Roles and Responsibilities:

Controller of Examinations (CoE):

- Overall responsibility for the examination process.
    - Collection of No-Dues.
    - Generation of Admit Card/Hall Tickets for University Examinations
    - Question Paper (QP) Authoring and Workflow
    - QP Security and Encryption
    - QP Distribution and Decryption
    - Device Security and monitoring invigilation.
    - Answer paper Generation
    - Mapping to Subject Evaluators
    - Completion of Evaluation
    - Mark compilation
    - Result Declaration

Examination Cell Assistants:

- Handling assigned tasks, including regulatory compliance.
- Managing exam schedules and invigilation.
- Supporting students and faculty.
- Maintaining accurate records.

Examintion Compliance Record

Instructions

All **candidates** shall report to the examination centre not later than thirty minutes before the commencement of the examination. Latecomers will not be permitted to enter the exam hall, and no entry after the commencement of the University exams. Entry will be permitted only upon presentation of a valid Hall Ticket along with the Student Identity Card. Candidates are permitted to carry stationery, including pens, pencils and erasers. The possession of calculators, mobile phones, smart watches, electronic gadgets, or unauthorized material is strictly prohibited. Each candidate must occupy the seat allotted to them as per the prescribed seating arrangement and maintain absolute silence within the examination premises. The student should cross-check the seating plan and occupy only the allotted seat. If there is any issue with the seating arrangement, it can be discussed with the invigilators. Attendance must be recorded by signing the attendance sheet, and identity cards shall be produced on demand. Candidates shall not leave the examination hall till the exam finishes. Any candidate found indulging in unfair means/malpractice will be liable for disciplinary and legal action in accordance with the University Examination Regulations.

Invigilators shall report for duty at least thirty minutes before the commencement of each examination session. They are not permitted to carry mobile phones or any other electronic devices into the exam hall. They shall collect the question papers and answer booklets from the Examination Section in sealed condition, verifying their integrity before distribution. They must ensure strict identity verification of candidates, maintain accurate attendance records, and exercise vigilance to prevent malpractice. At the conclusion of the examination, invigilators

shall collect all answer scripts, reconcile them with the attendance sheets, and hand them over to the Examination Section without delay.

The **Chief Superintendent/Deputy Chief Superintendent** shall bear overall responsibility for the fair and efficient conduct of examinations at the centre. Question paper packets for manual exams received from the CoE must be secured and opened only in the presence of authorised staff as per protocol. Duties shall be allocated to Invigilators, and support staff, with continuous supervision to ensure compliance with University regulations.

The **Centre Superintendent** shall act as the principal authority at the examination centre on behalf of the CoE. It shall be their duty to ensure that all instructions, regulations, and directions issued by the CoE and the University are strictly implemented. The Centre Superintendent shall supervise the work of the Chief Superintendent and Invigilators to ensure coordinated functioning and compliance. Any emergency, such as power failures, disturbances, or medical incidents, must be dealt with promptly and reported to the Chief CoE. The Chief Superintendent is also responsible for preparing daily compliance reports, preserving examination records, and submitting reports of malpractice, irregularities, or deviations to the CoE without delay.

Daily Compliance Record – Each day of the examination should have a dedicated record as per this format.

1. Name of the Centre:
2. Date of the Examination:
3. Exam Session (Morning/Afternoon)
4. Exam Details

- Subject Code,
- Subject Name,
- Course (UG/PG),
- Number of Candidates registered/present.

5. Instructions Received from CoE

- Yes/No
- Ref – Notification number –

6. Question Paper Receipt & Verification (If Manual)

- Time received,
- Packet seal intact (Y/N),
- Signatures of the receiving officer.

7. Exam Hall Preparation

- The seating plan is created and displayed as per the exam notification
- Seating arrangements verified
- Restrooms and the exam hall are secured
- Invigilators are allocated (one invigilator for 25 students)
- The Centre Superintendent/Chief Superintendent has briefed the Invigilators and supporting staff.

- Required Question Papers to be printed and distributed.
- Uninterrupted power and internet connectivity are provided
- CCTV surveillance is checked for all exam halls and their corridors

8. Attendance & Identity Verification

- The attendance sheet is created as per the exam schedule
- ID checks completed before permitting entry
- Students have entered the concerned hall – 30 minutes before the exam schedule
- Students present have signed their attendance sheet
- The Booklet number is mentioned in the appropriate section.
- Every page of the attendance sheet is signed by the invigilator and the chief superintendent

9. Deviations/Malpractice/Irregularities

- Details (if any)
- Action taken
- Report sent.

10. Answer Book Collection & Sealing (If Manual)

- Time of collection
- Verification of Answer Booklets
- Verification of sealed packets

11. Compliance Confirmation

- All instructions followed – Yes/ No (Tick one response)
- Deviations noted (if any)
- Each entry should be signed in ink and countersigned by the Centre Superintendent.
- Pages should be pre-numbered to prevent tampering.
- The logbook should be submitted to the CoE after the exam for archiving.
- Maintain both a hard copy (bound register) and a soft copy (scanned PDFs) for legal evidence.

12. Signatures

- Centre Superintendent
- Chief Superintendent
- Observer/Flying squad (if any)
- Invigilators