



KERALA UNIVERSITY OF HEALTH SCIENCES

THRISSUR - 680 596

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No : 739/2022/Ex Med B5/KUHS

Date : 22-04-2024

Duties and responsibilities of the Chief Superintendents, in addition to the duties and responsibilities as defined in the Examination Ordinance/Manual.

1. The Chief Superintendent shall report at the Examination Centre at least an hour before the commencement of the examination.
2. The answer books required for the examination shall be collected from the Principal sufficiently early and kept under safe custody.
3. Ensure that the answer books in the new series (with serial numbers in either ten-digit or eleven-digit) supplied by the University alone are used for the examination. The answer books in the old series (with serial numbers in nine digits), if used, violating instructions, will not be considered for valuation in any case. (Answer books in the old series, if any are in stock, shall be kept in the safe custody of the Principal. Separate registers shall be maintained for both the old and new series answer books by the Principal).
4. Cross-check with the timetable of the examination to ensure that the answer books collected are as per the scheme of the examination. (32 pages/52 pages)
5. Ensure that individual tables and chairs as per University specifications are provided for each candidate. (Jefferson chairs are not permitted, only ordinary tables without drawers/shelves and ordinary chairs with backrest are permitted)
6. Ensure that the table and chair for the candidates are properly numbered and arranged with adequate spacing in the Examination Hall as prescribed by the University (table-to-table distance shall not be less than 1.25 mts. on both the right and left sides and 1.5 mts in front)
7. Assign the candidates to each Invigilator and brief them regarding the duties (an Invigilator shall not be assigned with more than 25 candidates).
8. Distribute the required number of answer books to each Invigilator.
9. Instruct the Invigilators to ensure that all students are seated in the hall at least 30 minutes before the start of the examination. (i.e. 9.00 am for FN session)/ 1.30 PM for AN session)/2.00 PM for Friday AN session) Late entry of candidates into the Examination Hall shall not be permitted at any cost.

10. ~~Instruct the Invigilators to ensure that candidates do not carry any of the prohibited items~~

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as detailed in the Examination Ordinance/Manual to the Exam Hall. In addition to the items mentioned in the Exam Ordinance/Manual, things such as boxes including pencil boxes, wallets, bottles including water bottles and watches including wristwatches are also prohibited in the Exam Hall.

11. Ensure that the notice "out of Bounds, University examination in Progress" is displayed outside the Examination Hall.

12. Ensure that the 'Instructions to Candidates' provided by the University (Circular No. 4507/2023/A2/Exam General/KUHS dated 23/02/2024) is displayed on the Notice Board placed outside the Examination Hall. The Invigilators on examination duty shall inform the candidates to go through these instructions (annexure) before writing the examination.

13. Ensure that candidates are informed that use of washrooms during the examination is restricted and that they are encouraged to use the washrooms before entering the Examination Hall.

14. Ensure that the Invigilators distribute the answer books only after the candidates have occupied their respective seats.

15. Ensure that the candidates use only, ordinary ballpoint pens in either blue or black colour, for writing the examination.

16. Ensure, that only C.S., EVO, IVO & the IT personnel are permitted to be inside the QP download room. (in the case of nodal centers the Subject expert and Nodal officer can also enter the QP download room)

17. The Password-protected Question paper/s shall be downloaded 45 minutes before the start of the examination. Ensure that the number of printouts of the question paper equals the number of registered candidates who are appearing for the examination at the center. When a question paper contains more than one sheet, ensure that all the sheets of the question paper are stapled together before being distributed to candidates.

19. Ensure that the question paper bundles are sealed before being moved out of the QP download room to the examination hall.

20. Ensure that correction files to Question papers, if any, transmitted from KUHS are promptly printed and distributed to all the concerned candidates in the hall.

21. When a candidate is caught committing malpractice during an examination, a statement on the incident shall be prepared by the concerned invigilator and signed by the candidate. After getting this signature and seizing the article/s if any, used for the malpractice the candidate shall be permitted to continue writing in the same answer book. The statement prepared by the invigilator shall be countersigned by the Chief superintendent. the IVO and the EVO (if present on the day).

22. Ensure that malpractice/s if any, that comes to the notice of either the CS, Invigilators, EVO and/or IVO, are promptly reported to the University through both the Chief Superintendent's and the Invigilator's diaries. The articles used for malpractice, if any seized, and the statement prepared by the invigilator together has to be sent to the University along with the CS diary.

23. Ensure that video recording of the whole examination including packing of answer books and allied processes is properly done under CCTV coverage and the CD/DVD/USB Flash drive of the recordings is despatched to the University as directed in the U.O. No. 163/2019/Exam General 21/10/2019 (copy appended)

24. Ensure proper packing of Answer books in the covers prescribed for the same.





25. Ensure that the packets are finally sealed with Strip seals (supplied by the University) without masking the writings on the packet and that signatures of the CS, IVO and EVO are placed on the strip seals.

26. If the Examination Centre is clubbed with other colleges, then the answer books of each college shall be kept in separate brown covers while packed into the main cover.

Controller of Examination

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<http://www.kuhs.ac.in>
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KUHS, Thrissur