

IFTM
UNIVERSITY

M O R A D A B A D

NAAC ACCREDITED

Rules & Regulations
related
to
Examinations
effective
from
session:2019-20

IFTM UNIVERSITY, MORADABAD

1. Duties of Centre Superintendent (CS)

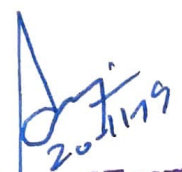
1.1. General:

- 1.1.1. There will be one CS for each Centre. The CS is responsible to conduct the examination in a free and fair manner. The CS will take all precautions to ensure smooth and fair conduct of examination at the Examination Centre.
- 1.1.2. The CS shall be appointed by the Vice Chancellor on the recommendation of the Controller of Examination (COE).
- 1.1.3. In the absence of CS due to illness, any other duty assigned by competent authorities or any other reason, Assistant Centre Superintendent (ACS) shall perform all the responsibilities of CS.

1.2. Prior to the examinations:

- 1.2.1. The CS shall be in-charge of the centre and would be responsible for the smooth and efficient conduct of the examination at the centre.
- 1.2.2. The CS, one day prior to Examination, will ensure that the entire infrastructure and stationery are in order and available in sufficient quantity for smooth conduct of the Examination(s).
- 1.2.3. The infrastructure and pre-examination arrangements will include
 - (i) Examination rooms with enough lightening e.g. Bulb, Tube light and Fans, furniture etc.
 - (ii) Control room for execution of examination activities with basic amenities like printer, papers, photocopier, internet connection etc.
 - (iii) Strong room, having lockable almirahs for storage of Copies and other confidential material.
 - (iv) Evaluation Room (in case of decentralized evaluation work) having sufficient racks/storage facility for keeping evaluated, partially evaluated and unevaluated answer booklets.
 - (v) Notice board for display of Roll Numbers, seating plan and instructions to the candidates etc.
 - (vi) Adequate drinking water facility on each floor.
 - (vii) Separate washrooms for girls and boys.
 - (viii) Facility for collection of Mobiles and Bags (if required)
 - (ix) Infirmary (if possible) and first aid box for minor health emergencies.
- 1.2.4. **Receipt of Examination Material:** CS shall receive the following material from the office of COE:
 - (i) Answer Booklets and additional material to be supplied to examinees during examination such as Drawing sheets, Steam tables, etc. and keeping them ready for distribution to examinees.
 - (ii) Examination Accessories (Different formats/proforma for record keeping, stationery items, award sheets, attendance sheets, UFM, dockets etc)
 - (iii) Question Papers: The CS will depute ACS with a letter stating required number of question paper, subject code and subject name to collect the Question paper in sealed envelope from COE office on the day of examination.
 - (iv) The facsimile seal of COE shall be affixed on each answer-booklets on the space specified for the purpose. This is intended as a precaution against blank answer-books being smuggled into the examination hall. If the CS finds any answer-book in bad shape, he/she is required not to issue such answer-books to the candidates to avoid the manipulation. Answer- booklets should, therefore, in no case be stamped in larger quantity than required for each day's use.




20/11/19 1
Controller of Examinations
IFTM University
Moradabad (U.P.)

(v) He/She shall ensure that the list of detained candidates is received from the COE/Finance officer to which the examinees belong.

(vi) Any other facility deemed necessary

1.2.5. Appointment of Supervisory Staff:

Following staff shall be appointed by CS to conduct the Examination from amongst the employees of the University based on the number of candidates registered in Theory/ Practical Examinations:

(i) Assistant Centre Superintendent (ACS)

(ii) Invigilators

(iii) Flying Squad (FS)

(iv) Evaluation Coordinator

(v) Assistant Evaluation Coordinator

(vi) Head Examiners

(vii) Evaluators

(viii) Checker

(ix) Data entry operator

(x) Supporting Staff: Peon, Security staff/guard, Safai karmchari, Office Superintendent etc.

1.2.6. The CS will ensure that Examination should begin and end as per the schedule given in examination scheme.

1.2.7. The CS shall hold a meeting of all supervisory staff at least a day prior to the commencement of the examination and explain to them their duties and responsibilities. He/she shall particularly impress upon them the need to prevent malpractices by constant vigilance and scrupulous observance of instructions.

1.2.8. The CS will ensure that all necessary instructions are made available to the candidates in the form of notice prior to the commencement of the Examination and same is to be displayed on notice board.

1.2.9. The CS shall ascertain at the meeting and take the written undertaking, if any relatives of the supervisory staff are appearing in the examination at his/her centre. In such cases, he/she shall not depute the Invigilators to the room where the Invigilator's relative is taking the examination.

1.2.10. The CS should ensure that ordinarily no teacher who has taught a particular paper is posted as Invigilator to a room where the examination in that particular paper is being held.

1.2.11. The CS will ensure that seating plan is displayed one day prior to examination as per candidates appearing in examination and same is affixed on the door of examination hall.

1.2.12. Seating Arrangement

(i) A day before the commencement of the examination, the CS shall ensure that satisfactory seating arrangements for the examination have been made.

(ii) He/She shall particularly see that the candidates are to be seated in such a way that the candidates are not able to communicate with each other.

(iii) Seating arrangement for candidates with disabilities should preferably done on the ground floor and easy access of the place such as ramps, lifts, grab bars etc. must be ensured.

(iv) Some candidates with disabilities also need to be seated alone and may require adapted furniture as per their specific needs.

(v) The CS shall prepare a seating plan of Examination Hall and/or rooms showing the order of seats allotted to candidates and the direction in which the candidates sit.


20-11-19
Controller of Examinations
IFTM University
Moradabad (U.P.)



(vi) A slip giving the Roll Number of each candidate should be pasted or the Roll No. should be written with chalk on each desk/table, so that the candidate has no difficulty in finding out his allotted seat. Candidates must be seated sufficiently apart to prevent collision/contact.

1.3. During the Examinations

- 1.3.1. The CS shall maintain the attendance register, arrival –departure time and proper duty chart of all the staff involved in examination work on daily basis.
- 1.3.2. The CS on receipt of question paper packets shall verify that they are properly sealed and that the title of the paper mentioned on the packets matches with the paper scheduled for the day. Discrepancy, if any, must be reported to the COE immediately.
- 1.3.3. The ACS in the presence of CS and witness, will open the sealed Packets containing the Question Papers just 30 minutes before the start of the Examination and will arrange in envelop to distribute the same to the invigilators as per the seating record and will cross check the details and maintain the same record.
- 1.3.4. If the Number of copies of the Question Papers falls short, the CS will report it to the COE and as per the instruction obtained, it would be arranged.
- 1.3.5. The CS will ensure the checking of the candidates before Entry in the Examination Hall.
- 1.3.6. Frisking of the candidates should be undertaken thoroughly at the entrance gate itself before the candidates are allowed to enter the examination hall.
- 1.3.7. The CS shall ensure that the start of entry of candidates to the exam hall start not before 30 minutes of the scheduled time of the examination. However, late entry up to 30 minutes is permissible in the examination hall, beyond which up to another 15 minutes permission can be granted by the CS for justified reasons after the approval from COE.
- 1.3.8. Entry without hall ticket is not permissible. In case any candidate is without the hall ticket, the CS is authorized to issue duplicate hall ticket on payment of prescribed fee. In case he/she does not possess money at that time then after due verification he/she can be allowed temporarily on an undertaking that the fine shall be deposited by him/her in the next paper.
- 1.3.9. The CS will go on round while the examination process is in progress to ensure that all invigilators perform their duty with all alertness for smooth and fair conduct of examinations and check the use of unfair means or any malpractice of any type during examination.
- 1.3.10. There shall be proper record of used and unused answer booklets date wise .The unused answer booklets shall be kept in safe custody and in no circumstance be in the reach of the candidates for their misuse. The proforma for keeping the record of copies should be maintained.
- 1.3.11. It is to be ensured that unused question paper packets are deposited in the office of COE at the same day after exam is over.
- 1.3.12. Change of any kind during the conduct of Examination should be intimated to the COE before the lapse of half time of the Examination.
- 1.3.13. Immediately after every exam, the answer-booklets of each paper collected from candidates will be arranged in the serial order of Roll Number and after counting them and checking the number of answer-booklets with the number of candidates appeared; the same will be packed in brown paper with the necessary documents comprising question paper, award sheet, etc. The CS will ensure that the Answer Books are sealed within 30 minutes of the close of the Examination along with the necessary documents.
- 1.3.14. The CS shall send the written answer booklets of all university exams to the evaluation centre on the same day for evaluation.

987

20-11-19 3
Controller of Examinations
IFTM University
Moradabad (U.P.)

- 1.3.15. The CS will ensure that all necessary documents are prepared, signed and relevant documents are uploaded on ERP system on daily basis.
- 1.3.16. No person will be allowed in an examination room during an examination except the candidates concerned, invigilators and the persons authorized to do so by the competent authority.
- 1.3.17. No change in the question paper can be announced directly by the faculty or invigilators without bringing it to the notice of the COE through CS.
- 1.3.18. Exactly after one hour from the commencement of examination, the absentees' statement, unused answer books and unused question papers from the invigilator of the hall / room must be collected and tallied. Any discrepancy is to be informed to CS immediately.
- 1.3.19. The CS shall ensure that no candidate who is actually suffering from an infectious disease, such as small-pox, plague, influenza etc. or who, though convalescent, not free from infection, is allowed to sit for the examination. In that case, appropriate necessary arrangements have to be made accordingly. If such a candidate is noticed after the examination has begun, immediate steps should be taken to see that his/her paper separated from others and ensure to carry out the required disinfecting measures.
- 1.3.20. The CS shall ensure to arrange the provision of signal bells (audible to examinees) at important point of times as before exam hall entry, Distribution of question paper, conclusion of the examination etc.
- 1.3.21. To ensure that the record of expenditure incurred at the centre in connection with the examination (e.g. refreshment to the staff. etc) is prepared on daily basis for any further verification.

1.3.22. Permission for a Scribe / Writer:

In case where the candidate is not able to write the answers with his / her hand due to unforeseen events like accident etc., such candidate is permitted to appear for the examination, taking help of a scribe under the following conditions:

- (i) The needy candidate will request through application which is to be submitted to COE office. It should have medical certificate or any other relevant document of the candidate alongwith the details of the scribe like name, highest qualification, address, signature, photograph, etc. The permission for the writer will be informed to the CS by the COE office.
- (ii) As far as possible the writer should be less qualified than the examinee. However, if the writer is more qualified than the examinee, the office of COE should ensure that the writer has not studied the subject at the higher level in which the examinee appearing.
- (iii) The examination for such candidate shall be conducted in a separate place by appointing an invigilator. If more than one candidates are writing the examination with the assistance of scribes, sufficient distance has to be maintained between the candidates.
- (iv) The payment / expenses (if any) of the scribe shall be borne by the candidate. The University will not reimburse any expenses in such cases to the candidate.
- (v) The candidates writing the examination assisted by the scribes are permitted an extra time of maximum 30 minutes duration (if required).

1.3.23. Standard Operating Procedure for dealing with Unfair Means (UFM) Cases

The examination should be taken as per the rules and regulations fixed or the purpose. No attempt should be made to use unethical practices during examination as that will expose the candidate to face penalties which are quite stringent besides carrying a stigma throughout the life. Centre superintendent & Invigilation staff should caution the students about this prior to the start of the examination every day and



4
20-11-19
Controller of Examinations
IFTM University
Moradabad (U.P.)

make frequent announcements to discourage the students to use unfair means to avoid facing the consequences.

A candidate found guilty of any of the following offences shall be deemed to have used unfair means and his/her examination result shall be withheld. The decision of the unfair means Committee in imposing penalty for the offence committed by the candidate shall be final and binding on him/her.

"Unfair Means Cases (UFM)" means:

- (i) Writing name or putting signature or any other mark in the Answer Book which may disclose, in any way, the identity of the candidate. Roll No. is to be written only in the space provided for it and nowhere else.
- (ii) Having in possession book(s), notes, papers or any other like materials connected directly or indirectly with the examination.
- (iii) Receiving or giving assistance in copying or in any form during the course of the examination.
- (iv) Smuggling in or out of the examination hall of answer book/continuation sheet etc. and tearing leaf/leaves from the Answer Book or tampering with the Answer Book in any way.
- (v) Taking out or getting replaced an answer book or its any page or continuation sheet.
- (vi) Using abusive/derogatory language orally or in the Answer Book against the Centre Superintendent/Examiner/Invigilator or threatening/using violence towards Invigilators or Centre Superintendent.
- (vii) Impersonation, i.e. sending some other person to take the examination.
- (viii) Communicating with the Examiner or any person connected with the Examination, with the object of unduly influencing him/her in any way.
- (ix) Any other type of misconduct or a deliberate previous arrangement to cheat in the examination.
- (x) Writing questions/answer on any paper other than the Answer Booklet.
- (xi) Any other unethical and unlawful activity noticed by the Centre Superintendent.
- (xii) Swallowing or destroying any note or paper found with the candidate.
- (xiii) Any other case of unfair means detected at any stage during or after the examination.
- (xiv) Note written on any part of cloth, body, desk, ID card, question paper, or any instrument, photocopy of written matter and use of electronic gadget like mobile phone etc.
- (xv) Consulting notes, booklets or any other outside person while going to washroom etc. outside the examination room.

1.3.23.1 Procedure to be followed by the Centre Superintendent in booking Unfair Means Cases

(i) Issuance of Second Answer Booklet

As soon as any case of unfair means or indulge in disorderly conduct comes to the notice of the Superintendent of the examination centre he shall take possession of the Answer Booklet of the candidate along with paper or other material found in his possession and provide the candidate with a second Answer Booklet immediately. The Superintendent shall write UFM on the first Answer Booklet at the time when the case was brought to his notice. He shall also record the time on the second Answer Book when it was issued to the candidate.

(ii) Explanation of the candidate

While issuing the second Answer Booklet, the candidate shall be asked by the Centre Superintendent to submit his explanation in writing. In case the candidate refuses to give his statement, he should not be forced to do so, only the fact of his refusal should be recorded by the Invigilator(s) be on




5
Controller of Examinations
IFTM University
Moradabad (U.P.)

duty as the time of occurrence and such a statement of the Invigilator(s) be attested by the Centre Superintendent.

(iii) Statement of the invigilator

The Invigilator, who detects the use of unfair means or disorderly conduct by a candidate, shall also record his statement which shall be verified and signed by the Centre Superintendent.

(iv) Material found from the candidate

As far as possible precise information as to from where the material was found (in the pocket, desk, shoes etc.) should be mentioned in the statement of the Invigilator(s). The copying material so detected by an Invigilator should also be signed by the Invigilator and countersigned by the Centre Superintendent on each page and the total number of pages detected should be mentioned on the title of the Answer Booklet duly signed by the Invigilator and Centre Superintendent.

(v) Procedure to be followed in case of smuggling out candidate an Answer Booklet

In case a candidate has smuggled out an Answer Booklet, the Centre Superintendent should call for the directly and try to secure the Answer Booklet. In case of non-availability of the Answer Booklet, the matter should be reported to the COE along with the statement of the Invigilator present in the room and also of the candidate.

(vi) Document required to be sent in unfair means (UFM) cases

All case of UFM should be recorded in the form for reporting UFM cases.

The form duly signed by the CS, shall be accompanied by the following documents:

- a) 1st & 2nd Answer Booklet
- b) Explanation of the candidate
- c) Statement of the Invigilator
- d) Unfair aid material found from the student

Note:

All the columns of the Performa must invariably be filled properly in order to strengthen the case complying with the instructions given in the Performa.

1.3.24. The CS will report the following activities immediately to the office of COE

- (i) Opening of wrong Question Paper
- (ii) Discrepancies in Question Paper
- (iii) Unfair means cases
- (iv) Infringement of any kind of regulation
- (v) Record of cancelled Answer Books
- (vi) Any untoward incident happened

1.4. After the Examination:

1.4.1. The used answer booklets from the examination centre shall be deposited by the CS to the evaluation center with the statement of record duly signed by CS.

1.4.2. The summary of all records should be uploaded on ERP on daily basis. The stationary and all other unused materials like unused answer booklets etc. should be returned to the office of the COE.

1.4.3. In any emergency not provided for in the above paragraphs the CS should act according to his own discretion and report his action to the C.O.E.

1.4.4. The CS will make all necessary arrangements regarding remuneration or other necessary payments (if any) and submit the same to the office of the COE.



6
20-11-17
Controller of Examinations
IITM University
Moradabad (U.P.)

2. Duties of Assistant Centre Superintendent (ACS):

- 2.1. The ACS will assist the CS in all tasks pertaining to conduct of Examination.
- 2.2. In the absence of CS due to illness, any other duty assigned by competent authorities or any other reason,
ACS shall perform all the responsibilities of CS.
- 2.3. The ACS shall remain at the centre during the entire period of University examination. In case of any emergency he / she shall take the permission of the CS requesting him to make alternate arrangements.
- 2.4. The ACS shall attend to any work entrusted to him by the CS in connection with the Examination and function
under the control of the CS.


3. Duties of Flying Squads (FS):

- 3.1. The Flying Squad Team constituting male and female staff must remain present in the Centre during entire period of examination. They are to see that the gate-checking is done properly and ensure that no unauthorized materials are taken by the examinees inside the Centre.
- 3.2. To check physically any candidate from any Examination room. In case, female candidate is suspected for any malpractice, the FS will avail the assistance of lady teacher for examining /checking the suspected candidate.
- 3.3. Prior to start of examination, the members of Flying Squad will ensure that no objectionable materials/chits are present in washrooms, examination rooms or any other area where there is any chance of occurrence of such materials.
- 3.4. They are to move round the examination room during conduct of examination to observe the activities of the candidates and ensure that no outsiders are present inside the centre during conduct of examination. In case any weak invigilation is noticed in any examination room, the matter is to be immediately reported to the CS.
- 3.5. The Flying Squad will not leave the examination centre before the examination is over.
- 3.6. If any discrepancy occurs during conduct of Examination like malpractice/outside interference/misbehavior to the persons engaged for examination etc. it is to be reported to the CS for further action.
- 3.7. The FS shall not create unnecessary obstructions to the examinees by unnecessarily shouting while handling the cases in the examination rooms. If any case is detected, further investigation can be done by isolating the guilty from the rest, taking into the CS office without further enquiring in the room and disturbing the others for a prolonged period.
- 3.8. The FS shall not cause any kind of harassment either to the candidates or to any of the officials of the examination center.

4. Duties of Moderators

- 4.1. To evaluate the quality of question papers and marking schemes and/or memoranda as per syllabus.
- 4.2. To determine compliance of question papers and marking schemes and/or memoranda with set standards.





20-11-19 7
Controller of Examinations
IFTM University
Moradabad (U.P.)

- 4.3. The moderator will be responsible for moderating the question papers and answer key keeping the following in mind
- (i) Degree of difficulty
 - (ii) Corrections in language
 - (iii) Whether marks allocated to the question commensurate with the difficulty level of the questions.

5. Duties of Invigilators

- 5.1. The invigilators should be appointed invariably from the teaching staff of the Centre by the CS. There will be two invigilators in each room, with one invigilator for each 20 candidates or fraction thereof. In case only one candidate is registered for a paper, then also two invigilators may be appointed.
- 5.2. The invigilators shall work under the guidance of the CS. Any violation of the procedure of instructions should be immediately brought to the notice of CS by them. They will co-operate in the conduct of the examination. They will obey the orders and directives issued by the CS or ACS from time to time. In addition to invigilation in a room, they will do such allied work as may be entrusted to them by CS.
- 5.3. Each invigilator is required to give a certificate to the CS to the effect that none of his/her close relation is appearing in the Examination at the Centre in the form of written undertaking.
- 5.4. Every invigilator is required to sign in the attendance register, the time of arrival and departure in a register to be specially maintained by the CS. All the invigilators on duty must carry Identity Card issued by the University.
- 5.5. Leave of any type should be approved by the CS in advance and in case of emergency, information should reach to the CS for making substitution arrangements. As far as possible, invigilators should keep to their allotted shifts/duties. Requests for change of invigilation shifts/duties must be reported twenty four hours in advance to the ACS, who forwards the amendment to the CS for recording.
- 5.6. The invigilator shall report to the CS at least 45 minutes before the commencement of the examination on the first day and 30 minutes before on successive days/ sessions of examinations. He/She shall ascertain the examination room assigned to him/ her and the number of candidates in the examination hall.
- 5.7. Invigilators should receive answer booklet and relevant Performa for record-keeping from control room and should verify the same before putting his /her signature in the record.
- 5.8. The invigilators shall go to the allotted examination hall 30 minutes before the commencement of the examination with relevant examination materials and ensure that no chits or any other objectionable materials are found in the examination hall.
- 5.9. The invigilators shall ensure that only candidates having valid Admit Card or special permission holders from CS are allowed to sit in the Examination Hall and also verify that each candidate is seated as per the seating plan.
- 5.10. The invigilators should ensure that the facsimile of COE is stamped at the space provided in answer booklet before distribution of same to candidates.
- 5.11. Ten minutes before the commencement of examination, the answer books shall be distributed to those candidates only, who are seated in the examination hall and are not to be placed on the vacant seats.
- 5.12. The invigilator shall be responsible to make the candidates aware of the rules to be followed while writing their exams.
- 5.13. The invigilators must check and verify that the candidate has written and filled the particulars neatly and correctly on the answer booklet.




20-11-19 8
Controller of Examinations
IFTM University
Moradabad (U.P.)

- 5.14. The invigilators shall distribute the question papers to the candidates seated in the examination hall only when the commencement bell of the examination is given. The candidates should be instructed not to write anything on the question paper except the roll no., if space is provided for it.
- 5.15. Ensure that every candidate gets the correct question paper. It would be advisable to make an announcement to this effect at the commencement of the examination. They should be directed that if they attempt any other paper not meant for them they would do so at their own risk.
- 5.16. The invigilators shall put his/her signature at the place marked as Invigilators Signature only after ensuring that, the candidates have taken their seats and have filled the correct roll number and other information required on the cover page of the answer booklets, checking the identity of the candidate with photo on admit card and office copy of verification card, and shall obtain the signature of the candidates on attendance sheet and verification card.
- 5.17. The invigilators should see that no candidate copies his/her answers with the help of another candidate or notes/books etc. or make use of any other unfair means in the examination. If an invigilator suspects that a candidate is cheating, the matter should be reported to the CS. The invigilator after ensuring the same, should take the candidate's answer copy and documentary evidence away and give her/ him a second answer copy. The invigilator should retain the first answer copy, and submit it together with a completed examination irregularity/UFM report after putting her/his signature on the required documents to the CS.
- 5.18. Invigilators are responsible for the discipline, order and proper conduct of the examinations in the examination hall under their supervision and as such they should constantly be watchful and move in the room, and don't indulge in social media networking, talks or read any books, news papers or test booklet during the period of examinations. The invigilators should carry out vigilant supervision by moving in between rows as much as possible.
- 5.19. It would be personal responsibility of the invigilators to ensure collection of answer sheet from each and every candidate.
- 5.20. No candidate suffering from any infectious disease like small pox, flue, mumps etc should be allowed to sit in the rooms, with other candidates. If such a case is suspected, it should be reported to the CS immediately so that his/her seating arrangement could be made in a separate place.
- 5.21. Invigilators should ensure that the entry shall be done on the required format of a candidate wishing to make use of washroom while the examination is going on.
- 5.22. Invigilators should report the roll number of absentee and return the remaining question papers and used/ unused answer booklets to the CS or control room.
- 5.23. The invigilators shall not allow the candidate to use unfair means or unapproved gadgets (like mobile etc.) in the examination room.
- 5.24. After the expiry of the time of examination, when the final bell is given, room invigilators shall collect the answer booklets and shall arrange them roll number wise and hand over to the authorized officials in the CS office along with the other reports.
- 5.25. Candidates will not be allowed to leave the examination hall till the answer booklets are collected.
- 5.26. At the end of each examination session the invigilators must ensure that there is congruence between the number of candidates on the attendance sheet and the number of answer booklets. If there is a discrepancy between the two, it must be reported directly to the CS.
- 5.27. The invigilators shall be personally held responsible for the loss/misplacement of any answer booklets or question papers before handing over to the office of the CS or control room.




20-11-19 9
Controller of Examinations
IFTM University
Moradabad (U.P.)

- 5.28. Any dereliction of duty on the part of invigilators will be seriously noted and the CS shall take necessary action as per guidelines of the University.
- 5.29. The invigilators shall not leave the control room until he/she personally handover the answer books to the CS and return the relevant material given.
- 5.30. At no time, the Examination room should be left unattended.
- 5.31. Once a candidate leaves the Examination room after submitting his/her Answer booklets, he/she must not be permitted to re-enter the Examination room.
- 5.32. Cases not covered under the above rules should be referred to the CS for obtaining his/her guidance and necessary instructions.

6. Duties of Head Examiners

- 6.1. The name of Head Examiners shall be provided by the office of the COE. The Head Examiner will be amongst the senior faculty members.
- 6.2. The Head Examiner shall be responsible for ensuring uniform evaluation of answer booklets as per the final marking scheme. The Head Examiner shall monitor the evaluation and ensure strict implementation of the marking scheme.
- 6.3. The Head Examiner shall bring to the notice of the Co-ordinator (Evaluation) discrepancies, anomalies and suspected use of unfair means identified during the course of evaluation.
- 6.4. The Head Examiner shall report to the Co-ordinator (Evaluation), in writing, the names of such evaluators who have not carried out the instructions or have not maintained punctuality or have not observed the code of conduct for such actions as may be deemed fit by the University.
- 6.5. The Head Examiner shall treat all information provided to him/her and all materials supplied to him/her as strictly confidential, and at no stage divulge directly or indirectly and such information to any person other than those authorised by the University.
- 6.6. The Head Examiner will also examine and sign at least 10% answer booklets randomly amongst evaluated answer booklets.
- 6.7. In case the total marks awarded by the Evaluator are changed from marks posted in award sheet, the Head Examiner has to make necessary correction in the Answer Booklet in blue ink with full signature and date, which will be taken for marking.
- 6.8. In case of very poor result or the case related, the head examiner will report the matter to evaluation coordinator which would be brought into the consideration in front of COE for necessary perusal.
- 6.9. The Head Examiner shall treat all information and materials provided to him/her as strictly confidential and at no stage divulge directly or indirectly, such information to any person other than those authorized by the University.

7. Duties of Evaluators

- 7.1. The name of Evaluators will be provided by the office of the COE.
- 7.2. Impersonation is strictly prohibited and person found to be using others' credentials and evaluating in place of different person will be dealt strongly as per University norms.
- 7.3. Evaluators are required to ensure that they must evaluate only those subjects which are of their specialization area.
- 7.4. The evaluators will be responsible for the fair evaluation of the answer booklets.
- 7.5. Ensure that answers are evaluated and marked according to the model answer/answer key.

- 7.6. All answers are to be evaluated. Any blank pages in the answer book to be crossed.
7.7. All answers are to be awarded marks.
7.8. Marks are to be transferred on the cover page of answer sheet and added correctly.
7.9. To ensure that the marks and other information is written correctly in the Award sheet and handed over in a sealed envelope with all required details on the envelope to the evaluation coordinator.
7.10. The evaluators should strictly restrict themselves towards evaluation work only and avoid any other undesired activity (e.g. gossip, lunch, social media networking etc).
7.11. The evaluators are required to put their mobile phone & any other electronics gadgets in switch off mode in the evaluation hall.

8. Duties of Coordinator (Evaluation)

- 8.1. The name of the Co-ordinator (Evaluation) will be provided by the office of the COE.
8.2. The Evaluation coordinator will hold treating of the evaluators on the first day of evaluation to explain the evaluation procedure, making schemes and other allied issues, doubts & queries of the evaluators should be clarified and removed. The timings of evaluation should be communicated to all the concerned persons.
8.3. The attendance register will be maintained by the coordinator wherein all evaluators will have to record their arrival and departure time.
8.4. No visitors should be allowed in the evaluation room and the evaluators are not expected to go out frequently. The coordinator should ensure that the evaluators do not take the answer booklets out of evaluation room in any case, violation of which may account as serious offence.
8.5. Impersonation is strictly prohibited and person found to be using others' credentials and evaluating in place of different person will be dealt strongly and along with the guilty faculty, the corresponding coordinator will also be held responsible.
8.6. Evaluation coordinator is advised to ensure that only eligible faculty members, who have taught the proposed subject, are being recommended for evaluation work.
8.7. The Evaluation coordinator must ensure that the evaluation of answer booklets is done in a fair & unbiased manner failing which Evaluation coordinator has the privilege of removing, adding and re-evaluating the answer booklets to evaluators in consultation with COE.
8.8. It shall be the responsibility of the evaluation coordinator to distribute the answer booklets to the evaluators and to ensure that the evaluation is done in a fair and unbiased manner, and within the stipulated time.
8.9. The Evaluation coordinator would be responsible for the complete evaluation work going on in their Centre. For the same, it should be ensured that no record including evaluated or unevaluated answer booklets is left unattended and is strictly stored in Almirahs with sealed chits, at the closing time of the centre.
8.10. The Evaluation Coordinator will be responsible for facilitating the uploading of the awards on the ERP System and collation of the printout of uploaded marks with the original award sheet. The infrastructural and other requirements for the same should be submitted to the office of the COE for the smooth conduction of evaluation..

- 8.11. The Evaluation coordinator shall be the custodian of all answer booklets entrusted to him/her for evaluation at the evaluation centre and shall provide such physical and administrative facilities as are necessary to ensure quick, smooth and fair conduct of evaluation.
- 8.12. All the necessary records pertaining to the evaluation work is to be maintained on daily basis in the electronic and physical form for verification.
- 8.13. The Evaluation Coordinator shall remain at the evaluation centre during the entire period of University examination. In case of any emergency he/she shall take the permission of the COE requesting him to make alternate arrangements.
- 8.14. The Evaluation coordinator shall attend to any work entrusted to him by the COE in connection with the Evaluation and function under the control of the COE.
- 8.15. The Evaluation coordinator will prepare all necessary bills (if any) and submitted to the office of the COE.

9. Duties of Assistant Coordinator (Evaluation)

- 9.1. He/She will assist the Evaluation coordinator in all tasks pertaining to conduct of Evaluation.
- 9.2. In the absence of Evaluation coordinator due to illness, any other duty assigned by competent authorities or any other reason, Assistant Coordinator shall perform all the responsibilities of Evaluation coordinator.
- 9.3. The Assistant Coordinator (Evaluation) shall remain at the centre during the entire period of University examination. In case of any emergency he/she shall take the permission of the COE requesting him/her to make alternate arrangements.
- 9.4. The Assistant Coordinator shall attend to any work entrusted to him by the COE in connection with the Evaluation and function under the control of the COE.

10. Duties of Checker

- 10.1. Appointment of checkers will be done by COE from amongst the teaching faculty members.
- 10.2. The checkers to be briefed about their duties by Coordinator evaluation.
- 10.3. All checking is to be done in green ink.
- 10.4. To see all questions are evaluated and marked.
- 10.5. To see all marks have been written on cover page of answer booklets correctly.
- 10.6. To check totalling of Marks is correct.
- 10.7. To ensure that the marks have been transferred in Award Sheet correctly.
- 10.8. To check the information relating subject code, subject name written correctly and are legible.
- 10.9. Checking of posting made by the evaluator on answer booklet to award sheets submitted by the evaluator.
- 10.10. Maintaining the confidentiality of all information.
11. Prior to, performing the duties related to examinations like invigilation, evaluation etc. it is mandatory for all the teaching & non-teaching staff to fill the declaration form provided by their concerned incharge.

98P
20/11/19

Dr. Anuj Srivastava
Controller of Examinations
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Moradabad (U.P.)