

**FORM NO-02**  
**UTKAL UNIVERSITY OF CULTURE, BHUBANESWAR**  
Sanskriti Vihar, At/Po- Madanpur-752054  
**MEMO FORM**

**STATEMENT OF DETAILS OF THE CONTENTS  
OF THE PACKET OF ANSWER BOOKS**

FROM;  
The Superintendent

TO:

Controller of Examinations  
Utkal University of Culture, Bhubaneswar  
Sanskriti Vihar, At/Po- Madanpur-752054

\_\_\_\_\_ Examinations. 20  
Centre \_\_\_\_\_  
Examination \_\_\_\_\_ Subject & Paper \_\_\_\_\_  
Date of Examination \_\_\_\_\_ Date of Despatch of Answer Books \_\_\_\_\_  
Number of Answer Books in Packet \_\_\_\_\_  
A. This packet contains the Answer Books of Roll Nos. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

B. Unfair means cases detected: Roll \_\_\_\_\_  
(Scripts to be sent separately to the Controller of Examinations)

C. Absentee Roll Nos. \_\_\_\_\_  
\_\_\_\_\_

**Signature of the Centre Superintendent**

Form No.-3

**UTKAL UNIVERSITY OF CULTURE**  
**QUESTION PAPER PACKET (OPENING STATEMENT)**

..... Examination 201  
College Code..... No College.....

1. Core No..... Subject..... Paper .....
2. Date and Time of opening the question paper packet: Date..... Time .....
3. No. of Question papers mentioned in the cover.....
4. No. of Question papers found in the packet .....
5. Certified that I opened the question packet on..... at..... in Presence of the following  
invigilators. The seals of the packet were in tact.

**Centre Superintendent**

(Seal)

6. Certified that the seals of the question paper packet in the above subject were intact and the packet was opened in our presence.  
The No. of question papers found in this packet is.....

1.  
2.  
3. Signatures  
4.  
5.







FORM NO-07  
**UTKAL UNIVERSITY OF CULTURE**  
SANSKRUTI VIHAR, MADANPUR, BHUBANESWAR

**REPORT ON MALPRACTICE AT UNIVERSITY EXAMINATIONS**

1. Name of the Centre \_\_\_\_\_
2. Examination and Year \_\_\_\_\_
3. Date of Examination and Sifting \_\_\_\_\_
4. Subject of Examination \_\_\_\_\_
5. Roll No. and Registration No. Roll No. - \_\_\_\_\_ Regd. No. \_\_\_\_\_  
Name of the Candidate: \_\_\_\_\_
6. Time of detection of the malpractice \_\_\_\_\_
7. Particular of the incriminating materials. 1.  
recovered from the candidate (if the  
incriminating material consists of 2.  
writing .on walls, desks, body of the  
candidate etc. such that it cannot be 3.  
send in original, certificate copies of  
such writings should be forwarded 4.
8. The exact place or places from where the  
incriminating material was recovered \_\_\_\_\_
9. If the candidate is guilty of misconduct  
Give details here \_\_\_\_\_
10. Name of the invigilator who detected the malpractice.
11. Report of the invigilator(s) (if the space provided  
is not sufficient it may written on separate piece of paper)

Signature of the Invigilator

12. Statement of candidates:  
(if the space provided is not sufficient, it may be written on a separate piece of paper. if the candidate refuses to give a statement the fact should be noted here)

Signature of the Candidate (Full Name)

13. Report of the Centre Superintendent  
(This report should merely be a forwarding memo, but should contain definite views of the Centre Superintendent regarding the case)

Signature of the Centre Superintendent

14. Details of encloser  
(The answer book and the incriminating materials must be sent in addition to any other material that may be considered necessary by the Centre Superintendent to establish the case)

Address of the candidate to which  
correspondence shall be made

N.B.- Incriminating materials along with relevant documents shall be properly Signed and Signed by the Centre Superintendent and sent to the Controller of Examination by Regd post.

**UTKAL UNIVERSITY OF CULTURE**

SANSKRUTI VIHAR, MADANPUR

BHUBANESWAR

**PROFORMA FOR SUBMISSION OF REPORT BY  
SUPERVISOR/SQUAD/OBSERVER OF EXAMINATION CENTRE  
TO BE FILLED IN BY THE SUPERVISOR/SQUAD/OBSERVER  
AND SUBMITTED WITHIN TWO DAYS OF SUPERVISION**

**A-GENERAL**

1. Name and designation of the supervisor –
  - (a) Time of arrival at the centre -
  - b) Time of departure -
2. Name of Examination:  
Annual/Second 19
3. Name of the Centre Supervised -
4. Date and sitting of Examination -
5. Subject and paper of Examination

**B- SEATING ARRANGEMENT FOR CANDIDATES:**

1. Total No. of candidates -
2. No. of rooms in which examination was held and room - wise distribution of candidates -
3. Whether the minimum floor space (25) sq.ft.) was provided for each candidate
4. Whether the candidates were seated according to a seat chart prepared by the centre superintendent-
- (ii) Whether arrangement by the centre was made for keeping books ect: of the candidates during the examination period at a specified place not within easy reach of the candidate.

**C. ARRANGEMENTS FOR INVIGILATION AND ENTRY OF CANDIDATES OF EXAMINATION HALLS:**

1. Whether the required No. of invigilators were on duty-
2. Whether any Additional invigilators beyond the permissible number were appointed -
3. Whether temporary urinals were put up close to the Examination hall
- (iii) Whether candidates were being checked at the entrance and if so by whom; arrangements, if any made for restricting entry at the main gate to examinees only.
5. Any other special arrangements made by the principal / center superintendent-

#### **D - CONDUCT OF EXAMINATION:**

1. whether invigilators were in motion without sitting at one place-
2. whether books, notes. etc. were found in any place other than that specified for the purpose-
3. whether record of temporary absence of candidates was being maintained-
4. whether silence was maintained in the examination hall-
5. (a) whether escorts were sent during temporary absence.

AND

- b) Whether, in case of permanent urinals away from the hall, some arrangement for watching was made-

#### **E- OBSERVANCE OF EXAMINATION RULES:**

1. whether candidates were trying to help each other to use incriminating materials-
2. whether there was any attempt for bringing in outside assistance-
3. whether incriminating materials were found scattered in the examination hall and / or verandah.
- (iv) Instances of unfair means detected by the supervisors. The case detected with full particulars including time of detection should be reported in the proforma prescribed for the purpose, available with the centre superintendent-
5. Instances of misconduct
  - (i) Assault or threat of assault on invigilators / centre superintendent / supervisors
  - (v) Leaving examination hall without permission
    - (a) Temporary for long period.
    - (b) Permanently.
  - (vi) Misbehaving with invigilator / Centre superintendent Supervisor-
    - (iv) causing disturbance to other candidates in the hall-
    - (vii) Adopting unfair means outside the hall during the period of temporary absence from the hall-
    - (vi) Misbehaving with Invigilator/ supervisor outside the hall after or before the period of examination- A full report on each case of misconduct should be given:
    - (viii) Whether persons unconnected with the examination were found present inside the examination premises and if so details about them should be stated-



- (a) Categories of persons unconnected
- (b) Their activities
- 7. General condition and atmosphere that prevailed inside and / or outside the examination premises-
- 8. Whether police assistance was availed adequately whenever necessary-
- (xv) Recommendation if any, regarding general disciplinary measures to be taken against the centre-
- 9. Total No. of Invigilators and rooms / halls  
(Room wise seat chart with names of invigilators must be attached)rooms.....  
invigilators.....
- 10 a. Is there any sick Room?  
b. No of sick candidates appearing with Roll No.  
(Attach separate sheet if necessary)  
b. Medical Certificate of such candidates verified.
- 11. Gate checking done by the college authorities):
- 12. Participated in Gate checking
- 13. General conditions around the examination centre  
Peaceful/Disturbing .....  
(if disturbing a brief description be given)
- 14. Outsiders present - (a) Inside the Exam. Hall  
(if yes specify the rooms)  
(b) Inside the college campus  
(c) Outside the college campus
- 15. Police protection sought.....
- 16. Whether there was malpractice inside the Exam. Halls.....
- 17. a. Malpractice detected and reported .....  
(if yes, roll numbers of malpractice case be mentioned)  
b. (i) M.P. Form duly filled in and submitted to C.S. ....  
(ii) Receipt of the same form C.S obtained.....  
c. (i) Script seized and submitted to C.S.....  
(ii) Receipt from C.S. obtained.....  
(Ask the C.S to send such script and M.P. form to Controller of Examinations by Regd. Post soon after each sitting of the examination).
- 18. Stock of question packets verified -.....  
(to be invariably done)

19. Centre Superintendent Co-operative .....  
(if no give a brief description)
20. Whether invigilators are abettors to Malpractice.....  
(if yes mention the names and designation  
of such with brief description)
21. a. Majority of candidates involved in Malpractice .....  
(if yes give a detailed report Room Wise and mention  
the Roll Nos. of the candidates not adopting Malpractice if any)
22. Personal opinion:

**Signature of the  
Supervisor/Squad/Observer.**

**IMPORTANT NOTE:** This report is to be submitted to the Controller of Examinations immediately after the return of the Squad members/Observers to the Headquarters.



**UTKAL UNIVERSITY OF CULTURE, BHUBANESWAR**  
**Sanskriti Vihar, At/Po- Madanpur-752054**  
**EXAMINATION REMUNERATION BILL**

Examination:

Subject and paper/set:

Name of the Examiner/Paper Setter/Moderator/ Tabulator:

Observer/Centre Superintendent:

Designation:

- (1) All claims on University shall be submitted to the university within six months from the date of the execution of work. (2) Memoranda of Centre Superintendent shown the number of answer books sent to you and vouchers of miscellaneous expenses should be attached. (3) All payments are to be made subject to refund of excess payment / audit objection.(4) Ordinarily payment of remuneration for paper setting is made after the examination is over and the remuneration bills for examining answer papers are paid after publication of the result. (5) All miscellaneous vouchers shall be endorsed as "paid by me." being self attested.

Particulars of Work	No.	Rate	Amount	
			Rs.	P.
1. For setting question paper;				
2. For moderation of question paper:				
3. For examining answer books:				
4. For Re-examining answer books:				
5. For conduct of practical examination(external/internal)				
6. For Oral/Vivavoce:				
7. For Examining Thesis:				
8. For Tabulation work:				
9. As Chief Examiner/Superintendent:				
10.For scrutinising answer scripts:				
11.For Zone Supervisor/Zone Assistant/Zone peon:				
12.Postal Expenses:				
13.Remuneration for observer:				
14.Handling charges:				
15.Contigent Expenses:				
16.Coding/Decoding:				
17.Sitting allowance				
<b>Total Amount Charged</b>				

FOR OFFICE USE

Entitled for Rs. \_\_\_\_\_

Rupees: ( \_\_\_\_\_ ) Revenue

Checked and found correct

**SIGNATURE OF CLAIMANT**

Revenue Stamp if Amount Exceeds Rs 5000/-
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D.A./S.O. \_\_\_\_\_ Officer in-charge

Conf. Section \_\_\_\_\_ Examination Section

Received payment in cash/Cheque. I shall refund excess amount, if any paid to me.

Signature of the claimant

**FOR USE IN THE FINANCE SECTION**Pay Rs. \_\_\_\_\_ Paid cheque No. \_\_\_\_\_  
(Rupees \_\_\_\_\_)

Bill Asst.

Accountant

Comptroller of Finance

Cashier

1.	<b>Remuneration for Centre Superintendent</b>	
a)	Internal Centre Superintendent	C.S. 150/- per day for all exams.
b)	External Centre Superintendent	C.S. 300/- per day for all exams.
c)	Internal Deputy C.S.	75/- per day for all examinations.
d)	External Dy. C.S.	250/- per day for all exams.
N.B.	i) CS will get remuneration for all days of examination both theory & practical	
	ii) Dy. CS. will get remuneration for all days of theory examinations only.	
	iii) Upto 150 candidates I C.S.	
	iv) From 151 to 305 1 C.S. +1 Dy. C.S.	
	v) From 351 to above I C.S. + 2Dy C.S.	
2.	<b>Remuneration to Invigilators</b>	
a)	4hrs duration	601/-
b)	3 hrs duration	50/-
c)	Less than 3hrs. duration	40/-
NB.-	1 Invigilator for every 20 candidates or part of 20 if the total/residue is less than 20 and reliver for 100 candidates or part of 100 if the total/residue is less than 100.	
3.	<b>Secretarial Assistance</b>	
a)	Class- III	
b)	Class -IV	
4.	<b>Remuneration for practical examinations External &amp; Internal Examination each</b>	
(a)	U.G. Level 3 hrs duration	Rs 5/- per student / script subject to minimum 150/-
(b)	U.G. Level 6 hrs duration	Rs 10/- per student / script subject to minimum 200/-
(c)	P.G. Level 3 hrs duration	Rs 6/- per student / script subject to minimum 300/-
(d)	P.G. Level 6 hrs duration	Rs 12/- per student / script subject to minimum 300/-
(e)	Accompanist / Demonstration/Lab Asst.	Rs 4/- per student / scrip subject to minimum 150/-
5.	<b>Supervision work</b>	
(a)	Supervisor / squad member/observer	Rs 250/- per sitting + Conveyance c Rs. 60/- per day
(b)	Remuneration to Nodal officer for Arrangement of Squad / Observers	Rs 250/- per sitting Rs 500/- per Examination
(c)	Contingency to the Nodal officer	
	<b>Remuneration for Question Paper Setting</b>	
(a)	For 100 marks (inclusive /Exclusive) with scheme of valuation for all UG & PG & Diploma certificate courses	Rs. 500/- per set
(b)	For 50 marks (inclusive /Exclusive) with scheme of valuation for all UG & PG & Diploma certificate courses	Rs. 300/- per set
(c)	Practical Question papers UG	Rs. 200/- per set
(d)	Practical Question papers PG	Rs. 250/- per set
6.	<b>Moderation</b>	
(a)	All UG & PG level question of 100 marks (inclusive /Exclusive)	Rs 100/- per set maximum Rs.800/- per moderator (Maximum 3 moderators)
(b)	All UG & PG level question of 50 marks (inclusive /Exclusive)	Rs 75/- per set maximum Rs.500/- per moderator (Maximum 3 moderators)
7.	<b>Evaluation Process</b>	
1.	Central Valuation	
(a)	Zone Supervisor	Rs 1500/- per Exam. for all UG/PG Exams
(b)	Zone Asst.	Rs 500/- per Exam. for all UG/PG Exams.
(c)	Class IV for Valuation Zone	Rs 250/- per Exam. for all UG/PG Exams.
(d)	Zone Contingency	Rs 1000/-
2.	Evaluation of Theory Papers	
(a)	For UG level above 50 to 100 marks	Rs 10/- per script subject to minimum Rs.100/-
(b)	For UG level upto 50 marks	Rs 6/- per script subject to minimum Rs.100/-
(c)	For PG level above 50 to 100 marks	Rs 16/- per script subject to minimum Rs.200/-
(d)	For PG level upto 50 marks	Rs 8/- per script subject to minimum Rs.200/-
3.	Remuneration for scrutiny of answer scripts	Rs.1/- per script for all UG and PG level examinations
4.	Tabulation of marks	Rs.1/- per entry
5.	Coding	Rs.1/- per script
6.	Decoding	Rs.1/- per script
7.	Examining Chief	
a.	(up to 5 asst. examiners)	Rs.300/- + remuneration towards valuation of answer scripts per exam.
b.	(up to 5 asst. examiners)	Rs.500/- per exam. Over and above remuneration towards valuation of answer scripts.
8.	Non - examining Chief (more than 5 asst. examiners)	Rs. 1000/-
9.	Fee for valuation of PG/M.Phil dissertation	Rs. 100/- per dissertation (Internal Rs. 50/-+ External-Rs. 50/-
10.	Ph.D./D.Litt	
(a)	valuation by Indian Examiner	- Rs. 1200/- + Postage expenses
(b)	Evaluation by foreign Examiner	- Rs. 1500/- + Postage expenses
(c)	Viva (subject External)	-Rs. 500/- + Postage expenses
11.	Conveyance allowance (Local)	- Rs. 60/-
12.	Traveling allowance/DA	- As per Govt. rule
13.	Sitting allowance for member of Board of Studies/Conducting Board! Other committees meeting of the University	- Rs. 200/- per sitting
14.	Miscellaneous	- Rs.20/-
15.	Re-addition of marks for all UG and PG level Examination	- Rs. 6/- per script, minimum of Rs. 50/-



1. Certified that I have actually performed journey as mentioned in the bill and that amount claimed is not more than the amount actually spent. I further Certify that in the event of any deviation in my return journey to my head quarters which entitles me less. T. A. I under take to refund the differential excess. T. A. so paid to me after completion for the journey. (Please strike out whichever is not applicable)

P.T.O.

Railway Fare				<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Sanction of board of Management / Vice-Chancellor/Registration obtained at Page — file No. _____ authorizing to travel by Air/A.C.C. Own car/ hired taxis/scooter or motorcycle.</p> </div> <div style="width: 45%;"> <p>Signature of the Officer traveled</p> <p>Signature of Officer in Charge</p> </div> </div> <p>Certified that he/she has attended the University business on _____ for original/adjourned meeting and no bill has submitted previously for the purpose. The attendance of the member has been taken at page _____ of the concerned attendance register.</p>
_____ K.M.s by road at the rate of Paise per K.M.				
_____ K.M.s by bus/by own car/by scooter/by hired car				
_____ days for which daily allowance is claim				
Head of Service				
<b>Total</b>				

PAY Rs.- \_\_\_\_\_

Countersigned

(Rupees \_\_\_\_\_ only)

Signature of the Selection head

Officer in charge

Finance Officer/Controller of Examinations

# Certificate to the External / Internal Examiner

(To be enclosed in each remuneration/T.A. Bill)

1. Name of the College Centre \_\_\_\_\_
2. Name of the Examination \_\_\_\_\_
3. Subject / Paper \_\_\_\_\_
4. Name of the Internal Examiner \_\_\_\_\_
5. Name & Address of the External Examiner \_\_\_\_\_  
\_\_\_\_\_
6. Date of Practical Examination conducted \_\_\_\_\_
7. No. of Candidates examined \_\_\_\_\_

Signature & Seal of the Centre Superintendent

Date \_\_\_\_\_





**UTKAL UNIVERSITY OF CULTURE**  
**SARDAR PATEL HALL COMPLEX, BHUBANESWAR**

**MALPRACTICE CERTIFICATE BY SQUAD MEMBER/OBSERVER/SUPERVISER**

(In Triplicate)

Name of Examination Centre : \_\_\_\_\_

With code No. : \_\_\_\_\_

Certify that the Observer/Flying Squad detected malpractice cases on \_\_\_\_\_  
in \_\_\_\_\_ sitting and has submitted documents  
before the Centre Superintendent in support thereof indicated below.

(i) Number of MP cases : \_\_\_\_\_

(ii) Incriminating Materials seized (with details) :

Sl.No	Roll No	Nature of incriminating Materials (indicate hand written/printed etc.)	Quantity

Signature of Squad Member

Full Signature of Centre Superintendent

Note : One certificate is to be retained by the Centre Superintendent and rest two are to be submitted to the Examination Confidential Section of the University. Out of these two certificates, the Examination confidential Section will forward one to the Malpractice section along with other documents.

**CERTIFICATE REGARDING CONDUCT OF EXAMINATIONS  
BY OBSERVER/SQUAD/FLYING SQUAD**

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Certify that the following persons deputed from UUC to act the Squad/Observer, has/have reported for duty as detailed below:

1. Name of the Squad/Observer
2. date of Examinations
3. Name of the examination and name of the paper
4. Time of spay in the exam. centre from \_\_\_\_\_ to \_\_\_\_\_

Date:

Seal: Principal/Center superintend

**CERTIFICATE REGARDING CONDUCT OF EXAMINATIONS  
BY OBSERVER/SQUAD/FLYING SQUAD**

---

Certify that the following persons deputed from UUC to act the Squad/Observer, has/have reported for duty as detailed below:

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