

## CONDUCT OF THEORY EXAMS

### (a) Guide lines to Chief Superintendent and Deputy Chief Superintendent

- 1) The Chief Superintendent should ensure that sufficient Question papers are received for all the subjects for which students have registered from the concerned Polytechnic College. Immediately on receipt of the Question papers, the Chief Superintendent should verify all the packets and ascertain the correctness of Code. No., Name of Subject, Date, and Time etc with the Time Table Notification and inform this office sufficient early defects or discrepancy, if any. He should also report damages, if any, to any of the packets.
- 2) It is the responsibility of the Chief Superintendent to make arrangements for the safe custody and security of the Question papers.
- 3) The Question papers are to be opened only before ten minutes for the commencement of each Examination. It should be opened in the presence of both Chief Superintendent and Deputy Chief Superintendent along with at least two Invigilators/Asst. Superintendents as witnesses.
- 4) A Certificate is to be furnished by the Chief Superintendent and Deputy Chief superintendent on the cover to the effect of above conditions and also that the packets were in tact at the time of opening.

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- 5) Immediately after the opening of Question paper packet, the Chief Superintendent should verify whether any corrected copy of the Question paper is enclosed. If so, the correction stated therein should be announced in the Exam halls concerned at the beginning of the exam itself.
- 6) An account of the Answer script and Additional sheets and other examination materials received from this office is to be maintained. The issue details of the same are to be recorded for each exam which is subject to verification at any time from this office.
- 7) The Chief Superintendent and Deputy Chief Superintendent should see that the Asst. Superintendents are properly maintaining the account of Additional sheets/Answer scripts issued and balance returned which are to be tallied at the end of each exam.
- 8) All answer scripts and Additional Sheets distributed in the Exam hall should invariably have the monogram of the Controller of Technical Exams on the left top corner of each sheet. The Answer scripts and Additional sheets without the monogram will not be valued.
- 9) Answer scripts of each session (FN/AN) should be packed at the end of that particular session itself (immediately after the exam) It should never be postponed to next session or next day.
- 10) The label containing the Code. No. and Name of the Subject, Year/Semester, Centre No. and Name of the Polytechnic College, Date and time of exam, Reg. No of students attended and the absentees should be placed on the top of each bundle of Answer script before it is packed.
- 11) In the case of common subjects, one label is sufficient for all branches together. Answer scripts of such common subjects need not be packed in different bundles. (Example for common subjects-English, Technical Mathematics etc.) All the Reg. Nos should be entered in the Label serially in the ascending order. The total number Registered for that subject should tally with the total number of Answer scripts in the packet plus the No of absentees.
- 12) If none of the registered candidates attends any subjects a 'NIL' statement (Label) with all details including Reg. No. of absentees should be sent in a separate cover along with the packets of other Answer scripts. This is to confirm the reason for not receiving the Answer scripts of that subject from that particular centre.

- 13) If exams of different schemes are conducted simultaneously, Answer scripts of each subject of each scheme should be packed separately with separate labels even if the code no. and name of the subject are same. That is, scripts of different schemes must never be mixed.
- 14) One set of this label should be sent separately to this office immediately after the completion of all the theory exams.
- 15) In the case of subjects having two Parts/Papers like Physics and Chemistry for 'Applied Science', two Answer books are to be issued to each student. Each Part should be written in separate Answer books. In such cases the scripts should be sorted properly and each Part should be packed in separate bundles with separate labels. The Deputy Chief Superintendent should take personal attention in this regard.
- 16) If a student approaches the Chief Superintendent reporting loss of his Hall Ticket, he may be permitted to attend further exams by issuing a Duplicate Hall Ticket with proper identity and attestation. Before issuing such a Hall Ticket sufficient recommendation should be obtained from the Head of Section/Group Tutor concerned with regard to the correctness of the Reg. no. and identity of the student. A nominal Fee/ Fine may be collected as per the existing procedure for the issue of Duplicate Hall Ticket so as to discourage and minimize such tendency and also to prevent the misuse of such a facility.

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- 17) The complete Malpractice Cases should be reported to this office on the very next day of the completion of theory examination. Immediately on noticing any kind of malpractice the Asst. Superintendent should seize the Answer scripts and things used for malpractice and report immediately to the Deputy Chief Superintendent/Chief Superintendent. He may be allowed to continue attend the exam by providing a new Answer Book, if he wants to do so. This **second answer book** will be forwarded along with the answer books of other students. The report of Malpractice should not be enclosed in the Answer script bundles forwarded to this office. It should be sent separately. If the student does not give back the earlier Answer book, he should not be allowed to write more. The Declaration/Statement of the student alleged malpractice, Chief Superintendent, Deputy Chief Superintendent and Assistant Superintendent/Invigilator in Forms A, B, C and D respectively should be prepared. (Forms given in the Website). Together with this, the scripts and other items used for malpractice, Answer book etc should be sent separately for further steps in this office. Statement of neighboring two students also may be obtained if possible. The Deputy Chief Superintendent is expected to submit a consolidated statement in form C at the end of all the theory exams. Malpractices during Practical exam also should be reported immediately.
- 18) Instructions on the Hall Tickets and on the Facing sheet of the Answer scripts are standing rules for all public exams which are to be strictly adhered to.
- 19) The Answer scripts/Additional sheets/Drawing sheets/Graph papers shall not contain any thing that helps to identify the candidate or the Institution.
- 20) Only white twines can be used to tie the answer scripts and Additional sheets together. Use of colour twine is prohibited.
- 21) The Centre name. Code No. of subjects, Date and time of exam etc. should be noted both on the paper packet of each subject and also on the outer cloth packet of the answer scripts of each session.
- 22) Under the existing system the answer scripts bundles will be collected from this office unless it is directed otherwise.
- 23) Seating of students in each day should be arranged in such a way that the same student should not be allotted the same seat in the same hall repeatedly. If there are students of different schemes and of different Branches, they should be mixed up and seated in such a

way that those who attend the same subject shall not be sitting in the adjacent seats/same Bench. The staff doing the seating arrangement may be instructed accordingly.

- 24) The postings of Asst. Superintendents in different halls on different days should be rotated everyday at the discretion of the Deputy Chief Superintendent and Chief Superintendent preferably at the time of distribution of Questions papers and other items. Pre posting of Asst. Superintendents should not be encouraged as far as possible.
- 25) No student will be allowed to enter the exam hall for attending the exam after half an hour from the commencement of the exam. So also no student will be allowed to leave the Hall before completing half an hour from the commencement of exam. Those students who leave the hall after 30 minutes of commencement and 30 minutes before completion of exam should hand over the Question paper to the Asst. Superintendent along with the Answer script.
- 26) Hall Tickets will be issued from this office unless informed otherwise. A list of students with Registration details will be forwarded from this office along with Hall Tickets. The same will be returned to this office on completion of all exams with necessary corrections, additions, and other modifications. Hall Tickets will be issued from three days before the commencement of the exam. When the system of publishing the Hall Ticket is introduced, the same may be downloaded from the site and used after proper attestation and authentication.

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- 27) In case any of the students registered for the exam in time is not issued Hall Ticket, the Principal may issue a Provisional Hall Ticket considering the urgency. The details of students who have been issued provisional Hall Ticket by the Principal should be reported immediately to this office for recording their Registration, failure to which the result of such students will be withheld. The Principal has no power to issue Hall Ticket to a candidate who has not registered for exam in time. If any student is seen attended exam without prior registration in time, his appearance will be treated as cancelled.
- 28) If due to any oversight, the subjects noted in the Hall Ticket are not correct as per the records, the Principal after confirming the failed subjects, can effect corrections with proper attestation in the Hall Ticket and allow the student to attend such subjects, provided, he has paid the fees in time. Such corrections also are to be reported to this office, failure to which the result will not be published.
- 29) In case any of the Hall Tickets issued from this office do not contain the seal/signature of the Joint Controller, the Principal/.Chief Superintendent can endorse his signature on behalf of the Principal before issuing the same to the candidate. Such Hall Tickets need not be forwarded to this office for authentication.
- 30) Damaged/defective and tampered hall Tickets may be replaced by issuing new one
- 31) Sufficient Nos of Answer books, Additional sheets, Mark Book, Label etc. must be procured by the Chief Superintendent sufficient early from this office and kept ready for each exam. The Staff in charge of the examination in the Polytechnic College concerned should be directed accordingly. Materials required for the exams which are not supplied from this office should be procured locally and kept by the Chief Superintendent (Eg. Drawing sheet, Graph sheet etc.)
- 32) On the last day of the theory exam of each Year/semester/ scheme a statement showing the details- Code No., Name of Subject, Total No. Regd., Total attended- will be forwarded to this office. (If a subject has two parts like 1003 I and II, each part is to be furnished separately).

33) Necessary instructions will be given by the Chief/Dy. Chief Superintendent to prohibit the use of Mobile phones inside the exam Hall.