

## **Formation of a team of Observer(s) and their duties and Responsibilities during University examination:**

Executive council may issue such general instructions, for guidance of the examiners, Center In Charge, observers, tabulators, collators, as it considers necessary for proper discharge of their duties.

Subject to the provisions of this ordinance, the Executive council from time to time, may make, alter or modify rules and procedures about the conduct of examination.

(1) The team of Observer of not less than 3 (three) and not more than 4 (four) members shall be appointed by University (i.e. O/o C.O.E) to visit/inspect the centers of University examinations. A number of similar teams, as per necessity, may be deployed to cover all possible examination centers **to:**

(i) Ensure that the University Examinations are conducted as per norms laid down.

(ii) Observe whether the Centre Superintendent / In-charge , invigilators of the examination centre is/are scrupulously following instructions for conduct of the University examination.

(iii) Check the students who try to resort to malpractices at the time of University examinations and report such cases to the University.

(2) The team of Observer is authorized to visit any Examination Centre without prior intimation and enter office of the Centre Superintendent/ Centre-in-charge of the Examination centre to check the record and other material relating to the conduct of examination. They can enter in any block/room of examination for checking the candidate's identity card, hall ticket etc. to ascertain the authenticity of the candidate. The team of Observer shall be authorized to detect use of malpractices and unfair means in the University examination.

(3) Controller of Examinations, WBUHS shall appoint the team of Observer(s) which may include senior teachers and desirably at least **one lady teacher**, and any other person as considered appropriate.

(4) The team of Observers shall submit the report on surprise visit directly to the Controller of Examinations (C.O.E) with a copy to the Principal concerned. The observer may make suggestions in the matter of proper conduct of examinations, if necessary.

(5) The observers shall, wherever necessary, send a confidential report to the COE about the conduct of examination, performance of invigilators and general behavior of examinees.

(6) The observers shall send a daily report on the number of examinees attending each examination, absentee roll numbers and any other matter which needs to be brought to notice of the university.