

INSTRUCTIONS TO THE CHIEF SUPERINTENDENTS OF EXAMINATIONS

1) Appointment of Chief Superintendent:

Chief Superintendent shall be appointed by the University at each centre. He/ She will be responsible for the proper conduct of the examination at that centre.

Chief Superintendents shall be on duty 3 days before the commencement of examination and two days more after the last day of examination.

2) Appointment of Assistant Superintendent (Invigilator):

- (a) Assistant Superintendents may be appointed by the Chief Superintendent at the rate of one for every 30 candidates on an average in Colleges and University Departments. Assistant Superintendents will be under the orders of and responsible to the Chief Superintendents.
- (b) In schools, Assistant Superintendents may be appointed at the rate of one for every 20 candidates according to the size of the rooms available.
- (c) Assistant Superintendents shall report for duty at least 30 minutes before the actual time fixed for the commencement of examination on each day.

3) Allowing candidates to write the examinations with the help of Scribes

- The blind candidate/candidates and a small category among disabled candidates (i.e. physical disability that incapacitates a student from writing) *who write the examination with the help of scribes shall* be seated in a separate room.
- The maximum number of candidates belonging to the above categories allowable into an examination hall shall not exceed five.
- An invigilator (Assistant Superintendent) shall be allotted to supervise them (Ratio 1:5). Even if there is one candidate a separate room and invigilator shall be provided.
- For prisoner/prisoners a separate room and invigilator be given.

4) Appointment of Senior Assistant Superintendent:

If at any examination centre there are 500 or more candidates during any one session of a day, all examinations being put together, a Senior Assistant Superintendent may be nominated by the Chief Superintendent. The Senior Assistant Superintendent is expected to assist the Chief Superintendent in all matters relating to the conduct of the examinations at the centre. The Senior Assistant Superintendent so posted and whose appointment has been approved by the University may continue on days of examination at the discretion of the Chief Superintendent where the number of candidates is 500 or more. If the Chief Superintendent is on leave, or otherwise engaged on a day and is unable to act as Chief Superintendent, the Senior Assistant Superintendent will ordinarily be deputed for the duty of the Chief Superintendent. A third person can be appointed as Senior Assistant Superintendent in such circumstances for that day only if the number of candidates exceeds 500. This rule on that particular day would be or regarding the substitute appointment is applicable also in case the Senior Assistant Superintendent is on leave. No substitute posting may be made unless the number of candidates on that particular day exceeds 500.

5) Additional Chief Superintendents:

- a. Additional Chief Superintendents shall be appointed by the University at centres if deemed necessary. He/She shall render all help to the Chief Superintendent in his/her duties.
- b. Senior Assistant Superintendent/Additional Chief Superintendent shall be present at the centre 30 minutes before the commencement of examination and till the answer scripts are properly packed and sealed.

6) Appointment of Invigilators:

The Chief Superintendents should take special care in posting required number of suitable persons for invigilation work. Posting outsiders for invigilation work must be avoided as far as possible. In schools teaching staff of L.P. schools and U.P. Schools can also be appointed as Invigilators, if necessary. In no circumstances members of the Non-teaching staff be appointed as Assistant Superintendents. Qualified Librarians can also be appointed as Assistant Superintendents. Assistant Superintendents can be appointed for the University.

7) Supply of Memorandum of Instructions:

One copy each of the Memorandum of Instructions to Assistant Superintendents may be distributed to the Assistant Superintendents. Chief Superintendents will do well to make themselves familiar with the instructions contained in this memorandum and shall ensure that these instructions are carried out in full by all Assistant Superintendents.

8) Inspection:

- a. Where the examination is conducted in a number of rooms or in separate buildings, the Chief Superintendents/Additional Chief Superintendents should visit each room or building as frequently as possible; he/she should also consider it a part of his/her duty to see that his/her assistants keep moving among the candidates, and do not engage themselves in any occupation likely to diminish the efficiency of the supervision they are exercising. Supervision must be very strict.
- b. The Chief Superintendent, Additional Chief Superintendent and Senior Assistant Superintendent are responsible for seeing that no irregularity is committed or connived at by the Assistant Superintendents.

9) Closure of examination/Duration of Examination:

Candidates are not allowed to exceed the prescribed time assigned to each paper. To secure the strict observance of this rule, it would be well ten minutes before the close of each examination, to announce the fact to the candidates. If for any cause, the question papers in any subject cannot be given out exactly at the time fixed, the candidates should be allowed the full period prescribed for writing their answers.

10) Postponement of Examination:

Any unexpected holiday declared by the Government or by any Local Authority after the publication of the programme of examination by the University, will not affect the programme of examination already announced unless otherwise specially notified by the University. Announcements regarding postponement of Examinations due to unexpected events will be made through T.V. and Radio.

11) Prohibition of Unauthorized Persons:

No unauthorized person should be permitted to enter the examination buildings and their vicinity. The Chief Superintendent should closely watch the conduct of all peons and menials to see that they do not communicate with any candidate verbally or by signs or by conveying written messages or communicate either verbally or otherwise with persons outside the examination building. During the hours of examination care should be taken to see that no person loiters on the verandahs or any where near the examination room. Instances have been reported of candidates trying to maintain contact with persons outside the examination hall and attempting to insert papers written outside the hall. Particular care should be taken to prevent such possibilities. Outsiders and peons not detailed for examination duty should not be allowed to wander about on the verandah while the examinations are going on.

12) Blank Answer books/Issue to candidates:

The blank answer books and additional books received from the University and kept in safe custody by the principal of College/Headmaster of the School should be issued to the Chief Superintendent for use on each day of the examination according to needs. Every care should be taken by the Chief Superintendent to prevent possible substitution of books from outside containing prepared answers. It shall be the personal responsibility of each Chief Superintendent to see to the strict

observance of this rule. Balance of unused answer books and additional sheets are to be tallied with the receipt and distribution and be returned to the University on the last day of examination.

13) Collection/Despatch of Answer Scripts:

After the answer books have been collected, they should be carefully arranged according to the subjects, examination wise and in numerical orders. The answer books should be bundled, covered with cloth and properly sealed in the presence of the Chief Superintendent and the Additional Chief Superintendent (if any) and be ready for despatch within two hours of the termination of examination concerned and should be sent on the same day if practicable, to the personal address of the Controller of Examinations unless otherwise instructed. The parcels of answer books in the Trivandrum centres should be sent through reliable messengers and those in other centres by registered post. (The metal seal of the College/School/Chief Superintendent and the Additional Chief Superintendent should also be affixed on the wax on the bundle).

As soon as the answer books of a particular question paper are received from the Assistant Superintendent, the Chief Superintendent/Additional Chief Superintendent /Senior Assistant Superintendent will check them, arrange them as instructed above, count them to see that the total number agrees with the total number of candidates for that paper minus the number of absentees, arrange to have them bundled and sealed as instructed in (as above) and affix signature of Additional Chief/Senior Assistant Superintendent Chief Superintendents are requested to take personal care to prevent mistakes by seeing that the right category of answer books alone is enclosed in each packet and that the Register Numbers of answer scripts sent and numbers of absentees are correctly entered in the appropriate columns of the prescribed statement forms (which will be supplied by the University) to be sent along with each answer book parcel. The name of the examination and subject should be clearly noted so as to leave no room for ambiguity.

14) Absentee Statement:

During the time of answering each paper and immediately after the first half hour, the Chief Superintendent should note the absentees giving their Name and Register Number in the consolidated forms supplied (to be returned at the close of the Examination to the Controller of Examinations) keeping a copy for future reference, marking the letter (A) against the names in the appropriate column. "List showing the names of absentees, their Register Numbers and the days of Examination and Subject from which they were absent" is the form to be used for this purpose. The Chief Superintendents should personally see that the statement is carefully and truthfully filled up each day and returned to the Controller of Examinations without fail, immediately after the close of the Examination at their Centres.

15) Despatch of filled up forms:

On the conclusion of the examination or examinations, the different statements asked for should be sent in duplicate to the Controller of Examinations (in the forms furnished to the Chief Superintendent).

16) Purchase of Stationery:

Chief Superintendents are expected to purchase locally all items of stationery (such as country twine, English twine, brown casing paper, sealing wax, cut cardboards, gum Arabic, cambric cloth, etc.) required for the conduct of examination, packing and despatch of answer books to the University for which payment will be made to them at the rate of Re. 1/- per candidate based on the total number of candidates for each examination, the minimum expenditure that can be incurred in a centre for an examination being Rs. 50/-

While purchasing articles, special care shall be exercised to see that the stationery articles purchased are of good quality suitable for use at University Examinations. The expenditure for the above purposes is to be met from the advance paid to the Chief Superintendents, by the University, for the conduct of University Examinations and adjusted in the final bill of charges.

17) Avoid Colour Threads:

Under no circumstances colour threads should be used for tying up the answer book and additional sheet. Violation of this rule may lead to the cancellation of the script.

18) Advance:

Applications for advance towards examination charges and remuneration to Assistant Superintendents and menials should be made to the Controller of Examinations early enough, who will arrange for the payment of the amount. All unexpended balances should be remitted into the Treasury or State Bank of Travancore to the credit of the Kerala University Fund (K.U.F.C) within 7 days from the last date of examination and the fact reported to the Controller of Examinations.

If an advance received is insufficient, the Chief Superintendent shall make a request to the Controller of Examinations for sanction of a second/subsequent advance mentioning the amount required, giving details.

In the case of any emergency not provided for in these instructions, the Chief Superintendent shall act according to his/her discretion for the proper conduct of examinations.

19) Admittance of Candidates:

Chief Superintendents should be personally satisfied as to the identity of candidates when hall tickets are issued to them and when they are admitted into the examination hall. All precautionary measures should be taken against possible impersonation.

Particular care should also be taken to see that hall tickets are not wrongly interchanged between candidates. There have been cases in which owing to similarity of names hall tickets were issued to wrong candidates with the results that they wrote their examinations under wrong register numbers causing great difficulty in the matter of the correct identification of their answer books. When hall tickets are issued, particular care should be taken to identify candidates with reference to their second language, if any, part or parts for which they are candidates and their subjects under their optional groups. If there are candidates with the same name appearing for the same part or parts of an examination they should be identified with reference to their place of birth or date of birth shown in the hall ticket and the nominal roll.

20) Hall Tickets:

In order to help Chief Superintendents to identify candidates correctly, passport size photographs have been prescribed which will have been affixed to their hall tickets duly certified by identifying officers and with the University seal stamped on them. This is intended to prevent even chances of possible wrong identification of candidates by Chief Superintendents.

21) Provisional Admission of Candidates:

Some times cases may arise of candidates being unable to produce their hall tickets or have not been correctly registered for the examination they have to take. On such occasion the candidates may be provisionally admitted to the examination at their own risk, provided they give a declaration in writing that their applications had not been rejected by the University and the fact reported to the Controller of Examinations. Candidates who have lost the hall tickets may be asked to produce the copies of their photos (passport size) for being forwarded to this office with the signature of the Chief Superintendent when the examination is over. The answer papers of such candidates may be forwarded separately on receipt of information regarding register number allotted to them from this office, if the numbers are not already known.

22) Cancellation of entries in the Answer Book-Facing Sheet:

Under no circumstances, register numbers on the facing sheet must be left scored without the full signature of the Chief Superintendent and in all such cases a statement leading to such action must be sent to the Controller of Examinations.

Additional sheets of the same series of the main answer book must be given to the candidates on each day of examination, if available. Daily, the series of additional books is to be changed; these facts should be recorded and reported to the University while sending the scripts.

23) Duties of Invigilator:

- a. The attention of the candidates should be called to the directions printed on the outer cover or inner page of each answer book and also to the instruction issued to them with their hall tickets. They should be warned that failure to write the register numbers or to write them correctly might involve the rejection of their answer books. No loose sheet of paper should be allowed in the examination room. Candidates should have their attention drawn to the

instruction regarding rough work printed on the answer books. No separate books for rough work will be supplied to the candidates. Rough working, if any, must be done at the bottom of the page reserving sufficient space exclusively for the purpose. Paper must not be detached from the answer books. If the ordinary answer books are found insufficient, additional books may be allowed. All books supplied to the candidates must be handed over by them at the close of the examination securely fastened together.

- b. The register number assigned to candidates should be written by them on the answer books in words as well as in figures. Necessary columns, have been provided on the facing sheet of the answer books. Candidates must be told to strictly comply with this instruction. If the register number of a candidate is 27389, the candidate should write the letter two, seven, three, eight, nine. Instead of writing twenty-seven thousand three hundred and eighty nine. If the register number is 4009, the candidate should write four, zero, zero, nine. Thus all figures should be written in letters. This instruction may clearly be given to all the candidates before the commencement of examination every day.
- c. Candidates are forbidden to ask questions of any kind during the examination. Superintendents are instructed to refuse to answer any inquiries what so ever, relating the question papers whether in explanation of the meaning or in correction of typographical errors. Candidates are not allowed to write any thing except the register numbers and names on the question papers supplied to them.
- d. Candidates shall take their places in the examination hall at least five minutes before the time fixed for giving out the question papers. Candidates presenting themselves more than half an hour after the commencement of examination should not be admitted for the examination of that day.

24) Leaving the Examination Hall:

The rule that candidates should not be allowed to leave the hall before the expiry of half an hour from the commencement of the examination may be strictly enforced.

25) Leaving Examination Hall early/Surrender of Question Paper:

No candidates shall be allowed to leave the examination hall till the expiry of half an hour after a question paper has been given out and no candidate who leaves the room during the period allotted for the paper shall be allowed to return within that period. Candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination should surrender their question papers with their name and register number written on them to the Assistant Superintendent and collect them back after the examination, if they so desire

Candidates who leave the hall refusing to surrender the question papers, as stated above shall not be allowed to take the examination of subsequent days and the matter may be reported to the Controller of Examinations.

Candidates shall be permitted to leave the examination hall only after his/her/ her answer book is taken charge of by the invigilator on duty in the hall. They should not be permitted to leave the hall after keeping their answer books in their seats.

26) Question Paper Parcels:

- a. A parcel or parcels containing question papers will be despatched/delivered to the personal address of the Chief Superintendent and the memorandum of the contents of each sealed cover contained in the parcel will take personal delivery of parcel/parcels and sign all necessary receipts.
- b. The Chief Superintendent of the sub-centre, if any, should take delivery of the question papers and other materials of the examinations from the Chief Superintendent of the respective main centres.
- c. If the question paper is received by post, the Chief Superintendent should immediately acknowledge its receipt telegraphically, giving the number of the parcel and name of the centre only as the text of the telegram.

Eg: Twenty-one Sree Narayana College and addressing it "Controller, Trivandrum" 695034 where Twenty-one is Centre number allotted.

27) Verification of Question Paper Parcels:

Soon thereafter the Chief Superintendent should see that the seal and cover of the parcel/parcels are intact and the description and particulars on the outside of each sealed cover agree with those in the memorandum mentioned in Section 32. The Chief Superintendent should further verify these sealed covers with the timetable and the nominal rolls of the candidates and satisfy himself that the covers containing adequate number of question papers in all the concerned subjects for the examinations have arrived in time. In the event of there being any material defect or discrepancy, he/she should report the matter to the Controller of Examinations.

28) Safe custody of Question Papers:

- a. The safe custody of the question paper packets and also of the answer books is the personal responsibility of the Chief Superintendent and he/she will attend to it personally every day.
- b. The safe/almirah containing the question papers should be kept in a strong room whose windows if any, should have iron bars.
- c. Question papers should invariably be kept under personal custody of Chief Superintendent in steel almirahs which have duplicate keys and in which nothing else is kept.

29) Keeping of the Question Papers:

- a) Question papers should be kept under lock and key in the safe custody of the Chief Superintendent in steel almirahs which have duplicate keys, until they are distributed to the candidates at the examination hall in the manner provided for in Section 32 infra. The covers enclosing them should not, in any circumstances, be opened except as provided for in Section 32.
- b) Question paper packets may be sorted out date-wise and session-wise (FN/AN) and kept separately so as to avoid improper distribution at the time of examination.

30) Shortage of Question Papers:

In the event of any shortage of question papers, suitable arrangements may be made for preparing the number of copies additionally required and the fact reported to the Controller immediately. When this is done proper measures should be taken to avoid malpractice of any kind.

31) Inspection of Question Papers:

The duplicate keys should be kept in a sealed cover under the personal custody of the Chief Superintendents and it should be open for inspection by the Controller of Examinations or any other University officials competent to conduct the inspection at any time during the period of conduct of the examinations.

CHIEF SUPERINTENDENTS

Attention Please

We often overlook the obvious

Let us not do that;

Please see that

1. Before opening the outer packet of question covers, verify and assure yourself that it is the right one for the day/session.
2. Cut open the top part of the inner cover, pull out the question paper a little (don't pull it out completely) and verify the code number and title of the paper.
3. If they do not agree, put back and seal the cover.

32) Opening the Question Paper Cover:

The covers containing question papers should be examined in the presence of the Additional Superintendent/Senior Ass. Superintendent, not earlier than twenty minutes before the time for commencement of the examination and two Assistant Superintendents the Additional Chief Superintendent and Senior Assistant Superintendent and the Chief Superintendent and two Assistant Superintendents must sign the covers after satisfying themselves that the covers are in good condition.

The Chief Superintendent will then cut the cover with scissors along the line indicated, without damaging the seal. The cut part should not be completely detached from the rest of the cover but allowed to hang loosely from it, giving sufficient opening for taking out the question papers. This has to be made available to the visiting University Officials for checking. The question papers must be scrutinized by the Chief Superintendent or Additional Chief Superintendent or the Asst. Superintendent so as to verify that the heading of the paper agrees with its description in the timetable. The question papers will be handed over to the Asst. Superintendent only in sealed packets for distribution to candidates who are seated in the examination hall. The Asst. Superintendent will check once again the heading of the question papers before distribution. Papers wrongly inserted in covers should be returned at once to the Chief Superintendent and the Chief Superintendent should immediately report the fact to the Controller of Examinations. Greatest care must be exercised in the distribution of question papers to see that papers of the right subject according to the timetable only are distributed and that no question paper relating to any other subjects is inadvertently distributed.

33) Distribution of Question Papers:

Where the examination is conducted in a number of rooms or buildings, the Chief Superintendent should fix a central place for opening the question paper covers. Copies of question paper required for distribution in each room should be put in separate packets and sealed before being handed over to the Asst. Superintendent concerned. Additional Chief Superintendent/Senior Asst. Superintendent shall help the Chief Superintendent in this regard.

34) Opened Question Paper Covers:

The Chief Superintendent will forward the opened covers to the Controller of Examinations by registered post or messenger without folding the covers.

In addition, the Chief Superintendents shall send to the personal address of the Controller of Examinations a declaration, in the prescribed form supplied, that the seals on the question paper covers were intact at the time of opening them. The declaration should have on it the signature of the Chief Superintendent, two Asst. Superintendents and Additional Chief Superintendent

35) Unopened Question Paper Covers:

In cases where the only candidate registered for the examination in a centre absents himself, the Chief Superintendent should make a report thereof to the Controller of Examinations and return the unopened cover containing the question papers.

36) Question Papers to Invigilators:

The attention of the Chief Superintendent is specially invited to the instruction that question papers are to be handed over to Assistant Superintendents only in sealed covers. No loose question papers should be made available to any Assistant Superintendent. In view of there being an Additional Chief Superintendent and/or a Senior Asst. Superintendent at most centres with a large number of candidates, it is advisable that question paper covers are personally handed over to the Assistant Superintendents only in the examination hall by the Additional Chief or the Senior Assistant Superintendent

Assistant Superintendents may be specially instructed to scrutinize each question paper before it is handed over to the candidates in order to make sure that it is the right question paper that is being distributed.

37) Exhibition of Time Table:

The Chief Superintendent shall paste a copy of the timetable and instructions to the candidates at a prominent place in the college/school and invite the attention of the candidates thereto.

38) Hall Tickets:

The examination hall tickets of the candidates appearing for the examinations will be sent to the Chief Superintendent They should be distributed to the candidates three days before the commencement of the examination. All precautions against fraudulent impersonation should be taken and if any case is detected it should immediately be brought to the notice of the Controller of Examinations. The Chief Superintendent should check the names of candidates and the numbers on

their hall tickets with the list of candidates sent to him by the Controller of Examinations. The name of doubtful candidates should be reported immediately to the Controller of Examinations.

39) Admittance to the Hall:

No candidates should be admitted to the Examination Hall unless he/she presents the hall ticket issued to him or otherwise satisfies the Chief Superintendent as to his/her eligibility and identity.

40) Verification of Hall Tickets:

The hall-tickets of all candidates should be inspected during the course of the first session of Examination. Candidates may also be asked to produce these documents on any other day of the examination.

41) Admittance of Candidate not Included in the Roll:

If a candidate whose name does not appear in the list furnished to the Chief Superintendent presents himself, he/she may not be admitted to the examination unless the Chief Superintendent is satisfied that he/she has the eligibility to take the examination.

Such a candidate may be asked to produce two passport size photographs and certificate of remittance of examination fee made on or before the last date of receipt of application. The Chief Superintendent may affix his/her seal and signature on the photographs and hand over one of them to the candidate for producing at the time of examination. Further the form in this regard may be got filled up by the candidate and forwarded to the University.

But in such case the Chief Superintendent should report the fact at once to the Controller of Examinations stating the circumstances of the case. The answer books of the candidate should be retained by the Chief Superintendent until receipt of information as to his/her register number from the office of the Controller of Examinations.

If there are more than one candidate, the details regarding the name and address of the candidate, the subject, date and time of examination may be entered in a sheet of paper and kept along with the answer papers in sealed packets signed by the Chief Superintendent and the Additional Chief Superintendent

42) Candidates Having Infectious Diseases:

Candidates who are undoubtedly suffering from infectious diseases of any kind should not be admitted to the examination hall.

43) Use of Mathematical Instruments/Tables/Calculators:

Candidates are not allowed the use of books of any kind. The use of Mathematical instruments whilst answering the papers in Mathematics and Physical Science, is however, allowed. Such instruments will not be supplied by the University. Chief Superintendents are requested to warn the candidates at the commencement of examination in each paper that persons found introducing into the examination hall or found in possession of, or copying from any book or portion of a book, manuscript or paper of any description, or communicating with any persons outside the examination room will be treated as guilty of malpractice.

Mobiles Phones, even if they are switched off, will not be allowed in the Examination Hall.

In the case of University Examinations, requiring the use of mathematical and other calculation tables, candidates are permitted to bring their own tables without any scribbling on any pages of the book. Special Instructions should be given to the invigilators to verify strictly and carefully the tables brought by the candidates and to satisfy themselves that there is no scribbling or any addition in them which may directly or indirectly facilitate any kind of malpractice at the examination. In the case of Logarithm tables, the students are permitted to bring only Clarks Tables.

- (a) Non Programmable Calculators are permitted to be used in the University Examinations in the following subjects:
1. B.Sc. Statistics (main) Practical Examination
 2. B.Sc. Mathematics (main) paper VIII – Differential Equation and Numerical Analysis

3. Mathematics (subsidiary) and Statistics (subsidiary) Examinations
4. M.Sc. Mathematics Examination
5. M.A. Economics Examination.

Optional Papers:

1. Mathematical Economics
2. Theory and application of Econometrics
3. Theory and applications of Statistics
6. B.A. (Economics) Examinations Paper-Statistics for Economic Analysis
7. B.Com. Degree Examinations (only non-programmable calculators)

44) Malpractice:

- a) Any candidate detected of malpractice in the University Examination hall should not be permitted to sit for the remaining papers/examinations, if the Chief Superintendent is prima facie satisfied about the guilt of the candidate. All such cases should be reported to the Controller of Examinations, as soon as they are detected. Statements may be got recorded from such candidates and the Assistant Superintendents concerned and arrangements for conducting enquiry according to rules should be made expeditiously.
- b) All books, notebooks, manuscripts etc. brought by the candidates should be placed outside the Examination Hall. This instruction shall be strictly enforced.
- c) General Instructions regarding Mal Practices committed in University Examinations.

With a view to avoid the undue delay in processing and finalizing the malpractice cases detected and reported from the Affiliated Colleges and School Centres, it has been decided that enquiry need not be conducted by the College Authorities/Chief Superintendent, hereafter. The Principals/Chief Superintendents of the malpractice cases detected from the College and School Centres are directed.

1. To report the malpractice cases detected from their Centres to the University on the very next day so that the case could be noted in the tabulation sheet.
2. The candidates who are found to be guilty of malpractice in the examination hall shall not be permitted to write the remaining part of the examination for which registration has been granted.
3. The Chief Superintendent/Principal shall forward the cases to the University, furnishing a brief statement of reasons together with all documents such as answer script, hall ticket, evidences, report of the Invigilator, etc.
4. The Invigilator who detected the malpractice should make a report of the case in the form prescribed. This report shall be countersigned by the Principal/Chief Superintendent. The malpractice cases detected shall be reported to the Deputy Registrars concerned as detailed below;

B.Com	: Deputy Registrar III (Exams)
B.A/B.Sc.	: Deputy Registrar I (Exams)
M.A./M.Sc./M.Com/ MSW Examinations	: Deputy Registrar IV (Exams)
Medical/Engineering/LLB/B.Ed	: Deputy Registrar VI (Exams)

It is requested to adhere to the above norms scrupulously.

**PROFORMA TO BE FILLED IN BY THE INVIGILATOR WHILE REPORTING
THE MALPRACTICE CASES TO THE UNIVERSITY**

Name and house address of the candidate	Name of Examination taken by the Candidate	Reg. No. and year	Centre of Examination (Sub Centre & Main Centre) to be specified clearly	Name & Designation of the invigilator	Remarks (Gist of the case)

Signature of the Invigilator with Date

Signature of the Chief Superintendent/ Principal with date.

45) While in the Examination Hall:

Strict silence shall be maintained in the examination hall. This rule applies to Superintendents as well as to candidates. Candidates and Superintendents are strictly prohibited from smoking within the examination hall.

46) Selection of Answer Books/Stock Accounts:

- a) The Chief Superintendents are to decide which series of answer books should be issued on a particular session/day, which decision he/she would take one hour prior to the commencement of the Examination.
- b) The Chief Superintendents are responsible for keeping proper accounts for the stock and use of the main answer books and additional sheets.
- c) Additional sheets must not be used for any purpose other than answering questions including doing calculations by the candidates in the examination hall.
- d) In no case blank main and additional book shall be kept by any person other than the Chief. Chief Superintendents shall be held responsible for the misuse of the same.
- e) The invigilators shall be provided with Proforma of paper accounts along with the blank main and additional books and shall return it to the Chief Superintendent duly filled, at the end of the session together with the scripts and unused answer books.
- f) The blank main or additional book shall not be used for any other purpose.

47) Packing and Despatch of Scripts:

Answer scripts should be bundled and sealed within two hours after the examination. The seal of the additional Chief Superintendent, if any, shall also be affixed on the sealing wax on the bundle, in addition to the metal seal of the Chief/Centre.

The bundles of answer scripts of the morning session from the sub-centres should reach the main centres within 3 hours after the examination and those of the evening sessions should reach the Main centres at least the next day morning.

Answer scripts with different Exam. Code letters should not be packed in a parcel.

The following are the Examination Code Letters to be written on the bundle.

Deputy Registrars Concerned

B.Com	E	DR Exams III
B.A.	C	DR Exams I
B.Sc.	D	-do-
M.A.	F	DR Exams IV
M.Sc.	G	-do-
M.Com	H	-do-
M.S.W.	S	-do-
All other Exams		DR Exams VI

Each parcel/bundle (postal or messenger) should contain as many answer scripts as can conveniently be packed, but it should be so arranged that a parcel contains one category of answer scripts alone.

All the statements to be sent along with answer scripts parcels should be prepared in duplicate, one copy enclosed in the packet as instructed above and other for future reference at the examination centre.

Particular care should be taken to avoid mistakes and inaccuracies in the preparation and sending of statements. No answer scripts/parcel should be sent without enclosing the required statements.

48) Malpractice Cases:

Answer books of candidates who are detected of malpractice should not be sent along with the answer books of other candidates. Such answer books together with the necessary documents such as report of the Assistant Superintendent invigilating in the examination hall, report of the Chief Superintendent, manuscripts and such other relevant material recovered from the candidates, should be handed over to the Principal of the college, who will arrange for conducting an enquiry.

49) Consolidated Absentee Statement:

The consolidated list of absence should be prepared and forwarded as instructed in Para 16 of the printed instructions. They should be forwarded at the end of each category of examinations without fail. For example, the consolidated list of absentees relating to I B.A. Examination, should be forwarded at the close of the I B.A. examination, that relating to Second Year B.A. degree examination when the second year B.A. degree examination is over and so on. The Chief Superintendents sometimes omit to send this absentee statement in proper time, causing considerable difficulty in the University Office.

50) Report Regarding Invigilation Works:

After the completion of the examination, the Chief Superintendent must give a Schedule of work done by each invigilator stating the date and session and hall number he/she has invigilated. This statement is very much required in the malpractice cases reported during valuation time.

51) Police Security:

The Director General of Police will be requested to issue instructions to the Police Officers in the various centres to keep in touch with the Chief Superintendents and to render them such help as may be needed and sought by them. If any trouble is apprehended, the Chief Superintendents may take suitable and necessary precautions to prevent untoward happenings.

University Buildings,
Thiruvananthapuram.

Controller of Examinations