

# Autonomy Examination Committee

- (i) Principal ..... Chief Controller of Examinations
- (ii) Dr. Arun Kumar Mondal.....Controller of Examinations
- (iii) Mr. Ashis Kumar Dey ..... Assistant Controller of Examinations
- (iv) Mr. Sanjoy Biswas ..... Member
- (v) Mr. Sayan Roy Chaudhuri ..... Member
- (vi) Mrs. Santana Das .....Member
- (vii) Mrs Trishita Ghosh ..... Member

- ii. No candidate will be admitted after the expiry of half an hour from the commencement of the examination
- iii. If circumstances so demand, the Controller of Examinations may expel a candidate from the Examination Hall and debar him or her for appearing at the examination for the paper. Controller of Examinations may submit a report to the Academic Council through the Principal.
- iv. Candidates suffering from any form of contagious or infectious diseases, or from any illness or diseases considered to be prejudicial to the general body of students under examination, will not be admitted into or allowed to remain in the Examination Hall.

Special arrangements may, however, be made for candidates who are suffering from certain categories of diseases, if application is made to the Controller of Examinations well in advance.

- v. After the completion of the examination, the Controller of Examinations shall arrange to keep the records of following documents for future purpose, if necessary:
  - (i) Attendance sheets with signature of candidates appearing in each paper

### 1. *Instructions to Invigilators*

- i. For every 20 students or part thereof, there shall be one invigilator in a room. The invigilator(s) shall be overall in-charge of the room assigned to him / them.
- ii. All invigilators shall report to the Controller of Examinations at least half an hour before the commencement of examination for collecting question papers and other examination materials after which they shall directly go to the halls allotted to them. The distribution of question papers to candidates may start 5 minutes before the time for commencement of the examination.
- iii. Invigilators should examine the Admit Cards and Registration Certificates of all the candidates to see that their admission to the examination hall is regular. If a candidate fails to bring his Admit Card and / or Registration Certificate, special permission may be given from the Controller section.

### 2. *Misconduct / Malpractice*

An invigilator is required to be alert at every moment so that no student can adopt malpractice during the examination.

#### Nature of malpractices

##### Category I:

- (A) Writing erratic / irrelevant matters
- (B) Writing obscene language / sketches
- (C) Disclosing the identity in the answer script and / or requesting for specific marks
- (D) Writing wrong Roll No.
- (E) Leaving the examination hall without permission / not signing in the attendance sheet

Category II:

- (A) Possessing printed / handwritten notes
- (B) Copying or helping in copying
- (C) Manual / group copying
- (D) Possessing text book / sizeable handwritten / printed text
- (E) Attempting to bribing / writing letter hinting at illegal gratification
- (F) Mutilating the answer book issued

Category III:

- (A) Misbehaving / threatening examination official or other examinees / smuggling out question paper
- (B) Receiving outside help
- (C) Assaulting examination officials
- (D) Indulging in / inciting anything other than normal
- (E) Smuggling in / out answer script or attempting to do so
- (F) Tampering with answer book issued and replacement of pages
- (G) Impersonation or helping others to impersonate
- (H) Carrying Mobile or any Electronic Gadget

N.B.: The Controller of Examinations shall use his discretion in respect of the steps to be taken in case of any other type of malpractice not mentioned above.

3. Board of Discipline :

There shall be a Board of Discipline with the following composition to which all cases of breach of discipline in connection with examinations shall be reported with relevant documents and details:

Principal – Chief Controller of Examinations, Ex-Officio,

Registrar, Ex-Officio, Member

Controller of Examinations, Ex-Officio Member

Assistant Controller of Examinations, Ex-Officio Member

For any malpractices etc by the candidates are to be resolved by the Board of Discipline.