



Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi-110006

**Guidelines
for the Conduct
of
End-Semester Theory
Examinations**

Examination Division

IGDTUW, Kashmere Gate, Delhi-110006

Document Preparation/Revisions Summary		
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1.0 Introduction

- i) The Examination Division conduct two minor examination, and End-Semester Examination every semester. Supplementary Examination on need basis will be conducted every year after declaration of the even semester examination result.
- ii) The Superintendent (conduct)/Dy. Superintendent (Conduct) is responsible for conduct of all the examinations and must take all precautions to ensure smooth and fair conduct of examination. It is expected that Superintendent (Conduct) will check all the details before the commencement of every Examination from Examination Division.
- iii) To facilitate the conduct of theory examinations, conduct module has been added in the Examination Portal that provides the features for preparing the Seating Plan, Generation of Attendance sheet, Marking of Absentees, Marking of UFM (if any), Generation of Absentee Statement, Generation of UFM Cases Booked Report (if any), Generation of Dispatch Memo. All these activities are to be performed using Examination Portal ONLY and the Superintendent (Conduct) must obtain the User-id and password from the Dean (Examination Affairs).
- iv) It is expected that Centre Suptd. (Conduct) will submit the file for release of payment to the Faculty/Staff deployed on Examination duty with all necessary enclosures to the Dean (Examination Affairs) within 05 working days of completion of the Examination. The note sheet may present the brief of the expenditure incurred and papers in the correspondence side in the file must be arranged in the following order: -

Sl. No.	Annexure No.	Description	Page No.
1	Annexure 12	Statement of Consolidated expenditure	
2	Annexure 11	Day-wise expenditure for conduct of End-Semester Theory Examination	
3	Annexure 13	Consolidated Statement for transfer of remuneration in respect of Faculty/Staff engaged in the conduct of End-Semester Theory Examination	
4	Annexure 10	Bill for the Faculty/Staff deployed on End-Semester Theory Examination	
5	Annexure 9	Attendance Sheet of Staff engaged for End-Semester Theory Examination	

1.1 Duties and Responsibilities of Superintendent (Conduct)

1.1.1 Activities to be performed Using Examination Portal

- 1) Take the User id and Password of Conduct Exam Module. Please ensure not to share the User id and Password with any un-authorized person.
- 2) Take the demonstration of Conduct Exam Module, if required.
- 3) Generation of Seating Plan
 - (i). Check the availability of the rooms and the seating capacity by going to the tab “Room Capacity”. The seating capacity of the room can be changed here if required. Please note that if any new rooms are required to be added in master data, contact Exam Division before generation of seating plan.
 - (ii). Verify & Freeze the Rooms required (in the tab “Room Capacity”) before generation of seating plan for conduct of examination.
 - (iii). Generate Master Seating Plan.
 - (iv). Print the Master Seating Plan and Room-wise seat matrix (Date & Session-wise) and place it on the Notice Board. It is clarified that seating plan is printed including re-appear students who have registered in the Examination Portal. Please note that, the seating plan may change every session due to varying number of re-appear students.
 - (v). Print Attendance List, day-wise / session-wise from the tab “Seating plan”.
 - (vi). Mark absentees using the tab “Mark Absentees”.
 - (vii). Mark UFM (if any) using the tab “Mark UFM”.
 - (viii). On finish of the examination session, the following activities are to be performed using the tab “Dispatch Memo”:
 - a) Generate Absentee Statement Report.
 - b) Generate UFM Cases Booked Report.
 - c) Generate Dispatch Memo (Date and Session Wise).
- 1.1.2 Submit requirement of Log Tables, drawing sheets in sufficient quantity in advance to the Examination Division and make it available for use of students on need basis.
- 1.1.3 Display Instructions for the Candidates, Seating Matrix and seating plan appropriately. Use notice boards to display the information appropriately. **Please do not paste any information on the walls of the rooms/building.**
- 1.1.4 Ensure the Receipt of Question Paper in sealed packet well in advance from the Examination Division.
- 1.1.5 A flying squad comprising faculty be constituted to prevent the use of unfair means by the students during examination. If required, arrangement of frisking of students by female staff ONLY be made.

1.2 Appointment of Invigilators

The invigilators should invariably be appointed from the teaching staff and the duty chart be provided to the invigilators minimum two days from the commencement of examination. Every invigilator should be required to sign in the attendance, the time of arrival and departure in a register provided by Examination Division. The Attendance register to be specially maintained by the Superintendent (conduct) and to be submitted in the Examination Division after the completion of exam.

1.3 Eligibility of the candidates to appear in Examination

- i) Only those candidates, whose names appear in the list of candidates and subject wise attendance sheet generated through Examination Portal be allowed to appear for examinations. **Please do not allow any other student to appear in the examinations unless approved by Dean (Examination Affairs).**
- ii) Ensure that no candidate brings any electronic gadgets (like Cellular Phones, Cameras etc.), books or any other material in the examination hall/room.

1.4 Handling of Attendance Sheets

- i) Ensure that Attendance Sheets are correctly filled in and signed by the candidates in every exam.
- ii) Encircle the Roll Numbers of absent candidates with Red Ink and mark them ABSENT in place of their signatures in Attendance Sheets. Please ensure that every page of the attendance sheet clearly mentions the number of students absent and number of students present as per the attendance marked on the sheet.
- iii) Mark 'UFM' in case of candidates who have been booked under use of unfair means and make the entry in the Examination portal.
- iv) Ensure that the Attendance Sheets bear the name and signatures the invigilator on duty, and name & signatures of the Superintendent (Conduct), number of students present and absent.
- v) Attendance sheets (generated from the Examination Portal) must be submitted to the Evaluation Centre immediately after completion of examination.

1.5 Handling of Answer Books

- i) Maintain a proper account of all the used and unused Answer Books (as per Annexure-01) and send a copy of the same duly verified by the Superintendent (Conduct) along with the Attendance Sheets to the Examination Division.
- ii) Please ensure that no Un-used answer copies are left in the Examination Hall or any other place. Record of used and unused answer copies is to be maintained and the report as per Annexure-01 be submitted to the Examination Division along with unused answer copies immediately on completion of the Examination.
- iii) Please ensure that the unfair means cases detected during the course of examination are properly recorded and packed in a separate envelope and sent to the Dean (Examination Affairs) with requisite statements and documents as per procedure and format as per Annexure-2-4. The copying material found with each of the cases should also be enclosed.

1.6 Seating Arrangement

- i) A day before the commencement of the examination, the Superintendent (Conduct) shall ensure that satisfactory seating arrangements for the examination have been made.
- ii) The Superintendent (Conduct) shall print the seating plan of Examination Hall and/or rooms showing the order of seats allotted to students from Examination Portal.
- iii) Please note that the seating plan for various sessions may change due to number of students appearing in the re-appear exam of the day.
- iv) Please ensure to place the room wise seat matrix and seating plan at appropriate places to facilitate the students to locate their allotted seat for the session easily.

1.7 Dispatch of Answer Books

- i) In case of Minor-Exam, the answer copies must be dispatched to the concerned faculty latest by finish of the exam and receipt of the same be obtained and submitted to the Examination Division within two days of the completion of Examination.
- ii) In case of End-Semester Exam, the Answer Copies, Attendance Sheets, Dispatch Memo and other related materials pertaining to Theory Examination must be dispatched to the Central Evaluation Centre within maximum one hour of the completion of the examination of that session.
- iii) Please ensure that the unfair means cases detected during the course of examination are packed in a separate envelope and sent to the Dean (Examination Affairs) with requisite statements and documents as per procedure and format (Annexure-2-4). The copying material found with each of the cases should also be enclosed.
- iv) Dispatch Memo and other reports must be generated from the Examination Portal.

1.8 Duties, Responsibilities & Functions of Invigilators

- i) It is obligatory on part of the teachers to act as Invigilators. Teachers are required to perform invigilation duty on any of the examination days including Saturdays/holidays, if required.
- ii) Invigilation duties shall not be assigned to anyone other than faculty members and TRF. However, for performing the examination control room duty and other examination related duties, the services of technical staff, MTS etc. may be utilized.
- iii) It is mandatory for an invigilator to attend the examination duty. In case of any unavoidable circumstances, the same must be got approved by the concerned HOD well before the commencement of the Examination and the approved request must be submitted to the Superintendent (conduct) minimum 05 working days before commencement of Examination. It may please be noted that this does not become a regular habit to avoid the examination duties.
- iv) In case of any exigency, the information must be communicated to the HOD well before the commencement of Exam. For the smooth conduct of the examination, an alternate arrangement for the day of duty in lieu of the faculty so permitted be made by the concerned HOD from the other faculty members available in the Department and the same must be communicated to the Superintendent (Conduct).
- v) The Invigilators should reach the Examination Control Room at least 15 minutes before the scheduled time for commencement of the examination and mark their attendance in the Examination Attendance Register.
- vi) If more than one invigilator is assigned in an Examination Hall, they should be present in the Examination Hall during the entire period of that Exam. Maximum break of 10 minutes is permitted to invigilator during the exam period.
- vii) The invigilator will ensure that specific announcement of the guidelines/rules required for the smooth conduct of Examination has been made to the students atleast once at the beginning of the Exam of the day.
- viii) A candidate shall NOT be allowed to enter the Examination Hall if she is late by 15 minutes or more after the commencement of Examination in case of both mid semester and end semester examinations. No candidate shall be permitted to leave the Examination Hall 30 minutes before the end of the examination and without handing over Answer Sheet to the invigilators both in mid semester and end semester examinations.
- ix) Invigilators are required to sign on the examination answer booklet issued. If more than one answer booklet is issued (in case of Minor exam only) to the students, the record of the same must be maintained.
- x) The invigilator shall ensure that all the entries in the Attendance Sheet are completely filled, the attendance sheet is signed by all the student present in the Examination Hall and mark "Absent" for the students absent in the day of Examination clearly.
- xi) Invigilators are requested to write their name and mark their signatures clearly on each sheet of the attendance sheet.
- xii) The invigilator shall distribute and collect Answer-sheet(s) to/from the candidates and subsequently collect and hand over the same to the Co-ordinator arranged in ascending sequence of roll number. No candidate shall be allowed to take away the answer sheet.
- xiii) When a candidate asks for the supplementary/additional answer sheet (in case of Minor exam only), it is expected that the invigilator will provide the answer sheet to the candidate on her seat instead of asking the candidate to come and collect it from invigilator.
- xiv) Invigilators are responsible for the discipline, order and proper conduct of Examination. They should constantly supervise and remain watchful throughout the Examination.
- xv) The invigilator shall ensure that there is no scope for the candidates to use unfair means during examination. The student shall be seated strictly as per the seating plan.

- xvi) The invigilators should distribute the answer sheets in proper series irrespective of the attendance of the candidates.
- xvii) The invigilators should remain alert on duty and check the candidates' particulars viz. admit card (during End-Semester Examination), student identity card (during mid-semester examinations), attendance sheet and all the entries on answer sheets.
- xviii) Invigilators shall maintain proper discipline, in the Examination Hall for smooth conduct of examination under their supervision and as such they should constantly be watchful and move about in the room and not indulge in talks and read any book, newspaper etc. during the time of the examination. Invigilators should keep their mobile phones on silent mode in the Examination Hall.
- xix) During the Examination, if a student is caught using any unfair means as described in the "Regulation of Unfair Means", the concerned Invigilator shall immediately file the case for unfair means in the prescribed format and submit it to the Superintendent (Conduct) immediately for further necessary action.
- xx) The duly filled in attendance sheet, complete in all respect, un-used answer sheets (during End-Semester Examination) shall be submitted by the invigilators within 30 minutes of the start of the Exam to the Exam Control Room.
- xxi) All the used answer sheets, unused answer sheets (during minor examinations), unused question papers must be submitted by the invigilators to the Exam Control room immediately on the completion of the Exam of the day.
- xxii) Invigilator shall *collect all answer copies from the students and the student should not be allowed to leave the room without handing over the answer copies.*
- xxiii) Invigilator shall *arrange the answer copies roll number wise serially before delivering to the Superintendent (conduct). In case of a answer copy is not found, the Invigilator concerned shall be held responsible for the same.*
- xxiv) All faculty members acting as invigilators during the Examinations are requested to follow any other instruction/guidelines issued by the Superintendent (conduct) for the smooth conduct of Examinations.

**Maintaining silence in the Class Room helps student writing their exam better.
Please maintain it**

1.9 General Instructions

1.9.1 For Minor Examination

A student must bring the University Identity Card for the Minor examination. Guards must be instructed to allow the students to enter the Examination Hall only on producing of the Identity Card.

1.9.2 End-Semester Examination

- i) *A student must bring the Admit card to appear for the End-Semester Examination. Student not carrying the Admit Card will not be allowed to enter the Examination Centre/write the Examination of the Day*
- ii) *Pen, pencil, ink and other stationery items required to be used by the Candidates for the examination. Only royal blue or blue black ink is to be used. No other ink is permissible.*
- iii) *Electronic equipment like cellular phones, cameras, books or any other kind of support material etc. are not allowed in the Examination Hall.*
- iv) **The Examination Hall during End-Semester Examination will be opened 15 minutes before the time** specified for the commencement of the examination. No candidate who is late by more than 30 minutes shall be allowed to appear in the examination.
- v) **A chart depicting the Room wise Seating Plan with Roll No. of the candidates allotted to each room should be prominently displayed** at the entrance of the Exam Centre. Candidates will be required to find out and occupy their allotted seats only.
- vi) **No student, without the permission of the Invigilators shall leave her seat or the Examination Hall during the examination.** No student shall speak without permission. If it is necessary for the candidate to communicate with the Invigilator, she shall stand up in her place and the Invigilator will see to her requirement.

1.9.3 Before beginning paper,

- i) Student must read the instruction carefully written on the answer copy.
- ii) Student must write on the title page of her Answer- copy the Name of the Paper, Paper Code, Enrollment Number date of exam., etc.
- iii) Student shall also write her enrollment No. on question paper as soon as it is received by her.

1.9.4 On the expiry of time, the answer copy must be handed over to the Invigilator even though the candidate may not have answered any part of the paper.

1.9.5 Answers shall only be written in the answer book supplied to the candidate and on both sides of the paper. No student shall tear out a leaf or part thereof from the answer book. No additional Answer Book shall be issued in the End-Semester Examination.

1.9.6 A candidate found committing any of the following acts shall be deemed to have used unfair means and his/her examination result shall be withheld:

- (i) Writing name, roll number or putting signature or any other mark at any other places not specified in the answer book which may disclose, in any way, the identity of the candidate. Name and/or roll No. is to be written only in the space provided for it and no where else.
- (ii) Appearing in the Examination Centre other than the paper registered by the candidate without the permission Examination Division.
- (iii) Having in possession book(s) notes, papers or any other material, connected with the examination.
- (iv) Receiving or giving assistance in copying in any form during the course of the examination.
- (v) Smuggling in or out of the examination hall question papers, answer book etc. and tearing leaf/leaves from the question papers, answer book or tampering with the answer book in any way.
- (vi) Using abusive/derogatory language orally or in the answer book/against any official deputed on the examination duty or threatening/ using violence towards Invigilator/ Superintendent (conduct) or any other official deputed on the examination duty.

- (vii) Impersonation i.e. sending some other person to take the examination.
- (viii) Communicating with the examiner or any other person connected with the examination, with the object of unduly influencing him in any way.
- (ix) Any other type of misconduct or a deliberate previous arrangement to cheat in the examination.
- (x) Writing questions or answers on any paper other than the answer book.

Please note:

- i) The decision of the UFM Committee in imposing penalty for the offence committed by student shall be final and binding on her.
- ii) The female staff can physically search a candidate before or during the examination at any time.

The detailed guidelines to be followed by students during the Examinations are attached As per Annexure-05

1.10 Important Points to be noted by Superintendent (Conduct)

- (i). No candidate shall be allowed to appear in an Examination other than allotted, unless permitted by the Dean (Examination).
- (ii). A copy of the 'Instructions for Invigilators' be provided to all the Invigilators appointed at the Examination Centre (Refer para 1.8).
- (iii). To ensure that the candidate has filled in all the columns of Answer Copy and no column is left blank. The invigilator should be instructed to sign the Answer copy after verification from University Identity Card during minor Exam and from Admit Card during End-Semester Exam
- (iv). The candidate has properly recorded the Answer Book Serial Number and signed against her name only.
- (v). All unfair means cases are processed strictly as per UFM Guidelines. The invigilators and Superintendent (Conduct) must complete and sign the UFM performa even if the candidate is caught by Flying Squad. Relevant evidence should be attached with each UFM case.
- (vi). In case of Minor exam, additional answer-sheet be given on demand to the students and the record of the answer sheet in the following format should be maintained:

Sl. No.	Enrollment No.	Name of the Student	Sl. Number Answer copy	Signature of the student	Additional number of Answer copy given	Signature of the student

- (vii). In case of End-Term Exam, No additional Answer sheet is to be provided to the candidates. The candidates will have to complete their answers in one Answer copy itself which contains ___ pages. This should be announced by the invigilator at the start of the examination every day.
- (viii). No Candidate who is late by more than 15 minutes in case of minor exam and more than 30 minutes in case of End-Semester Exam should be allowed to take the examination.
- (ix). No candidate is allowed to leave the Examination Hall or take away the question paper before the expiry of half time allotted to a particular paper.
- (x). The Superintendent (Conduct) should maintain complete account of Blank Answer Books supplied by the Examination Division and should render a complete account of Answer copies and returns the unused Answer Books to the Examination Division on completion of the exam.
- (xi). In case of Minor-Examination, Examination materials, Attendance sheets, record of used/unused copies, absentees statement etc.be submitted to the Examination Division on completion of the exam, arranged in the order of session and day of exam. Used answer copies must be given to the concerned teacher/department for evaluation immediately on completion of exam.
- (xii). In case of End-Semester examination, Examination materials, Attendance sheets, record of used/unused copies, absentees statement, dispatch memo etc.be submitted to the Examination Division on completion of the exam, arranged in the order of session and day of exam. Used answer copies must be given to the concerned teacher/department for evaluation immediately on completion of exam.
- (xiii). The Superintendent (Conduct) is responsible to conduct the examination in free and fair manner by following the guidelines of the Examination Division. In case of any exigency, the Dean (Examination Affairs) be contacted immediately.

Please ensure:

- i) That blank pages and blank portions of every answer-book is stamped
- ii) End of the Paper be stamped on every answer book



Indira Gandhi Delhi Technical University for Women

Kashmere Gate, Delhi

Examination Division

Account of Use of Answer Books for Minor/End-Semester Examination _____

Date	Day	Session (Time)	No. of Answer Books used in Exam	No. of Answer Books available
Total				

Number of Copies Issued from the Examination Division	
Number of Copies Used in the Examination	
Number of copies cancelled (if any) (Cancelled copies are also required to be submitted)	
Balance Copies Returned to the Examination Division	

Name of the Superintendent
(Conduct) _____

Signature _____

Examination Division

It is certified that the number of balance copies as mentioned above has been received in the examination division after the conduct of exam and the necessary entries in the stock register has been made.

Name of Official _____

Signature _____



Indira Gandhi Delhi Technical University for Women

Kashmere Gate, Delhi

USE OF UNFAIR MEANS CASE(S) STATEMENT OF THE CANDIDATE AT THE EXAMINATION CENTRE TO BE RECORDED BY THE SUPERINTENDENT (CONDUCT)

- 1. Name of the student..... 2. Enrolment No.
- 3. Roll No..... 4. Programme.....
- 5. Subject Code6. Subject Name.....
- 7. Block. 8. Room No.
- 9. Date of Examination10. Timing of Recording

11. Statement of Candidate:.....

12. Statement of Superintendent (Conduct)/Invigilator
 (The Superintendent will give a hearing to the candidate and record her statement. He/She may allow the student to question the detector and the question and answers will also be recorded. If the candidate refuses to make any statement, this fact will be recorded by the Superintendent in the space given below):

.....

 Signature & Name of the
 Superintendent (Conduct)

 Signature of the Candidate

 Signature & Name of Invigilator on duty



Indira Gandhi Delhi Technical University for Women

Kashmere Gate, Delhi

EXAMINATION DIVISION

REPORT OF THE SUPERINTENDENT (CONDUCT) ON UNFAIR MEANS CASE

Day & Date.....Session (Time).....

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

S. No.	Name of the Candidate	Enrolment No.	Room No	Subject Code	Subject
1					
2					
3					
4					
5					
6					

- (a) The incriminating material recovered from the candidate as mentioned at para 6 on "Form for Reporting Case of Unfair Means or Acts of Interference of Student in Connection with Proper/Smooth Conduct of University Examinations attached with Report".
- (b) The scripts (answer-books) of the candidate:
 No. of Answer Books..... Sl. No. of Answer Books.....
 (In case the candidate refused to have second answer-book this fact be stated specifically)
- (c) A copy of the Seating Plan (This should be attached without fail).
- (d) Original FIR, if any, lodged with nearest Police Station.

Further Observation, if any:.....

.....

Signature (Full)

Name of Superintendent (Conduct)

Seal



Indira Gandhi Delhi Technical University for Women

Kashmere Gate, Delhi

EXAMINATION DIVISION

FORM FOR REPORTING CASE OF UNFAIR MEANS OR ACTS OF INTERFERENCE OF STUDENT IN CONNECTION WITH PROPER/SMOOTH CONDUCT OF UNIVERSITY EXAMINATIONS

(To be filled by the invigilator/Centre Superintendent, after recording the statement of the candidate, to the Dean (Examination Affairs) by name in a sealed cover SEPARATE FORM should be used for each case)

1. Name of the Examination.....
2. Subject Code..... 3. Subject Name.....
3. Date and Exact time of the detection of the case under report Date..... Exact Time.....
4. Details of Candidates involved in incident

Enrolment No.	Name	Fathers' Name with Address	Phone No.

5. Total No. of incriminating papers recovered
 - (a) No. of Printed papers (b) No. of handwritten papers
 - (c) Torn Book pages.....(d) material article contains matter written on a piece of cloth
 - (e)Clothes worn by the candidates (f) Electronic equipment used.....
 - (g)Any other.....
6. The material was recovered from the candidate under reference as indicated below (Please strike out the columns which are not applicable)
 - (a) In candidate's hand; (b) In candidate's pocket;
 - (c)In candidate's shoes or socks; (d) Under the clothes worn by the candidates;
 - (e) In candidate's table/desk; (f) In candidate's answer-book;
 - (g)In candidate's question paper;(h) Under her feet; (i) Under candidate's answer book;
 - (j) Near her seat on the ground at a distance.....; (k) Any other place;
 - (Note: The Detector should sign the recovered objectionable material)
7. Act of misconduct by student.....
8. (a) Name of candidate found giving help..... (b) Enrolment No.....
9. (a) Name of candidate found taking help from the candidate.....
- (b) Enrolment No.
10. Name of candidate found taking help from the candidate..... (b) Enrolment No.....
11. Name of the candidate(s) sitting just in front/behind/left/right of the candidate
 - (a) Right Name..... Enrolment No.
 - (b) Front Name..... Enrolment No.
 - (c) Left Name..... Enrolment No.
 - (d) Behind Name..... Enrolment No.
12. Any other mode of use of unfair means.....
13. Was the statement of student(s) recorded in writing: Yes..... No.....
14. if NO If no., give reasons.....
-
15. Was the FIR lodged with Nearest Police Station? YES No.....
- (Only in case the answer book is smuggled out of examination Hall by the candidate). If yes, enclosed original FIR.

Witness	(1) Signature & Name	Signature of Candidate	Signature of Detector
	(2) Signature & Name	Name	Address

Counter signed by Superintendent (Conduct) with Seal



(www.igdtuw.ac.in)

Indira Gandhi Delhi Technical University for Women Examination Division

Instructions to the Students for Examinations (To be Pasted Prominently in Notice Boards in each Block)

The Answer Booklet consists of 48 pages. No continuation sheets shall be provided to any candidate under any circumstances. So the candidates are required to complete their Answers within this booklet only.

1. Student will NOT be allowed to write the exam without Admit Card issued by the Examination Division.
2. Student must read the "Regulations on UFM" available on the University website.
3. Do not write your Examination Roll Number/any Mark at any other place other than space provided on the title cover of the Answer-Book.
4. Do not write any matter except your Examination Roll No. on your question paper.
5. A candidate guilty of making appeals to examiners in her answer-book will entail the penalty as provided for use of unfair means.
6. No answer book or paper of any kind is to be removed from Examination Hall except the question paper. No page is to be torn out/replaced in the answer book.
7. This answer book must be delivered to the invigilator on duty in the room, even if no question has been attempted.
8. No candidate will be allowed to leave the Examination Hall before half the time is over.
9. Always keep the student Examination Admit Card with you and show it to the Invigilator/Staff on duty as and when required/demanded.
10. The candidates should not talk with any examinee and should not disturb smooth functioning of the Examination Centre during the conduct of examination.
11. Candidates are expected to bring their own pen, pencil and other material like drawing board, "T" Square, etc. Borrowing of instruments inside the examination hall is not permitted
12. The Examinees should check their pockets, desks, geometric boxes etc., immediately after they occupy their seats. If any paper written on otherwise found, it should be handed-over to the invigilator on duty.
13. Before writing on the answer-book the candidates should see that they have been supplied correct question paper as per the date sheet and also the answer book supplied to them is not damaged on any account.
14. Candidate should legibly write Enrolment No., Paper Name, Paper Code, Semester etc. on the cover of their answer book at appropriate places therein.
15. Candidate should number the answer according to the number given in question paper.
16. No blank pages be left in between answer to various questions.
17. Strike off the blank pages in the Answer book, if any before submitting the answer book to the invigilator.
18. A candidate who comes after 30 minutes of the commencement of the Examination shall not be permitted to take the examination.
19. No candidate shall be allowed to carry inside the examination hall, any textual material printed or written, bits of paper or any other material of like nature.
20. Candidate shall use only Blue or Black ink pen or ball pen in the answer booklet. Use of any other ink/ball pen (Except blue or black) by the candidate in the Answer Booklet shall be considered as use of unfair means.
21. Cellular phones, and articles like nature shall not be allowed in the examination hall (scientific/simple calculators are, however, permissible in this examination hall, if prescribed.)
22. Smoking in the examination hall during the conduct of examination is strictly prohibited.
23. Do not write anything inside the answer book before distribution of question paper.

**IMPORTANT INSTRUCTIONS TO BE ANNOUNCED BY INVIGILATORS IN THE
EXAMINATION HALL BEFORE START OF THE EXAMINATION**

1. The Answer Booklet is of 48 Pages. No Continuation sheets shall be provided to any student under any circumstances. The students have to complete their question paper in the given Answer Booklet of 48 pages
2. Students must read the instructions carefully written on the first inside page of the Answer Booklet before start of examination.
3. Student will NOT be allowed to write the examination **without** Admit Card issued by the Examination Division.
4. Student must read the “**Regulations on UFM**” available on the University website.
5. No answer book or paper of any kind is to be removed from Examination Hall except the question paper.
6. No page is to be torn out/replaced in the answer book.
7. All rough work is to be done in Answer Booklet only
8. Students must ensure that they have marked their signatures on Attendance Sheets.
9. Students shall be allowed to appear only for those papers that are mentioned in the Admit Card.
10. Mobile phones and/or any electronic item or any article except calculator (Unless/Otherwise permitted by Superintendent (Conduct)) should be deposited with the invigilator before taking question paper.
11. No candidate will be allowed to leave examination before Half Time of Examination is over.
12. Students will not be allowed to leave the examination Hall in first 30 minutes of the start of exam and last 30 minutes before the conclusion of the examination.

Maintaining silence in the Class Room helps student writing their exam better. Please maintain it



Indira Gandhi Delhi Technical University for Women Examination Division

Subject: - Certificate by the Invigilator on duty

It is certified that I have announced the instructions to the examinees as per the Date and Time mentioned below: -

Sl. No.	Date of Exam	Block	Room No.	Name of the Invigilator	Time of Announcement	Signature of Invigilator

Name of Superintendent (Conduct) : _____

Signature of Superintendent (Conduct) : _____

Date: _____



Indira Gandhi Delhi Technical University for Women

Kashmere Gate, Delhi

EXAMINATION DIVISION

CERTIFICATE OF OPENING OF QUESTION PAPERS

It is certified that the sealed packets containing Question Papers 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.

Date of Exam		Session	FN	AN
--------------	--	---------	----	----

S. No.	Course Code	Packet No
1		
2		
3		
4		
5		
6		
7		
8		

*Deficiency, if any, notices _____

Witness:

1. _____ 2. _____
Signature Signature

Name: _____ Name: _____

Signature of Superintendent (Conduct) With Seal



Indira Gandhi Delhi Technical University for Women EXAMINATION DIVISION

ATTENDANCE SHEET OF STAFF ENGAGED FOR EXAMINATION DUTY (TO BE PREPARED SEPARATELY FOR EACH SESSION / DAY)

Day & Date

Session (FN/AN)

Number of Students in the Session _____ Total Room Used in the Session _____

(Please record the information Room-Wise/Block-Wise)

S. No.	Name	Designation	Nature of Duty	Room Number of Duty	Total Students in the Room	Signature
1.			Observer	---	---	
2.			Superintendent	---	---	
3.			Dy. Suptd.	---	---	
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

It is certified that the above faculty/staff has been engaged as per the University Norms
Counter Signed

Signature of Dy. Superintendent (Conduct)

Signature of Superintendent (Conduct)

Name _____

Name _____



Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi-110006
Examination Division

Bill No. _____

Format of Bill for the Faculty/Staff Deployed on End-Term Theory Examinations _____

Verification

Bill Details Overleaf (Please print back to back)

It is certified that Dr./Mr/Ms. _____, Designation _____ has performed the _____ duties as mentioned overleaf.

i) The Admissible amount as per the University Norms:

Remuneration as per the University Norms	Nature of Duty	Number of Duties performed	Total Remuneration
(1)	(2)	(3)	(1x3)

ii) Conveyance, if Any

Number of Days	Mode of Conveyance (Own/Taxi/Public Transport)	Distance in Km (to and fro)	Admissible Rate (in Rs)	Total (in Rs)
(1)	(2)	(3)	(4)	(1x3x4)

Total Amount (in Figures) _____ (Rupees _____)

Signature of the Dy. Suptd.

Signature of the Suptd.

For office use (Examination Division)

It is certified that the Bill has been examined and it is as per the approved norms of the University.

Name of the Officer _____ Signature _____ Date: _____

For office use (Accounts Branch)

The Bill has been examined and it is as per the approved norms of the University. The Bill is passed for: -

i) Remuneration/Honorarium: - Rs. _____

ii) Conveyance : - Rs. _____

Name of the Officer/Dealing Assistant _____ Signature _____

Date: _____

(AAO)

(AFO)

(DFO)

:2:

Bill for Performing the duty for End-Semester Theory Examination _____

Personal Details:			
Name (Faculty/Staff)		Designation	
Department		PAN No	
Email id		Mobile No.	
Residential Address			
	City:	State:	
	Pin Code:	Distance from University (in KM):	
Bank Account Details:			
Bank Account No.		IFS Code	
Name of the Bank		Branch	

S.No	Date	Day	Session	Nature of Duty	Remuneration (as per Univ. Norms) (In Rs.)	Mode of Travel (own/Taxi/Two Wheeler/Public Transport)	Amount of Conveyance (If Any)	Total Amount	*SI No & Pg no of Attendance Sheet
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
Total									

*col to be filled by Superintendent while submitting the file for settlement.

It is certified that:

- i) I have performed the above mentioned duty for the Examinations.
- ii) I have used the Mode of Conveyance as mentioned above for attending the duties on Saturday/Sunday/Holiday/University Vacation and incurred the expenditure.
- iii) I have enclosed the bills, in case Taxi/Public Transport is used for commutation.
- iv) Income-Tax as per the rules be deducted.

Name of the Claimant _____ Signature of the Claimant _____

Day-wise Expenditure for Conduct of End-Semester Theory Examination _____

Date of Exam and Session	No. of Students in Session	Details of Faculty/Staff engaged	Number of Duties	Rate of Remuneration (in Rs.)	Total Amount (in Rs.)
		Observer			
		Superintendent			
		Dy. Superintendent			
		Invigilator			
		Examination Assistant			
		Attendant			
		Electrician			
		Waterman			
		Sweeper/Safaiwala			
		Security Guard			
		Hospitality			
		Grand Total (in Rs.)			
Date of Exam and Session	No. of Students in Session	Details of Faculty/Staff engaged	Number of Duties	Rate of Remuneration (in Rs.)	Total Amount (in Rs.)
		Observer			
		Superintendent			
		Dy. Superintendent			
		Invigilator			
		Examination Assistant			
		Attendant			
		Electrician			
		Waterman			
		Sweeper/Safaiwala			
		Security Guard			
		Hospitality			
		Grand Total (in Rs.)			

Note: - Day-wise expenditure sheet be prepare for session/day for all the days of the Examination.

It is certified that the Expenditure details have been examined and it is as per the approved norms of the University.

Name of the Dy.
Superintendent : - _____

Signature of the Dy.
Superintendent _____

Name of the Centre
Superintendent : - _____

Signature of the Centre
Superintendent _____

Statement of consolidated expenditure incurred for conduct of Examination_____

Sl. No.	Date	Session (FN/AN)	Amount of expenditure incurred (in Rs.)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
	Contingency if any		
	Grand Total		

It is certified that:

- i) the Expenditure details have been examined and verified and it is as per the approved norms of the University.
- ii) an amount of Rs. _____ (Rupees _____) has been incurred on conduct of End-Semester Theory Examination _____ scheduled during _____ (start date) to _____ (end date).

Name of the Dy. Superintendent : - _____ Signature of the Dy. Superintendent _____

Name of the Centre Superintendent : - _____ Signature of the Centre Superintendent _____

For office use (Examination Division)

It is certified that the Expenditure details have been verified and it is as per the approved norms of the University.

Name of the Officer _____ Signature _____ Date: _____

**Format for consolidated statement for transfer of remuneration in the account of
Faculty /Staff engaged in Conduct of End Semester Theory Examination**

Sl. No.	Name of Faculty /Staff	Designation	Deptt	PAN No.	Total amount to be transferred (faculty/ Staff-wise)	Bank Acct. No.	IFSC Code	Name of the Bank	Page No of the Bill
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
Total									

Name of Suptd : _____

Signature with date _____

Name of the Dy. Suptd: _____

Signature with date _____

Note:

- i) Faculty/Staff name engaged in the Examination duty should be recorded only once for the transfer of amount.
- ii) Page no. of the Bill is the Page number in the file where the bill of the concerned Faculty/Staff is placed.
- iii) If additional sheet is used, the Sl number must be in continuation order