

**APJ Abdul Kalam Technological University
Thiruvananthapuram**

Abstract

EXAMINATION

U.O.No. 356/2021/KTU

Thiruvananthapuram, Dated: 26.02.2021

*Read:-*1.Recommendations of the second meeting of the Syndicate Standing Committee on Examinations held on 20.10.2020
2.Resolution of the 16th meeting of the Syndicate held on 16.11.2020 vide item no. S-016-004.

ORDER

The second meeting of the Syndicate Standing Committee on Examinations held online on 20.10.2020 discussed the issues related with the conduct of University Examinations, especially based on the recent reports of malpractices in examinations. It was stated that though University is having a system of appointing 'observers' to individual institutions for monitoring the conduct of examinations, the efficacy of this system needs critical evaluation. After a detailed discussion, the Standing Committee recommended to have 'District-wise Examination/Invigilation squads' of faculty members to conduct surprise visits to the examination centers to monitor all aspects related with the conduct of University examinations at the affiliated Institutions and also to check malpractices.

In this direction, the 16th meeting of the Syndicate held on 16.11.2020 vide item no. S-016-004 resolved to constitute 'District-wise Examination/Invigilation squads' (DES) of faculty members for conducting surprise visits to the examination centers of all affiliated Institutions to monitor all aspects related with the conduct of examinations and check malpractices of students. The details of faculty members posted in DES with their responsibilities are attached. The working procedure of these squads and their job responsibilities are listed below:

The objectives of forming District level Examination/Invigilation Squads (**DES**) are:

1. To ensure the conduct of University examinations as per schedule and timings published by the University.
2. To ensure a systematic, precise, uniform and seamless conduct of examinations in all colleges.
3. To ensure transparency and accountability in the conduct of University examinations upholding the integrity and confidentiality of the examination system.
4. To ensure that examinations are conducted in proper order and discipline without any malpractices
5. To inspect and invigilate with due diligence all examinations halls and students undertaking the examinations and accessories brought to the examination hall, to avoid malpractices.
6. To inspect the registers maintained (such as stock register, dispatch register etc.) in the examination control rooms and to report disparities or incompleteness, if any, to University.

DES Team

DES shall be formed preferably in all districts. However, squads may also be formed depending on the geographic proximity of nearby colleges of different districts too. Each DES shall have a Convenor and two members. Convenor shall be a senior faculty having at least **ten** years of teaching experience. Each member of the DES shall have a minimum teaching experience of **three** years.



he main duties and responsibilities of DES include:

1. Each DES shall visit the Institutions in their allotted colleges/clusters and shall verify and ensure their level of preparedness for University Examinations.
2. DES will have the authority to inspect the colleges/clusters assigned to them and enter examination control rooms; examination halls etc. without the permission of college authorities and verify relevant documents/records relating to University examinations. However, DES members shall show their IDs and appointment orders to the Principal/faculty in charge of examinations. Before entering any Examination hall, members of DES must show their ID to the invigilator. Each member of DES shall carry their Identity cards and appointment orders from the University. The convener may meet the Principal/Superintendent of Examinations, if necessary.
3. DES shall ensure that every examination centre is having a control room with dedicated internet connection (without LAN connections), printer(s) and Photostat machine(s) dedicated to University examinations within the examination control room. It shall be ensured that network printers are not connected to the system dedicated for the purpose of downloading and printing of University examination question paper.
4. DES shall check/verify and report whether the confidentiality of examinations could be assured in the examination control room for all related operations starting from printing of question papers to the dispatch of answer scripts.
5. DES shall inspect:
 - i. seating arrangements and correctness of seating of students in the examination hall
 - ii. presence of invigilators and their level of involvement in the invigilation duty
 - iii. verification of hall tickets of candidates and their identification
 - iv. checking the candidates for possession of any scribbling/bits of written materials/mobile phones/any other electronic gadgets or involvement in any kind of malpractice
 - v. verification of seized electronic devices, inspection of data book/ data sheets/tables or any accessories brought by students to examination hall
6. DES can record video/take photos/scan the images of any evidence obtained/retrieved from student/college related with the suspected case of malpractice(s).
7. During the inspection of the Examinations halls, if a student is caught for attempting/involved in malpractice(s), the DES member can collect his/her related answer script and other evidences, as the case may be, and intimate the invigilator on duty to provide him/her with a new answer script to continue writing.
8. After the inspection visit to a college, the DES Convener shall consolidate the details of all students involved/caught for malpractice, and submit the same to the Principal/Examination Superintendent at the earliest. The Principal/Examination Superintendent shall sign in the relevant page of the prescribed form (**Annexure I**) and a copy of the same shall be mailed to: **squad@ktu.edu.in**. The Principal/examination superintendent shall upload all details of these malpractice(s) in the KTU login and DAC shall recommend the level of punishment as is done at institutional level. In case of students writing exam in other centres, the reported issue should be handled as mentioned in the examination manuals/Guidelines.
9. DES shall inspect the 'Stock register' and 'Dispatch register' maintained in Examination control room and make sure that these are updated regularly. Ensure that last updated page of 'Stock register' is marked with consumption of answer books and plastic pouches on the last examination day and the 'dispatch register' is updated with the latest dispatch details. Filed documents such as



'student's attendance sheets', 'filled up observer's diary', 'acknowledgement provided by postal department' against collection of answer books etc. also can be verified. Convener or any one member of the DES shall put his/her dated signature on the bottom right of the last updated page of Stock register and Dispatch register.

10. DES shall verify the storage of used answer books before its dispatch to valuation camps, its security, packing, readiness to dispatch, storage of unused barcodes, register maintained for distributing answer books to invigilators etc. Accordingly, **Annexure II** to be completed and a copy of the same shall be mailed to **squad@ktu.edu.in**.
11. An honorarium of Rs.2500 per day can be claimed by each member and Rs.3000 by the Convener. Consolidated travelling expense of (Rs.16/KM) will be provided for the team. Convener may fill the format (**Annexure III**) a copy of the same shall be mailed to **squad@ktu.edu.in**.
12. In case of any emergency, the Convener is entrusted to select a team member(s) to carry out the visit, after intimating the matter to the Controller of Examinations.
13. If the Convener desires to inform any serious issue pertaining to the conduct of examinations of a college/visit of DES, the same may be mailed to controller@ktu.edu.in with cc to pvc@ktu.edu.in

This Order is issued as per directions of the Vice Chancellor

Sd/-

Dr.A. Praveen *
Registrar

* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.

