

HEADQUARTERS

INDIAN MARITIME UNIVERSITY

CHENNAI

NOTIFICATION No 02/ESE-Dec'22 Dt 11.11.2022

**GUIDELINES, INSTRUCTIONS, DUTIES & RESPONSIBILITIES - CHIEF
SUPERINTENDENTS (CSs)**

**END SEMESTER EXAMINATIONS - DECEMBER 2022
(ESE-DEC 22)**

1. The ESE Dec 22 are scheduled to commence from 25 Nov 22 with arrears exams to be held before the commencement of the regular exams in second week of Dec 22. The timetable/date-sheet for the exams will be promulgated in the due course of time.
2. Examinations of the Indian Maritime University (IMU), needless to say, are required to be conducted in a manner befitting the stature of a central university. These are, therefore, to be conducted in a fair and smooth and proper manner.
3. The Chief Superintendents (CSs) have been appointed vide Ref. No. IMU-HQ/C/13/40/14/2022-ExDec dated 02.11.2022.
4. The CSs are to acquaint themselves regarding roles and responsibilities and conduct of examination and procedure to be followed on discovery of malpractice in accordance with Circular No. 1909 dated 24.05.2019 and Clause No. 5 of Chapter XV of the Academic Ordinance of IMU on Discipline among students in University Examinations.
5. **The salient guidelines/instructions/duties/responsibilities of the Chief Superintendents of each campus/institutes are enumerated in the succeeding paragraphs. It may be noted that these are not limited to those listed below and CSs are to suitably incorporate relevant aspects pertaining to each campus/college.**
6. Chief Superintendents' are responsible for smooth conduct of examinations, maintain confidentiality in handling Question Papers, arranging safe custody of completed answer scripts for smooth flow of scanning and

uploading by the service provider, coordination in scanning and uploading by the respective service provider and evaluation of the answer scripts.

7. The Chief Superintendents are to ensure that each examination hall is covered with CCTV cameras and the footage is recorded in external hard drives till the time Exam Cell., IMU-HQ gives permission to delete.

8. The Chief Superintendent are to take sufficient care to verify the question paper with regard to the subject code, date of exam, time of the examination, etc. before making the photocopies of the question paper. For any clarification, the Chief Superintendent shall immediately contact the Controller of Examinations. Printing and photocopies are to be done by the CS and in front of CS respectively to avoid leakages of QP.

9. Prior to commencement of exams, **CSs are to ensure** that the students are reminded not to indulge in and also intimated of the consequences of unfair means and malpractice of any kind.

10. CSs are to maintain a record of answer scripts (both used and unused) and the attendance sheets of the students. The attendance sheet for the students will be enabled in the college portal a day before the exam. Please go to college portal ----> Uploads ----->Sem Exam Absentees.

11. CSs and HSs are to be available in respective institutes during the entire exam period.

12. The Chief Superintendent are take frequent rounds of exam halls and other relevant places throughout his campus/institute during the exam.

13. In accordance with Para 1 (f) (i) of Circular No 1909 dated 24.05.2019, CSs are to appoint Hall Superintendents (HSs) (**Academic Staff/Officials – Teaching/Non-Teaching except Group D/Class IV employees**) are to be appointed by Chief Superintendents.

14. CSs are to issue appointment orders to the Hall Superintendents with date and session of duty and other instructions as deemed fit.

15. One Hall Superintendent is to be appointed for every 25 students to ensure smooth conduct of the exams.

16. CSs are to indicate to HSs that no clarification on the question paper will be entertained during the course of the examination. Kindly inform all the Hall Superintendents accordingly.

17. In case of any malpractice, the CSs are to take actions in accordance with Clause No. 5 of Chapter XV of the Academic Ordinance of IMU on Discipline among students in University Examinations (extracts as follows):

- (a) the CS of the examination center shall report to the Controller of Examinations without delay and on the day of the occurrence if possible, each case where use of unfair means in the examination is suspected or discovered with full details of the evidence in support thereof and the statement of the candidate concerned, if any, on the forms supplied by the Controller of Examinations for the purpose.
- (b) A candidate shall not be forced to give a statement but the fact of his/her having refused to make a statement shall be recorded by the CS and shall be got attested by two other members of the supervisory staff on duty at the time of occurrence of the incident.
- (c) A candidate detected or suspected of using unfair means in the examination may be permitted to answer the question paper, but on separate answer-book. The answer-book in which the use of unfair means is suspected shall be seized by the CS, who shall send both the answer-books to the Controller of Examinations with his report. This will not affect the concerned candidate appearing in the rest of the examinations.
- (d) All cases of use of unfair means shall be reported immediately to the Controller of Examinations by the Center Superintendent, examiner, paper-setter, evaluator, moderator, tabulator or the person connected with the University examination as the case may be, with all the relevant material.

18. CSs are to issue the following broad guidelines (but not limited to) to the HSs:

- (a) To report 45 minutes prior to the commencement of the examination.
- (b) Hall Superintendents are to sanitize the exam hall, immediate environment of the students benches. They are also to check hall tickets to preclude malpractice.
- (c) Ensure that the blank answer sheets are provided to the students.

- (d) Ensure that NO printed material, extended display, mobile phones / smart watches/ Wired/ wireless/ Bluetooth Ear phones / any other electronic gadget are carried by the students or present in his vicinity.
- (e) HSs are to report any kind of suspicious activity /confirmed malpractice to the CSs who is take appropriate action in accordance with the guidelines. The students must not tear, fold or mutilate the answer scripts.
- (f) Chief Superintendent shall engage only in examination duties during the complete period of the examinations. He shall not be allowed to look after other duties during examination period.
- (g) The Chief Superintendent has to inform the Hall superintendents that they should be present well in time in the Examination Hall and they should check each and every candidate, before candidate enters the examination hall. The Hall Superintendents have to check the Hall Ticket of all the candidates and no student should be allowed to appear the exam without a valid Hall Ticket. Further, please direct the Hall Superintendent to check registration number, subject name and subject code written by the student in the answer scripts before signing the answer scripts. Hall Superintendent is personally responsible, if any of the above entries wrongly made by the students.
- (h) Any dereliction of duty on the part of the Hall Superintendent will be seriously noted and the Chief Superintendent should take necessary action as per the guidelines of the University and report the same to the Controller of Examinations Immediately.
- (i) In case of any doubt/clarification/help, only Chief Superintendent of the Campus /Affiliated Institute to check with COE's office through email. Please inform and ensure that direct queries from Hall Superintendents will not be entertained by COE's Office during examinations.

Scanning, Uploading & Evaluation Process:

1. The detailed instructions for scanning, uploading & evaluation processes will be sent at an appropriate time.
2. The Scanning and uploading of answer sheets will be undertaken by a dedicated service provider at selected Campuses / Institutes.

3. The Chief Superintendents are to ensure that a separate room is available to the service provider for scanning and uploading purposes which should have a CCTV cameras and sufficient furniture for scanning machines/personnel as well as observer of the University.
4. The scanning and uploading will be done on a daily basis post completion of examination.
5. The evaluation of answer sheets will be undertaken by the examiners at respective Campuses / Institutes.
6. The CSs are to ensure availability of suitable IT resources for evaluation purpose by the Faculty.
7. The details of evaluators with no. of answer scripts will be sent to all the Chief Superintendent in due course for proper monitoring and coordination. Separate training will be organized for evaluation process in the software.
8. Any other duties assigned by the CoE's Office during the course of evaluation.
9. Any doubt, discrepancy during evaluation period, the same may be brought to the notice of the CoE's Office immediately for necessary action.
10. Any other points, which the Chief Superintendents feel would help in the smooth conduct of examinations and evaluation, may be implemented.

-/Sd/-

CONTROLLER OF EXAMINATIONS

To,

All CS Concerned, Dec'22 ESE appointed vide order CoE order dated 02.11.2022.

Copy To,

1) Vice Chancellor

2) Registrar

3) Campus Director/Principals of Affiliated Institutes –

with a request for appropriate action in respect

of complying above guidelines/instructions

to ensure smooth conduct of ESE,

in all respects as part of overall

academic duties of Campus Directors/Principals.

4) AR (Exams)

