

Standard Operating procedure (SOP) for centres conducting University Examinations:

[The WBUHS first Ordinance 2003 chapter-I, clause 15 - 22]

The Executive Council shall determine in consultation of Academic Council, **the centres of Examination** and may issue necessary directives to the concerned College(s)/Institute(s) for conducting all the **theoretical / practical examinations**.

- (1) **The Principal / Head of the Institute of the college shall be overall in charge for conduct of university examinations at their respective centers.**

The Principal of the college where the centre of examination is located, shall be responsible for the **Smooth conduct of examination. He / She shall ensure strict vigilance against the use of unfair means by the students and shall be responsible for reporting such cases to the University as well as to the law enforcing authority.**

- (2) **Controller of Examinations (C.O.E)** is the **Principal Executive Officer** in respect of the conduct of University examinations. Notification of university examination with detailed time schedule will be issued from O/o COE to Principals of colleges at least one month in advance with request to appoint Observers, Invigilators, scrutineer, support staff (non teaching) according to number of examinees:

***Invigilator** (Teachers only) @ one per every 20 students

***Observers:** Team of 3 or 4 per each university examination center

*** Scrutinizer:** 1 per subject/ centre of examination.

***Non teaching staff** @ one per every 50 students

***Video surveillance** / recording of ENTIRE examination.

***Nodal person as single point of contact** window between college and digital system integrator of university to facilitate online data capturing, fees submission etc. through college portal.

- (3) All the centers of an examination held by the University in any affiliated college/institute, the **Principal / Head of the institute** of the college/institute shall be the **Presiding Officer (Competent authority)**.

- (4) Principal shall appoint **Centre-in-Charge / Centre Superintendent** and **Invigilators** from the **teaching staff** of the college/institute and also **engage** required number of **non-teaching staff** of the college for holding the examination in an efficient manner as a part of their official duty.

Unless otherwise directed, only teachers of the affiliated colleges, university conducted colleges shall be appointed as Invigilators.

- (5) **Centre Superintendent / Centre-in-Charge of Examination**, appointed by **Principal/Head of the Institute** with intimation to COE, will act as the **Chief Conductor of Examination**.
- (6) The superintendent / In charge of examination at each center shall be personally responsible for the safe custody of Question papers, Answer books sent to him and shall render to the university office a complete account of used / unused items.
- (7) The superintendent shall supervise work of the Invigilators working under him & conduct examination strictly according to instructions issued by university.

- (8) **Being Presiding Officer**, Principal/Head of the Institute will be the competent authority to take appropriate disciplinary action against the student at fault during examination conducted by the college/institute on behalf of the University.
- (9) During examination, invigilators, staff as well as students shall be under disciplinary control of the Centre Superintendent /Centre-in-Charge.
- (10) **Chief Conductor of Examination** (Centre Superintendent/Centre-in-Charge of Examination), in case of noticing/reporting of **Unfair means** (UFM) shall follow the procedure as under:
 - (a) Student found in possession of Unfair means materials during examination shall be asked to surrender to the Centre Superintendent / Centre-in-Charge along with UFM materials as possessed by him/her including answer books.
 - (b) Signature of the student concerned shall be obtained on all relevant materials. Centre-in-Charge and Principal/Head of Institute will also sign on all those materials.
 - (c) Statement/Undertaking of student, report of invigilator(s) shall be recorded in writing by Centre-in Charge/Centre Superintendent.
 - (d) **Chief Conductor of Examination** in concurrence with the Principal /Head of the institute may take decision in respect of following cases, as deemed fit and appropriate, depending on severity/gravity of the case:
 - (i) Giving or receiving assistance in answering the question papers to or from any other candidate(s)/person(s) in the examination hall or outside during examination hours.
 - (ii) Possessing any paper, book, note or any other like material which has relevance to the syllabus of the examination paper concerned.
 - (iii) Possessing mobile/smart phone or any electronic gadget other than permissible calculator, even in a switch off mode, which can potentially be used of communication or copying.

- (iv) Smuggling in or out of the examination hall an answer book etc. and tearing leaf/leaves from the answer book or tampering with the answer book in any way.
- (v) Using abusive/derogatory language orally or in the answer book/against the centre-in-charge/examiner/invigilator or threatening/using violence towards invigilator(s) or centre-in-charge.
- (vi) Carrying or using prohibitory items, weapons like scissors/knife etc. inside the examination hall.
- (vii) Impersonating any candidate or getting impersonated by any person for taking the examinations.

- (11) Chief conductor of examination (Centre in charge) will obtain undertaking from the candidate to the effect that the decision of appropriate authority in his/her case shall be final. The concerned candidate may be allowed to continue his /her examination. All the materials listed thereof along with **undertaking/statement of student, report of Invigilator and answer book (first answer book which is cancelled for suspected UFM's duly signed with time date) shall be forwarded to the O/o Registrar** by Centre-in Charge/Principal in a **separate confidential sealed envelope marked "Suspected UFM case"**.
- (12) Examination result of student(s) involved in such cases shall be **held in reserve** till the 'Advisory Committee on discipline' takes final decision in this regard. The Principal/Head of the institute of said college/institute and student concerned shall be informed accordingly.