



**OFFICE OF THE REGISTRAR::DIBRUGARH UNIVERSITY::DIBRUGARH**

Memo No. DU/DCE (A)/CoE/Instructions to Exam. Centres /2018/275

Date: 22.10.2018

**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. The Officers in Charge of all the Examination Centres are requested to go through the 'Guidelines for the conduct of Examinations in the Examination Centres of Dibrugarh University' which has already been sent via post and e-mail; the same is also available in the University website.
2. In appointing the Invigilators and the Assistant Officer-in-Charge, strict adherence to the rules of the Dibrugarh University be ensured.
3. The ratio of invigilators and the examinees (1:30) should be strictly followed.
4. The Officer in Charge of the Examination Centre shall ensure that all the Invigilators and other staff involved in the conduct of Examinations are well acquainted with their duties and responsibilities. The Invigilators and the staff should also familiarize themselves with the guidelines governing the conduct of examinations of Dibrugarh University before the commencement of the examination.
5. **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.**
6. **The invigilators should not carry Mobile phones inside the Examination Halls.**
7. **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.**
8. 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.
9. 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.
10. Strict vigilance at the Examination Halls be ensured.
11. Proper Seat Plan must be made before the Examination.
12. Sufficient space be arranged for the examinees to ensure smooth conduct of the Examination.

13. Special arrangement for sick/differently abled candidates should be made so that they can appear in the examinations without any discomfort.
14. Drinking water facility should be provided to the candidates.
- 15. CCTVs should be installed inside the Examination Halls and Strong Room/Confidential room of the Examination Centre. The University may seek the CCTV footage as and when it desires. As such, the Examination Centres are requested to keep the CCTV footage at least one year from the date of completion of the entire examination.**
16. Uninterrupted power supply during the examination be ensured. Arrangement of alternative power supply must be arranged.
17. Temporary toilet facilities should be provided to the male and female candidates separately.
18. Arrangement for stringent security be made in the Examination Centres.
- 19. The Invigilators should maintain a statement of Additional sheets supplied to the candidates for each examination; the signature of the concerned candidate should be taken against the Serial No. of the additional sheet (s) supplied to him/her. The aforesaid statement should be submitted by the Examination Centre along with other relevant documents to the University without fail.**
- 20. 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, s/ he shall obtain statement in the prescribed form from the candidate and two invigilators shall sign it as witness.**
21. The answer scripts should be securely packed with brown paper to be wrapped by white polythene and be covered by cotton cloth. Before packing the answer scripts, the Examination Centres have to ensure that the online entries of all the relevant fields are duly filled in the concerned link to be provided by the University.
- 22. The sealed packets of answer scripts should be despatched to the Examination Zone/University Authorities on the same day via the Speed Post only with all due precaution about safety, security and secrecy. If, in any special case, the same couldn't be despatched 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 despatch them the next day by the Speed Post. Such Examination Centre shall have to submit a proof of document received from the Local Treasury or the Police Station as the case may be and submit the same to the University without fail. Non compliance of the aforementioned instruction may lead to cancellation of the Examination Centre for such period as may be decided by the Examination Committee, under report to the Executive Council.**
23. All the relevant papers should be despatched 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, the statement of Additional Sheets and all other connected records.

Sd/-Controller of Examinations i/c  
Dibrugarh University