

**GUIDELINES FOR CENTRE SUPERINTENDENTS OF ALL AFFILIATED COLLEGES OF
UTKAL UNIVERSITY OF CULTURE, BHUBANESWAR
REGARDING CONDUCT OF EXAMINATION AND SUBMISSION OF EXAMINATION DOCUMENTS**

1. All the affiliated colleges are instructed to abide by all the rules and regulations pertaining to the University examinations, the examination related notifications, the dates of form-fill up etc.
2. Colleges are instructed to collect the examination related documents from the University well ahead of the commencement of the examination and all the related documents should be submitted duly filled-in after the completion of the examinations. The list of forms to be collected from the University is given below.

i) Form No.-02	Statement of details of the contents of the packet of answer books
ii) Form No.-3	Question Paper Packet Opening Statement
iii) Form No.-04	Theory/Practical Attendance Sheet
iv) Form No.-05	Absent Statement
v) Form No.-07	Report on Malpractice at University Examinations
vi) Form No.-8	Proforma for submission of Report by Supervisor/Squad/Observer of Examination Centre to be filled in by the Supervisor/Squad/Observer and to be submitted within two days of supervision.
vii) Form No.-10	Mark Foil
viii) Form No.-15	Examination Remuneration Bill
ix) Form No.-16	Travelling Allowance Bill Form
x) Form	Certificate to the External/Internal Examiner
xi) Form	Malpractice Certificate by Squad Member/Observer/Supervisor
xii) Form	Certificate regarding conduct of examination by Observer/Squad/Flying Squad

3. It is the primary duty of the Centre Superintendent to attend the Squad/Observer appointed by the University. You are bound to supply all the required documents (viz. Form No.7, 8, 15 and forms at sl. No. xi and xii above) to the Squad/Observer when required. Any deviation in this respect may lead to disciplinary action against the college and the centre may be cancelled.
4. The Centre Superintendent of the college has to instruct their invigilators to check proper admit cards from the students. The students having doubtful admit card may be reported to Controller of Examinations immediately. The invigilators should check the roll number of the student to be written neatly on the answer script, date of examination and name of the paper while signing the answer script. Invigilator should check the authentication of student from the list containing the photo and signature of the student. This list can be downloaded by the institution by logging in their college credentials. No student should be allowed to enter the examination hall with mobile phone and other electronic gadgets. If they are detected in the examination hall with these materials, the concerned student will be booked for MP by the observer/squad members.
5. The answer scripts should be packed and sealed in the presence of the Squad/Observer. All the answer scripts of one paper i.e. both regular and back should be kept in one packet. Besides answer scripts, the answer script packet should contain a copy of the concerned question and the memo form (Form No.-02) of the said paper. If a paper is elective in nature, then answer scripts are to be packed in separate packets. The examination answer script packet should be despatched immediately after the examination is over, either by hand or through speed post. It is the responsibility of the Centre Superintendent to ensure the receipt of the answer script packet in the University.
6. All other examination related documents should be kept in one packet (all the courses, all the subjects of the college) and to be despatched to the University after completion of all the examinations either by hand or through speed post. It is the responsibility of the Centre Superintendent to ensure the receipt of the examination related packet in the University.

7. Mark Foils in the prescribed format for Mid-Sem, Sessional and Practical Examination to be prepared neatly, arranged in roll number wise strictly according to the scheme of the course. No correction or overwriting is allowed in the Mark Foils. In extreme cases, the correction or overwriting should be endorsed with initials of the examiners. All the internal as well as external examiners are instructed to provide marks in next rounded number i.e. marks secured "12.5" should be written as "13". No decimal point is to be used for awarding marks.
8. The Mark Foils for Mid-Sem, Sessional and Practical examinations, should be packed in different packets course wise i.e. Mark Foils of all papers of one course and then all the packets of all the courses should be kept in one big packet and to be despatched within 15 days from the completion of the end-semester examination, course wise, positively. Delay in despatch of Mark Foils may lead to disciplinary action against the college and the centre may be cancelled.
9. If any assigned practical examiner is not available, the Centre Superintendent of the concerned college must write to Controller of Examinations regarding non-availability of the examiner and regarding any alternate arrangement is made much before the examination positively. Examination conducted without intimation to the Controller of Examinations shall not be treated as valid examination.
10. The examination results are being published in the website of the University i.e. on uuc.ac.in. Colleges are instructed to regularly visit the University website particularly the Notices and Circular page for all the notifications from the University. Also colleges are instructed to verify their email IDs submitted for all other notifications, documents from the University.
11. All the colleges may inform their students to verify their examination results from the website to keep their statement of marks after downloading from the website for future reference.
12. Colleges are instructed to download the result notifications from University website (Exam Results page). The Tabulation Registers (TRs) of all the examinations are sent through e-mail. Hence, all colleges should check their e-mail IDs regularly and download the Tabulation Registers (TRs) and keep as their records.
13. Any discrepancy/correction in the result may be intimated through the letter from the Principal with relevant supported documents to Controller of Examinations, Utkal University of Culture, Sanskruti Vihar, Madanpur, Bhubaneswar-752054 within three months from the date of notification of result.
14. Original Certificates of the pass out students are prepared on day of conduct of Convocation of the University. A notification is published on preparation of the original certificates after which the colleges are required to collect those certificates. These certificates are to be distributed to the student concerned without any fee up to one year from date of notification. Colleges are instructed to return the undistributed certificates to the Controller of Examinations of this University after completion of one year positively failing which the preservation charge as per the law shall be charged.

By order of Vice-Chancellor
Sd/-
Controller of Examinations