

**EXTERNAL EXAMINATION  
GUIDELINES**

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# **Guidelines for hosting external examinations**

## **External Examinations**

Our College facilitates online and offline examinations for various government and private bodies. The participating institutions are responsible for organizing and paying for the students to sit their examinations at our College. The purpose of this manual is to ensure smooth conduct of external examinations and to set rules and procedures so as to avoid any lacunae.

### **I. Objectives:**

1. To facilitate space for conduct of external examinations and ensure the exams are conducted in a fair and smooth manner.
2. To ensure that examinations by reputed organizations are preferred irrespective of the profitability criterion.
3. To encourage external examinations held by the private institutes by providing them proper facilities.
4. To generate revenue for the college by facilitating both online and offline external exams.

### **II. Responsibility of the concerned authorities**

- A. Chief Superintendent of Examinations/Director
  1. Director shall act as the Chief Superintendent (CS) for conduct of external examinations in a fair and flawless manner.
  2. Director shall act as the final authority to sanction or reject the requests by institutes for conduct of external examinations without the need for providing justification for acceptance or rejection.
  3. Director shall appoint another CS if examination of any other body is being held simultaneously at the college, who shall then take care that the examination of this other body is held in a smooth and fair manner.
  4. Director may also appoint any other person of appropriate rank under him/her, as he deems fit, and delegate his responsibilities as CS to him/her.
  5. CS shall be responsible to ensure that necessary precautions and actions before, during and after examinations are taken as per stipulated guidelines of the concerned institute, and shall be responsible till the time answer booklets reach the institute.
  6. CS shall remain available on all days of examination, and shall oversee that the responsibilities delegated to the junior authorities are being fulfilled timely and efficiently.
  7. CS shall convene a meeting of all staff responsible for examination work, three days prior to the examination to explain to them their roles and responsibilities, and measures for prevention of malpractices.
  8. CS shall also ensure that necessary instructions are provided to the security personnel, or responsible staff of the college to ensure that any people from the

concerned institute, if notified beforehand by the concerned authority, are provided unhindered access to the examination classes for invigilation/flying squad purposes.

**B. Responsibilities of the Additional Chief Superintendent/Deputy Chief Superintendent**

1. ACS/DCS shall be responsible for seeking information from the concerned authority for organizing exams as mentioned in the Request Form (Appendix 6, 7).
2. ACS/DCS shall assist CS in general, for smooth and efficient conduct of examinations at the centre.
3. ACS/DCS shall not leave the center during the entire period of the examination. In case of an emergency, he/she shall take the permission of the CS so that alternate arrangements can be made.
4. ACS/DCS shall attend to any examination related work entrusted to him by the CS.

**C. Responsibilities of Room Superintendent (RS) / Invigilator**

1. RS shall be responsible to check the seating arrangements for the students.
2. He shall act as invigilator for the examination room, and should report to CS at least 45 minutes before the commencement of exams, and must ascertain examination room assigned to him /her and the number of candidates in the block.
3. RS should reach the designated classes 15 min in advance, and ensure that there are no chits or other material in the examination classes.
4. RS shall ensure that candidates do not leave the examination hall in the first hour of the exam, and they are carrying their IDs with them. RS shall sign the space provided for RS signature, and should take attendance of the candidates.
5. Any violations of instructions in the examination class shall be brought to the notice of CS immediately, and a written record of same shall be prepared by CS and sent to the concerned body.
6. RS shall ensure signal bells ring timely, and answer books are collected and submitted to the office of CS. An authorized person from RTU shall collect the answer sheets from CS office.
7. RS shall ensure that flying squad identity is ensured before they enter the examination hall.

**TO READ / KNOW MORE**

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