

UTTARAKHAND TECHNICAL UNIVERSITY

Examination Division

Dehradun – 248 001

BILL FOR EVALUATION OF ANSWER SCRIPTS/CONVEYANCE AND CONTINGENT EXPENSES FOR TERM SEMESTER EXAMINATION

1. Name of the Examiner _____
(in Block Letters)
2. Residential Address _____
3. Official Address _____
_____ Phone No. _____

Sl. No.	Details	Amount (Rs.)
1.	Course Code _____	
2.	Course Title _____	
3.	No. of Answer Scripts _____ @ Rs. 15/- per answer script	
4.	Conveyance Charges (with dates of spot evaluation) Dates: _____	
	Total	

(Rupees _____)

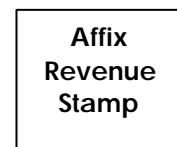
Received a sum of Rs. _____ (Rupees _____)
by cash/cheque no. _____ dated _____
drawn on _____ from Uttarakhand Technical
University, Dehradun.

* Undertaking, I certified that I will declare above income of Rs. _____
(Rs. _____) in my income tax return for the current financial year.

My Pane No. is _____

Date: _____

Countersigned



Signature of Examiner

Verified By

Controller of Exam/DR (Exam)

AD(Exam)/AR(Exam)

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AWARD LIST FOR END TERM SEMESTER EXAMINATION

Programme _____ Course Code _____ Course Title _____

Maximum Marks

S.No	Code No.	Marks in Figure	Marks in Words	For Office Use only	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

Certified that none of the students who have taken examination of this course is my close relative.

Date _____

Signature _____

Full Name _____

In Capital Letters

Phone No. _____

Complete Address _____

Checked by _____

Compared by _____

UTTARAKHAND TECHNICAL UNIVERSITY

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CERTIFICATE OF OPENING OF QUESTION PAPERS/ANSWER BOOKLETS

It is certified that the sealed packets containing Question Papers/Answer Booklets in the following course(s) for the examination have been examined by us and found them to be in proper condition and that these have been opened in presence of following staff members, 15 minutes before the commencement of Examination. It has also been checked that the correct envelopes are being opened.

Sl. No.	Name of Course Code/	Paper Code & Paper ID	No. of Envelopes	Total No. of Copies of Question Papers
1				
2				
3				
4				
5				

* Deficiency, if any, noticed _____

Witnesses:

1. _____
Signature

Name _____

Address _____

Signature of Observer

2. _____
Signature

Name _____

Address _____

Signature of Centre Superintendent with seal

UTTARAKHAND TECHNICAL UNIVERSITY

Examination Division

Dehradun - 248 001

ATTENDANCE SHEET OF STAFF ENGAGED FOR EXAMINATION DUTY AT EXAMINATION CENTRES INCLUDING CENTRE SUPERINTENDENT, INVIGILATORS & STAFF

(TO BE PREPARED SEPARATELY FOR EACH SESSION/DAY)

Name of the Centre _____

Programme _____ Day & Date _____ Session (Time) _____

No. of Students Appeared _____ No. of Students Absent _____

Sl. No.	Name	Designation	Nature of Duty	Signature
(1)	(2)	(3)	(4)	(5)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Counter Signed

Signature of University Representative

Name _____

Designation _____

Signature of Centre Superintendent

Name _____

Designation _____

Stamp _____

UTTARAKHAND TECHNICAL UNIVERSITY

Examination Division

Dehradun - 248 001

STUDENTS ABSENTEE STATEMENT

Exam. Centre Code _____ Date _____

Exam. Centre Name _____

Programme _____ Paper Code _____ Paper ID _____

Course Title _____

ENROLMENT NO. OF CANDIDATES ABSENT

Sl. No.	Roll No.	Name
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

Signature of Centre Superintendent with Seal

UTTARAKHAND TECHNICAL UNIVERSITY

Examination Division

Dehradun – 248 001

DESPATCH MEMO

Exam. Centre Code _____ Date _____

Exam. Centre Name _____

Programme _____ Paper Code _____

Paper ID _____ Title of Paper _____

Total No. of Answer Books Packed _____

Total No. of Candidates Absent _____

The Answer Books have been packed in our presence on _____ at ____am/pm.

Signature & Name of two invigilators

Signature & Name of Univ. Observer

1. _____

2. _____

Signature & Name of Centre Superintendent

Note:

1. Please arrange answer books course-wise in ascending sequence of roll numbers of the students.
2. Please send the Answer Books daily after the Examination through the authorized representation of the University.
3. Use separate Despatch Memo for each course.

UTTARAKHAND TECHNICAL UNIVERSITY

Examination Division

Dehradun – 248 001

REMUNERATION BILL FOR CENTRE SUPERINTENDENT, INVIGILATORS AND OTHER PERSONNEL
ENGAGED IN EXAMINATION DUTY (TO BE SUPPORTED BY ATTENDANCE SHEETS)
TERM SEMESTER EXAMINATIONS

Centre Code _____ Date of Examinations _____

Examination Centre Name & Address _____

Sl. No.	Name	Nature of Duty	No. of days of duty	Rate of Remuneration (Rs.)	Total Amount (Rs.)	Signature with Revenue Stamp
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14			2			
15						

Total Amount disbursed in figures Rs. _____

Amount in Words _____

Signature of Centre Superintendent

Office Stamp

Centre Code

For Emergency/Clarification Telephone Numbers

Controller of Examinations :

Office/Fax: 135-2666797

Cell No.: 9760090654

9412413520

DUTIES AND FUNCTIONS OF UNIVERSITY OBSERVER

1. Each Observer will furnish a statement that **none of his/her near relative is a candidate** for the examination he/she is being deputed at any of the examination centre.
2. The Observer will reach the University Examination centre at least **three hours** before the scheduled time for commencement of the examination and **give his/her telephone & mobile numbers, residential and office addresses. He/she should note down the Name of Centre Superintendent, Address & Telephone numbers of the Examination Centre for which he/she is being deputed.**
3. The Observer will **collect the Examination material**, viz. sealed packets of Question Papers etc., from the Examination centre and check the material from the list of material and give proper receiving of the material.
4. The Observer will leave for Examination Centre immediately after collecting the material in the strong room of the centre, and keep the confidential/examination so that he/she should **reach the Examination Centre at Hour before commencement of Examination.** The Observer will **inform the Control Room** of the University Examination Centre immediately after reaching the Examination Centre.
5. The Observer will ensure that Centre Superintendent has requested the nearest Police Station for providing the required security arrangements.
6. The Observer will ensure that **Specific announcement of the University guidelines/rules** have been made by Centre Superintendent and invigilators as and when specified in the guidelines.
7. The Observer will ensure that **sealed envelopes** of Question Paper must be **opened on scheduled time** by the Centre Superintendent in presence of two invigilators who should sign the envelopes and **opening certificate** as witness.

8. The Observer will ensure that requisite **numbers of invigilators have** been deputed and rooms/rows have been allotted to each invigilator as per guidelines.
9. The Observer will verify that **seating plan has been displayed** properly and one copy has been pasted outside each examination room along with marking of individual roll number on each desk.
10. The Observer will verify that at the Examination Centre, **only one Entry & one Exit point** are operational and proper security arrangements have been made.
11. The Observer should check that the Question Papers are distributed in proper series irrespective of the attendance of the candidates.
12. The Observer will also check the **arrangements** for providing drinking water, furniture and sufficient space between the desks.
13. The Observer will also **sign on the each page of Attendance sheet** of the candidates appearing in the examination centre.
14. The Observer will take **frequent rounds** to make the invigilators remain alert on duty and enforce the checking of the candidates particulars viz. admit card, attendance sheet and all the entries on Answer script by the invigilators. He/she will also **randomly check the particulars of students, admit card and other relevant entries for about 10% personally in each room.**
15. The **attendance sheet and signed duty chart** of Centre Superintendent, Dy. Superintendent, invigilators and other staff should be scrutinized and completed properly and assist the Centre Superintendent in settlement of accounts.
16. Any case of **Unfair means/misbehavior, possession of mobile phone/any kind of electrical gadgets/ pager / calculator / book / paper / matchbox / cigarette lighter and/or recovery of incriminating material, tampering of Bar-code and/or Answer script by candidate** should **immediately be reported** and proper statement should be recorded by Centre Superintendent and invigilator and forwarded to the University.
17. Any case of **burning or tearing the answer script (partially or fully) or running away with answer script** during or after the examination, the Centre Superintendent should immediately inform to the COE by telephone/fax or

the fastest suitable means and lodge an F.I.R. in the nearest Police Station and a copy of the F.I.R. lodged will be forward to the University.

18. **Any case of impersonation and/or unauthorized appearance** of a candidate should be immediately reported to Controller of Examinations by telephone/fax and lodge the F.I.R. in the nearest Police Station by the Centre Superintendent.

For Emergency/Clarification Telephone Numbers

Controller of Examinations:

Office/Fax 0135-2666797

Cell No: **9760090654**

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DUTIES AND FUNCTIONS OF INVIGILATORS

1. The Centre Superintendent of an Examination Centre shall appoint the **Invigilators from the regular teachers/employees** of the institution/school. It is obligatory on the part of teachers to act as Invigilators.
2. Invigilators are responsible for the discipline, order and proper conduct of Examination. They should supervise and constantly be watchful during the Examination.
3. The Invigilator will furnish a statement that **none of his/her near relatives a candidate** for the examination he/she is being deputed at any of the examination centre. This declaration should be forwarded to Controller of Examinations along with other documents.
Near Relative: The term 'near relative' has been defined in the Bye-laws as "Near relation shall mean and include wife/husband, sons and daughter and members of their family, nephew, niece or similar relations of wife/husband".
4. **One invigilator for every 30 candidates** shall be appointed. However, there will be at least one invigilator in a room irrespective of number of candidates. One **reliever for every 200 candidates** is permissible.
5. The invigilator shall ensure that answer script, **Attendance Sheet, and Admit Card of the student has been signed by the invigilator** after verifying the particulars and genuineness of the candidate.
6. The Invigilator shall distribute and collect question paper and answer books to/ from the candidates and subsequently hand over the answer script to the Centre Superintendent arranged in **ascending sequence of roll number**. He will deposit the answer script at given place and take signature of receiving after counting.
7. An Invigilator who engages himself/herself/herself directly or indirectly in using or promoting or abetting use of unfair means shall be debarred

from the Examination duties and appropriate action will be taken as per rules of the University.

8. Invigilators are under the control of CENTER SUPERINTENDENT. They **should not leave the Examination Centre without the permission** of the CENTER SUPERINTENDENT. In case of complaint(s) against. Invigilator, where in the opinion of the CENTER SUPERINTENDENT, immediate action has to be taken against him/her, the CENTRE SUPERINTENDENT shall have the powers to relieve him/her of his responsibilities and entrust the work to another suitable teacher/employee. A report of such action, along with circumstances, that forced such an action, shall be made available to the University immediately in writing and also by telephone/fax etc.
9. Invigilators should receive the Answer-sheets from the Centre Superintendent.
10. The Invigilators should **reach the examination centre at least one hour before** the scheduled time for commencement of the examination.
11. The Invigilator will ensure that **specific announcement of the University guidelines/rules** have been made by him/her in the Examination Hall.
12. The invigilator shall ensure there is **no scope to tempt the candidates to use unfair means** during examination. The student should be seated strictly as per the seating plan.
13. The invigilators should **remain alert on duty** and check the candidates particulars viz. admit card, attendance sheet and all the entries on answer script. **The invigilators should not read or talk while the examination is in progress.** Invigilators should not carry mobile phone in the Examination Hall.
14. Any case of using **Unfair Means/misbehaviour**, possession of mobile phone/any kind of electrical gadgets/pager/calculator/book/paper/matchbox/cigarette lighter and/or recovery of incriminating material, tampering of Bar-code and marking any marks on answer script by candidate should immediately be reported to Centre Superintendent and proper statement should be recorded by Centre Superintendent and invigilator and forwarded to the University.
15. Any case of **burning or tearing the answer script (partially or fully) or running away with answer script** during or after the examination, the

Centre Superintendent should immediately inform to the Controller of Examination of UTU by telephone/fax or the fastest suitable means and lodge an F.I.R. in the nearest Police Station and a copy of the F.I.R. lodged shall be forwarded to the University through university representative.

16. Any case of **impersonation and/or unauthorized appearance of a candidate** should be immediately reported to Controller of Examinations by telephone/fax and Centre Superintendent will lodge the F.I.R. in the nearest Police Station and forward the copy of the same to the University.
17. **Candidate should NOT be allowed to enter in the Examination Hall after the 30 min. of the commencement of examination and no candidate will be allowed to leave the examination hall before the prescribed time of is over.** No candidate should be permitted to leave the Examination Centre without handing over Answer Script.
18. No candidate should be allowed to go to toilet during **first and last 30 minutes of the Examination.**

For Emergency/Clarification Telephone Numbers

Controller of Examinations :

Office Fax: 135-2666797

Cell No: 9760090654

9412413520

Duties & Functions of Centre Superintendent & Deputy Centre Superintendent

(CENTRE SUPERINTENDENT AND DY. CENTER SUPERINTENDENT)

1. The Principal/Director/Head of Institution/School will be the Centre Superintendent of an Examination Centre.
2. The Deputy Centre Superintendent will be appointed by the Centre Superintendent and he/she shall not be below the rank of Lecturer, Assistant Registrar.
3. The allotment of rooms to the invigilators should be changed every semester.
4. **A CENTRE SUPERINTENDENT** will be liable to face such disciplinary action as may be decided by the Vice-Chancellor, Uttarakhand Technical University which may include disciplinary action through departmental agencies or legal action by the University or other agencies constituted by law:- (a) if he/she leave an Examination Centre without prior permission of the University and proper arrangements; (b) misuses his/her position; and/or (c) engage himself/her self directly or indirectly in using or promoting or abetting the use of unfair practices detrimental to the smooth and fair conduct of examination.
5. The Centre Superintendent & Dy. Centre Superintendent will furnish a statement that none of his/her near relative is a candidate for the examination he/she is being deputed at any of the examination center. The Centre Superintendent will also get the same declaration from all the staff deployed for UKSEE duties. This declaration should be forwarded to Controller of Examination along with other documents.
Near Relative: The term 'near relative' has been defined in the Bye-laws as "Near relation shall mean and include wife/husband, sons and daughters and members of their family, nephew, niece or similar relations of wife/husband".
6. In case of complaints(s) against Dy. Centre Superintendent, where in the opinion of the Centre Superintendent, immediate action has to be

taken against him, the Centre Superintendent shall have the powers to relieve him of his responsibilities and entrust the work to another suitable teacher. A report of such action, along with circumstances, that forced such an action, shall be made available to the University immediately in writing and also by telephone/fax etc.

7. The Centre Superintendent shall assign duties to Dy. Centre Superintendent(s) and also allot seniority so that in his/her absence the next senior person takes over his/her duties.
8. The Centre Superintendent will ensure that only regular teachers/employees should be appointed as Dy. Centre Superintendent and Invigilators. It is obligatory on the part of teachers to act as Invigilators.
9. The Deputy Centre Superintendent will assist the Centre Superintendent in all matters pertaining to the arrangements for the efficient, timely, smooth and fair conduct of the Examination. In the absence of Centre Superintendent, Dy. Centre Superintendent will exercise all powers of Centre Superintendent and will be fully responsible for fair and smooth conduct of Examination.
10. It is the duty of the **CENTRE SUPERINTENDENT** that he requests the nearest Police Station in writing for providing the required security arrangements well in advance.
11. Carrying of Cell phones, pager, or any other electronic gadgets to the Examination Centre is strictly prohibited. Neither the University will make any arrangement for the safe custody of any of these items nor will it be responsible for loss of any such items. Centre Superintendent may advise the parents to counsel their wards for not carrying such items with them while going to respective examination centres. The candidates should also be advised not to bring at all any such items to the examination center so that they do not run the risk of losing such item(s).
12. The Centre Superintendent should make the necessary arrangements one day before the scheduled date of examination. The seating plan should be prepared, the rooms should be got cleaned and marking of roll number of the desks should be done one day before besides other arrangements viz. organization of attendance sheet, deployment of invigilators, well protected strong room for confidential material, drinking

water facilities etc. One Assistant, one class IV and one Sweeper will be entitled for these works.

13. The Centre Superintendent will appoint the staff strictly as per University norms and specific duties should be assigned to each person indicating their room/place of duty.
14. The invigilators should be directed to reach the Examination Centre at least one hour before the scheduled time for commencement of the examination and give his/her telephone and mobile numbers and contact addresses.
15. The Centre Superintendent will collect the examination material, viz. sealed packets of Question papers, stamps, remuneration amount in cash to be paid at the centre, Performa of bills etc. from the Observer and check the material from the list of material and give proper receiving of the material.
16. The Centre Superintendent will inform the Controller of Examination of the university immediately after receiving the Examination Question papers etc.,.
17. The Centre Superintendent will ensure that specific announcement of the University guidelines/rules have been made by him to the invigilators as specified in the guidelines. The invigilators will also announce the guidelines in the Examination Hall.
18. The sealed envelopes of Question papers must be opened on scheduled time by the Centre Superintendent in presence of two invigilators, who should sign the envelopes and opening certificate as witness.
19. The Centre Superintendent shall ensure the arrangements of tables/chairs/desks as per requirements so that there is no scope to tempt the candidates to use unfair means during examination. The student should be seated strictly as per the seating plan.
20. The Centre Superintendent will ensure that requisite number of invigilators has been deputed and rooms/rows have been allotted to each invigilator as per guidelines.
21. The Centre Superintendent will ensure that seating plan has been displayed at a proper place outside the Examination Centre and one

copy has been pasted outside each examination room along with marking of individual roll number on each desk.

22. The Centre Superintendent will ensure that at the Examination Centre, only one Entry & one Exit point are operational and proper security arrangements have been made.
23. The Centre Superintendent will also ensure for providing drinking water, furniture and sufficient space between the writing tables.
24. The Centre Superintendent will take frequent rounds to make the invigilators remain alert on duty and enforce the checking of the candidates particulars viz. admit card, attendance sheet and all the entries on Question papers by the invigilators. He/she will also randomly check the particulars of students, admit card and other relevant entries.
25. The attendance sheet and signed duty chart of Centre Superintendent, Dy. Superintendent, invigilators and other staff should be completed properly and be handed over to the Observer for settlement of accounts.
26. For any case of using Unfair Means/misbehaviour, possession of mobile/any kind of electrical gadgets/paper/calculator/book/paper/matchbox/cigarette lighter and/or recovery of incriminating material, tampering of Bar-code and/or answer script by candidate should immediately be reported and proper statement should be recorded by Centre Superintendent and invigilator and forwarded to the University.
27. Any case of burning or tearing the answer script (partially or fully) or running away with answer script during or after the examination, the Centre Superintendent should immediately inform to the COE by telephone/fax or the fastest suitable means and lodge an F.I.R. in the nearest Police Station and a copy of the F.I.R. lodged shall be forwarded to the University.
28. Any case of impersonation and/or unauthorized appearance of a candidate should be immediately reported to Controller of Examinations by telephone/fax and Centre Superintendent will lodge the F.I.R. in the nearest Police Station and forward the copy of the same to the University.

29. No candidate should be allowed to enter in the Examination Hall after the 15 minutes of commencement of examination and no candidate will be allowed to leave the examination hall before the prescribed time. No candidate should be permitted to leave the Examination Centre without handing over the Answer-sheet.
30. The CENTRE SUPERINTENDENT will verify the remuneration Performa for Centre Superintendent, Dy. Superintendent, invigilators and other staff deployed for examination duty and submit the accounts separately to the University.
31. No candidate should be allowed to go to toilet during first and last 30 minutes of the Examination.
32. The following proformas/packets will be handed over to University after completion of the Examination by the Centre Superintendent unfair means, attendance sheet, seating plan, etc.
33. **Certificate by Centre Superintendent** that the Examination has been conducted strictly in accordance with University rules and guidelines after completion of every examination.