

Provision for scribe in examination

RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY

*INSTRUCTIONS FOR PROPER ORGANISATION OF EXAMINATIONS AT THE CENTRE

A] For the conduct of University theory examinations following infrastructure & facilities are necessary at the centres of examination.

- (1) Strong room
- (2) Almirah with locking system
- (3) Computer Latest configuration with web camera
- (4) Laptop latest configuration with web camera
- (5) (a) Printer / Scanner (b) Photocopier
- (6) High speed internet / Dongal
- (7) CCTV at strong room and college premises
- (8) UPS atleast two hour backup
- (9) Mobile nos atleast one number is permanent (for examination work)
- (10) Email-id permanent (for examination work)
- (11) Fire Extinguisher

B] Appointment of Chief Supervisor and His Duties –

1. (a) “**Chief Supervisor**” means and includes Principal of the college concerned or head of the recognised institution concerned, where the University examination is being conducted or a senior teacher duly recommended by the Principal/Head of the recognised institution on his behalf and appointed as Chief Supervisor of the University examination by the University/Competent Authorities.
- (b) The Principal/approved officiating Principal of the college where the University examination centre is located shall be the Chief Supervisor for the University examinations.

Provided that if substitute appointment is required to be made under exceptional circumstances, the Principal shall recommend the name of a senior teacher of his college for the appointment as Chief Supervisor. However, the Principal of the college shall alone be responsible for maintaining discipline at the College Campus and for any lapses occurring at the examination centre during the conduct of examinations.

(8)

obtained from the examinees shall be submitted to the Dy. Registrar (Pre-Examinations) separately in a sealed cover examination wise. Under no circumstances the candidate be given an opportunity to complain to the University that he was compelled by the Chief Supervisor to appear or was disallowed to appear in the particular subject.

13. The Chief Supervisor shall display the "Instructions to Examinees" given in this booklet on the Notice Board of the College Centre under his signature. He shall bring to the notice of all examinees, through the Invigilator, the instructions given in paras. 57 to 60 daily.
14. The Chief Supervisor shall obtain undertaking from the Invigilator that they have carefully read and understood the instructions printed in this booklet. He shall give instructions to the Invigilator as mentioned in paras. 52, 53 and 56 daily.
15. He shall appoint required administrative staff such as clerk, menials, invigilator etc.
16. He shall take rounds of the various Examination Halls of the centre to avoid use of unfair means.
17. The Chief Supervisor shall provide at his level the facility of amanuensis/ writer to the blind examinee with extra time of one hour and to the physically handicapped examinee with extra time of half an hour over and above the stipulated time limit of the paper to write answers after verifying the Medical Certificate issued by the Civil Surgeon/Orthopaedic Surgeon. The writer should be lesser qualified than the blind / physically handicapped student.
18. The Chief Supervisor shall provide at his level the facility of giving extra half an hour, over and above the stipulated time of the paper, to write answers during the examination to the paraplegies, Orthopaedically handicapped students who have hand co-ordination problem and to the visually handicapped students after verification of Medical Certificate issued by the Civil Surgeon/Orthopaedic Surgeon.
19. **The Chief Supervisor shall send to the Director, Board of Examinations & Evaluations a list of concerned writers and examinees to whom the facilities under paras 17 & 18 above have been provided at the centre.**