prof. V.V. Singh	2710925	9414079990
3	Controller of Exam./ Control Room	Dr. V.K. Gupta	2708824 2256650	9414458026
<b>For Question Papers</b>				
4	Section Officer (Cellar-I)	Shri Sandeep Saxena	2711187 2256671	9929016647
<b>For Assessment of Answer books</b>				
5	Dy. Registrar (Secy.)	Dr. Kuldeep Mishra	2705883 2256651	9314257630
6	Asstt. Registrar (Secy.)	Shri Sushil Vijay	2256652	9413200279
<b>For Admit Card / Marksheets / Misc.</b>				
7	Dy. Registrar (Exam.)	Dr. Rakesh Rao	2256631	9414291884
8	Asstt. Registrar (UG./PG)	Dr. Mahesh Sharma	2256654	9414370518
9	Section Officer (PG)	Shri Pradeep Kaushik	2256662	8769650422
10	Section Officer (UG Science/ Commerce )	Dr. (Mrs.) Rajni Agarwal	2256660 2256661	9461683549
11	Section Officer (UG Arts)	Shri Ashok Jain	2256659	9414657148
12	Asstt. Section Officer (Professional)	Shri N. P. Saxena	2256663	9829667779
<b>For Enrollment, Eligibility, Written / Assessed answer books from Exam. Centers and Blank answer books / Stationary.</b>				
13	Dy. Registrar (Cellar-II/ Misc./Enrollment)	Shri Anand Agarwal	2256632	9602446179
14	Section Officer (Cellar-II/III)	Shri Rajneesh Ajmera	2706669 2256657 2256672	9828075839
15	Section Officer (Misc.-II)	Shri Balveer Choudhary	2256658	9414000181

Jaipur  
January, 2020

**Controller of Examinations**