



HINDUSTHAN COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)
Affiliated to Bharathiar University
Coimbatore-641028

III. APPOINTMENT OF EXAMINERS

**3.1 APPOINTMENT OF CHIEF COORDINATOR, HALL SUPERINTENDENT,
RESERVE SUPERINTENDENT AND OTHER SUPPORTING STAFF**

The Principal shall be the Chief Superintendent of the examinations. The Chief Superintendent shall appoint the HOD's or senior professors of the college as the chief coordinator for conducting of the end semester examinations. The chief coordinator shall assist the chief superintendent in identifying suitable persons for appointing as hall invigilators, the reserve staff and other supporting staff for conduction of ESE.

3.2 DUTIES AND RESPONSIBILITIES OF THE CHIEF COORDINATOR

On receipt of the appointment order as the chief coordinator (CC), he / she will submit the acceptance of the duties assigned to him/her CC shall receive all stationary material is required for conduction of the ESE from the office of the COE.

CC shall assign the duties to other supporting coordinators and supporting staff.

The CC shall receive the question papers from the COE office one hour before the commencement of the examinations and coordinate the distribution of question papers to the Hall invigilators

The CC shall be responsible for bundling of the answer scripts and handing over the same to the office of the COE under acknowledgement with session wise report.

At the end of an examination, the CC shall handover the data of utilization of the stationary and the remaining stationary to the office of the COE.

3.2(a) APPOINTMENT OF SCRIBE

A candidate seeking the assistance of an Amanuensis shall submit an application to the COE through the HOD of the department duly recommended by the proctor with following documents.

1. Medical certificate from the Medical officer of the government district or registered medical practitioner showing the inability of the candidate to write the examination with her/his own hand, which shall be attested by the HOD.
2. An undertaking by the student and the amanuensis showing that there is no relation between them with an authentication by the notary public

A Scribe appointed must be of lower grade education than the candidate and should not be studying in the same field. If the disabled candidate requests to write the examination with his own hand with an extra time (30 minutes) he/she should submit a letter to the principal of the college through COE seeking grant of extra time to write the examination.

A physically disabled hearing impaired candidate and the scribes for such a candidate shall be allowed an extra time of 20 minutes .

3.3 DUTIES AND RESPONSIBILITIES OF THE HALL SUPERINTENDENT

1. The Hall Superintendent (HS) shall report to the Chief coordinator at the Control Hall at least 30 minutes before the commencement of the examination and record his / her reporting to duties by affixing his / her signature in the attendance register placed for the said purpose.
2. The Hall Superintendent shall ascertain the examination Hall/block assigned to him / her and the number of candidates in the block
3. The HS shall collect the answer booklets, Seating allotment corresponding to the allotted Hall from the coordinators under acknowledgement and verify the stationary received for distribution to the students, etc.
4. The HS shall reach the allotted examination Hall / block 15 minutes before the commencement of the examination hall, and check that the students occupy only the seats allotted for them.
5. The Hall Superintendent shall ensure that the candidates take their seats before the commencement of examination even though the candidate shall be allowed to enter the examination hall up to half an hour from the commencement of the examination.
6. Five minutes before the commencement of examination, the answer papers shall be distributed to the candidates , who are seated in the examination hall and are not to be placed on the vacant seat.

7. Prior to issuing the question papers to the students, the HS shall mandatorily announce to the student to leave the books, papers and other reference materials etc., outside the examination hall and instruct the candidates to search desks, tables, their pockets, wallets, instrument box and hand over to the Hall Superintendent if any papers / notes/manuscripts/books or material found. The HS shall inform the students that they shall not be in possession of any written material on hand/s, palm, writing pads, inner and outer covers of calculator geometry box, hand kerchief,... etc., also they shall not possess mobile phone or any other electronic gadgets such as memory chip etc., in the examination hall.
8. The Hall Superintendent shall distribute the question papers to the candidates seated in the examination hall only when the commencement bell of the examination is given.
9. Candidates shall be allowed to leave the examination hall only after 45 minutes have elapsed after the commencement of the paper.
10. The Hall Superintendent shall fix signature on the answer booklets of the students at the place marked as Hall Superintendent signature, only after verifying the identity of the candidate with photo on admission ticket and College ID Card, entered the correct seat number and other particulars required on the front sheet of the answer paper and obtain signature of the candidates on attendance report.
11. If any student has not brought his / her admission card the matter shall be brought to the notice of the Chief Superintendent immediately.
12. If any candidate is absent the word ABSENT shall be written in capital letters in the appropriate column of the attendance sheet, preferably in red ink, after expiry of 30 minutes from the time of commencement of the examination. A consolidated statement showing course wise, candidates present be submitted.
13. After half an hour of the commencement of the examination, the spare answer books question papers shall be returned to the Relieving Superintendent when he / she visits examination hall.
14. The HS shall not allow the candidate to use the unfair means in the examination hall.
15. No candidate shall be allowed to go out for toilet. Except special cases
16. The Hall Superintendents are expected to take rounds in the hall and shall not engage themselves in conversation with other Hall Superintendent while the examination is going on and also shall not sitting at a place.

17. The Hall Superintendent should ensure that, there is no communication among candidates in the examination hall.
18. The violations of the instructions by any candidate shall be brought to the notice of the CS immediately and a written report is to be made regarding such cases.
19. Smoking and taking Tea /coffee or any other refreshment in the hall where the examination is in progress is strictly prohibited.
20. After the expiry of the time of the examination, when the final bell is given, the Hall superintendent shall collect the answer papers and shall arrange seat number wise and hand them over to the CS along with other reports.
21. The Hall Superintendent shall be personally held responsible for loss, misplacement of any answer book.
22. While taking rounds of the examination hall, if the Hall Superintendent notices any candidates indulging in copying or possessing a manuscript or answer papers other than that of the candidate, any other written material on calculator/geometry box/scale/ parts of the body, he / she shall immediately take in his / her possession the candidates answer book, question paper, and the materials which he / she has used for copying and immediately report to the CS.
23. Whenever the members of designated flying squad make a surprise visit, the Hall Superintendent shall ensure their identity and allow to enter the examination hall for surprise check.
24. The Hall Superintendent shall not leave the College premises until he/she personally hands over the answer books to the Chief Superintendent and return the diary and other stationary materials to the coordinator at the control Hall.
25. The Hall Superintendent shall on demand, meet the Chief Superintendent/COE, in the event a case of malpractice is found in the respective Hall.

3.4 DUTIES AND RESPONSIBILITIES OF THE RELIEVING HALL SUPERINTENDENT

1. The Chief Superintendent appoints certain senior faculty members as the Relieving Hall Superintendent RHS.

2. There shall be one Relieving Hall Superintendent for every 300 candidates, If the number of students is less than 75, the Chief Coordinator shall take the responsibilities of the Relieving Hall Superintendent.
3. The Relieving Hall Superintendent (RRS) shall report to the Chief coordinator, 30 minutes prior to the start of the examination and affix signature in the attendance register placed at the control Hall.
4. The RHS shall receive the list of examination Halls / blocks allotted to him/her to discharge the duties as RHS and report to the CS concerned.
5. The Relieving Hall Superintendent shall give relief to the Hall Superintendent for a maximum of 10 minute & be in charge of the duties of Hall Superintendent during that period and discharge all the duties & responsibilities of the Hall Superintendent. The RHS shall return the Relieving Superintendent's diary duly filled to the Chief Superintendent or coordinator at the Control Hall, at the end of that particular session of examination.
6. The Relieving Superintendent shall not permit Hall Superintendent to leave the examination hall during the first and last half an hour of the examination. During the intervening period, he / she shall relieve the Hall Superintendent to attend nature calls
7. The Relieving Superintendent shall assist the CS in receiving the answer booklets from the HS and in the process of bundling.
8. The Relieving Superintendent shall in addition to the above duties attend to any other work entrusted to him / her by CS / Chief Coordinator/ COE.

3.5 APPOINTMENT OF SQUAD, DUTIES & RESPONSIBILITES OF SQUAD

1. The Principal/Controller shall appoint Flying Squads from among the HOD's of the college, according to the need to ensure proper conduct of examinations and to curb malpractice at the examination.
2. Each team may consist of not more than four members of whom one shall be designated as the Chairman of the team.
3. The squad team shall conduct themselves with utmost caution, courtesy and respect, without causing any kind of commotion which shall disturb the students attending the examination.
4. The Squad shall not cause any kind of the harassment either to the students or to any of the officials of the examination center.

5. They shall initiate action to curb malpractice like copying, possession of incriminatory materials related to the examination center.
6. Report the candidates under Malpractice detected to the Controller of Examinations immediately through the CS/ Chief Coordinator, for further action. The Squad shall make use of the required stationary / formats placed at the control Hall for the said purpose.
7. Book the candidates under malpractice, who are found in malpractice and send such candidates out of the examination hall only after taking necessary undertaking and signature from the candidate on the prescribed forms.
8. The squad shall report simultaneously the instance of grave malpractice such as mass copying etc., to the Controller of Examinations and the Chief Superintendent.
9. The Chairman of the squad team shall record their finding including satisfactory / or otherwise remarks in the squad report at the controller Hall. Each member of the squad shall affix their signature, in the attendance register placed at the control Hall, in each session of the examination.
10. The squad members shall not make any statements or loose comments in public about their findings. The squad shall assist the COE for the smooth conduct of examinations and to curb the number of malpractice cases.
11. The members of the squad shall not create distractions to the examinee by unnecessarily shouting while cases in the examination halls. If any case is detected, further investigation can be done by isolating the guilty from the rest, taking to the control Hall, inform the concerned CS, without further enquiring in the hall disturbing others for a prolonged period.
12. The Malpractice case shall be booked with the prior intimation to the chief superintendent.
13. When once a candidate is booked under malpractice, the Chief Coordinator shall serve a memo to the concerned candidate instructing him . her to attend the MPC meeting, as fixed by the Controller of Examinations, A copy of this memo shall be sent along with other relevant papers to the Controller of Examinations. This act shall strictly ensure that the candidate is aware of the MPCC meeting schedule.
14. The squad shall seek any clarifications/guidance and / or assistance from the COE whenever needed.