

GUIDELINES AND REGULATIONS FOR CONDUCT OF UTUEE-2009

May 9-10, 2009

UTUEE-2009

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Date of Examination : May 9-10, 2009

The Schedule will remain unaltered even if the above date is declared a public holiday.

IMPORTANT TELEPHONE NUMBER / FAX NUMBERS

Dr. MRITUNJAY K. MISHRA, Registrar/Cont. of examination
UTU Office Telephone : 0135-2780461, fax.: 2780451,
2780962

UTTARAKHAND TECHNICAL UNIVERSITY

A-12, Saraswati Vihar, Lower Adhoiwala, P. O. Dalanwala, Dehradun

List of Forms

Form No. 1	:	Inventory of Examination Material
Form No. 2	:	Declaration Form
Form No. 3	:	Certificate for Opening of Sealed Boxes Containing Examination Material
Form No. 4	:	Certificate for Verification of Seals on Packets of Question Paper Booklets.
Form No. 5	:	Discrepancy in the Attendance Roll List
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Form No. 7	:	Identity Verification of Candidates by University Representatives
Form No. 8	:	Comprehensive Absentees Statement
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Form No. 13	:	Packing Slip (already printed on the box envelopes)
Form No. 14	:	Receipt for Examination Material
Form No. 15	:	Centre Assessment Report (To be filled by University Representative)
Form No. 16	:	Centre Remuneration Tariff and Receipt for Advance Given to Centre Superintendent
Form No. 17	:	Acquittance of Honorarium
Form No. 18	:	Receipt for Payment to Supporting Staff and Miscellaneous Expenses (Including Refreshment)
Form No. 19	:	Statement of Accounts
Form No. 20	:	Details of Centre Expenditure and Contingency Expenses

Centre Superintendent may kindly note that the forms will be carried by the Institute Representatives.

Guidelines For Uttarakhand Technical University Representatives (UTUEE-2009) for conducting the Uttarakhand Technical University Entrance Examination (UTUEE) 2009

Main Responsibilities of the University Representative

- To ensure security and confidentiality of examination material in your charge at all times.
- To ensure that only the legitimate candidates write the examination.
- To ensure that the Invigilation proceeds as per the prescribed guidelines.
- To provide as candidate-friendly examination environment as possible.

1. General Guidelines:

University Representatives should read the following documents carefully and ensure their strict compliance:

- a) Guidelines for Centre Superintendent/Asst. Centre Superintendent
- b) Instructions to Invigilators
- c) Usual problems and actions to be taken (Appendix-I)
- d) Seating arrangements in the rooms (Appendix-II)
- e) Regulations at the Examination Centre (Appendix-III)

Please ensure that all the required **Forms** are completely filled.

PLEASE NOTE THAT THE QUESTION PAPER BOOKLET AND OMR(ORS) IS PROVIDED SEPARATELY AND OMR (ORS) SHOULD NOT BE FOLDED IN ANY CASE.

2. EXAMINATION MATERIAL AND SEALING OF STEEL BOXES:

- a) Please collect the examination material from the Coordinator, UTUEE-2009, as per **Form No. 1** and supervise personally the packing of the material in steel boxes, locking (2 locks for each box), and sealing of locks (with stickers bearing the signature of Chairman, UTUEE-2009 and cello tape).
- b) Please check that duly filled-in **Form No. 1** giving the details of registered candidates assigned to the examination centre, including transfer cases from other centres/zones, if any, is furnished in your centre file.
- c) **The invigilators to ensure that the candidates of B. Pharma is to fill the course subject on OMR (ORS) sheet either for B. Pharma, Maths or B. Pharma Biology.**
- d) **The invigilator has to ensure that for MCA, B. Pharma and Lateral Entry to B. Tech. IInd year and B. Pharma IInd year (for diploma holders) candidates, the candidates should fill zero (0) in starting Roll No. boxes to make the entry of ten digits. The used and unused question booklets should be collected and bought back OMR (ORS) by the University representative.**
- e) If a candidate does not have a valid Admit Card, or comes to the centre without any proper Admit Card, the matter must be immediately reported to Uttarakhand Technical University Representatives

3. PRE-EXAMINATION OPERATIONS:

3.1 Upon Reaching the Centre

- a) Please hand over the boxes containing the examination materials to the Centre Superintendent of the centre latest by **May 8, 2009** and obtain the acknowledgement on **Form No. 1**.
- b) Only the boxes will be in the custody of the Centre Superintendent. All the keys of locks must be in the possession of the University Representatives.
- c) Ensure that, as far as practicable, there are multiple of 10 candidates with a minimum of 20 candidates in Each Examination Room and a distance of approximately 1.5 meters between two candidates is maintained. Also, please verify that for every 30 candidates, one invigilator has been appointed with a **minimum of 2 invigilators in each room irrespective of the number of candidates.**
- d) Ensure that the seating arrangement in each room is as per **Appendix-II** and the seating plan is displayed prominently. Kindly collect a copy of the seating plan and submit it to the University Office on your return.
- e) Verify that Printed Stickers bearing the Registration Numbers are pasted on the desks.
- f) Verify that adequate arrangements have been made for the supply of drinking water outside the examination halls.
- g) As soon as possible, please inform the Chairman/Coordinator, through telephone/Mobile/Fax, about handing over of the examination materials to the Centre Superintendent.

3.2 Meeting with Invigilators

- a) The Centre Superintendent has been advised to arrange for a meeting of all the Invigilators and Centre Superintendent/Asst. Centre Superintendent(s) with University Representatives at 7.00 AM on June 8, 2009. In this meeting, please read and explain the **"Instructions to the Invigilators"** and impress upon them the necessity of following the instructions strictly. Please get the declaration from the Centre Superintendent, the Asst. Centre Superintendent (s) and the Invigilators on **Form No. 2**. Also, ensure that the **invigilators do not carry any reading or writing material, Mobile Phones, Pagers, or any other Electronic gadgets to the Examination Hall.**
- b) **In the interest of security and proper conduct of the examination, the allocation of each invigilator to respective rooms may be done randomly one hour before the start of each session on June 8, 2009 in consultation with the Centre Superintendent.**

4. OPERATIONS IN THE CONTROL ROOM AND EXAMINATION HALL

- a) Please ensure strict punctuality and special care in the following operations on May 9-10, 2009:

Operations	MCA Time	BHMCT	B. Tech/B. Pharmacy Lateral Entry (Direct IInd Year admission)	BPHARMA Compulsoty Time	BPHARMA Optional Time	
					Biology	Mathmatics
Opening of Boxes and checking the seal on question paper packets	1.00 PM	10.00 AM	3.30 PM	6.30 AM	10.00 AM	1.00 PM
Distribution of Question Paper Booklet Packets to invigilators	1.15 PM	10.15 AM	3.45 PM	6.45 AM	10.15 AM	1.15 PM
Distribution of Question Paper Booklet to Candidates	1.30 PM	10.30 AM	4.15 PM	7.15 PM	10.30 AM	1.30 PM
Start of Examination	2.00 PM	11.00 AM	4.30 PM	7.30 AM	11.00 AM	2.00 PM
Close of Examination	4.00 PM	12.30 PM	6.00 PM	10.00 AM	12.30 PM	3.30 PM

b) The boxes containing the examination material for MCA, BHMCT, B. Pharma and Lateral Entry to B. Tech. IInd year and B. Pharma IInd year (for diploma holders) should be opened only at time mentioned above on May 9-10, 2009, i.e., only one hour before the start of the examination for each subject. Before opening the sealed boxes, the seals and the locks on the boxes are to be thoroughly checked. A certificate to this effect on **Form No. 3** must be signed by the University Representatives, Centre Superintendent and Asst. Centre Superintendent.

c) The seal of the Organising Chairman on each question paper packet should be checked in the Control Room of the Examination Centre. At least two invigilators should act as witness. Please fill up **Form No. 4** to certify that the question paper packets were found intact.

d) Please ensure that all operations in the Control Room, before and after each session, and the operations in the Examination Hall during the session, are executed strictly according to the "Guidelines for Centre Superintendent/Asst. Centre Superintendent(s)" and the "Instructions to Invigilators".

5. Conduct of Examination

5.1 Distribution of Question Papers

In the control room, the invigilators should cut open the brown cover on the packets of Question Paper Booklets and count the number of booklets in shrink-wrapped packets. Any discrepancy in the count should be reported to the University Representative.

Invigilators should carry shrink-wrapped packets of Question Paper Booklets to the Examination Hall and cut open the shrink-wrapped packet carefully on the indicated side. Please ensure methodical distribution (see Appendix-II) of question papers as per the seating arrangement.

5.2 Verification of Data and Attendance

i) Candidates should be asked to verify their Roll Number, Name, Photograph, Category, Date of Birth. In case of any discrepancy, the candidates should be asked to fill in **Form No. 5**. This form should be brought back by Uttarakhand Technical University Representatives along with other papers.

ii) Invigilators will take the attendance of the Candidates on the Roll List and will also verify their identity. Any corrections of the data pointed out by the Candidate should be recorded in **Form No. 5** and signed by him/her. In addition, the identity of each candidate must be checked by the Uttarakhand Technical University Representatives by comparing his/her face with the photographs available on the verification record and using other data, if required. Care should be taken to cause minimum disturbance to the Candidates. If the identity of the candidate(s) is in doubt, please fill in **Form No. 6**. All Uttarakhand Technical University Representatives should collectively certify in **Form No. 7** that they have checked identity of all the candidates.

iii) The attendance of each candidate is to be properly recorded on the Roll List by obtaining his/her signature and absentees are to be marked as **ABSENT (in red ink)**.

iv) The Roll List is to be properly and completely filled in with number present, number absent and signature of the invigilator on each page. The total number of candidates present and absent is to be filled on the first page of the Roll List with the signature of the Centre Superintendent.

v) A comprehensive Absentee Statement for the centre should be filled in **Form No. 8**.

5.3 Identity of Candidate and Vigilance

a) The identity of each candidate must be checked by the Invigilator and Uttarakhand Technical University Representatives against the Name, Photograph, Registration Number, and Signature given in the **Admit Card** and in the **Roll List**. Please ensure that the candidate writes the correct Name and Registration Number on the Question Paper and fills in correctly all relevant details at the designated places on the OMR (ORS) in black ink and also fills the appropriate bubbles in pencil.

b) Any alterations or corrections on the left hand side of the OMR (ORS) by the candidate should be properly initialed by the Invigilator at the time of verification of his/her records. If any alterations in these places are found after the invigilator has verified and signed the OMR (ORS), valid reasons should be sought from the candidates and this should be reported in **Form No. 12**.

c) Please keep a constant watch and vigil on the conduct of the examination. Problems of any kind are to be avoided, as far as possible, keeping in view the guidelines provided to the various officials associated with the conduct of UTUEE-2009. Any irregularity in the compliance with these guidelines/instructions should be brought to the notice of the Centre Superintendent and reported to the Chairman, UTUEE-2009, in writing. **Please make frequent rounds in corridors and premises of the centre with or without Centre Superintendent/Asst. Centre Superintendent(s) during the conduct of examination.**

d) Instructions on the first page of the question paper are complete and self-explanatory. **No explanation or interpretation of anything in the Question Paper should be given by the invigilators or Uttarakhand Technical University Representatives under any circumstances.**

5.4 Unfair Means and Misconduct

If unfair means are adopted or misconduct exhibited by a candidate or a group of candidates during the examination, the registration numbers of such candidates should be recorded by the Centre Superintendent on **Form No. 12** and the same should be collected by Uttarakhand Technical University Representatives for further action by the Chairman, UTUEE-2009. The candidates may, however, be allowed to complete the examination. The booklets of such candidates should be separately packed and sealed with signatures of Centre Superintendent and Institute Representatives.

5.5 Problems Normally Encountered at the Examination Centre: If any invigilator finds problems with respect to the Admit Card, Identity of the candidate, etc., please refer to **Appendix-I** for actions to be taken. Use **Form Nos. 6, 10, and 12** depending on the requirement.

6. POST EXAMINATION OPERATIONS

a) At the end of the each test, personally verify that the OMR (ORS) is collected and kept in the correct sequence. At the end of each test, personally verify that the OMR (ORS) and Question Booklets should be collected separately and OMR (ORS) is to be arranged in ascending order of Roll number as per roll-list. Supervise the counting and sealing of the OMR (ORS) and Question Booklets to ensure that the total number of used OMR (ORS) and Question Booklets returned by the invigilators that are packed and sealed is the same as the total number of candidates appeared in the test at your centre. **Each packet should contain Question Booklets and OMR (ORS) belonging to a block of 100 registered candidates irrespective of Cancelled or Absent candidates as indicated in Form No. 13 separately.** Ensure that the OMR (ORS) are first wrapped in polythene bags and secured with cello tape before packing into the box envelopes provided for this purpose. The envelopes should be sealed and signed by Centre Superintendent and university Representatives and the desired information on the box envelope should also be filled in.

b) The OMR (ORS) and Log Book of all official transfer cases should be packed separately. Further, the **OMR (ORS)** of those candidates, whose names do not appear in the Roll List provided to your examination centre, but are appearing at your centre should be packed separately with relevant details.

c) The unused Question Paper Booklets from the opened packets should be packed separately. These packets are to be brought back and handed over to the UTUEE-2009 and unused OMR (ORS) sheet office along with other examination materials.

d) Please ensure meticulous accounting of the used and unused Question Paper Booklets, unused OMR (ORS). Use **Form No. 14** for this purpose (to be filled in triplicate). Please give one copy of this form to the Centre Superintendent and bring other two copies with you.

e) While sealing the boxes after the examination, the locks shall be sealed with stickers with the signature of the Centre Superintendent and the signature of the Uttarakhand Technical University Representative.

7. HANDING OVER OF THE EXAMINATION MATERIAL

a) On return, please hand over the examination material to the Uttarakhand Technical University office. Under any circumstances, do not take the examination materials to your residence. After proper accounting of materials and handing over, obtain one copy of **Form No. 14** signed by Uttarakhand Technical University official.

b) Kindly submit all forms duly signed by the Centre Superintendent of the Centre along with all other relevant papers and also Centre Assessment Report on **Form No. 15**.

8. STATEMENTS OF CENTRE AND CONTINGENCY EXPENSES

a) Payment towards the Centre Expenses is being sent to the Centre Superintendent through a demand draft. Please hand over the balance amount in Cash after the examination is over. Hand it over to the Centre Superintendent and take a receipt for the same on the official receipt book of the School/Institute (Receipt on Letter Head is not acceptable for room rent).

b) Please see the rates of Centre Remuneration Tariff given on **Form No. 16**. Please collect the Acquittance of Honorarium paid on **Form No. 17** and the receipt for payment made to supporting staff and refreshment expenses on **Form No. 18** and a statement of Accounts on **Form No. 19** along with supporting vouchers from the Centre Superintendent after the completion of the examination.

c) The details of centre expenditure and contingency expenses shall be filled in **Form No. 20**. The form along with the necessary vouchers shall be submitted to the Uttarakhand Technical University office not later than June 15, 2009.

Chairman, UTUEE-2009

**Guidelines For Centre Superintendent / Asst. Centre Superintendent For Conducting The
Uttarakhand Technical University Entrance Examination (UTUEE) – 2009**

1. EXAMINATION MATERIAL

- a) **PLEASE NOTE THAT THE QUESTION PAPER BOOKLET FOR EACH SUBJECT CONSISTS OF A SEALED QUESTION PAPER AND OMR (ORS). PLEASE ENSURE THAT THE OMR (ORS) AND QUESTION PAPER BOOKLETS SHOULD BE COLLECTED SEPARATELY AT THE END OF EXAM.**
- b) Please receive the sealed boxes from the Uttarakhand Technical University Representative and give an acknowledgement for the same on **Form No. 1**.
- c) Please intimate by Fax/Phone to the Chairman, UTUEE-2009 to confirm the receipt.
- d) Boxes will remain in safe custody of the Centre Superintendent, but the keys of all the locks will be with the Uttarakhand Technical University Representatives.

2. SEATING ARRANGEMENT

- a) The seating arrangement should be made as shown in **Appendix-II**. This arrangement will ensure that no two candidates with Question Paper Booklet bearing the same code are seated side by side. **This is important in view of the predefined methodical distribution of the Question Paper Booklets.**
- b) There must be a distance of approximately 1.5 meters between two candidates. The number of candidates in an Examination Hall should be in multiples of 10 candidates with a minimum of 20 candidates in each Examination Hall. As far as possible, all the Examination Halls should be in the same block or interconnected blocks.
- c) Kindly ensure that the stickers with the registration numbers are neatly pasted on the desks.
- d) Please discuss the seating arrangement with Uttarakhand Technical University Representatives.
- e) Please display the posters with the seating plan prominently.

3. INVIGILATORS AND THEIR DUTIES

- a) Kindly appoint the required number of Invigilators (from teaching staff only) at the rate of one for every 30 candidates with a **minimum of two in each room** and ensure that no unauthorized person is allowed inside the school/college premises.
- b) Kindly obtain declaration from the invigilators in **Form No. 2**. The Centre Superintendent and Asst. Centre Superintendent should also give the declaration on the same form.
- c) Please arrange for a meeting of all Invigilators with Uttarakhand Technical University Representatives at 10.00 a.m. on May 7, 2009. **In the interest of security and proper conduct of the examination, the allocation of each invigilator to respective rooms should be done randomly only one hour before the examination starts, in consultation with the Uttarakhand Technical University Representatives.**
- d) Please ensure that every invigilator strictly follows the instructions issued to him/her. **Also, ensure that the invigilators understand the design of Question Paper Booklet and they have to collect Question paper Booklets and OMR (ORS) sheet separately and arrange the OMR (ORS) in ascending order as per roll number provided on roll-list.**
- e) **Please ensure that the invigilators are not carrying any reading or writing material (other than the examination material), Mobile Phones, Pagers, or any other Electronic gadgets during the invigilation.**

4. DISTRIBUTION OF QUESTION PAPER PACKETS

- a) Before opening the sealed boxes, the seals on the boxes must be thoroughly checked and the certificate on **Form No. 3** must be signed by the Centre Superintendent, Asst. Centre Superintendent and the Uttarakhand Technical University Representatives. Boxes should be opened one hour before each examination starts, and the packets of question paper Booklets should be checked as per the list in **Form No.1**.
- b) The seal of the Organising Chairman on each question paper packet should be checked at the Control Room of the Examination Centre. At least two invigilators should act as witnesses. A certificate to this effect should be given on **Form No. 4**.
- c) Each invigilator should be given an appropriate number of sealed packets. They should be asked to cut open the brown paper cover and count the number of shrink-wrapped booklets. Any discrepancy in the count should immediately be brought to the notice of Uttarakhand Technical University Representative. The Invigilators should be instructed to tear open the shrink-wrapping of the packets only in their respective Examination Halls, 15 minutes prior to start of each examination. Suitable cutters are provided for this purpose.
- d) The pages of the Roll List of the Candidates belonging to a particular examination room should be sent along with the OMR (ORS).
- e) Please ensure punctuality and carry out the following operations with utmost care on June 8, 2009:

5. CONDUCT OF EXAMINATION

Operations	MCA Time	BHMCT	B. Tech/B. Pharmacy Lateral Entry (Direct IInd Year admission)	BPHARMA Compulsoty Time	BPHARMA Optional Time	
					Biology	Mathmatics
Opening of Boxes and checking the seal on question paper packets	1.00 PM	10.00 AM	3.30 PM	6.30 AM	10.00 AM	1.00 PM
Distribution of Question Paper Booklet Packets to invigilators	1.15 PM	10.15 AM	3.45 PM	6.45 AM	10.15 AM	1.15 PM
Distribution of Question Paper Booklet to Candidates	1.30 PM	10.30 AM	4.15 PM	7.15 PM	10.30 AM	1.30 PM
Start of Examination	2.00 PM	11.00 AM	4.30 PM	7.30 AM	11.00 AM	2.00 PM
Close of Examination	4.00 PM	12.30 PM	6.00 PM	10.00 AM	12.30 PM	3.30 PM

5.1 General Guidelines

- a) Please ensure that the "Regulations at the Examination Centre" (**Appendix-III**) and "Instructions to Invigilators of UTUEE-2009" are strictly followed.
- b) It is recommended that there be only one entry/exit to the Examination area within your centre. Also, the entry/exit to this area may be strictly restricted to staff involved in conducting the examination and bonafide candidates.
- c) Candidates are prohibited from carrying mobile phones in the centre premises. **Candidates carrying mobile phones to the examination hall will be disqualified. A notice/banner, carrying this information and prominently visible to the candidates, should be displayed at the entrance of the centre premises.** In case a candidate is found to carry mobile in the centre premises, it will be collected and kept at the centre at owner's risk.
- d) In addition, invigilators will not be permitted to carry mobile phones in the examination hall. Only Uttarakhand Technical University representatives and the Centre Superintendent / Asst. Centre Superintendent will have this permission. Invigilators will also be required to make an announcement in the examination hall before start of each session that "candidates are not allowed to carry the mobile phone to the examination hall and all those carrying mobile phones should report immediately". If any mobile phone is discovered at this stage, it will be collected by the invigilator and handed over to the Centre Superintendent.
- e) Candidates will not be permitted to leave the examination hall during the entire period of examination. Under exceptional conditions, e.g., a candidate taken ill or requiring urgent use of toilet, the invigilators will be required to thoroughly check the candidate before permitting him to go out of the examination hall. In case of female candidates, help of a female invigilator may be sought for performing this mandatory check. Any objectionable material, including mobile phone, discovered during this check will carry a penalty of disqualification.
- f) Water jugs and glasses are required to be provided just outside the examination hall to eliminate the need for anybody not connected with the examination to enter the examination hall during the entire period of examination.
- g) It is essential that all invigilators be appointed from the teaching staff of the examination centre. Under exceptional circumstances requiring the invigilators from other educational institutions, their affiliations must be thoroughly checked and clearly recorded for information and must be brought to the notice of the Uttarakhand Technical University representative.
- h) In order to ensure an adequate safeguard for the examination material at the centre, it would be necessary to appoint one or two security personnel, from amongst the staff of the centre, during non-working hours.
- i) Please ensure that Question Paper Booklets are distributed methodically (one copy of **Appendix-II** shall be made available for each room) in the Examination Hall as per the instruction given to Invigilators. **No candidates shall be allowed to enter the Examination Hall after 30 minutes from the start of the examination. Also no candidates shall be allowed to leave the examination hall before the examination closes.** In case of serious illness, the Centre Superintendent, in consultation with the Uttarakhand Technical University representative, will permit the candidate to leave the Examination Hall, after collecting his/her Question paper Booklet.
- j) Please ensure that all unused Question Paper Booklets are accounted for and brought back to the Control Room 30 minutes after the start of each examination.
- k) Please ensure that no Rubber Stamp, mark or any other distinguishing feature is made on the OMR (ORS) (except at the designated place on the tear-off part), which in any way reveals the identity of the examination centre.
- l) Please ensure that, at the end of each session, all candidates remain seated in their allotted seats till the invigilator collects the OMR (ORS) and Question Booklets. Suitable announcement shall be made in this respect by the invigilator at appropriate time.
- m) All measures must be taken to ensure that no candidate leaves the examination hall with the **Question Paper Booklet**. If any candidate has removed the OMR (ORS) or Question Paper from the examination hall, efforts should be made to recover the same from him/her. If this is not successful, the Centre Superintendent should lodge an FIR with the nearest police station and the FIR number and other

particulars be reported to the Chairman, UTUEE-2009 in writing. A copy of the FIR shall be handed over to the Uttarakhand Technical University Representative.

n) Please do not retain any Question Paper Booklet under any circumstances. **All used, as well as unused Question Paper Booklets and OMR(ORS) are to be returned to the Uttarakhand Technical University Representative.** The total number of used and unused OMR (ORS) returned to Uttarakhand Technical University must be equal to the number of Question Paper Booklets and OMR(ORS) supplied.

o) **The invigilators to ensure that the candidates of B. Pharma is to fill the course subject on OMR (ORS) sheet either for B. Pharma, Maths or B. Pharma Biology.**

p) **The invigilator has to ensure that for MCA, BHMCT, B. Pharma and Lateral Entry to B. Tech. IInd year and B. Pharma IInd year (for diploma holders) candidates, the candidates should fill the roll numbers correctly. The used and unused question booklets should be collected and bought back OMR (ORS) by the University representative.**

q) If a candidate does not have a valid Admit Card, or comes to the centre without any proper Admit Card, the matter must be immediately reported to Uttarakhand Technical University Representatives. In such case the student be allowed to appear in examination and his/her OMR sheet should be packed separately and the matter reported to University.

5.2 Attendance of Candidates

In each session, the invigilators should be instructed to record the attendance properly by obtaining the signature of each candidate on the Roll List and completely fill the Roll List. The invigilators should mark **ABSENT in red ink** for the absentee candidates. The required totals in each page should also be filled in red ink. A comprehensive absentee statement for the centre should be prepared on **Form No. 8.**

5.3 Admit Card

a) The invigilators should be instructed to check the Admit Card when the attendance of the candidate is taken and verify the identity of the candidate with **Photograph as well as with his/her signature.**

b) If a candidate is present in the Examination Hall without a proper Admit Card, or without any authorization letter from the Chairman, UTUEE-2009, he/she should be directed to meet the Uttarakhand Technical University Representative for necessary action (**Form No. 10**)

5.4 Unfair Means in the Examination Hall

In case of adoption of unfair means by a candidate or by a group of candidates in the examination hall or involving violation of any of the instructions and/or misconduct by a candidate, the decision should be taken jointly by the Centre Superintendent and Uttarakhand Technical University Representatives. The registration numbers of such candidates should be recorded on **Form No. 12** and it should be handed over to the Uttarakhand Technical University Representative. The candidates may, however, be allowed to complete the examination. The Question Paper Booklets of such candidates should be sealed separately.

6. POST EXAMINATION OPERATIONS

6.1 Packing of used and unused Question Paper Booklets

a) **At the end of each examination, personally verify that the Question Booklets and OMR (ORS) is collected in sequence. The OMR (ORS) are to be arranged in ascending order of Roll number as per the Roll List.** Please supervise the counting and sealing of the Question Paper Booklets and OMR (ORS) and ensure that the total number of used Question Paper Booklets and OMR (ORS) returned by the invigilators, that are packed and sealed, is the same as the total number of candidates appeared in the test at your centre. **Each packet should contain Question Paper Booklets and OMR (ORS) belonging to a block of 100 registered candidates, irrespective of Cancelled or Absent candidates as indicated in Form No. 13 (Printed on Box envelopes) separately.**

Ensure that the OMR (ORS) are first wrapped in polythene bags and secured with cello tape before packing into the box envelopes provided for this purpose. The envelopes should be sealed and signed by Centre Superintendent and Uttarakhand Technical University Representatives and the desired information on the box envelope should also be filled in. **All the entries in Form No. 8 and Form No. 13 (printed on box envelopes) should be filled with utmost care after physical verification and double check.**

b) The Question Paper Booklet and OMR (ORS) of all official transfer cases should be packed separately. Further, the **OMR (ORS)** of those candidates, whose names do not appear in the Roll List provided to your examination centre, but are appearing at your centre should be packed separately with relevant details.

c) The unused Question Paper Booklets and OMR (ORS) from the opened packet should be packed separately. These packets are to be brought back and handed over to UTUEE Office along with other examination material.

6.2 Handing over the Examination Material

All the sealed packets of used and unused Question Paper Booklet should be handed over to the Uttarakhand Technical University Representatives after obtaining an acknowledgement on **Form No. 14** from them. Meticulous accounting of the used and unused Question Paper Booklets should be maintained on **Form No. 14**, two copies of which should be handed over to the Uttarakhand Technical University Representative.

While sealing the boxes after the examination, the locks shall be sealed with stickers with the signature of the Centre Superintendent and the signature of the Uttarakhand Technical University Representatives.

All **Forms** should be returned, duly filled in and signed by the Centre Superintendent, even if there is a **NIL** statement.

7. CENTRE EXPENSES

Part payment towards the Centre Expenses has already been sent to you through a demand draft. The balance amount will be paid by the Uttarakhand Technical University Representative in cash. The total amount is meant for honorarium to the Centre Superintendent/Asst. Centre Superintendent(s)/Invigilators/Supporting Staff/Refreshments and other miscellaneous expenses. Please submit (i) an Acquittance of Honoraria for UTUEE-2009 on **Form No. 17** (ii) a receipt for payment to Supporting Staff and refreshment expenses, etc., in **Form No. 18** and (iii) a statement of accounts on **Form No. 19** along with supporting vouchers to the Uttarakhand Technical University Representative after completion of the examination. A separate demand draft is being sent through the Uttarakhand Technical University Representative after completion of the examination. A separate demand draft is being sent through the Uttarakhand Technical University Representative towards the room rent. Please provide a receipt on the **Official Receipt Book** of your School/Institute (Receipt on the letter-head is not acceptable for room rent).

Chairman, UTUEE-2009

**UTTARAKHAND TECHNICAL UNIVERSITY, DEHRADUN
INSTRUCTIONS TO INVIGILATORS OF UTUEE-2009**

1. Declaration

Persons whose near relatives are appearing in UTUEE-2009 and/or those who are engaged in coaching of candidates for UTUEE-2009 should not accept the invigilation duty. A declaration to this effect should be signed by each invigilator on **Form No. 2**.

2. Arrival at the Examination Centre and Meeting with Uttarakhand Technical University Representatives

Please report to the Centre Superintendent of the Centre at 7.00 A.M. sharp on May 9-10, 2009 for a meeting with Uttarakhand Technical University Representatives. Centre Superintendent/Asst. Centre Superintendent(s) who will explain the guidelines and regulations for conducting the UTUEE-2009. All invigilators must be present for this meeting.

Invigilators are not permitted to carry Mobile Phones, Pagers, or any other electronic gadgets, any reading and/or writing materials in the examination hall.

3. Duties at the Control Room of the Examination Centre

a) Question Paper Booklets are packed in packets of 10 nos. The seal on the packets of Question Paper Booklets will be checked one hour before the start of each examination on May 9-10, 2009 in the Control Room.

b) The invigilators will be provided with sufficient number of Question Paper Booklets Packets for a methodical distribution in the Examination Hall (see Question Paper Booklets distribution guidelines in **Appendix-II**).

c) In the control room, the invigilators should cut open the brown cover on the packets of Question Paper Booklets and count the number of booklets in shrink-wrapped packets. Any discrepancy in the count should be reported to the Institute Representative.

4. DISTRIBUTION OF QUESTION PAPER BOOKLETS

a) Invigilators should carry shrink-wrapped packets of Question Paper Booklets to the Examination Hall and cut open the shrink-wrap of the packets carefully on the indicated side. Distribute the Question Paper Booklets serially 15 minutes before the scheduled start of each examination.

Please note that the question paper booklet and OMR (ORS) is provided separately and OMR (ORS) should not be folded in any stage. The question paper booklet will be distributed as per **Appendix-II**.

b) **In the seat where a candidate is absent, a Question Paper Booklet in the correct serial order should be placed.** This will ensure that two candidates seated side by side do not have the Question Paper Booklet bearing the same code. When a candidate is absent in his/her seat beyond 30 minutes after the scheduled start of each examination, the Question Paper Booklet is to be taken back from the seat and handed over to Centre Superintendent.

c) When the Question Paper Booklets are being distributed, candidates should be asked to sit in their respective seats. Please instruct the candidates to read carefully all the instructions given on the cover page of the Question Paper. The seals should not be broken during this process.

d) Please ensure that the candidates open the seal of the Question Paper and start writing their answers only when the examination starts.

5. Regulations at the Examination Centre

Please enforce strictly the "Regulations at the Examination Centre" stated in Appendix-III.

6. Attendance of Candidates

a) As soon as the Question Paper Booklets have been distributed, the procedure for verification of the identity of the candidates should be started.

b) Please ensure that the attendance of candidates for each session is properly recorded by obtaining signature and left hand thumb impression of each candidate on the Roll List and the Roll List is completely filled in. Please mark **ABSENT** in **red ink**. **The required totals in each page should also be filled in red ink.**

c) The Name, Registration Number, Category, Photograph and Date of Birth on the Admit Card should be verified with the data in the Roll List. On verification of the Admit Card, the candidate signs on the Roll List as proof of his/her attendance. If the identity of the candidate is in doubt, please contact Uttarakhand Technical University representatives.

d) Please ensure that the candidate has written correctly all relevant details at the designated places on the front and back covers of the Question Paper Booklet and on the OMR (ORS). After verifying that the candidate has correctly filled in his/her details, please sign at the designated places on the front cover of the Question Paper Booklet and on the left hand side of the OMR (ORS). Please countersign any cutting/overwriting.

e) Candidates should be asked to verify their Registration Number, Name, Photograph, Date of Birth and Category as printed in the Roll List. In case of any discrepancy, the candidate must fill in **Form No. 5**.

f) The invigilators to ensure that the candidates of B. Pharma is to fill the course subject on OMR (ORS) sheet either for B. Pharma, Maths or B. Pharma Biology.

g) The invigilator has to ensure that for MCA, BHMCT, B. Pharma and Lateral Entry to B. Tech. IInd year and B. Pharma IInd year (for diploma holders) candidates, the candidates

should fill the roll numbers correctly. The used and unused question booklets should be collected and brought back OMR (ORS) by the University representative.

(h) If a candidate does not have a valid Admit Card, or comes to the centre without any proper Admit Card, the matter must be immediately reported to Uttarakhand Technical University Representatives.

7. Important Points Deserving Meticulous Attention

a) Please ensure that the following:

- No two candidates seated side by side should have the Question Paper Booklet bearing the same code.

- The candidate writes in blank ink his/her name and Registration Number in the space provided at the **top of the last page of the Question Paper Booklet** immediately on receiving the same.

- The candidate writes in ink, his/her Name, Registration Number and Name of the Examination Centre only in the space provided on the left hand side of the OMR (ORS) and correctly fills in the bubbles, with a pencil, under each digit of the Registration Number.

- Only on completion of verification of each of the points stated above, the invigilator should sign at the designated place on the OMR (ORS). Any cutting or alterations by the candidate should be initialed by the invigilator at the time of his/her verification. Candidates should not make corrections and alterations on the left hand side of the OMR (ORS) after his verification, such matters should be reported to Uttarakhand Technical University Representatives.

b) Instructions on the first page of the Question Paper Booklet are complete and self-explanatory. **No explanation or interpretation of anything in the Question Paper Booklet should be given by the invigilators under any circumstances.**

c) Candidates will not be permitted to leave the examination hall during the entire period of examination. Under exceptional conditions, e.g., a candidate taken ill or requiring urgent use of toilet, the invigilators will be required to thoroughly check the candidate before permitted him to go out of the examination hall. In case of female candidates, help of a lady invigilator may be sought for performing this mandatory check. Any objectionable material, including mobile phone, discovered during this check will carry a penalty of disqualification.

d) If any candidate adopts unfair means or exhibits grave misconduct during the examination, please report the matter immediately to the Centre Superintendent/Asst. Centre Superintendent(s).

e) Please ensure that no candidate leaves the examination hall with the OMR (ORS) or Question Paper Booklet. Any such attempt should be reported immediately to the Centre Superintendent/Asst. Centre Superintendent(s) for necessary action.

f) **At the end of each session, candidates should be asked to remain seated till all the Question Paper Booklets are collected by the Invigilators and an announcement is made to this effect.** The number of used OMR (ORS) collected should be tallied with the number of candidates present in the Examination Hall.

8. Post Examination Operations

The **OMR (ORS)** are to be arranged in ascending order of Registration Numbers, checked against attendance, counted and handed over to the Centre Superintendent for packing. The number of counted OMR (ORS) are to be tallied against the attendance records, before handing them over to the Centre Superintendent.

Chairman, UTUEE-2009

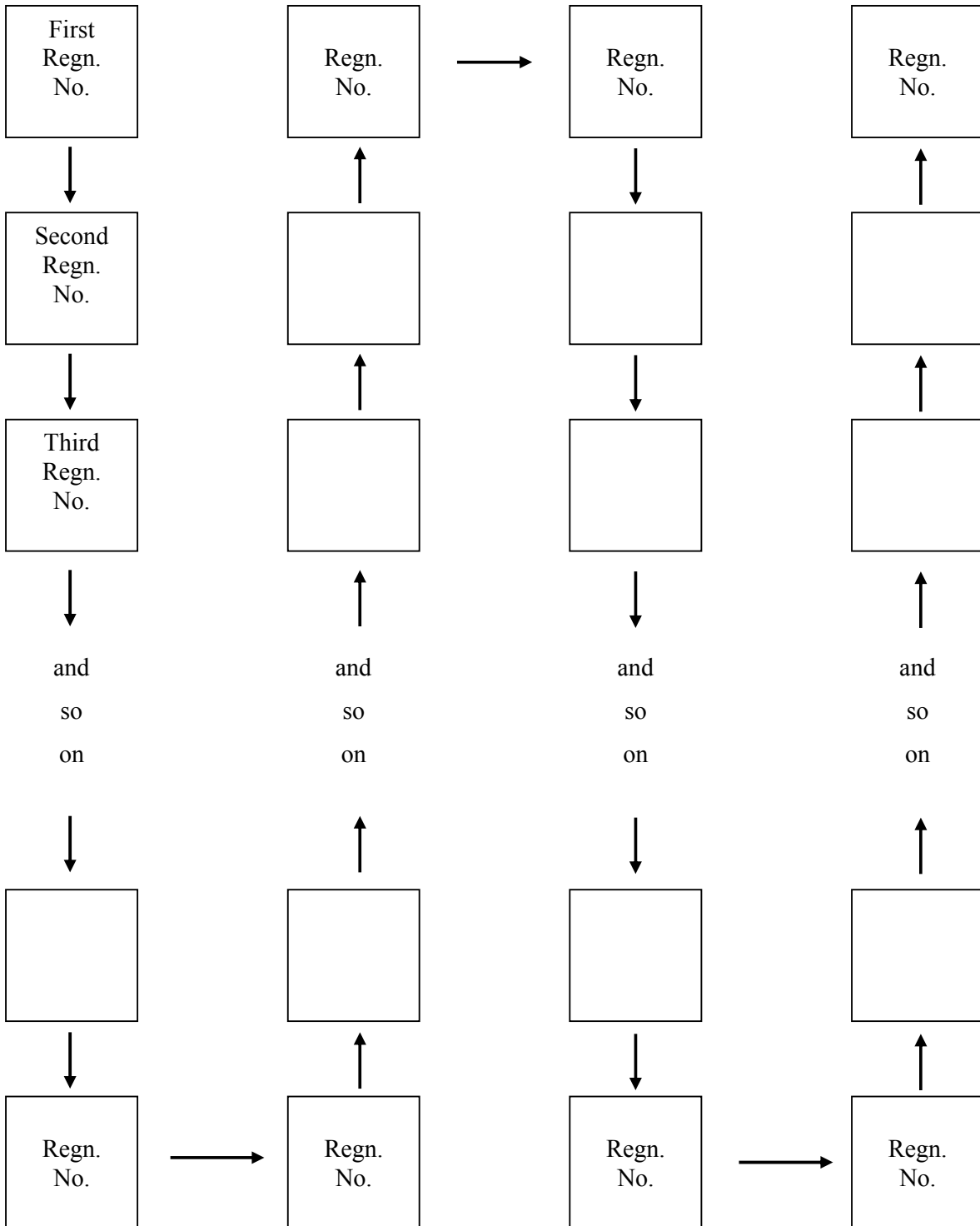
USUAL PROBLEMS AND ACTIONS TO BE TAKEN

Attention: Uttarakhand Technical University Representatives/Centre Superintendent/Asst. Centre Superintendent

Sl. No.	The Problem	Action to be taken
1	Candidate for a variety of reasons desires exchange of question paper booklet.	An exchange may be allowed, provided that: a) the request is made at the beginning of the session and b) extra Question Paper Booklet of the same code is available.
2	Candidate whose Name and Registration Number is included in the Roll List but does not bring an Admit Card for a variety of reasons.	He/She should be allowed to take the examination provisionally after his/her identity has been verified with data on Roll List available with Uttarakhand Technical University Representative. This information should be recorded in Form No. 10 with his/her signature. Note that Candidates, who have not received the Admit Card, have already been advised to paste their photographs on two sheets with their Registration Numbers and attested by the Principals of the School attended/Gazetted Officer/Notary Public. Return one sheet to the candidate and retain the other.
3	Candidate whose name and Registration Number is NOT included in the Roll List, but produces a valid Admit Card belonging to your centre or any other centre	a) If the Admit Card belongs to your center: He/She should be allowed to take the examination. His/Her Name, Registration Number and Category should be added on the blank page at the end of the Roll List and his/her Admit Card is to be collected. b) If the candidate belongs to another centre: action will be same as (a) above if he/she is authorized to change the centre. c) If the candidate does not have any authorization letter and the Admit Card belongs to some other centre: The action again will be the same as (a) above but now the Admit Card from the candidate is to be collected. The candidate should be asked to pay or send a Demand Draft for Rs. 500/- (Rs. 250/- for SC/ST/Female category candidates) for centre change in favour of "Chairman, UTUEE" payable at Dehradun. This information is to be recorded in Form No. 10 and the receipt is to be given to the candidate in Form No. 9 and 11.
4	Candidate neither has a valid Admit Card nor is his/her name included in the Roll List , but he/she claims to know his/her Registration Number/Application Number	Check the List of Cancelled Applications provided in the Centre File. If the name appears in the list, do not permit the candidate to appear in the examination. Otherwise, he/she may be allowed to take the examination provisionally with the consent of the Uttarakhand Technical University Representative. His/her Name, Registration Number, Category, and Language of Question Paper Booklet should be added on the blank page of the Roll List. In all such cases, he/she must produce two photographs, and the information should be recorded in Form Nos. 6 and 10. The candidate should be asked to pay or send a draft of Rs. 500/- (Rs. 250/- for SC/ST/Female category candidates) for centre change in favour of "Uttarakhand Technical University, Dehradun" payable at Dehradun.
5	Candidate has an Admit Card but his/her identity is in doubt/signature differs from that in the Roll List.	The candidate should be allowed to take the examination provisionally. Take his/her left hand thumb impression separately on Form No. 6 and the information recorded in Form No. 10. Uttarakhand Technical University Representatives should collect his/her admit card.
6	Candidate is found adopting malpractices during the examination, or mass copying is observed	The candidate(s) should be allowed to write the examination. On Form No. 12 the evidence or reasons must be carefully recorded. In case of mass copying Registration Numbers of the candidates actually involved are to be reported.

In case of any other unforeseen problems, the Uttarakhand Technical University Representatives should use their judgement keeping in mind the interest of all candidates, fairness, smooth conduct of the examination, and safety.

SEATING ARRANGEMENT IN ROOMS



Uttarakhand Technical University, Dehradun
Uttarakhand Technical University Entrance Examination (UTUEE-2009)
REGULATIONS AT THE EXAMINATION CENTRE

The following guidelines and regulations are to be observed by the Candidates in each session of examination for the MCA, BHMCT, B. Pharma and Lateral Entry to B. Tech. IInd year and B. Pharma IInd year (for diploma holders):

1. The candidate should occupy his/her seat **at least 20 minutes before the scheduled start of each of the three session. No candidate will be admitted after 30 minutes of the scheduled start of each session.**
2. The Admit Card should be presented to the Invigilator for verification. The candidate's identity will be verified in respect of his/her details on the Admit Card/Roll List. If the identity is in doubt, the candidate may not be allowed to appear in the examination. The authorities may, at their discretion, permit the candidate to appear for the examination after completing of formalities including taking of left hand thumb impression. **No extra time** will be allowed for these formalities to be completed.
3. In each session, the candidate will be provided with a **Question Paper Booklet** for the relevant subject. This booklet consists of a sealed **Question Paper** of the subject and a folded **OMR (ORS)**.
4. The candidate must write his/her name and registration number in the space provided on the **front** and the **back cover** of the Question Paper Booklet for each subject.
5. On the OMR (ORS), the Candidate should write the Registration Number in the boxes provided and darken the appropriate bubble under each digit of the Registration Number with HB pencil only. Use extreme caution in filling the appropriate bubbles. All other information required to be filled in on the left side of the OMR (ORS) should be written in black ink within the space provided and not anywhere else. No distinctive mark of any sort is to be put anywhere on the OMR (ORS).
6. Do not scribble, smudge, cut, tear or wrinkle the OMR (ORS). Do not put any stray pencil marks anywhere on the OMR (ORS). **Tampering with the BARCODE** on the OMR (ORS) in any form will lead to **disqualification** of the candidate.
7. Any alteration in Name or Registration Number incorporated after the Invigilator's endorsement on the OMR (ORS) will render the OMR (ORS) invalid and will lead to **disqualification** of the candidate.
8. The Candidate should verify his/her Name, Registration Number, Date of Birth, Category and Question Paper Language as printed on the Roll List, while the invigilator is taking the attendance. Discrepancies, if any, should be brought to the notice of the invigilator so that correction can be recorded on an appropriate form.
9. **Break the seal on the Question Paper only when the invigilator makes an announcement for the same.**
10. For answering the questions in each subject, darken the appropriate bubble on the right hand side of the OMR (ORS) with soft **HB Pencil** only. A soft eraser should be used for changing an answer.
11. Space for rough work is provided in the Question Paper itself. Extra sheet will not be given for rough work.
12. Blank Paper, Clip Boards, Log Tables, and Calculators are not allowed in the Examination Hall. **Further, mobile phones, pagers and electronic gadgets of any type are not allowed in the Examination Centre Premises.**
13. Possession of mobile phones, electronic gadgets, books, loose papers, written notes, or adoption of unfair means/impersonation/misconduct during the examination will automatically lead to **cancellation of the candidature.**
14. At the end of each session, the candidate **should remain seated** till all the Question Paper Booklets and OMR (ORS) in the hall are collected by the Invigilators.
15. **The invigilators to ensure that the candidates of B. Pharma is to fill the course subject on OMR (ORS) sheet either for B. Pharma, Maths or B. Pharma Biology.**
16. **The invigilator has to ensure that for MCA, BHMCT, B. Pharma and Lateral Entry to B. Tech. IInd year and B. Pharma IInd year (for diploma holders) candidates, the candidates should fill the roll numbers correctly. The used and unused question booklets should be collected and bought back OMR (ORS) by the University representative.**

Chairman, UTUEE-2009