



EXAMINATION MANUAL (2008)

CHAPTER - 3

Conduct of Examination

(Form No. 302-335)



Examination Manual (2008)

Chapter-3

Conduct

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Rajasthan Technical University
INSTRUCTIONS FOR THE GUIDANCE OF THE CANDIDATES
(To be sent to the students with the examination form)

1. **No Supplementary answer-books will be issued. Write on each ruled line. Please do not waste pages unnecessarily.**
2. Make all due entries on the cover page very carefully & only at the space provided for the purpose. PLEASE ENTER YOUR ROLL NUMBER CAREFULLY ON THE ANSWER-BOOK.
3. Leave two line space after completion of answer of each question or part there of.
4. Bringing cell phone/ programmable calculator (i.e. having memory capacity of more than six numbers)/ communication devices in the examination hall is strictly prohibited. Exam conducting authority will not be responsible for the custody of such articles. However, use of scientific calculator is permitted.
5. The examination will commence as per programme of Examination to be notified later on. The doors will be opened, on the first day half an hour before and on successive days 15 minutes before the scheduled time. No candidate will be admitted after half an hour of the commencement of the examination on any day.
6. A seat with his/her roll number will be allotted to each candidate and a answer-book to write the answer will be issued in the examination hall. Candidates are required to find and occupy the seats allotted to them.
7. During the course of examination, the candidates shall be under the discipline and control of the Centre Superintendent and shall obey all orders issued by the Superintendent in all matters relating the Examinations.
8. Urinals for use of examinees shall be provided by the centers and every examinee shall be required to use one of those urinals only.
9. Candidates should note carefully and see that the questions required to be answered in separate answer books, are answered in separate answer books. If they fail to do so, questions of only one section will be examined and those of the other section will be treated as cancelled.
10. Where candidate changes ink while he/she is answering a paper, he/she should bring this fact to the notice of the Room Superintendent on duty who will record this fact at the appropriate place and affix the Director's (Exam.) facsimile stamp with BLUE INK only.
11. Candidates should note carefully that it shall be deemed an offence amounting to cheating if they write answer to the same question more than once.
12. Candidates must write the words "The End" at the end of the last answer in their answer books.
13. No candidate should leave any blank page in between any two answers in the answer book. If a page or two is/are inadvertently left blank the letters "P.T.O." must invariably be written on that page or pages for the guidance of the examiner.
14. Candidates should not leave the Examination Hall without handing over their answer books to the Room Superintendent.
15. Candidates are warned against writing their Roll Nos., Names, Enrollment Nos. or make any other sign or mark inside their answer-books. Any breach of this instruction is liable to be penalized.
16. All candidates are required to bring their own pens and to use blue ink only for answering their question papers. They should not bring any text books or notes with them in the Examination Hall.

P.T.O.

17. Candidates are forbidden from writing answers (or anything else) on the question paper or on the admission card.
18. CANDIDATES SHOULD READ THE QUESTION PAPER AND THE INSTRUCTIONS CAREFULLY BEFORE THEY BEGIN TO WRITE THEIR ANSWERS.
19. A candidate found guilty of use of unfair means or disorderly conduct at or in connection with the examination or violation of the preceding rules or personal approaches to the examiner concerned will be liable to sever action under the provisions, contained in Ordinance. The candidate will be supplied with a copy of the charge sheet immediately after the examination in the paper is over and asked to submit his/her written reply on the charge sheet and also to sign the material recovered from him before leaving the examination centre. The superintendent, if needed will also give him personal hearing. If the candidate refuses to give his/her statement on the spot and/or refuses to sign the material recovered or leaves the centre without giving his statement or if he/she is found guilty of showing disorderly conduct, a notice will be sent to him/her under registered cover calling upon him/her to show cause why action should not be taken against him/her for using unfair means and/or showing misconduct. Such cases will be decided by the University in absentia on the basis of the report of the room superintendent/centre superintendent and the reply, if any, received from the candidate and no representation or protest from him/her will be entertained afterwards.
20. No enquiries by telegram or post concerning results will be answered by the Registrar/ Director (Exam.). Candidates must wait for the announcement of their results in the newspaper & on the authorized web sites.
21. No guarantee is given to the candidates regarding the order of the question papers.
22. In case the original Admission Card is lost, its duplicate copy may be issued on receipt of an application through the proper channel along with a fee announced separately for the same. However, during the period of examination, the center superintendent against a fee of Rs. 25/- will issue the duplicate admission card for such cases. Such admission cards will be valid only for the day on which issued.
23. If a candidate decides to stop his writing of examination before one hour of the termination of exam, he/she will not be allowed to take away his/her question paper. He/she should leave it with the room superintendent and can take it from him/her at the end of examination. However no candidate should be allowed to leave examination hall for any purpose within first hour of the commencement of examination.
24. Candidates are required to answer their question paper in English only.
25. If a candidate/candidates boy-cott any paper/examination, it shall be at his/ her own risk.
26. Smoking and other intoxicants are strictly prohibited in the Examination Hall.
27. The candidates must necessarily number the questions, which he solves in the Examination Hall.
28. Complaints against question-paper if any should be submitted to the University through the Centre Superintendent concerned within **3 days from** the date of the examination for the paper concerned, after which no complaint will be admitted.
29. All Court cases shall be subject to the Jurisdiction of the Rajasthan Technical University i.e. KOTA and not at any other place.

Controller of Examinations

Rajasthan Technical University **Instructions to Candidates**

(To be printed on the inner cover page of the Answer Book)

1. **No Supplementary answer-books will be issued. Write on each ruled line on both sides of the leaf. Please do not waste pages unnecessarily.**
2. The rough work carried out must be crossed out clearly and these will not be read by the examiner.
3. Make all due entries on the cover page very carefully only at the space provided for the purpose.
4. **DO NOT WRITE ANY SUCH THING AT ANY LOCATION OTHER THAN THE SPECIFIED, WHICH MAY DISCLOSE YOUR IDENTITY. Such cases will be treated as case of unfair-means.**
5. Write question number clearly in the left margin of answer-book.
6. Leave two line space after completion of answer of each question or part there of.
7. Students using unfair-means are liable to be punished by suspension/ expulsion.
8. **Bringing cell phone/ programmable calculator (i.e. having memory capacity of more than six numbers)/ communication devices in the examination hall is strictly prohibited. Exam conducting authority will not be responsible for the custody of such articles. However, use of scientific calculator is permitted.**
9. No paper is to be brought in the examination hall for scribbling on. Cases of candidates found talking, copying or using any type of Unfair-means in or outside the examination rooms will be dealt with in accordance with provision of Unfair-means.
10. Do not leave the examination hall without handing over your answer book to the Room Superintendent.
11. During the course of examination the candidate shall be under the discipline and control of the Centre Superintendent and shall obey all orders passed by the Superintendent on all matters relating to the examinations.
12. Where candidate changes ink while he/she is answering a paper, he/she should bring this fact to the notice of the Room Superintendent on duty who will record this fact at the appropriate place and affix the Director's (Exam.) facsimile stamp ink with BLUE INK only.
13. **CANDIDATES SHOULD READ THE QUESTION PAPER AND THE INSTRUCTIONS CAREFULLY BEFORE THEY BEGIN TO WRITE THEIR ANSWERS.**

Bar Code

Rajasthan Technical University
Rawat Bhata Road, Akelgarh, Kota-324022
Examination Form

Enrollment No..... Roll No.....

Name of Candidate.....

Father's Name.....

College of Study.....

Course Name.....

Branch/ Specialization.....

Photograph

Main Examination

S.No.	Subject Code	Name of Subject

I have read the general instructions carefully and promise to abide by the same. Further, the University reserves the right to withhold my result on account of denial of affiliation to the college or provisional enrollment not being confirmed.

Signature of Student

Details of Back Papers are overleaf.

Back Examination

S.No.	Subject Code	Name of Subject
-------	--------------	-----------------

Signature of Student

Rajasthan Technical University
Rawat Bhata Road, Akelgarh, Kota-324022
Format of Attendance Sheet for Internal Assessment in Theory Subject

Name of College.....
Name of Examination.....
Course.....
Name of Subject
Day & Date of Examination.....

Enrollment No	Name of Candidate	Signature	Enrollment No	Name of Candidate	Signature

(Signature of Examiner)(Signature of Centre Supdt.)

Rajasthan Technical University
Rawat Bhata Road, Akelgarh, Kota-324022
Room Superintendent's Statement

Name of Centre.....Room No.....

Name of Examination.....

Day and Date of Examination

Subject Name.....

Subject Code.....

Names of Room Superintendents

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

Total no.of Students allotted in the Room.....

Statement of Detained Candidates
(The list should be provided to Room Superintendent by the Centre Superintendent)

The following candidates are detained for this Examination:

Roll. No.	Roll. No.	Roll. No.	Roll No.

Total no. of Students Detained

No. of Answer-books Issued.....

Signature of Centre Supdt.

- Above information must be provided by Centre Superintendent for each examination room
- Over leaf information be filled up by Room Superintendents during the examination.

P.T.O.

Absentee Statement

The following candidates are absent in the Room:

Roll. No.	Roll. No.	Roll. No.	Roll No.

Total No. of Absentees.....Question Paper and Answer Books returned.....
 The Roll Nos. of the absentees has been checked from the attendance sheet.

Records of candidates going out under Escort:

Roll. No.	Roll No.	Roll. No.	Roll No.

Signature of Room Superintendent(s) Signature of Centre Supdt.

Rajasthan Technical University

Rawat Bhata Road, Akelgarh, Kota-324022

Form for reporting cases regarding Unfair-means or Dishonest act and Disorderly conduct at or in connection with an Examination

Note:-

1. One form should be used for one case only. If printed forms Case ID..... are not sufficient, typed copies may be used.(leave blank)
2. Please send one question paper alongwith the case(s)

FOR THE USE OF CENTRE OF EXAMINATION

(A)To be filled in by the Centre Superintendent/ Room Superintendent:

1.	Name of Examination		
2.	Name of candidate		
3.	Name of candidate's father		
4.	Candidate's Roll No		
5.	Enrollment No		
6.	Full postal address of the candidate (In Capital Letter)		
7.	College of study		
8.	Name of Centre		
9.	Subject/ paper in which the candidate is suspected or reported to have used or attempted to use unfairmeans or shown disorderly conduct.	Subject	Subject Code
10.	Day & Date of Examination		
11.	Time of Incident		
12.	Name of examination and Roll No. if simultaneously appeared/appearing/due to appear at a lower or a higher examination.		

(B)Supervisory Staff Report (Room Superintendent/ Internal Flying Squad/ Centre Superintendent):
(strike off whichever is not applicable)

(a)	The material was recovered from the candidate <ol style="list-style-type: none"> (i) while copying (ii) from pocket/ purse/ box (iii) from around the table (iv) from the answer book (v) while transmitting to other candidate (vi)
(b)	Unfair-means cases related to recovery of calculators/ Mobil communication devices. <ol style="list-style-type: none"> (i) Whether use of calculator is not permitted and the candidate has used the calculator. (ii) The candidate has brought a programmable calculator though only a scientific calculator was permitted. In case of recovery of programmable calculator there was material stored/ no material was stored in the calculator. (iii) The candidate was in possession of a mobile communication device. (iv) Any other
(c)	Conduct of student after being caught cooperative/ aggressive/ indisciplined/ abusing highly indisciplined
(d)	<ul style="list-style-type: none"> •Miss conduct •Chatting with other students •Misbehaving with officials •.....

Date.....

Signature and Full Name with address of the supervisory staff
(IN BLOCK LETTERS)

(C)Candidate's Statement:

I have read the report of the Room Superintendent/Supervisory staff made against me as given in column No. B and submit the following statements.

I undertake that this statement has been given by me under no pressure or fear.

1.	Do you agree with the report of the Room Superintendent/Supervisory staff made against you?	Yes/ No
2.	If you agree with the report, then:	
	(a) Why did you bring the material referred to in the above report?	
	(b) Did you make any use of it?	
	(c) What explanation have you to offer for your misconduct/ disorderly conduct as mentioned in the report?	
	(d) Have any other thing to say, by way of self-defense or clarification? (If necessary, an extra sheet may be used).	
3.	If you do not agree with the report then give your explanation, if any, in your defense against the report of the Room Superintendent/Supervisory staff.	

Signature of Candidate

N.B.:-

- (i) The candidate shall be given extra time, if he so chooses, before leaving the Examination Hall in order to compensate him for the loss of time spent during enquiry and filling this form.
- (ii) The University will consider no other representation made later on in this regard.
- (iii) If a candidate refuses to give his/her statement on the spot or runs away from the center, his/her case will be decided by the University in absentia on the basis of the report of the Room Superintendent/ Centre Superintendent, and no representation or protest from him/ her will be entertained afterwards.

(D)Statement of Witness if any:

Statement of the witness, if any, in case the candidate denies the allegations of the Room Superintendent or refuses to give his/her statement on the spot or runs away from the Centre without giving his statement.

(E)Remarks of the Centre Superintendent:

Note:-

- (i)The Centre Supdt. should personally make an enquiry into the above matter and give his statement/ observations in detail.
- (ii)If a candidate denies the allegation of the Room Superintendent or refuses to give his/ her statement on the spot or runs away from the Centre without giving his statement, the Centre Supdt. should record the Statement of the witness in the matter in Para D.
- (iii)In case the Unfair-means/ misconduct of the candidate is such that documentary proof is not possible, please mention the details (after recording the statements of witnesses, if deemed necessary).

Date:.....

Place.....

Signature of the Centre Supdt

Name of the Centre Supdt.
(In Block Letters)
Desig. & Address)

Rajasthan Technical University

Rawat Bhata Road, Akelgarh, Kota-324022

(Form for reporting absentees and detainees in the examination to the University)

[Please send one copy in the packet containing answer books and another copy with the diary of CS]

- 1.Code number given to the center
- 2.Name of examination..... 3. Course.....
- 4.Date and session
- 5.Subject with PaperSubject Code:
- 6.Number of candidates registered for examination at the centre in the subject as per Form No. RTU/EXM/305..... No. of candidates appeared
- 7.Number of students detained..... Number of absentees.....
- 8.Number of Unfair-means cases.....
- 9.Number of answer-books sent in the packet/s.
- 10.Roll Nos. of answer-books of unfair-means cases sent to the Registrar separately. (Please write 'U.M.' within brackets against the Roll Nos. of unfair means cases).
- 11.Roll Nos. of absentees.....
.....
.....
- 12.Roll Nos. of students detained.....
.....
- 13.Roll no of unfair-means cases.....
- 14.Discrepancies in Roll Lists (if any).....

This is certified that answer-books (as above) have been sent innumbers of packets to the university.

(Signature of Centre Superintendent)

N.B.:-

- 1.Please send this form separated by Registered post on the same day of examination.
- 2.Original Attendance sheet duly signed by the candidates and countersigned by the Centre Superintendent must be enclosed with this statement.
- 3.Total answer books of the appeared candidate be sent in separate packets to the university on the same day of exam. Each packet should indicate the information on the outer cover as per Form No. RTU/EXM/311.

For use in University Office

Concerned packets were opened in my presence and total no. of Answer Books tally with the statement.

(Signature of Checker)

Rajasthan Technical University

Rawat Bhata Road, Akelgarh, Kota-324022

(To be pasted on the outer envelope containing answer books and one copy be put inside the packet)

Name of college/ Centre Code.....

Name of Examination.....

Subject.....Subject Code.....

Date of Examination.....

Total no. of Answer-books Packed.....

Signature of Centre Supdt.

Rajasthan Technical University

Rawat Bhata Road, Akelgarh, Kota-324022

(To be pasted on the outer envelope containing answer books and one copy be put inside the packet)

Name of college/ Centre Code.....

Name of Examination.....

Subject.....Subject Code.....

Date of Examination.....

Total no. of Answer-books Packed.....

Signature of Centre Supdt.

(To be pasted on the packet being sent to the Examination Section of University)

To,
The Controller (Examination)
Rajasthan Technical University
Rawat Bhata Road, Akelgarh
KOTA-324022

Seal of Centre Code :

From:-
The Controller (Examination)
Rajasthan Technical University
Rawat Bhata Road, Akelgarh
KOTA-324022

(To be pasted on the packet being sent to the Examination Section of University)

To,
The Controller (Examination)
Rajasthan Technical University
Rawat Bhata Road, Akelgarh
KOTA-324022

Seal of Centre Code :

From:-
The Controller (Examination)
Rajasthan Technical University
Rawat Bhata Road, Akelgarh
KOTA-324022

[Label for the envelope containing unfairmeans cases]

To,
The Controller (Examination)
Rajasthan Technical University
Rawat Bhata Road, Akelgarh
KOTA-324022

From:-

(To be printed in Red colour paper)

[Label for the envelope containing unfairmeans cases]

To,
The Controller (Examination)
Rajasthan Technical University
Rawat Bhata Road, Akelgarh
KOTA-324022

From:-

(To be printed in Red colour paper)

Rajasthan Technical University

Rawat Bhata Road, Akelgarh, Kota-324022

Diary of Chief Superintendent

(One copy of Form No.310 (showing Roll Nos. of absentees must be sent alongwith))

From:

The Chief Superintendent

Name of Centre.....

Centre Code.....

.....

To,

The Controller of Examination

Rajasthan Technical University

KOTA-324022.

Dear Sir,

I write to inform you that.....(No. of packets) have been sent to your office, through courier/ Deptt. Messenger/ Department of Post. The details of the answer books are as given below/ overleaf.

Day & Date.....Alphabet Used.....

S.No. of Packets	Name of Examination	Subject	Number Registered	No. of Detainees	No of Absentees	Answer books sent	Unfair-means cases
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Signature of Centre Supdt.

Rajasthan Technical University

Rawat Bhata Road, Akelgarh, Kota-324022

Daily Statement of Remuneration

(To be filled up for each day for all sessions)

Name of Examination Centre.....

Name of Centre Superintendent.....

Day and Date of Examination.....

No. of Examinees Registered Session –I.....Session-II.....Session-III.....

Detail of Remuneration

Item	Session wise No. of Duties			Total No. of Duties in all Sessions	Rate of Remuneration	Total Remuneration claimed/ paid (in Rs.)
	I	II	III			
C.S.	NA	NA	NA	1		
A.C.S. (if sessions > 2)	NA	NA	NA	1		
A.C.S. (if Examinees > 750)	NA	NA	NA	1		
U.O.						
D.C.S.						
R.O.						
R.S.						
Ministerial Staff						
Daftari						
IV class Staff/ Peon						
Chowkidar						
Electrician/ Plumber						
Sweeper						
Others						
GRAND TOTAL						

GRAND TOTAL IN WORDS RS.....

- Room sitting plan with Name of R.S. & Relieving officers assigned may be supplied with this form.

Signature of Centre Supdt.

(KINDLY USE XEROX COPY FOR EVERY DAYS' EXAMINATION)

Rajasthan Technical University
Rawat Bhata Road, Akelgarh, Kota-324022
Consolidated Statement of Expenses

Name of Centre.....

Name of Centre Superintendent.....

Name of Examinations 1.2.....3.....4.....

Dates/ Duration of Exam. from.....to.....

Detail of Official/ Staff	No. of Regular Duties	No. of Additional Duties (as applicable)	Total No. of Duties	Total Remuneration
C.S.				
A.C.S.				
U.O.				
D.C.S.				
R.O.				
R.S.				
Ministerial Staff				
Daftari				
IV class Staff/ Peon				
Chowkidar				
Electrician/ Plumber				
Sweeper				
Others				
			TOTAL	

(A) Total Remuneration (as above).....

(B) Total Postal Expenses (details overleaf):.....

(C) Centre Charges.....

(D) Others.....

(E) GRAND TOTAL (A+B+C+D+E): Rs.....in words.....

Certificate

1. The centre charges being claimed has actually been incurred.
2. Income tax will be deducted as per rules from the remuneration being paid.

Signature of Centre Supdt.

PRE-RECEIPTReceived a sum of Rs..... (Rupees.....)
as per detail above.

Signature of Centre Supdt.

For Use in University Office

Verified by.....

Passed for Rs.....

AccountantAAOFO

**This must be typed on college letter head
Receipt for Answer Books**

To Date:

The Controller of Examination
Rajasthan Technical University
KOTA-324022

Subject: Receipt of Answer-books

We have received..... No. of Answer Books for Theory andNo. of Answer Books for Practical examination from through.....The corresponding GR no..... is enclosed herewith. The answer books are packed in.....No. of Bundles, each said to be containing.....answer books.

The Answer books bear Serial Number from to

Authorized Signatory
Name:

Date:.....College:

**This must be typed on college letter head
Receipt for Answer Books**

To Date:

The Controller of Examination
Rajasthan Technical University
KOTA-324022

Subject: Receipt of Answer-books

We have received..... No. of Answer Books for Theory andNo. of Answer Books for Practical examination from through.....The corresponding GR no..... is enclosed herewith. The answer books are packed in.....No. of Bundles, each said to be containing.....answer books.

The Answer books bear Serial Number from to

Authorized Signatory
Name:

Date:.....College:



Rajasthan Technical University
Rawat Bhata Road, Akelgarh, Kota-324010
Challan for Depositing the Answer Books

1. Name of examination Centre.....
2. Address of Collection Centre where to be deposited.....
3. Details of vehicle in case the packets are being collected by authorized university vehicle:
 - a. Vehicle No.....
 - b. Driver Name.....

4. Details of Packets:

S.No.	Date(s) of Examination of which the packets contain the ABs	Subject with Code	No. of ABs	No. of Packets	CS Diary Enclosed (Y/N)
Total					

5. It is certified that these packets contain answer books of university examinations. The packets are of confidential nature and should not be opened by any body other than the addressee under any circumstances.
6. **Signature of Recipient**.....

(The CS should verify the credentials of the person from the identification documents sent to the centre by the university).

7. **Signature of Exam Centre Superintendent/ Collection Centre Superintendent with seal.**

.....

Copy to:

CS, Monitor Collection Centre

University Copy

CS, Major Collection Centre

(Challan form shall be prepared in four copies by the examination centre. One copy shall be retained at the examination Centre & other three copies as above)

Rajasthan Technical University
Rawat Bhata Road, Akelgarh, Kota-324022
Utilization Certificate of Answer-books

To,

The Controller of Examination
Rajasthan Technical University
KOTA-324022

Subject:- Utilization Certificate of Answer-books & other stationery.

This is certified that material supplied by the University listed below have been used for the examinations of the University:

S.No.	Name of Examination	Date	No. of Answer-books used
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

(a) Total No. of answer books used.....

(b) Total No. of answer books received at the centre.....

(c) Total No. of answer books found damaged.....

(d) Total No. of answer books balanced [b-a].....
(including c)

Signature of Centre Superintendent

Rajasthan Technical University
Rawat Bhata Road, Akelgarh, Kota-324022
TRAVELLING ALLOWANCE BILL

- 1.Name of Examiner.....
2.Name of Centre.....
3.Designation Basic Pay
4.Address
5.Purpose of Journey
-
.....

PARTICULARS						Railway fare 1 st /2 nd Class (Single)	Incidental Charges Per Km.		Distance Traveled by Road (Mode of Conveyance)		Days for which daily allowance is Admissible		Total	
DEPARTURE			ARRIVAL				Amount	Km.	Amount	Km.	Amount	Day	Amount	Amount
STATION	DATE	Hrs.	STATION	DATE	Hrs.	7								
1	2	3	4	5	6									

N.B.

- Journey of different kinds, journeys and halts should not be entered on the same line.
- Traveling claim shall be payable in accordance with the traveling allowance Rules of Rajasthan Technical University, Kota as may be amended from time to time.
- The dates on which meeting or meeting are attended or inspections or practical examination conducted, as the case may be, as well as the names of meeting etc. should be noted.
- There should be separate bill for meetings, inspections or examinations.
- It is essential to mention ticket No. (s)/ PNR No. for first Class Rail journey/AC Rail journey/Deluxe &AC Bus/by Air.**

RECEIVED PAYMENT

Signature

Revenue stamp to
be affixed here if
the net amount
payable is over
Rs. 5000/-

**THIS BILL SHOULD BE DULLY
STAMPED AND SIGNED**

Date : _____

Signature

Space For Use in the Office

T.A. to _____

Paid Rs. _____ Rs. (in words).....

By Cheque No.....Dated

Section Officer (A & F)Dy. Registrar (A&F)

P.T.O.

DETAILS OF SHORT JOURNEY

Date	Brief Particulars of Place between which Taxi/Conveyance used	Approximate distance	Purpose of Journey	Mode of Conveyance	Rate of fare Prevailing at the time journey was undertaken	Actual fare paid
1	2	3	4	5	6	7

Certified that I have actually traveled _____ Kms. by _____ as stated above from the place or actual stated and paid Rs. _____ on account of the fare hire charges.

Signature _____

Designation _____

GENERAL REMARKS FOR TRAVELLING & HALTING ALLOWANCE

1. No T.A. or D.A. will be paid to the members of the Academic Council for attending the Convocation.
2. When a member has to attend two meetings of University with an interval of less than four days between the meetings attended excluding the days of meetings, he/she shall be entitled to charge only daily allowance for the intervening days.
3. Actual Air Fare plus incidental expenses equal to 20% of fare limited to one halting allowance will be paid, in exceptional cases, to persons who actually travel by air even though there are other means of traveling at the discretion of the Vice-Chancellor.
4. For purpose of the above rules the allowance for railway and road journeys shall be admissible by the shortest route. If the journey is performed by an alternative route at a fare greater than by the shortest route, the Vice-Chancellor may sanction the fare calculated according to the route actually taken, provided that he is satisfied after making such enquiry as he considers necessary that there was a considerable saving in time by taking the longer route.
5. If traveled by road, clearly mention about the mode of traveling i.e. Car, Taxi or Bus etc. In case the journey has been performed by Bus the payment will be made for actual Bus fare plus incidental charges at approved rates for the places not connected by Rail.
- 6.(a) **T.A. claims not submitted within 6 months of the completion of each journey will become time barred and will require sanction of the Vice-Chancellor for marking it admissible upto a period of one year.**
- (b) **T.A. bills submitted after one year of the completion of each journey shall not be admissible.**

(Certificate to be given by the Principal on the letter head of the College)

To,
 The Controller of Examinations,
 Rajasthan Technical University,
 Rawat Bhata Road,
 KOTA-324022

The Examination forms for the examination of the following students are forwarded to the University:

S.No.	Enrollment No.	Name of Student

This is Certified that :

1. The above students are/ were bonafied students of the College.
2. The students have not been debarred by the University to appear in the above Examination.
3. The list of detained students (subject wise) shall be provided to the concern examination centre and to the university before the commencement of examination.

(Signature of the Principal with Seal)
Facsimile not permitted

RAJASTHAN TECHNICAL UNIVERSITY

INSTRUCTIONS OF CHIEF SUPERINTENDENT FOR THE CONDUCT OF RTU EXAMINATIONS

These instructions should be read in conjunction with the following documents:

1. *Guidelines and new provisions for examination (already displayed on web site)*
2. *General Instruction for the guidance of the Candidates appearing for Examination (already displayed on web site)*
Form No. RTU/EXM/302.
3. *Duties and responsibilities of Additional Chief Superintendent (ACS), Deputy Chief Superintendent (DCS), Relieving Officer (RO), and Room Superintendent (RS) (enclosed).*
4. *Regarding cases of "Unfair means" and "Physically handicapped candidates" the provisions of Rajasthan University will be followed.*
5. *The rates for remunerations etc. will be strictly as per Rajasthan University provisions unless specified specifically in RTU document.*

A. GENERAL

1. University will declare the Examination Centres for the conduct of respective examination from time to time.
2. Each institute, which is declared as Examination Centre for the conduct of the University Examinations, shall have a Chief Superintendent (C.S.) who shall be, generally, the Head of the Institution and shall be appointed by the University.
3. No person shall be appointed as C.S. for the examinations of two bodies held simultaneously at the same institution.
4. The C.S. shall be responsible for the smooth and proper conduct of the examinations at his/her centre. He/ She shall take necessary precautions and actions before, during and after the examinations as per stipulated guidelines of the University and shall be responsible, till the Answer Books reach the place, as per the directions of the Controller of Examination (C.O.E.).
5. The C.S. shall remain available in the centre during the period of both theory and practical examinations and shall remain at the Headquarter/Centre during and all the days of the examination. In case of any emergency, he/ she shall make all the necessary arrangements for the proper conduct of examination by entrusting the responsibility to the next senior staff member of his/ her confidence, with intimation to the Controller of Examinations.
6. The C.S. shall convene a meeting of all the staff members involved in the examination work, two or three days prior to the commencement of examinations and explain them the duties and responsibilities. He shall also inform to strictly follow the instructions laid down by the University. ***The C.S. shall impress upon them the need for prevention of any kind of malpractice during the examination.***
7. The CS shall also ensure that all the officials involved in the examination conduct duties are aware of their duties/ responsibilities as well as of other officials in order to have smooth & better coordination during the examination period.
8. The C.S. shall obtain any kind of help from the local authorities to maintain law and order in the premises of the examination centre.

9. C.S. shall ensure to provide necessary instructions to the security staff for allowing University Officials (University Appointed Centre Supervisor, Flying Squad etc.) unhindered access to the centre to make sudden visits, immediately after establishing their identity by inspection of their cards/orders issued by the University. ***In no case they should be detained at the gate for the want of permission of C.S. However, subsequently he may inform the same to the C.S. only.***

B. APPOINTMENT OF OFFICERS AND STAFF

1. The C.S. shall appoint required number of Officials for conducting the examination smoothly, as below:
- One ***Additional Chief Superintendent (A.C.S.)***, only if examinees are more than 750 or sessions of examination are more than two.
 - The person to be appointed as an A.C.S. shall normally be the Vice-Principal or the senior most person from amongst the faculty of the college.
 - One Deputy Chief Superintendent (D.C.S.) for every 500 students. D.C.S. shall be, generally, the senior faculty and preferably amongst the Teaching staff members looking after the examination work of the College.
 - The C.S. shall appoint A.C.S./D.C.S. wherever necessary, and intimate their name(s) to C.O.E. for record. Approval of the University for the appointment of A.C.S./D.C.S. is not necessary.
 - The A.C.S. / D.C.S. shall not leave the station during the examination days for any purpose without obtaining prior permission of the C.S.
 - One Room Superintendent (R.S.) for every 25 students with minimum of two R.S. in each room.
 - One Relieving Officer (R.O.) for every 100 examinees with minimum one number. In case of emergency, R.O. shall act as reserve R.S..
 - Teachers accompanying their students from outside colleges may also be taken as R.S..
 - In the interest of efficiency no person shall be appointed as A.C.S/ D.C.S./ R.S./ R.O. for more than two sessions in a day.
 - University, if necessary, may appoint University Appointed Centre Supervisor (UCS) for the centre to ensure the fairness of conduct of examination.
 - The duties of A.C.S/ D.C.S./ R.S./ R.O. are enclosed which should be made available to these officials in advance. C.S. shall also go through all these instructions including instructions to the candidates thoroughly.

2. Norms of the staff which may be engaged by the CS for examination work :—

S. No.	Staff	No. of persons to be engaged
I.	Class III Staff (Clerical)	
	• No. of Registered Candidates for the session	
	○ Up to 200 candidates	Three
	○ Up to 500 candidates	Four
	• For subsequent 500 candidates or part thereof	One
II.	Daftari	
	One Daftari irrespective of number of candidates	
III.	Class IV Staff	
	Up to 100 candidates	Four
	Above 100 for 50 candidates or part thereof	One
IV.	Electrician	One
V.	Plumber	One
VI.	Chowkidar	One
VII.	Sweeper	One

For every 500 examinees, one extra peon may be engaged over and above the peon engaged as per above norms.

Note —The number of peons engaged as per above norms will be subjected to the maximum number of 25 peons.

3. The C.S. shall take care not to allot a particular R.S. to the same room successively.

C. PRE-PREPARATION

1. Immediately after receiving the appointment letter from the University, the C. S shall look into the requirements, depending upon the number of candidates appearing for the examinations and ensure that the required material (e.g. answer books & other stationery) is received from University in time. C.S. shall also be responsible for arranging the manpower required for the conduct of examinations.
2. The C.S. shall prepare well in advance, the statement regarding seating arrangements for the candidates (Table +Chair) as below:
 - A definite seat for each candidate in good condition with a card containing roll numbers of candidate fixed on it.
 - Examination halls with seating capacity more than 40 shall be preferred

- As far as possible, candidates appearing in the same subjects should not be allowed to sit together (at least side by side).
(Floor area per seat is recommended is approx. 25 sq. ft.)
 - A plan of seating arrangement showing the position of candidates (according to their roll number) in each room for each day must be displayed at accessible place for the examinees & copy of the same shall be sent to C.O.E. together with the dimensions of each room alongwith the diary of C.S.
3. General instructions (that are made available to each candidates vide Form No RTU/EXM/302) should be pasted on notice board & candidates should be advised to read them carefully before appearing for examination. These instructions are also available on university website <http://www.rtu.ac.in>.
 4. C.S. shall check requirements (if any) for additional material to be supplied to examinees during examination such as - Drawing sheets, Steam tables, IS codes etc. and keep them ready for distribution to examinees.
 5. ***He shall ensure that the list of detained students is received from the concerned Head of the institute to which the examinees belong.***
 6. Before giving answer-books to the candidates, the facsimile seal of C.O.E./ Director (Exam) (sent separately) shall be affixed on answer-books/ answer sheets on the space specified for the purpose using BLUE INK ONLY. In addition to this, one of the alphabet stamps (sent separately), shall be affixed on the space earmarked for the purpose using BLUE INK ONLY. The following rules shall be observed for putting the alphabet stamp: -
 - i. Only one alphabet stamp shall be used on all the answer books for a particular day of examination.
 - ii. Different alphabet stamp (to be decided by C.S. only) must be used on successive days of examination.
 - iii. Only the alphabet stamp supplied by the University must be used as it contains hidden security symbol.
 - iv. The C.S. shall be responsible for safe custody of facsimile and alphabet stamps.
 - v. The C.S. shall ensure the confidentiality of alphabet stamp to be used on a particulars day.
 - vi. The C.S. shall maintain a correct record of serial number and alphabet seal used on the answer-sheet every day.

This is intended as a precaution against blank answer-books being smuggled into the examination hall. If the Centre Superintendent finds any answer-book in bad shape, he is requested not to issue such answer-books to the candidates to avoid the manipulation. ***Answer-books should, therefore, in no case be stamped in larger quantity than required for each day's use so that if by any chance blank answer-books are stolen at a centre and afterwards smuggled into the answer-books collected at the end of an examination the absence of the particular alphabet stamp of the day on their title***

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covers might at once prove them to be contraband. At an institution, which is a centre

for several examinations of the University, the C.S. shall ensure that answer-books of different examinations are not mixed up. A consolidated statement of the answer-books used should be sent to the C.O.E. after the examination on the **Form No. RTU/EXM/314** Diary of (CS) already supplied. The balance of unused answer-books and other papers may be kept at the centre in safe custody under lock and key for next year's use.

D. HANDLING OF QUESTION PAPER (Q.P.)

1. The C.S shall acknowledge the receipt of packets containing question papers sent by University on the printed **Form No. RTU/EXM/211** as well as by FAX to C.O.E. as soon as they receive the Packet(s).
2. The C.S. shall carefully observe the state in which the envelopes reach them. If an envelope appears to have been tampered with or found unsealed, the fact should be reported to the C.O.E. at once and the envelope must be kept securely in the same condition with him duly sealed in a bigger envelope.
3. The name of examination, subject, paper, date and time noted on the envelope should also be checked with the programme of examination and the discrepancy, if any, brought to the notice of the C.O.E. immediately.
4. If the packet containing question papers does not reach at least three days before the commencement of the examination, the C.S. should contact the C.O.E. without delay.
5. All packets of question papers should be kept in strong room with sealed lock. The C.S. shall be solely responsible for the safe custody of the Q.P.s at his/ her centre.

E. ON THE DAY OF EXAMINATION

(a) Before commencement of examination

1. On the day of the examination, the relevant sealed packets of the Q.P. shall be taken out from the strong room not earlier than half an hour scheduled for the commencement of the examination in the presence of D.C.S. and one or two other officials.
2. Before taking the envelopes to the main examination hall, they shall carefully examine the date, time, subject, number of question papers written on the packet. The C.S. shall also ascertain to avoid wrong opening of a Q.P. envelope of a later session or a later date.
3. OPENING OF ENVELOPES CONTAINING QUESTION PAPER (QP):
 - (i) ***The envelopes containing question papers must be opened in the main examination hall (containing maximum number of students) by the C.S. himself after examining the seals in the presence of candidates and other witnesses and not in his office or any other room.***
 - (ii) Before an envelope is opened, the C.S. and other witnesses should sign the certificate (**Form no. RTU/EXM/ 212**) pasted/ printed on each envelope. Each person should sign legibly and give his designation below his name.
 - (iii) While opening the sealed envelope, the C.S. should not break the seals but cut the envelope at one end neatly with a pair of scissors. The envelopes so opened with the certificates duly signed should be returned to the C.O.E. after

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the examination.

4. After opening an envelope, the C.S. shall ensure to check the number of question paper and the heading of each question paper with the contents noted on the envelope. **The heading should be checked very carefully in order to see that no other paper which is fixed for a later day or a later hour is mixed up.** If such a paper is found, it should be sealed properly in an envelope and kept along with the envelopes containing copies of the same paper and the fact reported to the C.O.E.. The C.S. should check the heading printed on the first page of all the copies of the question papers. To facilitate this checking, suitable **“catch letters”** are printed at the left hand top corner of the first page of each question paper.
5. After opening the question paper packets, the C.S. shall arrange to put the question papers required for each block/each room in separate cover, which shall contain actual number of papers as per the number of candidates taking the examination in the block/room.
6. The packet with the required number of answer books and other stationery supplements will be handed over to concerned room superintendents to take to the examination hall as soon as they report for duty (i.e. 45 minutes before on the first day of commencement of examination and 30 minutes before on successive days/ sessions). The R.S. are to be present in the respective examination hall at least 30 minutes before the commencement of the examination on first day and 15 minutes before on subsequent days/ sessions.
7. ***The C.S. shall arrange to provide the roll numbers of detained students as verified by the Head of the institution of the concerned college on the R.S. diary before issuing it to the R.S.***
8. C.S. shall give instruction to the R.S. to read out the warning note to the candidates 5 minutes before the commencement of the examinations.

WARNING NOTE

All the candidates in the examination hall should search desks, tables, their pockets & other belongings before the issue of Question Papers and handover to R.S., if any paper/ notes/ manuscripts or written material are found.

All the candidates should note “No supplementary Answer Book will be issued”. The main Answer Book is itself of 40 pages; accordingly the candidates are advised to use the Answer Book without wasting the pages unnecessarily

(b) During the examination

9. Candidates may be admitted to the examination hall half an hour before the time fixed for the examination on the first day and the first session; and a quarter of an hour before time on subsequent day/ sessions.
10. Normally the candidate arriving late for any paper is not entitled to be admitted to the examination hall. However, with in half an hour of commencement of examination such candidates are allowed to take examination after ascertaining that no candidate had left the examination hall till then. All such candidates should however, be reported to C.O.E. No extra time should be given to such candidates.
11. Candidates are not to be admitted to the examination hall unless their names appear in the printed roll list sent separately. C.S. shall ensure to inform the candidates to bring their admit cards with them which should be inspected every day as far as possible and returned after inspection.
12. ***C.S. shall ensure that only eligible candidate is appeared in examination i.e. he is not detained in that exam and having valid admission card mentioning the subjects for which he is eligible for appearing in the examination.***
13. If any candidate, whose name appears in the printed roll list, forgets to bring his/ her admission card or loses it and does not succeed in getting its duplicate copy from the University office in time, he/she may be admitted to the examination after ascertaining the validity of the claim (given in writing by the candidate), the C.S. shall issue a provisional admission card valid for that day only) on a payment of Rs. 25/-. The details of issuing such provisional cards should be sent to C.O.E. along with the fee collected, at the end of examination.
14. The C.S. shall ensure to notify to all candidates that they should place their belongings i.e. books/ notes any undesirable material at the space specified outside the exam hall for the purpose only. ***No guarantee will be given for the custody of such articles.*** Bringing mobile phones into the examination hall is strictly prohibited. The candidates have been notified about this fact. The C.S. shall also instruct the R.S. not to allow mobile phones and any study material/ notes in the examination hall under any circumstances. The students shall be solely responsible for bringing such articles at the examination centre.
15. Pre-entry search of the candidate should be ensured by the C.S. for any unlawful material to prevent use of unfair-means in the examination. It will be obligatory on the part of the examinee to submit such search. Such search can be made during examination time also. This may be notified to the candidates for the information.
16. Candidate should be prepared/ produced themselves for giving search physically, to the officials appointed by the university/ C.S. for the examination purpose, if they are asked to so during the examination.
17. The C.S. shall ensure that no candidate who is actually suffering from an infectious disease, such as small-pox, plague, influenza etc. or who, though convalescent, is not free from infection, is allowed to sit for the examination. If such a candidate is noticed after the examination has begun, immediate steps should be taken to see that his papers destroyed and that other disinfecting measures are carried out.

18. Use of Scientific Calculator is permitted. However, programmable calculators (one which has memory capacity of more than six numbers) are not permitted.
19. (a) Question paper should be distributed punctually at the time of commencement of the examination.
- (b) If any question paper is printed on more than one page the R.S. may be asked to announce the number of printed pages to the candidates to enable them to check that no page is missing in the question paper.
- (c) Immediately after the distribution of question paper to the candidates the C.S. (through R.Os) should collect all spare copies of question papers left with the R.S. and check the number of spare copies with the number of question paper received minus the number of examinees present. No spare copy of the question paper should be left in the hands of the R.S. or allowed to go outside the examination rooms till at least two hours after the commencement of examination. If a candidate wishes to leave the examination room earlier, he should not be allowed to take question paper with him. It should be handed over to the R.S., to be returned to the candidate after the examinations is over. Similarly, no candidate should be allowed to take the question papers with him while going out to urinal.
- (d) Some extra copies of question papers are always sent but if ever the number of copies of a question paper fall short and therefore, the question paper can not be supplied to some candidates, the paper may be got-Xeroxed and given to them and as much extra time as is taken in distributing Xerox paper be allow to them for answering the paper and the matter shall be reported to the C.O.E. at once. However, extra time should not be allowed to other candidates to whom printed papers are given in time.
- (e) In case a candidate asks for a question paper in an optional/elective or an alternative subject, not offered by him according to the entry in the printed roll list, he may be given the question paper he asks for but he should be clearly warned with an undertaking that if it is found afterwards that he had taken a question paper, not actually offered by him according to his declaration in the application form, his examination in that paper shall be liable to be cancelled. The C.S. should, however, try to satisfy himself by a reference to the entries in the application form with him that the candidate is not asking for a wrong question paper. All such cases should be immediately reported to the University.
- (f) If ever there is a complaint from the examiners that the question paper or a part thereof is out of the prescribed course, or that there is a misprint or some ambiguity in the question paper, they may be instructed to answer the question paper as given to them and send their representation along with a copy of the question paper to the University through the C.S. **within three days** from the date of examination for consideration and necessary action. No announcement regarding cancellation of the paper shall be made by the C.S. or any other person except the C.O.E. **Representation received after the above time limit shall not be entertained.**
20. Candidates found using unfair-means or indulging in disorderly conduct at or in connection with an examination shall be dealt with in accordance with the existing provisions of Rajasthan University. Copy of O.152 of U.O.R. enclosed.
21. On each day of the Examination and as soon as after the commencement of the Examination the C.S. shall ensure with the help of A.C.S/D.C.S./R.S. that all candidates have correctly written their roll numbers and other particulars required to be entered on the title cover of Answer books.

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22. (a) ***An amanuensis may be allowed by the C.S. on the request to a blind, visually handicap candidate and also the candidate who is suffering from any of the following physical***

handicaps:

- (i) Whose dominant hand is in a plaster cast due to fracture or injury.
- (ii) Who are suffering from Arthritis and other painful conditions of dominant hand.
- (iii) Who are suffering from nerve injuries under paralytic conditions of dominant hand.
- (iv) Any condition interfering with writing performance of dominant hand.

(b) The amanuensis will be provided subject to the conditions as specified by Rajasthan University (Copy enclosed).

23. Where different sections of a question paper are required to be answered in separate answer-books, the C.S. shall ensure to inform the candidates to note carefully and comply with the requirement of answering questions in separate answer-books. They should write Section A or Section B clearly on the answer book wherever required. ***If the candidates fail to do so, and answer both the sections in one answer-book, questions of only one section shall be examined and those of the other section treated as cancelled.*** Similarly, if they have written wrong section on the cover page, answers written in the answer book will be treated as irrelevant.
24. No body other than the official engaged for examination should be allowed to enter or move around the examination rooms without the permission of the C.S. College peons or other persons should not be permitted to deliver letters to any candidate during the examination. Any communication with the candidates during the examination is strictly prohibited.
25. No one should be permitted to speak to a candidate on any subject pertaining to the questions during the hours of examination, not even for the purpose of correcting a misprint or removing an ambiguity in a question paper.
26. No body should be allowed to write after the prescribed time is over.
27. Smoking & other intoxicants are strictly prohibited in the examination hall. This includes chewing tobacco or spitting in the examination hall or around.
28. Office copy of the Admission card of candidates to be examined at each centre will be sent separately. The C.S. shall arrange to ensure to check the candidates with their photographs, obtain their signature on the office copy of the admission card a second time and attest them after comparing them with the originals. The office copy of admission cards should be returned to the C.O.E. soon after the examination is over by a separate registered parcel and not along with other papers of packets of answer books.
29. Whenever, the C.S. receives information that any candidate is indulged in malpractice, he/ she should immediately take action as per the Unfair-means rules as specify at sr. no. 16.

30. The C.S. shall ensure to arrange the provision of signal bells (audible to examinees) as below:
- (i) First bell shall be given 15 minutes before the commencement of the examination for allowing the students to enter the examination room.
 - (ii) Second bell shall be given at the beginning of the examination for distribution of the question papers.
 - (iii) Third bell shall be given 10 minutes before the closing time, when no student is allowed to leave the examination hall and
 - (iv) The final bell shall be given at the conclusion of the examination.

E. PACKING OF ANSWER BOOKS AFTER THE EXAMINATION

1. Immediately after every session the answer-books of each paper collected from candidates will be arranged in the serial order of Roll Number and after counting them and checking the number of answer-books with the number of candidates appeared, the same will be packed in hessian cloth. The answer books must be packed as below:
 - (i) Answer books of only one subject and one examination must be packed in sealed packet/packets. Duly filled **Form No. RTU/EXM/311** must be pasted on the packet.
 - (ii) The form numbers **RTU/EXM/310 and RTU/EXM/311** showing the record of answer books, absentees etc. must be packed with the answer books.
 - (iii) One or more sealed packets may be put inside an outer packet for transmission to the University.
 - (iv) The details of packets must be recorded in the C.S. diary.
 - (v) One copy of Q.P. must necessarily be packed with every packet of Answer Books.
2. The C.S. shall send the written answer books of all university exams by registered parcel, latest by the next day of the concerned exam. However, these Answer books should be packed & sealed soon after the examination is over.
3. The C.S. will keep a record of daily attendance of candidates with their signatures. Roll numbers of candidates absent from the examination in each paper for any reason whatsoever should be reported in the absentee statement (**Form No. RTU/EXM/310**). If any answer-book(s) is/are sent to the Controller of Examinations separately on account of the candidate(s) having resorted to the use of unfair means or for any other reason, this fact should also be mentioned in the absentee statement. If no candidate is absent, a 'Nil' report be given in the absentee statement. On the other hand if no candidate turns up for examination in any paper, all the candidates should be reported absent in the absentee statement. The number of candidates examined at each centre as shown in the absentee statement plus the number of candidates shown there as absent must tally with the number registered as shown in the consolidated numerical return of candidates. If there is any discrepancy, the same should be clarified in the absentee statements and also intimated to the C.O.E. separately through a letter.
4. At the end of each examination, three copies of a consolidated statement of absentees in the **Form No. RTU/EXM/310** should be prepared and sent as per direction on the form. One copy of **RTU/EXM/310** be retained at the centre.
5. In any emergency not provided for in the above paragraphs the C.S. should please act according to his own discretion and report his action to the C.O.E.. Orders passed by the C.S. on any matter not provided for in these instructions shall be binding on all.

6. The C.S. should kindly note the above instructions and also the details of the subject, time allowed for each paper etc. carefully as given in the printed programme of examination. At the conclusion of the examination, he should please send a report for the information of the Examination committee that the examinations at his centre were conducted in accordance with these instructions. He may, if he thinks necessary and has some special suggestions to make for improvement for the conduct of examinations, send a separate report to the C.O.E.

F. REMUNERATION

1. Payment for the expenditure incurred at the centre in connection with the examination will be made by the University at the following scales subject to marginal adjustments. Centre Superintendents are requested to keep the expenditure within this limit. Actual expenses incurred on railway freight, postal charges and octroi charges shall be paid extra on production of vouchers. All details shall be filled up in **Form No. 315(A) & 315(B)**.

2. Centre Charges:

For all the candidates Rs. 3.50/- per candidate registered for the examination at the centre will be paid as per UOR norms, this includes arrangement, for cold water during summer, arrangement of fans/lighting/drawing sheets/graphs etc. No other charges will be admissible.

3. Rates of Payment:

(i) Ministerial Staff (Class III)	Rs. 40.00 per session
(ii) Daftari	Rs. 30.00 per session
(iii) Peon	Rs. 30.00 per session
(iv) Electrician, Plumber and Chowkidar	Rs. 20.00 per session
(v) Sweeper	Rs. 15.00 per session

4. If anything is not clear in the above instructions the C.S. are requested to refer the same to the C.O.E.
5. The scale of honorarium to the C.Ss, A.C.Ss, D.C.Ss, R.Ss and R.Os for the main as well as supplementary examinations of the University will be as follows:

Level of Staff	Per day of 1 session of up to 4 hrs. each	Per day of 2 session of up to 4 hrs. each	Per day of 3 session of up to 4 hrs. each
C.S.	Rs.150.00	Rs. 200.00	Rs. 300.00
A.C.S.	Rs.100.00	Rs. 175.00	-----
D.C.S.	Rs. 80.00	Rs. 150.00	-----
R.S.	Rs. 70.00	-----	-----
R.O.	Rs. 70.00	-----	-----

N.B:-

- (i) Where the duration of a question paper is more than four hours, the invigilators shall be paid for two sessions,
- (ii) Rs. 25/- per session as conveyance charges is to be paid to C.S./ A.C.S./ D.C.S/ R.Ss/ R.Os who will be assigned examination work at the examination centre during summer vacation.
6. The C.S., A.C.S., D.C.S, U.O. (if any) are eligible for claiming remuneration one day before the commencement of examination and one day after the completion of the examination in addition to the actual days of examination work.
7. **In addition to the remuneration payable at the above rates to the staff actually engaged in each session, two days remuneration of 1/2 sessions each (one day prior to the commencement of examination for preparation and one day after the examination for closing and preparation of bills etc.) will also be paid to the following:**
- (i) **Clerks -4**
- (ii) **Daftari -1**
- (iii) **Class IV - Maximum number of peons engaged in a session during the examination.**

Rajasthan Technical University

(Enclosure of Form No. RTU/EXM/321: refer S.No. 20 of Page-9)

Rules for dealing with cases of Unfair-means and Disorderly Conduct at the University Examinations (As adopted from the ordinance of U.O.R. No. O.152 Examination)

1.No candidate shall use unfair-means or indulge in disorderly conduct at, or in connection with the examinations.

Explanation: Here the 'candidate' means an examinee taking an examination in a particular year and also includes every student on the Rolls of the University.

2.(a) Unfair-means shall include the following:

- (i) Making a false representation pertaining to the eligibility of the candidate to appear in the examination;
- (ii) Communicating or attempting to communicate with the Registrar of the University or any person of its office, or Superintendent of Examination, or any person connected with the conduct of examination, or with any paper-setter or examiner, with the object of finding out the name and address of the paper setter or examiner, or finding out the questions that have been set by the paper-setter or examiner, or with the object of influencing an examiner in the award of marks, or with the object of unduly influencing any one of them in the discharge of his duties in connection with the examination;
- (iii) Talking to another candidate, or to any unauthorized person inside or outside the examination room during the examination hours without the permission of a member of the supervisory staff, before handing over the answer-book to the room-superintendent;
- (iv) Giving or receiving assistance in answering the question papers to or from any other candidate/ person in the examination hall or outside during the examination hours;
- (v) During examination time having in possession or access to :-
 - (a) Any paper, books, note or any other unauthorized material which has relevance to the syllabus of the examination-paper concerned.
 - (b) Any thing written on the inkpot cover, inkpot, scale, or any other instrument or on any kind of furniture or any other substance, which may have relevance to the syllabus of the examination-paper concerned;
 - (c) Anything written or signs made on the body of the candidate, on his clothes/ garments, handkerchief, etc. which may have relevance to the syllabus of the examination-paper concerned;
 - (d) Anything written, or signs made on the admission card/ question paper which have relevance to the syllabus of the examination-paper concerned;
- (vi) Swallowing or attempting to swallow, or destroying or attempting to destroy a note or paper or any other material, or running away with the material with the intension of destroying the evidence of using unfair-means, or being guilty of causing disappearance or destruction of any such material either by himself or with the assistance of any other person;
- (vii) Smuggling a question paper or an answer-book (main or supplementary) or part thereof into the examination room/ Centre or out of it;
- (viii) Replacing or getting replaced an answer-book (main or supplementary) or part thereof during or after the examination.
- (ix) Impersonating any candidate or getting impersonated by any person for taking the Examinations.
- (x) Copying of a substantial part of any work/ material without any acknowledgment by a candidate in his dissertation/thesis field-survey work;
- (xi) Tampering with records of an examination;
- (xii) Using any obscence or abusive language in his answer-book

- (xiii) Cheating or attempting to cheat the University in any manner; and
- (xiv) Any act or omission, by or on behalf of the candidate connected with the examination, whether prior to or subsequent to such examination or the result thereof which in the opinion of the Syndicate is 'Unfair-means'.

(b) Disorderly conduct:

1. The candidate in the Examination Hall or outside but within the campus of the Examination Centre during the Examination shall be under the disciplinary control of the Superintendent of the Centre or his nominee and shall obey his instructions.

2. Disorderly conduct includes:

- (i) Disobeying the instructions of the Centre Superintendent (CS)/ Addl. Centre Superintendent (ACS)/ Deputy Centre Superintendent (DCS)/Room Superintendent (RS)/ Relieving Officer (RO)/flying squad member (FSM)/university appointed officials(UAO);
- (ii) Threatening, intimidating or assaulting CS/ACS/DCS/RS/RO/FSM/UAO, any member of the Flying Squad or any other member of staff working at the examination centre or another candidate in connection with the examination before, during or after the examination hours;
- (iii) Misbehaving with CS/ACS/DCS/RS/RO/FSM/UAO or any other member working at the examination centre in connection with the examination before, during or after examination hours;
- (iv) Leaving the examination room, before the expiry of half an hour after the commencement of the examination or leaving the examination room without obtaining the permission of the RS or without handing over the answer-book to the RS or without signing the attendance sheet;
- (v) Tearing off or mutilating an answer-book (Main or Supplementary) or any part thereof;
- (vi) Disturbing or disrupting the conduct of examination or attempting to do so;
- (vii) Inciting or compelling any other candidate to leave the examination room or to disturb/disrupt/boycott the examination;
- (viii) Bringing into the Examination Hall/ Centre (a) any weapon, or (b) any other material objected to by the RS/ CS or any other member of the Supervisory Staff;
- (ix) Appearing in the examination without being in possession of the admit Card unless permitted by the CS;
- (x) Refusing to be searched by the RS/CS/ any other member of the Supervisory Staff, or obstructing or hindering such search in the Examination Hall, Verandah, Urinal etc.

3. Punishment:

A candidate found guilty of unfair-means or disorderly conduct at, or in connection with an examination, shall at the discretion of the Committee appointed for the purpose, be punished with one or more of the following. This may even be in addition to the punishment that may have been already awarded by the Principal/Centre Superintendent, under O.88 or O.152.

- (i) Cancellation of the result of the paper in respect of which he is found to have been guilty; and/or
- (ii) Cancellation of the result of the examination for which he was a candidate; and/or
- (iii) Debarring the candidate from securing admission to a class and appearing at any further examination of the University for a stated period;
- (iv) and/or other punishment, deemed suitable, by the committee appointed for the purpose.

4. Norms of Punishment:

The following norms for award of punishment are laid down:

- (a) If a candidate is found guilty of seeking admission to an examination by making a false representation pertaining to his eligibility to appear at the examination, he shall be disqualified from appearing at any examination for a period of two to four years including the present examination.

- (b) Where a candidate is found having in his possession or within his reach any material relevant to the syllabus of the Examination paper concerned but has not copied from or

used it:

- (c)
- (i) If the behaviour of the candidate on being caught is satisfactory Present Examination shall be cancelled provided that if the material found in possession of the candidate is of insignificant nature, the punishment may be relaxed to the extent of cancellation of the examination of that particular paper (theory or practical as the case may be) and he/she will be treated as having obtained `Zero' mark in that paper with all the consequences to follow. However, if the candidate so desires, he/she will be given the option of appearing in the subsequent whole exam by canceling the present examination as a whole.
 - (ii) If the behaviour of the candidate on being caught is unsatisfactory Present Examination shall be cancelled and the candidate shall be further debarred for one subsequent examination if the examination is held once a year, or two subsequent examinations if the examination is held twice a year.

Note: If a candidate uses resistance or violence against the RS or any other person on examination duty, the punishment may be enhanced according to the gravity of the offence.

(d) Where a candidate is found to have copied from or used the material caught:

- (i) If the behaviour of the candidate on being caught is satisfactory Present Examination shall be cancelled and the candidate shall be further debarred for one subsequent examination, if the examination is held once a year or two subsequent examinations if the examination is held twice a year, provided that if the material found in possession of the candidate and/or the extent of copying done by the candidate is of insignificant nature, the punishment may be relaxed to the extent of canceling the present examination only.
- (ii) If the behaviour of the candidate on being caught is unsatisfactory Present examination shall be cancelled and the candidate shall be further debarred from appearing at two subsequent examinations if the examination is held once a year or debarred from four subsequent examinations, if the examination is held twice a year.

Note:

- (i) If the candidate used resistance or violence against the RS or any person on examination duty or consistently refuses to obey the instructions of the CS/ACS/DCS, the above punishment may be enhanced according to the gravity of the offence.
 - (ii) The Phrase `Present Examination is cancelled' in (4)(b) (i) and (ii), (4)(c) (i) and (ii) refers to cancellation of only theory papers and practicals (wherever held). However, if a candidate has offered dissertation viva-voce/field work in lieu of any paper, the same will not be cancelled in case the whole examination is cancelled.
- (e) If a candidate is found talking to another candidate or to any unauthorized person inside or outside the examination hall, during the examination hours without the permission of a member of the supervisory staff, his examination in that particular paper may be cancelled.
- (f) If a candidate is found reading or possesses some incriminating material relevant to the syllabus of the paper in the Verandah/Urinal, etc. his examination in that particular paper or his whole examination depending on the gravity of the offence, shall be cancelled.

- (g) If a candidate leaves the examination hall:
- (i) Before the expiry of half an hour after the commencement of the examination; and/or
 - (ii) Without obtaining the permission of the RS; and/or
 - (iii) Without handing over the answer book to the RS; and/or
 - (iv) Without signing the attendance sheet;
- His examination in the paper concerned may be cancelled.
- (h) If a candidate during the course of practical examination presents to the examiner practical or class work, or note book, which does not belong to him, that particular examination shall be cancelled.
- (i) If a candidate:
- (i) Leaves the examination hall without handing over his answer book to the invigilator concerned and takes it away with him, or
 - (ii) Tears it of, or otherwise disposes of his answer-book any part thereof inside or outside the examination hall, or
 - (iii) Incites/compels any other candidate to leave the examination hall, or attempts to disturb, the conduct of examination or indulges in any kind of activity in the campus of the Examination Centre which is violative of the sanctity or purpose of the examination he shall be disqualified from appearing or passing in any University examination for one to three years including the present year of examination, depending upon the nature and gravity of the offence.
- (j) If a candidate on being caught by an invigilator, a member of the flying squad or any other authorized member of the supervisory staff runs away from the examination hall along with the piece of paper/ material in his possession or destroys any piece of paper believed to be of doubtful nature by the member of the supervisory staff either by swallowing/ throwing it away, or by any other means, he shall be disqualified from appearing/ passing in any University examination for a period up to two years including the present one.
- (k) If a candidate is found guilty of:
- (i) Smuggling in an answer book in whole or in part inside the examination hall, or
 - (ii) Taking out or arranging to send outside the examination hall, an answer-book or question paper, in whole or in part, or
 - (iii) Replacing his answer book or getting it replaced in whole or in part during or after the examination, or
 - (iv) Impersonating a candidate or being impersonated by any person, he shall be disqualified from appearing/ passing in any University examination for a period of two to three years including the present examination.

Note:- A person other than the candidate assisting him in the above shall be liable to such action as may be decided by the Vice-Chancellor/ Syndicate .

- (l) If a candidate is found guilty of disobeying the instructions of the instructions of RS/ centre superintendent (or any other person authorized by him) or if he occupies a seat other than that allowed to him without permission of the proper authority, the examination of that particular paper may be cancelled.
- (m) If a candidate deliberately writes any other candidate's roll number on his answer book, he shall be disqualified from appearing/ passing any university examination for a period up to two years including the present examination.
- (n) When a candidate is found guilty of misconduct/ misbehavior and/ or indiscipline in connection with the examination before, during or after the examination hours, inside or outside the examination centre, the extent of punishment may vary from the cancellation of the present paper to disqualifying him from appearing/ passing in any university examination for a period upto three years including the present examination, depending upon the nature and gravity of the offence.

- (o) If a candidate carries into the examination hall/ centre any weapon and does not hand over the same to the invigilator or any other authorized member of the supervisory staff, he shall be disqualified from appearing\ passing in any university examination up to two years including the present one depending upon the nature and gravity of the offence.
- (p) Where a paper of any other material connected with the examination or use of any other unfair-means is found or detected even after the examination is over, the candidate concerned may be disqualified from appearing\ passing in any university examination up to three years including the present one depending upon the nature and gravity of the offence.
- (q) Case of use of unfair-means or of disorderly conduct not covered under the above categories from (4) (a) to (4)(o) or those which, in the opinion of the committee appointed by the syndicate, deserves some other punishment, shall be decided by the syndicate.
- (r) When a candidate is found guilty of disobeying the instructions of the RS/ centre superintendent (or any other person authorized by him), or of deliberately changing his seat with another candidate or writing other candidate's Roll Number on his answer book or of Mis-conduct indiscipline or Mis-behaviour including causing any kind of disturbance for other examinees in the examination hall or for indulging in any activity in the campus of the examination, centre which is violative of the sanctity and purpose of the examination, the centre superintendent may turn him out of the centre, cancel his day's examination and also further disqualify him from appearing at the examination in subsequent papers; provided further that in all such cases, the report of each case shall be sent to the university for approval. The syndicate, may, however, according to the gravity of the offence, further enhance the punishment.

5.Procedure for dealing with the cases of Unfair-means and Disorderly Conduct :

The following shall be the procedure for dealing with the cases of candidates found using or suspected to using unfair-means or showing dis-orderly conduct in connection with the examinations:

- (i) Where a candidate is suspected of using unfair-means as defined above, the RS or the centre superintendent or any other member of the supervisory staff including the flying squad shall search the candidate and/ or his belongings. Where any written or printed material is found in his possession as a consequence of the search, the superintendent of Examination centre shall refer the case to the officer appointed by the university for the purpose indicating the nature of unfair-means used by the candidate.
- (ii) As soon as a candidate is suspected, found or reported to have resorted to unfair-means and the RS or any member of the flying squad feels satisfied that unfair-means have been used, his answer-book shall be seized along with the material recovered and a fresh answer book given to him to answer the questions of the questions paper. The answer books shall be marked as I and II respectively.
- (iii) The RS member of the flying squad concerned shall generally give his report in writing in the form prescribed by the university (Form No. RTU/EXM/309). This report shall be brought to the notice of the candidate who shall normally be required to give his explanation in the above form and sign the material caught. This Form No. RTU/EXM/309 duly completed along with the material recovered duly signed by the candidate the RS member of the Flying Squad and the CS (as far as possible) will be sent by the CS to the University (to the officer appointed by the University for the purpose by name) for consideration.

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- (iv) If a candidate refuses to give his statement on the spot and/ or refuses to sign the material recovered or leaves the centre without giving his statement or if the candidate is found guilty of showing disorderly conduct, his case will be reported by the CS to the University on Form No. RTU/EXM/309. An intimation notice to this effect (preferably on the prescribed form), will be sent to the candidate under registered cover calling upon him to show cause why action should not be taken against him for using Unfair-means or showing misconduct and asking him to submit/ furnish his explanation/ reply, if any, directly to the Registrar of the University by registered post with a copy of his reply endorsed to the CS within fourteen days from the date of despatch of the intimation notice from the CS. If the intimation notice due to any reason has not been sent by the CS, it will be sent to the candidate by the University before finally disposing of the case.
- (v) Where the CS refers a case of use of unfair-means of disorderly conduct to the university he shall record such evidence as is available in support of the allegations made by the RS/member of the flying squad or any member of the supervisory staff and after giving his own remarks, he shall send all the relevant material to the university for further action.
- (vi) The university will consult the Head Examiner/ Examiner or any other expert appointed by the university wherever necessary, and get his report on the prescribed (Form No.....) regarding the use of unfair-means.
- (vii) All cases of suspected use of unfair-means or of disorderly conduct reported by the CS or by any other person concerned with the examination including the examiner shall be considered and decided by the syndicate. The syndicate may, however, appoint standing committee(s) or authorize the Vice-Chancellor to appoint such committee(s) to examine the cases on its behalf and give the recommendations for consideration and approval by the syndicate.

The standing committee may be divided into sub-committee(s) by the convener to deal with suspected cases of unfair-means and disorderly conduct.

- (viii) (a) The cases of suspected use of unfair-means or of disorderly conduct will be considered and decided by the committee in the candidate's absence on the basis of the reports of the RS/ CS and the statement, if any, made by the candidate in **Form No . RTU/EXM/309** and/ or the reply/ statement, if any, received from the candidate in reply to the notice issued to him by the CS and/ or by the university. No further representation or protest from the candidate will be entertained afterwards.
- (b) In case a candidate desires to be given a personal hearing and/ or if the standing committee thinks it necessary, it shall fix a date and time and notify to the candidate by registered post to appear before the committee for personal hearing. Sending such a notice by registered post to the candidate at the address given by him in his Examination application form/ Form No . RTU/EXM/309 shall be deemed to be a discharge of the university liability for serving the notice. No adjournment of the meeting will ordinarily be granted to the candidate. If considered necessary the committee may ask the RS/CS or any other member of the supervisory staff to be present in the meeting at the time of holding the enquiry.

On the date fixed for hearing which will ordinarily be not less than 14 days from the date of despatch of the notice, the committee shall meet at the notified place on the date and time, specified in the said notice for giving personal hearing of the person(s) concerned.

The statement/ reply of the candidate will be recorded by the committee, which may also seek and record clarifications, or further explanations, if necessary, from the RS/CS any other member of the supervisory staff who may be present at the time of the enquiry.

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- (ix) In no case the candidate shall be allowed to be represented by a lawyer or any

other person. Also no adjournment of the hearing will be granted to the candidate unless deemed necessary by the committee. Further, it will not be obligatory for the university to furnish a copy of the incriminating material or any other material recovered from the possession of the candidate. However, the candidate will be shown the incriminating material at the time of hearing if he so desires.

- (x) On the basis of the report(s), statement(s) of RS/ member(s) of the flying squad or the supervisory staff, the statement, if the candidate, the remarks of the CS and also the statements recorded at the time of personal hearing, the committee will record its recommendations regarding the punishment to be awarded to the candidate. If the candidate is absent the committee may consider and decide the case in his absence.
- (xi) If during the course of enquiry, the standing committee, while examining a particular case(s) comes to the conclusion that the candidate(s) resorted to copying from the answer-book(s) of any other candidate(s) or where the committee is of the opinion that such copying could not have been without the connivance/ negligence of the RS/ any other member(s) of the supervisory staff, the committee may recommend such disciplinary action as it deems fit against the RS or the member(s) of the supervisory staff after giving him/ them an opportunity of personal hearing.
- (xii) The committee may, for reasons to be recorded, also recommend to the Vice-Chancellor/ syndicate if any action is desired to be taken against an examiner or any member of the supervisory staff or any other person involved in a case of unfair-means and disorderly conduct.
- (xiii) The said report and recommendations of the committee shall be placed before the syndicate which shall be the final authority to take such action as it may think necessary in each case, or before the Vice-Chancellor if authorized to do so on behalf of the Syndicate.

Note:

- (1) If a candidate appearing in uncovered/ uncleared subject(s) paper(s) of a lower examination along with the higher examination is found guilty of use of unfair-means in a paper of the lower or the higher examination, his uncovered papers at the lower examination as well as the complete higher examination shall be cancelled and if required under this ordinance will be further debarred from appearing at the subsequent examination in the same.
- (2) A candidate can approach a court of justice for redress, if any, within 90 days from the date of dispatch of the decision of the university to the candidate.
- (3) The records of the cases of unfair-means/ disorderly conduct may be destroyed after the expiry of six months from the date of dispatch of the decision of the university to the candidate.
- (4) Special examination, if any, arranged by the university during the period for which a candidate has been punished, shall not be counted as a subsequent examination for the purpose of this ordinance.
- (5) Supplementary examinations, wherever held, shall be counted a separate examination for the purpose of this ordinance to deal with the cases of unfair-means and disorderly conduct.
- (6) In M.B.B.S., Ayurvedic, L.L.B., etc. where two examinations (main I and II) are held, in a session, they would be considered as two separate examinations for the purpose of this ordinance.
- (7) The period for which a candidate is debarred will not be counted towards the maximum period laid down in any Ordinance within which a candidate must pass a particular examination, failing which his examination would stand cancelled, or he would lose status to appear as an ex-student or minimum pass marks shall be taken into account for working out his result.

Rajasthan Technical University
Instructions to be followed for Blind and/or Physically Handicapped Candidates
(Enclosure of Form No. RTU/EXM/321: refer S.No. E-22(b) of Page-9)

- (1) An amanuensis may be allowed by the Centre Superintendent on the request to a blind, visually handicap candidate and also the candidate who is suffering from any of the following physical handicaps :
- (i) Whose dominant hand is in a plaster cast due to fracture or injury,
 - (ii) Who are suffering from Arthritis and other painful conditions of dominant hand,
 - (iii) Who are suffering from nerve injuries under paralytic conditions of dominant hand,
 - (iv) Any condition interfering with writing performance of dominant hand.
- (2) The amanuensis will be provided subject to the following conditions:
- (i) The Centre Superintendent is satisfied that the request is genuine.
 - (ii) The Amanuensis is a student of the standard specified below and selected by the Centre Superintendent:
 - For Post-Graduate Exam.: Amanuensis of Degree standard.
 - For Final Year of U. G. Exam.: Amanuensis of Part I T.D.C. standard.
 - For I & II Yr. Examination: Amanuensis of Senior Secondary standard
 - (iii) The candidate's request for grant of amanuensis is accompanied by a medical certificate from the Principal Medical and Health Officer/ CMO of the District. For visually handicaps, a certificate will be issued by a board of 3 doctors including one an Ophthalmologist, medical jurist and CMO/ Principal/ Superintendent of concerned hospital, in the case of a blind candidate and from an Orthopaedic Surgeon/ Junior Specialist in Orthopaedic Surgery/ Senior Specialist in Orthopaedic Surgery duly countersigned by the Senior Medical Officer of the concerned Hospital, in all other cases.
 - (iv) The candidate (other than a blind candidate) will remit to the University an amount equal to double the amount payable to an invigilator for the total number of sessions in which he is to be examined.
 - (v) Ordinarily one and the same student will act as an amanuensis for an examinee for the whole examination and payment to him shall be made by the examinee @ Rs. 10/- per session.
 - (vi) Blind candidates shall not be required to pay anything.
- (3) (i) One hour extra time shall be given to a blind candidate for answering each question paper.
- (ii) Half an hour extra time shall be given to a Physically Handicapped candidate who has defects in his dominant hand and its fingers and to whom no amanuensis has been allowed by the Centre Superintendent.
- (4) (i) The Centre Superintendent will report each such case to the University with full details about both the candidates, i.e. the examinee and the amanuensis writing for him, on the prescribed form.
- (ii) The words "**Answers written by the amanuensis**" shall be written in red ink by the Centre Superintendent on the title cover of the Answer-book.
- (5) (i) "Visually handicapped candidates are exempted from practical examination of Elementary Computer Application in a Compulsory subject of B.A./B.Com./B.Sc. Only Viva-Voce examination would be given to them and the maximum marks of vivo-voce examination would be kept for them as are prescribed for the whole practical examination of the subject. Such a visually handicapped candidate shall be required to produce a medical certificate from an ophthalmologist duly counter signed by the Senior Medical officer of the Concerned Hospital".

(6) A Procedure to be followed for providing an amanuensis to a candidate who meets with an accident during examination days :

An amanuensis may be provided to a candidate who meets with an accident during the days of examination and requests for an amanuensis. The following procedure should be adopted in this connection :

- (a) The candidate who meets with an accident during the days of examination and requests for an amanuensis, should normally meet the Centre Superintendent, atleast 24 hours before the commencement of the examination, together with the following declarations :

DECLARATION FOR CANDIDATES

Ison of Shri
.....Resident of
.....do
hereby affirm as under :

- (1) That I have suffered an injury as a result of an accident on
- (2) That I was treated by Dr..... and that the Medical Certificate furnished by me as per prescribed norms as above is a genuine one.
- (3) That the amanuensis Shri.....son of.....Resident ofis a student of.....

I understand that the permission granted by the Centre Superintendent for amanuensis is purely provisional. If any of my statements are found to be incorrect, my examination may be cancelled without prejudice to any legal action that may be taken in the matter by the University.

Signature of the candidate with local address.

DECLARATION FOR AMANUENSIS

Ison of Shri.....
Resident of.....do hereby
affirm as under :

1. That I am a student ofof.....College
2. That I have been asked to act as an amanuensis forSon of.....Resident ofwho is not in a position to write in the examination himself.
3. Shriis not related to me.

I understand that if any of the statements made above are found to be incorrect I am liable to legal action which may be taken by the University in this matter.

Signature of Amanuensis with address.

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- (b) The amanuensis should be a student of the standard as specified in para to above.
- (c) The examinee who meet with an accident should submit a medical certificate from the Principal Medical and Health Officer of the District or by a Medical Board.
- (d) The same amanuensis should continue for all the examination days.
- (e) The candidate will have to pay an amount equal to double the amount payable to an invigilator for each day/session. This amount should be remitted to the University.
- (f) The Centre Superintendent should report each such case to the University with full, details about both the candidates (original candidate and the amanuensis).

N.B. : The words "Answers written by the Amanuensis" should be written in *red ink* by the Centre Superintendent on the title cover of the answer-books.

Rajasthan Technical University
DUTIES AND RESPONSIBILITIES OF THE
ADDITIONAL CHIEF SUPERINTENDENT

1. The Additional Chief Superintendent (ACS) shall assist the Chief Superintendent (C.S.) in general, for the smooth conduct of Examination at the centre.
2. The ACS shall remain at the centre during the entire period of University examination. In case of any emergency he / she shall take the permission of the CS requesting him to make alternate arrangements.
3. The ACS shall attend to any work entrusted to him by the CS in connection with the Examination and function under the control of the CS.

Rajasthan Technical University
DUTIES AND RESPONSIBILITIES OF THE
DEPUTY CHIEF SUPERINTENDENT

1. The Deputy Chief Superintendent (DCS) shall assist the Chief Superintendent (C.S.) in general, for the smooth conduct of Examination at the centre.
2. The DCS shall remain at the centre during the entire period of University examination. In case of any emergency he / she shall take the permission of the CS requesting him to make alternate arrangements.
3. The DCS shall attend to any work entrusted to him by the CS in connection with the Examination and function under the control of the CS.

Rajasthan Technical University

DUTIES & RESPONSIBILITIES OF THE UNIVERSITY APPOINTED CENTRE SUPERVISOR

1. The University Appointed Centre Supervisor (UCS) will be appointed by the University from amongst the teachers of University/ Constituent/ affiliated colleges for the smooth & fair conduct of examinations.
2. The UCS shall visit the centre on the previous day of the date of commencement of the Theory Examinations.
3. The UCS shall report himself for duty to the Chief Superintendent one-hour before the commencement of the first day examination and at least half an hour before the commencement of the examinations on the other sessions/ days.
4. The UCS shall be present at the time of opening of the sealed packets containing question papers to ensure that the question paper packets were kept in-tact & secrecy is maintained.
5. During the Examination, he/she shall ensure that all the Room Superintendents are discharging their duties properly & there is no scope for malpractice.
6. The UCS shall supervise with the Chief Superintendent the packing & sealing of the answer book bundles and its safe custody.
7. **In case of answer books, which cannot be dispatched on the very day, the answer book bundles shall be kept under the safe custody of the Chief Superintendent.**
8. However, the Chief Superintendent as well as the UCS shall jointly sign the paper seal pasted to the room where the bundles are preserved.
9. The UCS shall give his/her own report whenever malpractice cases are detected.
10. The UCS if observes any irregularity or insincerity by any of the examination official/ staff, he shall bring this fact to the notice of the C.S. immediately.
11. As soon his duties are over in that centre, the UCS shall send a report to the COE as to whether the examination was conducted properly or he noticed any irregularities. However, he/she shall also report to the Controller of Examination about any improper or irregular aspect in the conduct of examination as soon as it is noticed, taking appropriate measures to rectify the same with the help of the C.S.
12. The UCS shall get himself relieved of his duties after the completion of the duties assigned.
13. If the UCS has to leave during the examination for any other work of the University like valuation or for any extraordinary reasons, he/she shall obtain the prior permission of the COE & inform the same to C.S.
14. He may get his duration of duties as University Appointed Centre Supervisor (i.e. days) counter signed by the respective C.S.
15. He shall be entitled for remuneration TA & DA as per University norms by sending bill along with the attendance certificate to the University.

Rajasthan Technical University
DUTIES AND RESPONSIBILITIES OF ROOM SUPERINTENDENT

1. The Room Superintendent (R.S.) shall report to the Chief Superintendent (C.S.) at least 45 minutes before the commencement of the examination on the first day and 30 minutes before on successive days/ sessions of examinations. He shall ascertain the examination room/hall assigned to him/ her and the number of candidates in the block.
2. The R.S. shall go to the examination room/hall allotted 15 minutes before the commencement of the examination with relevant examination materials and ensure that no chits or any other materials are found in the block.
3. The candidates shall be admitted into the examination hall 15 minutes before the commencement of the examination.
4. **The R.S. shall announce to the students to leave the books, papers and other reference materials etc., outside the examination hall and read out the warning note as below:**

"All the candidates in the examination hall should search desks, tables, their pockets & other belongings before the issue of Question Papers and handover to R.S., if any paper/ notes/ manuscripts or written material are found".
5. Ten minutes before the commencement of examination, the answer books shall be distributed to those candidates only, who are seated in the examination hall and are not to be placed on the vacant seat.
6. The R.S. shall distribute the question papers to the candidates seated in the examination hall only when the commencement bell of the examination is given.
7. **The C.S. shall ensure that candidates take their seats before the commencement of examination** even though the candidate shall be allowed to enter the examination hall up to half an hour from the commencement of the paper in extra ordinary circumstances.
8. **Centre Supdt. will ensure that if a candidate decides to stop his writing of examination before one hour of the termination of exam, he/she will not be allowed to take away his/her question paper. He/she should leave it with the room superintendent and can take it from him/her at the end of examination. However no candidate should be allowed to leave examination hall for any purpose within first hour of the commencement of examination.**
9. **The R.S. shall put his signature at the place marked as Room Superintendent's Signature only after ensuring that, the candidates have taken their seats and have entered the correct roll number and other particulars required on the facing sheet of the answer paper,** checking the identity of the candidate with photo on admit card and office copy of admission card, and shall obtain the signature of the candidates on attendance report sheet **(Form No.RTU/EXM/305).**
10. The R.S. shall remain alert in the examination hall and shall attend to the requests of the candidates for supply of the graph sheets, codes & other relevant material.
11. R.S. shall ensure that any undesired material brought by the students are out side the room at his own risk.
12. **Whenever, the candidate wishes to change the pen/ink, the R.S. SHALL NOT AFFIX THE SIGNATURE IN THE ANSWER BOOK ANY WHERE INSIDE THE NAMES BUT THE UNIVERSITY FACSIMILE SEAL SHOULD BE PUT USING ROYAL BLUE INK ONLY.**
13. If any student has not brought his/ her admission card and Identity Card, the matter shall be brought to the notice of the C.S. for issuing provisional card.

14. If any candidate is absent, the word **ABSENT** shall be written in capital letters in the appropriate column of the attendance sheet, **preferably in red ink**, after 30 minutes from the commencement of the examination. A consolidated statement showing the subject-wise, candidates present and absent be submitted in **Form No.RTU/EXM/310**.
15. After half an hour of the commencement of the examination, the spare answer books and question papers shall be returned to the Relieving Officers (R.O.) or his representative when he/ she visits the examination hall.
16. **The R.S. shall not accept the answer book of any candidate without ensuring that, it bears his / her correct University roll number and other information asked on the title page of the answer books.**
17. The Room Superintendent shall not allow the candidate to use unfair means in the examination hall.
18. The candidate going for toilet should be escorted properly, however frequent use of toilet by the candidate should be discouraged.
19. Where candidate changes ink while he/she is answering a paper, he/she should bring this fact to the notice of the Room Superintendent on duty who will record this fact at the appropriate place and affix the Controller (Exam.) facsimile stamp with BLUE INK only.
20. **The R.S. shall take rounds in the hall and shall not engage themselves in conversation with other R.S., while the examination is going on and also shall not read magazine or newspaper/ putting any work other than his duty for exam.**
21. **The R.S. shall ensure that, there is no communication among the candidates in the examination hall.**
22. The violations of instructions by any candidate shall be brought to the notice of the C.S. immediately and a written report is to be made regarding such cases to the University by the C.S.
23. Smoking and taking Tea / Coffee or any other refreshment in the hall or around where the examination is in progress is strictly prohibited (**This includes Chewing of tobacco etc.**).
24. **The R.S. should note that, a signal bell shall be given as under:**
 - (i) First bell shall be given 15 minutes before the commencement of the examination for allowing the students to enter the examination room.
 - (ii) Second bell shall be given at the beginning of the examination for distribution of the question papers (i.e. at the time of commencement of examination).
 - (iii) Third bell shall be given 10 minutes before the closing time, when no student is allowed to leave the examination hall and
 - (iv) The final bell shall be given at the conclusion of the examination.
25. After the expiry of the time of the examination, when the final bell is given, the Room Superintendent shall collect the answer books and shall arrange them roll number wise and hand over to the authorized officials in C.S. office along with other reports. Students will not be allowed to leave the examination hall till all the Answer Books are collected.
26. **The Room Superintendent shall be personally held responsible for the loss/ misplacement of any answer books before handing over to the office of the Chief Superintendent.**

27. While taking rounds of the examination hall, if the R.S. notices that, any candidate is indulging in copying or possessing a manuscript or answer book other than that of the candidate, any written material on calculator/ geometry box / scale, he/she shall immediately take in his/her possession the candidate's answer book, question paper, and the materials which he / she has used or intended to use for copying and immediately report to the Chief Superintendent. He should not allow the candidate to leave the examination hall till the Chief Superintendent comes to the examination hall and takes over the charge.
28. Any dereliction of duty on the part of the R.S. is seriously noted and the C.S. shall take necessary action as per the guidelines of the University and report the same to the University immediately.
29. Whenever a flying squad/ University Appointed Centre Supervisor (UCS) of the University makes a surprise visit, the R.S. shall ensure their identity and allow to enter the examination hall for surprise check.
30. The R.S. shall not leave the College premises until, he / she personally hands over the answer books to the C.S. and return the relevant materials given.
31. R.S. to be more vigilant, as the University is seriously considering calling R.S, to the UFM meeting, in such cases, wherein the malpractice cases are detected.

Important:-

- Check & verify the entries & signature of examinee on answer books.
- Take signature of examinees on attendance sheet (**Form No.RTU/EXM/305**).
- Compare the photo & signature of examinee with the office copy of admission card on the first day of examination.
- Complete the R.S. Diary with signature of every R.S. in the room.

Rajasthan Technical University
DUTIES & RESPONSIBILITIES OF
THE RELIEVING OFFICER

1. The Chief Superintendent appoints the Relieving officer (RO) from amongst the senior faculty.
2. The RO shall be active and shall be moving from room to room (assigned to him) during the examination hours and shall be a communication link between RS & CS/ ACS/ DCS for any emergent requirement.
3. The RO shall not permit the RS to leave the examination hall during the first and last half an hour of the examination. During the intervening period, he/she shall relieve the Room Superintendent to attend nature calls.
4. The RO shall assist the CS/ ACS/ DCS in general for smooth conduct of examination at the centre particularly in distribution of question papers to RS room wise.
5. The RO shall in addition to the above duties attend to any other work entrusted to him / her by CS/ ACS/ DCS.
6. The RO shall give relief to the RS for maximum of 10 minutes & be in charge of the duties of RS during that period and discharge all the duties & Responsibilities of the RS.
7. The RO shall report for duty 45 minutes before the commencement of examination on the first day and 30 minutes before on successive days/ sessions
8. The RO shall also observe/ keep a watch in and around the examination rooms (assigned to him) to ensure overall discipline.

Rajasthan Technical University
 Rawat Bhata Road, Akelgarh, Kota-324022
 Details of Registered Candidates

Name of Examination.....Session.....

S. No.	Name of the Centre	Subjects								
		1	2	3	4	5	6	7	8	9

Rajasthan Technical University

Rawat Bhata Road, Akelgarh, Kota-324022

Form for Obtaining Report from Member(s) of Flying Squad

(To be Sent to The Controller of Examination & can be marked confidential if required)

1. Name of Member(s).....

2. Month & Year of Examination.....

3. Details of Visits Paid:

S.No.	Date & Time of Visit	Name of Centre Visited	Observations	No. of UM cases registered by the squad

4. Opinion about Security of QP & Unused answer books, Seriousness of Room Superintendents, Adherence to procedures of Examinations & Overall conduct at each centre:

Name of Centre	Observations

5. Whether the college was cooperative in letting the squad carry out its duties: Yes/No

6. Any Specific incident/Remarks/Recommendations (Use additional sheets if required).....

Signature of Member(s)

Rajasthan Technical University

Rawat Bhata Road, Akelgarh, Kota-324022

Form for Obtaining Report from University appointed Centre Supervisor (UCS)
(To be Sent to The Controller of Examination & can be marked confidential if required)

1. Name & Address of University Centre Supervisor (UCS)
2. Centre of Examination Where appointed.....
3. Period of Appointment.....
4. Details of Examinations Conducted during the period:

S.NO.	Date & Time	Subject(s)	Observations

5. Opinion about Security of QP & Unused answer books, Seriousness of Room Superintendents, Adherence to procedures of Examinations & Overall conduct at the centre:
.....
.....
6. Whether the college was cooperative in letting the squad carry out its duties: Yes/No
7. Any Specific incident/Remarks/Recommendations (Use additional sheets if required).....
.....
.....

Signature of University appointed
Centre Supervisor (UCS)

Rajasthan Technical University

Rawat Bhata Road, Akelgarh, Kota-324022

Bill for Remuneration to University appointed Centre Supervisor(UCS)/ Members of Flying Squads
(To be Sent to The Controller of Examination)

1. Name & Address of Member of Flying Squad/ UCS.....
2. Centre of Examination Where appointed (For UCS Only).....
3. Period of Appointment.....
4. Details of visits during Examinations Conducted:

S.No.	Date & Time of Visit	Name of Centre Visited	Remuneration Payable	Conveyance Charges
		TOTAL		

Total Amount Claimed.....

Signature of Member/ UCS

For use in University Office

Verified by

Total Amount claimed.....

Deductions:

(i) T.W.F.....

(ii) Other.....

Total Deductions.....

Net Amount Payable.....

Accountant(Accounts Officer)**UCS/Flying Squad Members for Honorarium and Conveyance Charges as under :****HonorariumConveyance*****Appointed Centre Supervisor/Flying Squad Members**500/- per day250/- per day

* In cities of Jaipur & Jodhpur, Car/Taxi Charges (in lieu of Conveyance Charges) on the University approved rates. For claiming Car/Taxi Charges a self attested certificate for total distance traveled per day has to be submitted.

RAJASTHAN TECHNICAL UNIVERSITY, KOTA



MIGRATION CERTIFICATE

Book No. S.No.

Mr./Ms. _____

Son/Daughter of Shri _____

Enrollment No. _____ is informed that this University has no objection to his/her continuing studies at another University/Institution.

He/She last appeared in _____ examination of the University in the year _____.

Kota

Date _____ Assistant Registrar (Exam.)

Rajasthan Technical University
Format for Correction in Student Database

To,
 The Assistant Registrar (Exam.),
 Rajasthan Technical University, Kota

Dear Sir,

Please correct the details of the students as below:

Enrollment No.	Field in which correction requested	Existing Entry	Revised Entry

CERTIFICATE

(to be signed by principal)

The corrections as requested above are genuine. The revised entries have been verified from the prescribed/ authentic document. *

(*for personal details only secondary school certificate is valid)

The corrections are recommended for approval.

However, I understand that University may ask for submission of such documents if feels necessary, and college shall provide.

(Signed by Principal of College)

For office use

Correction authorized AR(Exam.)_____

Correction implemented by _____

New documents required _____

New documents issued_____

Rajasthan Technical University

Undertaking by the Student filling Examination Form without issue of Enrollment Number

To,

The Controller of Examination
Rajasthan Technical University,
Kota

Undertaking

I _____ Son/ Daughter of _____
(Name of Student)(Father's Name)

admitted to _____ at _____
(Name of Course)(Name of College)

in _____ understand it clearly that I am being permitted by the
(Name of Branch)

University to fill the Examination Form for the _____ without
(Name of Examination)

verifying my eligibility for the aforesaid course. I also understand it that in case I am denied
Enrollment by the University due to any reason, my examination will automatically get cancelled.

I undertake that in such an event I will not claim any responsibility/ compensation from the
University.

(Signature of Student)

Sig. Attested

Sig. Of Principal of College
With Seal (Facsimiles not permitted)

Rajasthan Technical University

Rawat Bhata Road, Akelgarh, Kota-324022

Cases where candidate is claiming to appear in branch other than specified in the examination form

S. No.	Enrollment No.	Name	Branch		Elective for claimed Branch
			Exam Form	Claimed Branch	

Signature of Principal

Rajasthan Technical University

Rawat Bhata Road, Akelgarh, Kota-324010

Duties and Responsibility of Flying Squad

1. Controller of Exam (COE) may appoint team(s) of flying squads (FS) according to the need to ensure proper conduct of examination and to curb malpractice at examination centers.
2. Each team may consists of any number of members (as decided by COE) but not more than four at a time for which some senior person preferably the Head of the institute of reputed college of that city may be given the responsibility as coordinator of flying squad.
3. Such flying squad shall be appointed by the COE as per directions of Hon'ble Vice Chancellor.
4. The FS will be issued an Identity Card/ Authorization letter by COE.
5. The FS will be paid the remuneration as per University norms after the examination on submitting the bill.
6. The FS shall conduct themselves at the examination centre with utmost caution, courtesy and respect, without causing any kind of commotion, which shall disturb the examinees.
7. The FS shall not cause any kind of harassment either to the students or to any of the officials of the examination center.
8. The FS shall inspect the RTU examination centers assigned by COE quickly, surprisingly and frequently preferably daily at different timings to ensure whether the arrangements made at different centers for the conduct of examinations are proper and adequate.
9. The FS shall initiate action to curb malpractice like copying, possession of indiscriminatory materials related to the RTU examinations, as per rules and guidelines of the RTU.
10. After the inspection the FS will enter his observations in the FORM NO. RTU/EXAM/328 and will submit the same along with consolidated report to COE after the examination is over.
11. The FS shall report the cases of malpractice detected to the CS for necessary action and subsequently inform the same to COE.
12. The FS shall carry out any other duties assigned by the COE from time to time for the smooth conduct of examinations and to curb the number of malpractice cases at any centre.
13. The FS shall not release any press statement under any circumstances.

P.T.O.

14. The FS shall ensure utmost care to take the CS into confidence in the process of execution of his/ their duties and not to use improper language.
15. The FS shall not visit any examination center when there is no examination.
16. The FS shall not create unnecessary obstructions to the examinees by unnecessarily shouting while handling the cases in the examination halls. If any case is detected, further investigation can be done by isolating the guilty from the rest, taking into the CS office without further enquiring in the hall & disturbing the others for a prolonged period.
17. The FS may contact COE for any clarification/ guidance/ assistance whenever needed.

Controller of Exams.