

UNIVERSITY OF KERALA

Appointment of Chief Superintendent

1. Chief Superintendents shall be appointed by the University at each centre. He/She will be responsible for the proper conduct of the examination at that Centre.
2. Chief Superintendents shall be on duty 3 days before the commencement of Examination and 2 days more after the last day of examination.

Appointments of Assistant Superintendent (Invigilator)

- 3 a. Assistant Superintendents may be appointed by the Chief Superintendent at the rate of one for every 30 Candidates on an average in Colleges and University Departments. Assistant Superintendents will be under the orders of and responsible to the Chief Superintendents.
- b. In Schools, Assistant Superintendents may be appointed at the rate of one for every 20 candidates according to the size of the rooms available.
- c. Assistant Superintendents shall report for duty at least 30 minutes before the actual time fixed for the commencement of examination on each day.
- d. The blind candidate/candidates and the small category among disabled candidates (i. e. Physical disability that incapacitates a student from writing) *who write the examination with the help of the scribes* shall be seated in a separate room.
 - (a) The maximum number of candidates belonging to the above categories allowable into an examination hall shall not exceed five.
 - (b) An invigilator (Assistant Superintendent) shall be allotted to supervise them (Ratio 1: 5). Even if there is one candidate a separate room and invigilator shall be provided.
- e. For prisoner / prisoners a separate room and invigilator be given.

Appointment of Senior Assistant Superintenden

4. If at any examination centre there are 500 or more candidates during any one session of a day all examinations being put together, a Senior Assistant Superintendent may be nominated by the Chief Superintendent. The Senior Assistant Superintendent is expected to assist the Chief Superintendent in all matters relating to the conduct of the examinations at that centre. The Senior Assistant Superintendent so posted and whose appointment has been approved by the University may continue on days of Examination at the discretion of the Chief Superintendent where the number of candidates is 500 or more. If the Chief Superintendent is on leave, or otherwise engaged on a day and is unable to act as Chief Superintendent, the Senior Assistant Superintendent will ordinarily be deputed for the Chief Superintendent. As Senior Assistant Superintendent in such circumstances for that day third person can be appointed only if the number of candidates exceed 500. This rule on that particular day would be or regarding the substitute appointment is applicable also in case the Senior Assistant Superintendent is on leave No substitute posting may be made unless the number of candidates on that particular day exceeds 500.

Additional Chief Superintendents

5. Additional Chief Superintendents shall be appointed by the University at centres if deemed necessary. He shall render all help to the Chief Superintendent in his duties.
6. Senior Assistant Superintendent/Additional Chief Superintendent shall be present at the centre 30 minutes before the commencement of examination and till the answerscripts are properly packed and sealed.
7. The Chief Superintendents should take special care in posting required number of suitable persons for invigilation work. Posting of outsiders for invigilation work must be avoided as far as possible. In Schools teaching Staff of L. P. Schools and U. P. Schools can also be appointed as Invigilators, if necessary. In no circumstances are members of the Non teaching staff to be appointed as Assistant Superintendents. Qualified Librarians can also be appointed as Assistant Superintendents, Assistant Superintendents, can be appointed for the University Practical Examinations in the following subjects:-

Chemistry (Pass) Botany (Pass) Statistics, Geology, Home Science (Pass) and Demography.

8. One copy of each of Memorandum of Instructions to Assistant Superintendents may be distributed to the Assistant Superintendents. Chief Superintendents will do well to make themselves familiar with the instructions contained in this memorandum and shall ensure that these instructions are carried out in fully by all Assistant Superintendents.
9. Where the examination is conducted in a number of rooms or in separate buildings, the Chief Superintendents/ Additional Chief Superintendents should visit each room or building as frequently as possible; he should also consider it a part of his duty to see that his assistant keeps moving among the candidates, and do not engage themselves in any occupation likely to diminish the efficiency of the supervision they are exercising Supervision must be very strict.
10. The Chief Superintendent, Additional Chief Superintendent and Senior Assistant / Superintendent are responsible for seeing that no irregularity is committed or convened at by the Assistant Superintendent.

Closure of Examination/ Duration of Examination

11. Candidates are not allowed to exceed the prescribed time assigned to each paper. To secure the strict observance of this rule, it would be well ten minutes before the close of each examination, to announce the fact to the candidates. If from any cause the question papers in any subject cannot be given out exactly at the time fixed the candidates should be allowed the full period prescribed for writing their answers.

Postponement of Examination

- Any unexpected holiday declared by the Government or by any Local Authority after the publication of the programme of examination by the University, will not effect the programme of examination already announced unless otherwise specially notified by the University.
12. The duration of the examinations should be strictly observed

Prohibition of unauthorised persons

13. No unauthorised person should be permitted to enter the examination buildings and their vicinity, the Chief Superintendent should closely watch the conduct of all persons and menials to see that they do not communicate with any candidate verbally or by signs or by conveying written messages or communicate either verbally or otherwise with persons outside the examination building. During the hours of examination care should be taken to see that no person loiters on the verandahs or any where near the examination room. Instances have been reported of candidates trying to maintain contact with persons outside the examination hall and attempting to insert papers written outside the hall. Particular care should be taken to prevent such possibilities. Outsiders and persons not detailed for examination duty should not be allowed to wander about on the verandah, while the examinations are going on.

Blank Answer books Issue to candidates

14. The blank answer books and additional books received from the University and kept in safe custody by the principal of the College / Headmaster of the School should be issued to the Chief Superintendent for use on each day of the examination according to needs. Every care should be taken by the Chief Superintendent to prevent possible substitution of books from outside containing prepared answers. It shall be the personal responsibility of each Chief Superintendent to see to the strict observance of this rule.

Collection / Despatch of Scripts

15. After the answer books have been collected, they should be carefully arranged according to subject, examinationwise and in numerical orders. The answer books should be bundled covered with cloth and properly sealed up in the presence of the Chief Superintendent and the Additional Chief Superintendent (if any) and be ready for despatch within two hours of the termination of examination concern and should be sent on the same day if practicable, to the personal address of the Controller of Examinations unless otherwise instructed. The parcels of answer books in the Trivandrum centres should

be sent through reliable messengers and those in mofussil centres by registered post. (The sealmetal of the College/ School/ Chief Superintendent and the Addl. Chief Superintendent should also be affixed on the wax on the bundle).

As soon as the answer books of a particular question paper are received from the Assistant Superintendent, the Chief Superintendent/Addl. Chief Superintendent/ Senior Asst. Superintendent will check them, arrange them as instructed above, count them to see that the total number agrees with the total number of candidates for that paper minus the number of absentees, arranged to have them bundled and sealed as instructed in (as above and affix signature of Addl. Chief / Senior Asst. Supt.) Chief Superintendents are requested to take personal care to prevent mistakes by seeing that the right category of answer books alone are enclosed in each packet and that the Register Numbers of answer scripts sent and numbers of absentees are correctly entered in the appropriate columns of the prescribed statement forms (which will be supplied by the University) to be sent along with each answer book parcel. The name of the examination and subject should be clearly noted so as to not to leave any room for ambiguity.

Absentee Statement

16. During the time of answering each paper and immediately after the first half an hour the Chief Superintendent should note the absentees giving their name and Register Numbers in the consolidated forms supplied (to be returned at the close of the Examination to the Controller of Examinations) keeping a copy for future reference marking the letter (A) against the names in the appropriate column. "List showing the names of absentees, their Register Numbers and the days of Examination and Subject from which they were absent" is the form to be used for this purpose. The Chief Superintendents should personally see that the statement is carefully and truthfully filled up each day and returned to the Controller of examinations without fail immediately after the close of the examination at their Centres.

Despatch of filled up forms

17. On the conclusion of the examination or examinations the different Statements asked for should be sent in duplicate to the Controller of Examinations (in the forms furnished to the Chief Superintendent).

Purchase of Stationery

18. Chief Superintendents are expected to purchase locally all items of stationery (such as country twine, English twine, brown casing paper sealing way, cut cardboards, gum arabic, Cambric cloth etc.) required for the conduct of Examination, packing and despatch of answer books to the University for which payment will be made to them at the rate of Rs. 1.50 per candidate based on the total number of candidates for each examination. The minimum expenditure that can be incurred in a centre for an examination is Rs. 50/-

While purchasing articles, special care should be exercised to see that the stationery articles purchased are of good quality suitable for use at University Examinations. The expenditure for the above purposes is to be met from the advance paid to the Chief Superintendents by the University for the conduct of University examinations and adjusted in the final bill of charges.

Avoid Colour Threads

19. Under no circumstances colour threads should be used for tying up the answer book and additional sheet. Violation of this rule may lead to the Cancellation of the script.

Advance

20. Applications for advance towards examination charges and remuneration to Assistant Superintendents and menials should be made to the Controller of Examinations early enough who will arrange for payment of the amount. All unexpended balances should be remitted in to the Treasury or State Bank of Travancore to the credit of the Kerala University Fund (K. U. F. C.) within 7 days from the last date of examination and the fact reported to the Controller of Examinations.

If an advance received is insufficient, Chief Superintendent Shall make a request to the controller of Examinations for sanction of second / subsequent advance mentioning the amount required giving details.

21. In case of any emergency not provided for in these instructions, the Chief Superintendent shall act according to his discretion for the proper conduct of examinations.

Admittance of candidates

- 22.a Chief Superintendents should be personally satisfied as to the identity of candidates when hall tickets are issued to them and when they are admitted to the Examination hall. All precautionary measures should be taken against possible impersonation.
- b. Particular care should also be taken to see that tickets are not wrongly interchanged between candidates. There have been cases in which owing to similarity of name hall tickets were issued to wrong candidates with the results that they wrote their Examinations under wrong Register Numbers causing great difficulty in the matter of the correct identification of their answerbooks. When hall tickets are issued particular care should be taken to identify candidates with reference to their Second Language, If any, Part or Parts for which they are candidates and their subjects under their Optional Groups. If there are candidates with the same name appearing for the same Part or Parts of an examination they should be identified with reference to their place of birth or date of birth shown in the hall-ticket and the Nominal Roll.

Hall Tickets

- c. In order to help Chief Superintendents to identify candidates correctly, passport size photographs have been prescribed which will be seen affixed to their hall-ticket duly certified by identifying officers and with the University seal stamped on them. This is intended to prevent even exceptions of possible wrong identification of candidates by Chief Superintendents.

Provisional admission of candidates

23. Sometimes case may arise of candidates being unable to produce their hall-tickets or of their not having been correctly registered for the Examination they have to take. On such occasions the candidates may be provisionally admitted to the Examination at their own risk, provided they give a declaration in writing that their applications had not been rejected.

by the University and the fact reported to the Controller of Examination. Candidates who have lost their hall tickets may be asked to produce the copies of their photo (Passport size) for being forwarded to this office with the signature of the Chief Superintendent when the Examination is over. The answer paper of such candidates may be forwarded separately on receipt of information as to their Register Numbers from this Office, If the Numbers are not already known.

Cancellation of entries in the answer book-facing sheet

24. Under no circumstance, register number on the facing sheets must be left Scored without the full Signature of the Chief Superintendent and in all such cases a Statement leading to such action much be sent to the Controller of Examinations.

Additional sheets of the same series of the main answer books must be given to the Candidates in each day of examination if available. Daily the series of additional books is to be changed. These facts should be recorded and reported to the University while sending the scripts.

Duties of Invigilator

25. The attention of the candidates should be called to the directions printed on the outer cover or inner page of each answer book and also to the instructions issued to them with their hall-tickets. They should be warned that failure to write their register numbers or write them correctly may involve the rejection of their answer books No loose sheets of paper should be allowed into the examination room. Candidates should have their attention drawn to the instructions regarding rough work printed on the answer books, No. Separate books or rough work will be supplied to the candidates. Rough working, If any, must be done at the bottom of the page reserving sufficient space exclusively for the purpose. Paper must not be detached from the answer books If the ordinary answer books are found insufficient additional books may be allowed. All books supplied to the candidates must be handed over by him at the close of the examination securely fastened together.

- b. The Register Number assigned to candidates should be written by them on the answer books in words as well as in figures. Necessary columns have been provided on the facing sheet of the answer books. Candidates must be told to strictly comply

with this instruction. If the Register Number of the particular candidate is 27389, the candidate should write in letter- two seven, three, eight, nine instead of writing Twenty seven thousand three hundred and eight nine. If the Register Number is 4009, the candidate should write four, zero, zero, nine. Thus all figures should be written in letters. This instruction may clearly be given to all candidates before the commencement of the examination every day.

26. Candidates are forbidden to ask questions of any kind during the examination. Superintendents are instructed to refuse to answer any inquiries whatsoever, relating to the question papers whether in explanation of the meaning or in correction of typographical errors. Candidates are not allowed, to write anything except the Reg. Nos. and names on the question papers supplied to them.

27. Candidate should take their places in Examination Hall at least five minutes before the time fixed for giving out the question papers. Candidate presenting themselves more than half an hour after the commencement of the Examination should not be admitted to the examination of that day.

Leaving of Hall

28. The rules that candidates should not be allowed to leave the hall before the expiry of half an hour from the commencement of the examination may be strictly enforced.

Leaving of examination hall early / surrender of Question Paper

- 29 a. No candidate shall be allowed to leave the examination room till the expiry of half an hour after a question paper has been given out and no candidate who leaves the room during the period allotted for a paper shall be allowed to return within that period. Candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination should surrender their question papers with their names and Reg. No. written thereon to the Assistant Superintendents and collect them back after the examination, if they so desire.

- b. Candidates who leaves the hall refusing to surrender the question paper, as stated above should not be allowed to take the examination on subsequent days and the matter may be reported to the Controller of Examinations.

- c. Candidates shall be permitted to leave the examination hall only after his / her answer book is taken charge of by the invigilator on duty in the Hall. They should not be permitted to leave the hall after keeping their answer books in their seats.

Question Paper Parcels

30 a. A parcel or parcels containing question papers will be despatched/delivered to the personal address of the Chief Superintendent and a memorandum of the contents of each sealed cover contained in the parcel will take personal delivery of the parcel or parcels and sign all necessary receipts.

b. The Chief Superintendent of the sub-centre should take delivery of the Question papers and other materials for the examination from the Chief Superintendent of the respective Main Centres.

31. If the Question paper is received by the post the Chief Superintendent should immediately acknowledge its receipt telegraphically, giving the number of the parcel and the name of the centre only as the text of the telegram. Eg. "Twentyone Sree Narayana College" and addressing it "Controllex, Trivandrum" 695034 where 21 is the centre number allotted.

Verification of Question paper parcels

32. Soon thereafter the Chief Superintendent should see that the seals and cover of the parcel or parcels are intact and that the description and particulars on the outside of each sealed cover agree with those in the memorandum mentioned in section 30. The Chief Superintendent should further verify these sealed covers with the Time Table and the nominal rolls of candidates and satisfy himself that the covers containing adequate numbers of question papers in all the concerned subjects for the examination have arrived in time. In the event of there being any material defect or discrepancy he should forthwith report the matter to the Controller of Examinations.

Question Paper

33. The safe custody of question paper packets and also of the answer books is the personal responsibility of the Chief Superintendent and they will attend to it personally every day.

34. The safe or Almirah containing the question papers should be kept in a strong room whose windows if any should have iron bars.

35. Question papers should invariably be kept under the personal custody of the Chief Superintendent in steel Almiraha which have duplicate keys, and in which nothing else is kept

Keeping of the Question papers

36a. Question Papers should be kept under lock and key in the safe custody of the Chief Superintendent in steel almirahs which have duplicate keys. Until they are distributed to the candidates at the examination hall in the manner provided for in section 39 infra. The covers enclosing them should not in any circumstances be opened except as provided for in section 39.

b. Question paper packets may be sorted out datewise and session wise (FN/AN) and kept separately so as to avoid improper distribution at the time of Examination.

Shortage of Question Papers

37. In the event any shortage of question papers suitable arrangements may be made for preparing the number of copies additionally required and the fact reported to the Controller Immediately. When this is done proper care should be taken to avoid malpractice of any kind.

Inspection of Question Papers

38. The duplicate keys should be kept in a sealed cover under the personal custody of the Chief Superintendents and it should be open for inspection by the Controller of Examinations or any other University authorities competent to conduct the inspection at any time during the period of conduct of the Examinations.

CHIEF SUPERINTENDENTS

Attention Please

We often overlook the obvious
Let us not do that :

Please See that

1. Before opening the outer packet of Question paper covers, verify and assure yourself that it is the right one for the day/session.

2. Cut open the top part of the inner cover pull out the Question Paper a little (don't pull it out completely) and verify the Code No. and Title of the paper.
3. If they do not agree, put back and seal the cover.

Opening the Question Paper Covers

39. The covers containing question papers should be examined in the presence of the Addl. Chief Superintendents/Senior Assistant Superintendents, not more than twenty minutes before the time for commencement of the examination and two Asst. Superintendents. The Addl. Chief Superintendents Sr. Asst. Supdt. and the two Asst. Superintendents must sign the covers after satisfying themselves that the covers are in good condition. The Chief Superintendent will then cut the cover with the scissors along the line indicated. Without damaging the seal. The cut part should not be completely detached from the rest of the cover but allowed to hang loosely from it, giving sufficient opening for taking out the question papers. This has to be made available to the visiting University officials for checking. The question papers must be scrutinised by the Chief Superintendent/Addl. Chief Superintendent or the Asst. Superintendents so as to verify that the heading of the paper agrees with its description in the time table. The question paper will be handed over to the Asst. Superintendents only in sealed packets for distribution to candidates who are seated in the examination hall. The Assistant Superintendent will check once again the heading of the question papers before distribution. Papers wrongly inserted in covers should be returned at once to the Chief Superintendent and the Chief Superintendents should immediately report the fact to the Controller of Examinations. Greatest care must be exercised in the distribution of question papers to see that papers for the right subject according to the time table only are distributed and that no question paper relating to any other subject is inadvertently distributed.

Distribution of Question Paper

40. Where the examination is conducted in a number of rooms or buildings, the Chief Superintendent should fix a central place for opening the question paper covers, Copies of question

paper required for distribution in each room should be put in separate packets and sealed before being handed over to the Assistant Superintendent concerned. Additional Chief Superintendent/Senior Assistant Superintendent shall help the Chief Superintendent in this regard

Opened Question Paper Covers

41. The Chief Superintendent will forward the opened covers to the Controller of Examinations by registered post or messenger without folding the cover.

In addition, the Chief Superintendents shall send to the personal address of the Controller of Examinations a declaration, in the prescribed form supplied, that the seals on the question paper covers were intact at the time of opening them. The declaration should have on it the signature of the Chief Superintendent, two Assistant Superintendents and Additional Chief Superintendents.

Unopened Question Paper Covers

42. In case where the only candidate registered for the examination in a centre absents himself, the Chief Superintendent should make a report thereof to the Controller of Examinations and return unopened the cover containing the question papers.

Question Papers to Invigilators

43. The attention of the Chief Superintendent is specially invited to the instruction that question papers are to be handed over to Asst. Superintendents only in sealed covers. No loose question papers should be made available to any Assistant Superintendent. In view of there being an Additional Chief Superintendent and/ or a Senior Asst. Superintendent at most centres with a large number of candidates, it is advisable that question paper covers are personally handed over to the Asst. Superintendents only in the examination hall by the Chief Additional or the Senior Assistant Superintendent.
44. Assistant Superintendents may be specially instructed to scrutinise each question paper before it is handed over to the candidates in order to make sure that it is the right question paper that is being distributed.

Exhibition of time table

45. The Chief Superintendent shall paste a copy of the time table and instruction to the candidates at a prominent place in the College/ School and invite the attention of candidates thereto.

Hall Tickets

46. The examination hall tickets of the candidates appearing for the examinations will be sent to the Chief Superintendent. They should be distributed to the candidates three days before the commencement of the examination. All precautions against fraudulent impersonation should be taken and if any case is detected it should immediately be brought to the notice of the Controller of Examinations. The Chief Superintendent should check the names of candidates and the numbers on their hall tickets with the list of candidates sent to him by the Controller of Examinations. The names of any doubtful candidates should be reported immediately to the Controller of Examinations.

Admittance to the Hall

47. No candidate should be admitted to the Examination Hall unless he presents the hall ticket issued to him or otherwise satisfies the Chief Superintendents as to his eligibility identity.

Verification of Hall Tickets

48. The hall ticket of all candidates should be inspected during the course of the first session of Examination. Candidates may also be asked to produce these documents on any other day of the examination.

Admittance of candidate not Included in the roll

49. If a candidate whose name does not appear in the list furnished to the Chief Superintendent presents himself, he may not be admitted to the examination unless the Chief Superintendent is satisfied that he has the eligibility to take the examination. Such candidate may be asked to produce two passport size photos and certificate of remittance of examination fee made on or before the last date of receipt of application. The Chief Superintendent may affix his seal and signature on the photos and hand over one of them to the candidate for producing at the time of examination. Further the form in this regard may be got filled up by the candidate and forwarded to the University.

But in such a case the Chief Superintendent should report the fact at once to the Controller of Examinations stating the circumstances of the case. The answer books of the candidate should be retained by the Chief Superintendent until receipt of information as to his register number from the office of the Controller of Examinations.

If there are more than one candidate, the details regarding the name and address of the candidate, the subject, date and time of examination may be entered in a sheet of paper and kept along with the answer papers in sealed packets signed by the Chief Superintendent and the additional Chief Superintendent.

Candidates Having Infectious Diseases

50. Candidates who are undoubtedly suffering from infectious diseases of any kind should not be admitted to the examination Hall.

Use of Mathematical Instruments/tables/calculators

51. Candidate are not allowed the use of books of any kind.. The use of Mathematical instruments whilst answering the papers in Mathematics and Physical Science, is however, allowed. Such instruments will not be supplied by the University. Chief Superintendents are requested to warn the candidates at the commencement of the examination in each paper that persons found introducing in to examination hall or found in possession of, or copying from any book or portion of a book, manuscript or paper of any description, or communicating with any persons outside the examination room will be treated as guilty of malpractice.

52. In the case of University Examination. requiring the use of Mathematical and other calculation table, candidates are permitted to bring their own table without any scribbling on any pages of the book. Special Instructions should be given to the invigilators to verify strictly and carefully the tables brought by the candidates and to satisfy themselves that there is no scribbling or any addition in them which may directly or Indirectly facilitate any kind of malpractice at the examination. In the case of Logarith tables, the students are permitted to bring only Clark tables.

52 a. Calculators are permitted to be used in the University Examinations in the following subjects.

1. B. Sc. Statistics (main) Practical examination.
2. B. Sc. MATHEMATICS (MAIN) paper VIII - Differential Equation and Numerical Analysis.
3. Mathematics (subsidiary) and Statistics (Subsidiary) Examinations.
4. M. Sc. Mathematics Examination.
5. M. A. Economics Examination.

Optional Papers

1. Mathematical Economics
2. Theory and application of Economics
3. Theory and applications of statistics.
6. B.A. (Economics) Examinations Paper-Statistics for Analysis.
7. B. Com. Degree examinations (only non-programmable calculators)

Malpractice

- 53a. Any candidate detected of malpractice in the University examination hall should not be permitted to sit for the remaining papers/examinations. If the Chief Superintendent / Additional Superintendent is prima facie satisfied about the guilt of the candidates. All such cases should be reported to the Controller of examinations, as soon as they are detected. Statements may be got recorded from such candidates and the assistant Superintendent concerned and arrangements for conducting enquiry according to rules should be made with expedition.
- b. All books note-books, manuscripts etc. brought by the candidates should be placed outside the Examination Hall. This instruction shall be strictly conformed.

While in Examination hall

54. Strict silence shall be maintained in the examination hall. This rule applies to Superintendents as well as to candidates.

Candidates and Superintendents are strictly prohibited from smoking with in the examination hall.

Selection answer books / stock accounts

- 55a. The Chief Superintendents are to decide which series of answer books should be issued on Particulars session / day which decision he would take one hour Prior to the Commencement of the examination.
- b. The Chief Superintendents are responsible for keeping Proper accounts for the stock and use of the main answer books and additional sheets.
- c. Additional sheets must not be used for any purpose other than answering questions including doing calculations by the candidates in the examination hall.
- d. In no case blank main and additional book shall be kept by any person other than the Chief Superintendents shall be held responsible for the misuse of the same.
- e. The invigilators shall be provided with proforma of paper accounts along with the blank main and additional books and shall return it to the Chief Superintendent duly filled at the end of the session together with scripts and unused answerbooks.
- f. The blank main or additional book shall not be used for any other purpose

Packing and despatch of scripts

- 56.a Answer scripts should be bundled and sealed within two hours after the examination. The seal of the additional Chief Superintendent, If any, shall also be affixed on the sealing wax on the bundle., in addition to the metal seal of the Chief / Centre.
- b. The bundles of answerscripts of the morning session from the sub-centres should reach the main centre within 3 hours after the examination and those of the evening sessions should reach the Main centres at least the next day morning.
57. Answerscripts with different Exam. code letters should not be packed in a parcel.

The following are the Examination Code Letters to be written on the bundle.

Examinations	Code
I PDC	A
II PDC	B
B. A.	C
B. Sc.	D
B. Com.	E
M. A.	F
M. Sc.	G
M. Com.	H
B. Ed. / M. Ed.	I
B. P. E. / M. P. E.	J
Engineering	K
LL.B. / LL.M	L
Medical	M
B. Sc. M. L. T.	N
BLI. Sc./ML. ISc/ Diploma in Law/ German / Russian/ English / Adult Education	O
M. Phil.	Q
Ph. D.	R
MSW	S
Semester Exams.	
B. A.	T
B. Sc.	U
B. Com.	V
BBA	W

Each parcel / bundle (postal or messenger) should contain as many answer scripts as can conveniently be packed, but if should be arranged that a parcel contains one category of answer scripts alone.

All the statement to be sent along with answer scripts parcel should be prepared in duplicate, one copy enclosed in the packet as instructed above and the other preserved for future reference at the examination centre.

Particular care should be taken to avoid mistakes and inaccuracies in the preparation and sending of statements. No answer scripts parcels should be sent without enclosing the required statements.

Malpractice Cases

58. Answer books of candidates who are detected of malpractice should not be sent along with the answer books of other candidates. Such answer books together with the necessary documents such as report of Assistant Superintendent invigilating in the examination hall, report of the Chief Superintendent manuscripts and such other relevant material recovered from the candidates should be sent to the Controller of Examinations.

Consolidated Absentee Statement

59. The consolidated list of absentees should be prepared and forwarded as instructed in para 16 of the printed instructions. They should be forwarded at the end of each category of examination without fail. For example, the consolidated list of absentees relating to I Pre-Degree examination, should be forwarded at the close of the I Pre-Degree examination, that relating to Second Year B. A. Degree examination when the Second year B. A. Degree examination when the Second year B. A. Degree examination is over and so on. The Chief Superintendents sometimes omit to send this absentee statement in proper time, causing considerable difficulty in the University Office.

Report Regarding Invigilation Works

60. After the completion of the examination, the Chief Superintendent must give a Schedule of work done by each

invigilator stating the date and session and the hall number he has invigilated. This Statement is very much required in the malpractice cases reported during valuation time.

Police Security

61. The Director General of Police will be requested to issue instructions to the Police Officers in the various centres to keep in touch with the Chief Superintendents and to render them such help as may be needed and sought by them. Any trouble, if apprehended, the Chief Superintendents may take suitable and necessary precautions to prevent untoward happenings.

University Buildings,
Thiruvananthapuram.

Controller of Examinations

UNIVERSITY OF KERALA

Thiruvananthapuram

Dated : 19 -1- 96.

SDC/1/96

CIRCULAR

Sub: University Examination-Malpractice cases detected from affiliated Colleges and Centres- Procedures for processing of the cases- Guidelines-Regarding.

With a view to avoid the undue delay in processing and finalising the malpractice cases detected and reported from the affiliated colleges and school centres, it has been decided that enquiry need not be conducted by the colleges authorities/Chief Superintendent hereafter. The Principals/ Chief Superintendents of the centres are therefore directed to observed the following norms with regard to the malpractice cases detected from the colleges and school centres.

1. To report the malpractice cases detected from their centres to the University on the very next day so that the cases could be noted in the tabulation sheet.
2. The candidates who are found to be guilty of malpractice in the examination hall shall not be permitted to write the remaining part of examination for which registration has been granted
3. The Chief Superintendent / Principal shall forward the cases to the University, furnishing a brief statement of reasons together with all documents such as answerscript, hall ticket, evidences, report of the Invigilator etc.
4. The Invigilator who detected the malpractic should make a report of the in the form prescribed. This report shall be countersigned by Principal / Chief Superintendents.

The malpractices cases detected should be forwarded to the Deputy Registrars concerned as detailed below:

- | | |
|-----------------------------------------------------------------|--------------------------------|
| First Year- Pre- Degree examination | - Deputy Registrar III (Exams) |
| Second Year Pre - Degree examination and First Year Improvement | - Deputy Registrar II (Exams) |
| BA / B. Sc/ B. Com. | - Deputy Registrar (Exams) |
| M. A. M. Sc./ M. Com./ MSW Examinations | - Deputy Registrar IV (Exams) |
| Medical/Engineering/ LLB/BEd.: | - Deputy Registrar VI (Exams) |

It is requested to adhere to the above norms scrupulously.

Sd/-

JOINT REGISTRAR / (Exams)

To

1. The Principal of all affiliated Colleges.
2. The Joint Registrar (Exams)
3. All Dy Registrars and Asst. Registrars in the Examn. Branch.
4. All Section Officers in the Tabulation Sections
5. P. A. to the Controller of Examinations.
6. Legal Section
7. Stock file
8. File copy.

PROFORMA TO BE FILLED IN BY THE INVIGILATOR WHILE REPORTING
THE MALPRACTICE CASES TO THE UNIVERSITY

Remarks/list of the cases reported	
Name and Designation of the Invigilator	
Centre of Examination (Sub Centre & Main Centre) to be specified clearly	
Reg. No. and year	
Name of Examination taken by the Candidate	
Name and House address of the Candidate	

Signature of the Chief / Superintendent
Principal with Date

Signature of the Invigilator with date

UNIVERSITY OF KERALA

No. EK. I / 2002.

Dated : 23-11-2002

CIRCULAR

Sub :- Prohibiting of Electronic equipment in the examination hall.

All Chief Superintendents, may take note that the use and possession of mobile phones, pagers, programmable calculators, digital diaries and any other transmitting electronic devices are not to be allowed inside the examination halls. Any violation of this stipulation should be viewed seriously, and the candidates be instructed that possession of any of these equipments will be treated as malpractice.

Controller of Examinations