



OFFICE OF THE REGISTRAR::DIBRUGARH UNIVERSITY::DIBRUGARH

Memo No. DU/DCE (A)/CoE/Instructions to Exam. Centres /2018/87

Date: 09.04.2018

INSTRUCTIONS TO THE EXAMINATION CENTRES OF DIBRUGARH UNIVERSITY

The Examinations in all the Examination Centres should be conducted as per the Dibrugarh University Examination Ordinance 1972 (as amended). The following instructions should be strictly adhered to for conduction of the examinations.

1. In appointing the Invigilators, Examiners and the Assistant Officer-in-Charge strict adherence to the rules of the Dibrugarh University be ensured.
2. The ratio of invigilators and the examinees (1:30) should be strictly followed.
3. **The Mobile Phones, Digital Watch and other Electronic Gadgets should be strictly prohibited inside the Examination Centres/Halls. If the aforesaid items are found in possession of any of the candidates inside the Examination Halls, the same should be dealt strictly as per the Examination Ordinance of the University.**
4. **The invigilators should not carry Mobile phones inside the Examination Halls.**
5. **Mobile phones are strictly prohibited inside the Confidential rooms/Strong rooms of the Examination Centres. Only Officer-in-Charge may carry his/her mobile phones and should use only when it becomes extremely necessary.**
6. Calculators may be used by the candidates. However, candidates are not allowed to borrow from or share the calculator with other candidates during the examination. The Calculators should be kept on the desk in full view of the invigilators throughout the examination.
7. Stringent adherence to the norms be ensured in handling the packets of the question papers at every step – from the collection of the packets from Treasury Office or the Police Stations to the opening of the packets at the respective Examination Centres.
8. Strict vigilance at the Examination Halls be ensured.
9. Proper Seat Plan must be made before the Examination.
10. Sufficient space be arranged for the examinees to ensure smooth conduct of the Examination.
11. Special arrangement for sick/differently abled candidates should be made so that they can appear in the examinations without any discomfort.
12. Drinking water facility should be provided to the candidates.
13. CCTVs should be installed at the appropriate places in the Examination Centres.
14. Uninterrupted power supply during the examination be ensured. Arrangement of alternative power supply must be arranged.
15. Temporary toilet facilities should be provided to the male and female candidates separately.
16. Arrangement for stringent security be made in the Examination Centres.
17. The Officer-in-Charge of the Centre shall have the authority to expel a candidate from an examination, if the candidate breaks any rule or instruction for which s/he is liable to be expelled, or resorts to any disorderly conduct, or adopts any unfair means. If s/he decides to expel a candidate, he shall obtain statement in the prescribed form from the candidate and two invigilators shall sign it as witness.
18. The sealed packets of answer scripts should be dispatched to the Examination Zone/University Authorities on the same day by the first available transport/Registered Post/Speed Post with all due precaution about safety, security and secrecy. If, in any special case, the same couldn't be dispatched on the same day for reason which must be explained to the University Authority, the packets should be properly sealed overnight in safe custody either in the local Treasury or in the police station and dispatch them the next day by the first available transport/Registered Post/Speed Post.
19. All the relevant papers should be dispatched to the University, viz. attendance sheet, the absentee statement, the statement of answer scripts, the seat plan, the records about any expulsion or other disciplinary actions and all other connected records.

Sd/-Controller of Examinations
Dibrugarh University