



# SYNOD COLLEGE SHILLONG

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## NORTH-EASTERN HILL UNIVERSITY

### EXAMINATION RULES

N.B. The following rules shall be carefully read and understood by all concerned so that ignorance of rules may not be pleaded later.

#### CHAPTER – I

Instruction to the Officer – In – charge for the conduct of University Examinations.

#### BLANK ANSWER SCRIPTS

1. The Blank answer - scripts and additional loose sheets must be kept in the custody of the Officer – In – charge and he will be responsible for any loss or theft of the same.
2. The blank answer — scripts must be serially distributed every day.
3. The statement showing the number of answer — scripts with serial numbers used in the different rooms must be maintained every day.
4. The Officer – In – charge shall ascertain every day, after distribution, if any blank answer - scripts are missing.
5. The additional loose sheets supplied are to be given to candidates, if necessary. When the original books supplied to them in the first instance are fully used.
6. The surplus answer - scripts and the loose sheets, if any must be kept separately and returned to the University at the end of the Examinations.

#### DISPATCH OF ANSWER SCRIPT

7. (a) The answer scripts must be serially arranged according to roll numbers before they are packed.  
(b) The answer scripts for different subjects or halves thereof must be separately arranged and put in separate covers.

- (c) The answer scripts written in different language should be separately arranged and put in separate covers.
  - (d) Each cover must have separate Top Sheet prescribed for the purpose firmly affixed to it.
  - (e) One question paper must be put within each cover.
  - (f) One Return Form must be put with each cover.
8. The answer scripts of each paper in each session should be separately packed.
  9. The top sheets must correctly show all the particulars required therein.
  10. **Immediately after the examination is over, the answer scripts of that session must be sorted, serially arranged according to Roll Numbers, properly cloth-pack and sealed in the presence of the Officer- in- charge.** No packed should ordinarily contain more than 250 scripts. Packing should be strong and secure to guard against possible damage in transit.
  11. The packets containing answer-scripts must be dispatched every day by the earliest available transport. All such packets should be addressed to the Officer on Special Duty by name and must be prepaid.
  12. If for want of time on any day the packet containing answer-scripts cannot be dispatched as aforesaid, the same must be deposited in the Local Treasury and dispatched on the next day. Such packets as are to be deposited in the Treasury must be properly packed sealed and they must on no account be reopened when taken for dispatched on the next day.
  13. The Railway Receipt or other accepted parcel and dispatch of the answer packets must be forwarded to the officer on special Duty by name every day with a covering letter by Registered post.

### QUESTION PAPERS

14. The Officer — in — charge, on receipt of the Roll Sheets from the University Office must prepare a statement to determine the number of candidates against each subject and must ascertain from the statement supplied to him by the University Office, if sufficient numbers of copies of questions papers have been received. In case of any shortage or omission of any subject the fact must be reported to the Officer on Special Duty immediately by a telegram.
15. The Officer-in-charge or his nominee must take every day for every session the confidential packet or packets from the Treasury or from the appointed place, not more than two hours before the commencement of the examination. He must verify the subject/paper, date and hour of examination given on the cover of each packet before receiving the packets. The Officer-in-charge must open the confidential packets in his

office in the presence of 2 or 3 invigilators who will have to endorse and sign on the University Envelope- "Opened in our presence and seals found intact".

16. He must count the copies of question papers before distribution and ascertain if the number tallies with that shown on the sealed envelope. In every subject he must give exactly the same number of question papers to a room as there is candidates in that subject. Each and every question paper must be checked before distribution.
17. Half an hour after distribution of the question papers to the candidates, he must collect from every room the surplus copies, if any, and ascertain if the number of copies distributed exactly tallies with the number of candidates present. Discrepancy, if any, must immediately be investigated and report to the Officer on special duty.
18. He must take charge of the surplus copies of question papers and keep them in safe custody till the Examination in that particular subject is over.
19. Not a single copy of these surplus question papers shall be allowed to be kept in any Examination room or with any invigilator.

#### **ARRANGEMENT OF SEATS**

20. The Officer-in-charge must see that a seat plan is prepared and notified at least one day before the Examination commences.
21. He must see that the candidates must occupy the allotted seats.
22. A copy of the seat plan must be forwarded to the University after the Examination is over.
23. As far as possible, the candidates appearing in the same subject should not be seated side by side.
24. In cases where candidates are suffering from any contagious or infectious disease or where their presence is otherwise likely to be prejudicial to the general body of examinees, the Officer-in-charge will arrange special accommodation for such candidates in a segregated place. In such cases, he shall also take steps to have the answer papers or other materials handled by the candidates properly fumigated, or otherwise rendered innocuous.

Note: The Officer-in-charge may allow such a candidate to write his answer with lead pencil where necessary for the purpose of fumigation, etc forward the answer-scripts to the University under separate cover.

Under no circumstances should a candidate be allowed to appear at an Examination at any private or public place other than the premises approved for holding the examination.

#### **INVIGILATOR**

25. The Office-in-charge must see that as far as practicable the subject teachers are not appointed as invigilators on the day of examination of that particular subject.

26. Except where it is not practicable, teachers from neighboring colleges must be invited to invigilate in the Examination and teachers of a college may not be engaged to invigilate in a room where mostly candidates from the college are sitting. The names of the external invigilators should be sent to the Officer on Special Duty, (Affiliations and Examinations).
27. Invigilators should move about taking particular care not to disturb the candidates in any way, and while on duty must not engage in any occupation likely to diminish the efficiency of the supervision. They must not smoke in the Examination hall.
28. An invigilator must not talk or communicate with any candidate on the subject matter of the Examination.
29. Invigilators must not explain anything to a candidate if asked to do so or even if there happens to be any printing or other mistake in the question paper.
30. Invigilators should see that no answer scripts are left by any candidate on his desk, but are handed over to them before the candidate finally leaves the hall.
31. On each day of the Examination, the invigilators are required to mark on the copy of the examination roll (forwarded by the University for the purpose) against the name of each candidate entered for the examination, where he is actually present or absent. If a candidate present in the examination hall fails to submit an answer script, this fact should also be noted in the rolls, and a report made to the Officer on Special Duty at the same time, which should include a statement from the invigilator or invigilators in charge of the candidate, as also a statement from the candidate concerned. Whenever possible. - Invigilators are also required to obtain on another copy of the roll sheet forwarded by the University, the signatures of all the candidates who are sitting for the examination. The roll sheet should be carried round for the purpose.
32. It should be the duty of the invigilators to report any case of violation or attempted violation of any rule to the Officer-in-charge.
33. The Officer-in-charge shall satisfy himself that the invigilators have been fully instructed about their duties. For this purpose the Officer-in-charge shall call a meeting of the invigilators on the eve of the Examination. He shall supervise their work personally on each day of the Examination. All the answer scripts or a particular room or hall must be initialed during examination by the invigilator authorized to do so by the Officer-in-charge. The invigilator initialing the answer-scripts must see that the Roll No., the registration No. subject, paper and half etc. have been correctly written by the candidate. The Officer-in-charge also must countersign on the cover of the answer-script.

#### **UNIVERSITY CENTRES**

34. A University Centre shall be one which is managed and financed by the University. Ordinarily an advance at the rate of Rs. 50/- for every hundred candidates

will be paid on requisition from the Officer-in-charge to meet the initial expenditure connected with the Examination.

35. As soon as the examination is over, the Officer-in-charge will forward to the University a statement containing the names of the invigilators and showing the total number of session against each of them with the corresponding amount of remuneration to be paid to them.

On receipt of the statement a cheque for the consolidated amount will be sent to the Officer-in-charge for disbursement.

The Officer-in-charge will obtain receipts (stamped where necessary) from the invigilators separately and forward them to the University office for final settlement.

36. Remuneration to invigilators must not be paid in installments.
37. Remuneration to invigilators, assistants, orderlies, etc. must be paid according to the prescribed schedule, when all examinations are over.
38. Remuneration to the Officer-in-charge or Asstt. Officer-in-charge will be paid directly from the University Office on submission of bills.
39. The cost of holding the examination at any particular centre must be so adjusted as not to exceed the Centre Fees collected.
40. Appointment of Officer-in-charge, Asstt. Officer-in-charge, Invigilators, Assistants, Orderlies etc. for the Examination Works in a University Centre. Officer-in-charge and Asstt. Officer-in-charge shall be appointed by the University.
- i. The Officer-in-charge and Asstt. Officer-in-charge shall be appointed by the University.
  - ii. The ratio of the numbers of Invigilators to that of candidates should be 1:25.
  - iii. The invigilators, assistants, orderlies, etc. shall be appointed by the Officer-in-charge.
  - iv. Generally, only one office assistant and one typist shall be provided for the examination.  
Ordinarily one orderly for every 25 candidates over and above 4 for the office shall be provided. If additional hands become necessary, previous sanction from the University must be obtained.
  - v. The Officer-in-charge should submit statement of accounts with vouchers of the amount already spent and other connected papers to the University immediately after the Examinations are over. A model for submission of accounts is given in Appendix A.

#### **PRIVATE CENTRES**

41. A centre which is not a University Centre, but approved by the University shall be known as a private Centre. Such Centres shall be managed by a centre committee formed for the purpose in consultation with the University. The University shall not bear any expenses except those for dispatch of blank answer-scripts. Confidential papers etc. from the University Office. The Centre Committee may realize Centre Fees from the candidate

as it thinks necessary to cover the expenses, The Officer-in-charge, so far as accounts are concerned, shall be responsible to the Centre Committee, and to the University.

42. Except otherwise indicated in all other matters the rules relating to examination shall mutatis mutandis apply to private Centres also.

#### **IDENTIFICATION OF CANDIDATES**

43. Candidates under examination are to be identified to the satisfaction of the Officer-in-charge by a member of the staff or the respective institutions. Candidates permitted by the University to change centre shall be identified by a person authorized by the Head of his institution. Private candidates shall be identified by a responsible person known to the Officer-in-charge or as may be appointed by the University.

#### **ADMISSION INTO THE EXAMINATION HALL**

44. In the morning of the first day of the examination a warning bell shall be rung quarter of an hour before the commencement of the examination as a signal for all friends and relations of candidates and other persons unconnected with the examination to retire from the premises where the examination is being held. The Officer-in-charge should see that no such persons are found loitering in or about premises after the distribution of the question papers to the candidates.

Precisely five minutes before the commencement of the examination on each day, both in the morning and in the afternoon, a warning bell shall be rung as a signal for the candidates to take their seats.

Another bell shall be rung precisely at the hour fixed for the commencement of the examination, when question paper shall be distributed to the candidates.

45. In no case shall a candidate be admitted into the examination hall or given a question paper, more than 15 minutes after the examination has commenced, but in special circumstances, the Officer-in-charge may extend this limit up to half an hour.
46. The Officer-in-charge will set apart a place outside the examination room where the candidates, before proceeding to their seats, may leave any book, notes, papers writings of other materials which they are forbidden to carry into the examination hall.

### **CHAPTER — 2**

#### **RULES TO BE OBSERVED BY THE CANDIDATES**

47. The examination will commence on the date according to the programme previously notified.
48. The doors of Examination Hall will be opened on the morning of the first day, 30 minutes and in the afternoon and on the other days, 15 minutes earlier than the time appointed for the commencement of the examination. The doors will be closed on each day 5 minutes

before the commencement of the Examination, after which no candidate will be admitted without the special permission of the Officer-in-charge. In no case will a candidate be admitted or given a question paper beyond 30 minutes after the Examination has commenced.

49. Candidates must take their seats at least 5 minutes before the commencement of the examination, whereon they will be supplied with question papers and blank answer scripts on which they must write their answers.

50. (1)

(a) No candidate will be allowed to leave the Examination Hall until 30 minutes have elapsed from the commencement of the examination.

(b) A candidate may, with the special permission of the Officer-in-charge, or Invigilator on duty, leave the Examination Hall temporarily for a short time for satisfying a call of nature under proper safe guards, to render recourse to unfair practices impossible.

(c) A candidate having completed his Examination must hand over his answer script even if blank, to an Invigilator before leaving the Examination Hall. The answer script must on no account be left on the desk.

(d) Any candidate, who doesn't hand over his answer script to the Invigilator on duty, but quits the Examination Hall leaving his answer script on the desk, shall be held responsible for the loss of the script, if the same can not be subsequently traced.

(e) The blank answer script provided to a candidate must be submitted, it can not be replaced.

(f) No candidate will be allowed to remain in the Examination Hall after the close of the examination, except to allow his answer script to be collected by the Invigilator

(2)

(a) Candidates are required to provide themselves with their own pens and pencils. They are permitted to use fountain pens filled with their own ink. They are also required to provide themselves with hard pencils, dividers pencils compasses and a straight ruler showing centimeters and inches or other drawing implements when necessary for examination in particular subjects like Geometry and Geography. They may also provide themselves with protractors and set squares for similar purposes. A candidate will not be allowed, without special permission, to have them from others.

The University will supply squared papers, and blank answer scripts. On no account should any paper be torn from the answer script.

(b) Each candidate shall write on the cover of the answer script only his University Registration Number, Roll Number, Name of the Examination, Subject,

Paper, Half (where applicable), and nothing else. A candidate writing anything else is liable to be reported to the Officer-in-charge.

(c) Candidates are warned that no answer script will be valid unless the above particulars are clearly and legibly written on the cover of the answer script.

51. Candidates must not carry into the Examination Hall or have in their possession while under examination, any book, note paper, writing, scribbling or other materials except their Admission Cards, University Registration Receipts and any other writing requisites or drawing instruments. Any article carried into the Examination Hall or found in the possession of a candidate in contravention of this rule be liable to be seized by the Officer-in-charge; and the candidate shall be liable to expulsion.

Before entering the Examination Hall candidates should leave behind all such prohibited articles at a place which may be set apart for the purpose by the Officer-in-charge; but such articles may be left here only at the candidate own risk,

52. A candidate, while under Examination, shall not help or try to help any other candidate nor obtain or try to obtain any help from any other candidate or other person. Communication of any sort or in any form is strictly forbidden between a candidate and any other person whether inside or outside the Examination Hall. A candidate requiring an additional answer sheet, or desiring permission to leave the room for a short time for satisfying a call of nature or desiring to hand over his answer script may draw the attention of the Invigilator by rising in his seat without making, any noise or disturbance. On no account is a candidate permitted to speak to an Invigilator on any matter with reference to any questions or answer. For violation of this rule a candidate will be liable to penalties?
53. Candidates must not write any objectionable or improper remark in their answer script or attempt in any way to render identification of the answer scripts difficult by giving false Registration and Roll numbers, or intentionally omitting to state the correct Registration and Roll numbers. Candidates must not write anything on any question paper or blotting paper or other paper or materials or carry away any writing or scribbling from the examination hall.
54. Candidates are required to produce their Admission Cards and Registration Receipts at the time of signing their Roll Sheets by the Invigilators on duty. A candidate failing to produce them without satisfactory explanation or refusing to produce them shall be liable to be warned. The Officer-in-charge shall have the discretion not to admit such candidate into the Examination Hall.
55. Notwithstanding the issue of the admission card, the Executive Council / The Vice Chancellor shall have the right, for any reason which may appear to them sufficient, to cancel the admission of any candidate to any Examination, whether before, during or after the Examination.



The Executive Council may also debar a candidate from appearing at any subsequent University Examination or Examinations. The decision of the Executive Council in all such cases shall be final.

56. Candidates are required to sign their names on the Roll sheets as and when directed by the Officer-in-charge.
57. In any case, not covered by the foregoing rules, reference may be made to the Officer-in-charge for direction and his decision shall be accepted as final.

### **CHAPTER – 3**

#### **EXPULSION OF CANDIDATES**

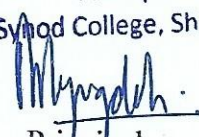
58. Any candidate found guilty of violation of any rule for which he/she is liable to expulsion under the rule, shall be expelled and shall not be allowed to continue the examination. In each such case the Officer-in-charge shall report in the prescribed form to the Officer on Special Duty, stating fully the fact and circumstances, and the evidence against the candidate. This report, together with his answer script and incriminating documents, if any, should be forwarded per registered post in a separate sealed cover addressed to the Officer on Special Duty by name. If a candidate throws away or destroys the incriminating paper or documents when the invigilator goes to seize it, the paper or document is to be collected, if possible, and a report made to that effect.
59. A candidate under examination possessing any documents or papers (other than the Admission Card or the Registration Receipt) is liable to expulsion. Provided that the Officer-in-charge may not expel the candidate if he is of opinion that the paper or the document has no bearing under examination in question.
60. Candidates consulting with one another, copying from others answer scripts, looking at others papers, trying to help others or trying to receive help from others or somehow suspected to be attempting unfair means will be warned by putting down a "W" on their answer scripts and the facts immediately reported to the Officer-in-charge who may expel a candidate if warned more than once.
61. The names or candidates using violence against or threatening or intimidating any invigilator or Officer conducting the examination will be reported immediately to the University as well as the local Police. The Officer-in-charge shall have powers to expel such candidates forthwith.
62. Power to search: The Officer-in-charge or the invigilator may at any time search the person of any candidate. Provided that in case of female candidates the search shall be conducted by a lady invigilator.
63. When a student is expelled at an University Examination the following formalities shall be observed:-

- i. A statement from the expelled candidate should always be enclosed with the expulsion report. If the candidate refuses to make any statement or runs away, the fact should be reported to the University.
  - ii. The fact should be duly notified and a copy of the notice served to the candidate is to be forwarded with the expulsion report.
  - iii. The notice should clearly state that the expulsion case will be finally decided by the University. Pending decision of the University, the expelled candidates are not eligible to appear at University Examination.
64. As soon as the examinations are over, the Office-in-charge should return to the University the following:-
- i. Roll Cards, Logarithmic and Trigonometrically Tables and unused Squared papers and Drawing papers, if any, supplied by the University.
  - ii. A seat Plan showing the candidate relative positions and numbers.
  - iii. A statement of the number of answer scripts distributed amongst the candidates each day and the number remaining unused.
  - iv. All unused answer scripts and unused stationery and other articles.
  - v. Roll Sheet containing the signatures of candidates, together with the Roll Sheet showing candidates present and absent.
  - vi. A list of absentees to be forwarded in a separate cover addressed to the Officer on Special Duty by name.
  - vii. Names and addresses of the invigilators with their specimen signatures.

#### FINAL REPORT

65. At the close of the examination, the University shall be informed whether the examination has been conducted in accordance with the rules.
66. In the event of any contingency not covered by these rules which calls for any immediate actions, the Officer-in-charge will act on his own responsibility and report the action taken at once to the University for necessary Action.

NB:- Any un-expected holiday declared by a local authority or by the Government of a Union Territory or State of by the Government of India, on account of the demise of any dignitary or on any other account, after the publication of the programme of the examination shall not prevent the conduct of the examination scheduled for the day or days concerned.

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