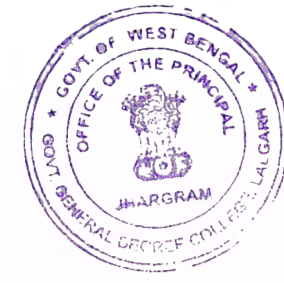




VIDYASAGAR UNIVERSITY
MIDNAPORE • PASCHIM MEDINIPUR
WEST BENGAL • PIN 721 102
OFFICE OF THE CONTROLLER OF EXAMINATIONS



Ref. No.: VU/CE/UG/CBCS/39/2018

Date: 03.12.2018

From

Dr Hariprasad Sarkar
Controller of Examinations
Vidyasagar University

To

The Principal / Officer -in- Charge

_____ College / Mahavidyalaya
Dist: Purba Medinipur/ Paschim Medinipur / Jhargram

Sub: Guidelines for Examinations & Evaluation in Undergraduate Examinations under CBCS pattern

Dear Sir,

The Principal/Teacher-in-charge/OIC of the college, chosen as examination centre by the University will act as Officer-in-charge of the centre. In an extra ordinary situation, where the Principal/Teacher-in-charge/OIC cannot act as Officer-in-charge due to illness or any other reasons, the senior most teacher of the college may act as Officer-in-charge of the centre. The Officer-in-charge is in overall charge of the entire examination process in the centre. He/she has to act in accordance with the guidelines, instructions given by the University. Two supervisors from among the senior teachers and one Assistant Supervisor from among the class-III non-teaching staff shall assist the Officer-in-charge in discharging his/her duties. The Officer-in-charge should be available at the centre during the whole period of examination. There shall be an Advisory Committee to assist the Officer-in-charge for effective and smooth work of the examination centre.

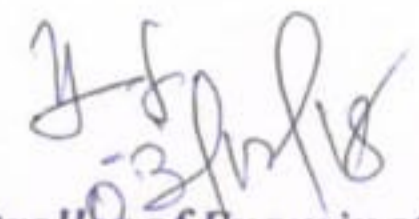
The Advisory Committee will consist of the following persons:.

- a) Principal/Teacher-in-charge/OIC of the college
- b) O.C./I.C. of the local police station.
- c) One registered Medical Practitioner / Govt. Medical Officer.
- d) 4 senior teacher of the college selected by the Principal/Teacher-in-charge/ OIC of the college.
- e) 2 non-teaching staff selected by the Principal/Teacher-in-charge/OIC of the college.

Principal/Teacher-in-Charge/OIC of the college will act as Convener of the committee.

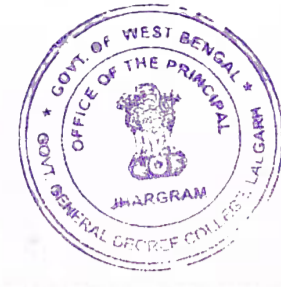
Examination Supervisor Committee:

In each examination centre an Examination Supervisor Committee to be formed with 2-3 Supervisors from among the teaching staff and 2 assistant supervisors from among the class - III non-teaching staff to assist the Officer - in - Charge in conducting the examination process smoothly in the centre. Such supervisors or assistant supervisors will be selected by the Principal / Teacher -in-Charge / OIC of the college.


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The evaluation of answer scripts will be held at the respective examination centre. The Principal/ Teacher-In-Charge / Officer-In-Charge will make necessary arrangements for evaluation.

The Principal/ Teacher-In-Charge / Officer-In-Charge will issue the appointment letters to the examiners in the format provided by the university.

All the full time permanent teachers & Govt. approved contractual whole time teachers (CWTT) will act as examiner for evaluation of Honours papers. However, Govt. approved Part Time Teachers (PTT) may be permitted to act as Examiner for Honours papers based on their qualification (as per UGC norms) and their teaching experiences in the college .

Examiners may also be selected from the adjacent colleges (if required).

List of Examiners with their contact details and e-mail ID is to be submitted to the undersigned positively.

Evaluated answer scripts along with Award slips to be submitted to the office of the undersigned in due time after scrutiny works in the respective college.

T.A. / D.A.(local) will be paid as per Vidyasagar University norms.

For Practical Examination, the Officer-In-Charge may act as internal examiner in the respective subject in absence of full time subject teacher.

If internal examiner is not available in the respective college centre for a particular subject, the Principal/ Teacher-In-Charge / Officer-In-Charge may also appoint external teacher from nearby colleges.

For evaluation of theory paper, the Officer-In-Charge may also take arrangement for the examiners from outside colleges if the same is not available in the college centre.

Remuneration bill must bear the Mandate Form bearing Name of the Account Holder, Bank Name, A/C No. , IFSC code etc. as per the VU format.

In case of R.A. cases for each examination, the answer scripts will be kept by the Principal / Teacher-in-Charges till the completion of the examination and afterwards all the aforesaid packets must be sent along with a confidential report addressing to The Secretary, Board of Discipline, V. U. and the same to be reported to the office of the undersigned. The Invigilator's Report countersigned by Officer-in-Charge of the examination must be provided for each copy of answer script.

Exam Centre Fees and Remuneration

The Examination centre fees and other remuneration will be as per the prevailing norms of the Vidyasagar University.

Yours Sincerely

(Dr. Hariprasad Sarkar)
Controller of Examinations

Controller of Examinations
VIDYASAGAR UNIVERSITY

MIDNAPORE-721102

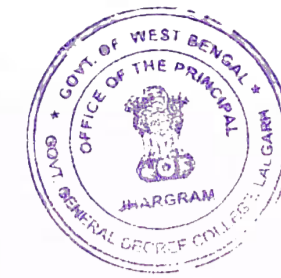
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Invigilators :

Invigilators will be appointed from among the teachers of the college by the Officer-in-charge of the centre. The minimum number of invigilators should be one per 20 no. of students appeared at the examination. The invigilators shall carry out their functions under direct supervision of the Officer-in-charge.

Non-teaching staff assistants:

The non-teaching staff of the college (both class-III and class-IV) will assist the Officer-in-charge of the centre in conducting the examination process smoothly. They will carry out their functions under direct supervision of the Officer-in-charge. The minimum number of nonteaching staff /assistants should be one per 50 no. of students appeared at the examination.

NORMS OF PRE-EXAMINATION:

The Principal / Teacher -in-Charge shall be responsible for maintaining the **Law and Order** situation within the College Campus. Union Office inside the campus, if any, must be closed during examination.

Check the question packets at the time of receiving from University as per subject-wise student's strength in terms of Descriptive Roll supplied at the centre. Question packets to be kept in the custody of Principal/Teacher-in-charge/OIC with much care either in the volt or iron chest

NORMS DURING EXAMINATION:

On each day, only questions of the concerned subject/s as per examination schedule should be received from the custodian of the Officer-in-Charge by the authorized official/ Examination Supervisor Committee. The packets of question papers should be opened 20 minutes before of the commencement of the examination.

Examinees are directed to keep their bag outside the college campus and they only bring with them Admit Card, Pen, Pencil etc.

Mobile and other Technical Gadgets are strictly prohibited in the examination Hall.

The Rules for guidance of candidates as printed on the reverse side of the Admit cards should be strictly maintained during the examination.

In addition to above, the following norms must be maintained during examination:

- (a) Prohibition of any type of literature in toilet or such other places and also the presence of outsider at the Centre of Examination.
- (b) Control over frequent visit by the candidates of toilet. No Examinee shall be allowed to stay outside the examination Hall for more than five minutes.
- (c) Drinking water facilities must be arranged in all the examination Hall.
- (d) Strict watch in the Campus.
- (e) Wiping out of writings on the walls and benches.

POST EXAMINATION NORMS:

Duly filled-in TOP SHEET should be pasted on each packet of answer script. Duly filled award slips are to be submitted to the university by the office of the Officer-in-charge immediately after evaluation.

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