

INDIRA GANDHI UNIVERSITY, MEERPUR,REWARI

Superintendent's file for all the Examinations of

Indira Gandhi University, Meerpur, Rewari

1. Special instructions for Superintendents
2. Seal impression
3. Labels and slips of dispatch of answer - books
4. Slips for dispatch of answer-book
5. Memo for Secrecy office
6. Copy of Special Memo Ec-3(vi) to be retained by the Superintendent for reference and record
7. Chart of Roll Nos. who remained to be sent after Examination is over.

Special instructions for Superintendents

1. Answer- books in all the above Examinations shall be forwarded to the Assistant Registrar (Secrecy), Indira Gandhi University, Meerpur.
2. Label Ec-3(ii) is to be pasted on each outer packet. The name and the number of the centre with the name of the Town shall invariably be shown on the sealed cover of the packet.
3. Answer-books shall be packed in single cloth cover and not in double cover.
4. In case no candidate appears in a subject scheduled to be held at the centre according to the Centre Statement supplied by the office, the Superintendent of the Centre concerned shall invariably inform the Assistant Registrar(Secrecy) about this fact on the same day on the prescribed forwarding letter.

The Superintendent shall also furnish to the Assistant Registrar(Secrecy) a statement to the above facts on the prescribed form(R.S.F-3) available in the Superintendent's file after the termination of the Examination.

5. Impression of seal to be used by the Superintendents shall be sent along with the R/R to the Assistant Registrar (Secrecy) on the first day of the Examination only and again of and when seal is changed.
6. Packet weighing about a Kilo should be sent by the Registered Post and not by rail in any case.
7. Superintendents should carefully check the Roll no written on the answer-books with the Roll No. of the candidates present as per identification chart. The final responsibility for any discrepancies on this account shall rest with the Superintendent and the name of the defaulting Superintendent shall be reported to the Vice-Chancellor for the such action as he may deem proper.

8. The candidate for the Examination where the Secrecy answer-books are used should particularly be asked that they are to write their Roll Nos. only at the space provided for the purpose on the title page and not anywhere else or inside the answer - book. Any candidate writing his Roll No. at a space not specified for the purpose will make himself liable to the disqualification. The candidate should specifically be asked not to write on the back of title page.

As further safeguard in this connection the supervisory staff be advised to keep an eye and not to let this happen.

9. The Signature stamp of the Controller of Examinations shall be affixed at three different pages of answer-books but not at the place where candidates write the Roll nos. Signature stamp shall also be affixed on the continuation sheets if used by the candidates.
10. For despatch of answer-books the book of instructions to Superintendents and the circular letter regarding preparation of memos should be carefully consulted.
11. Sub-packets of answer-books, of all the different Examinations in different subjects held on the same date should be sent in one cloth cover.
12. The candidate shall be directed to write the script they have used on the same title page of the answer-book.

B.A./ B.Sc Examination

For English paper-B candidates be instructed to indicate on the title page of their answer-books the language, i.e. Hindi, Punjabi, Urdu etc. in which they have translated the English passage.

The candidates have got the option to use English, Urdu, Hindi or Punjabi as medium for answer the question papers in the following subjects:-

- | | |
|-----------------------|---|
| (1) Economics | (5) Sociology and Public Administration |
| (2) Philosophy | (6) History |
| (3) Political science | (7) Music (Indian) |
| (4) Home science | |

They shall, therefore, be directed to write medium they have used on the title page of answer - books. Answer-book of all scripts be combined and one memo shall be prepared for the scripts. Where there are different options in a paper, separate memos be prepared for each option and packed separately

To be sent to the Assistant Registrar (Secrecy)

Ec-3 (i)

From

.....Superintendent

.....Centre

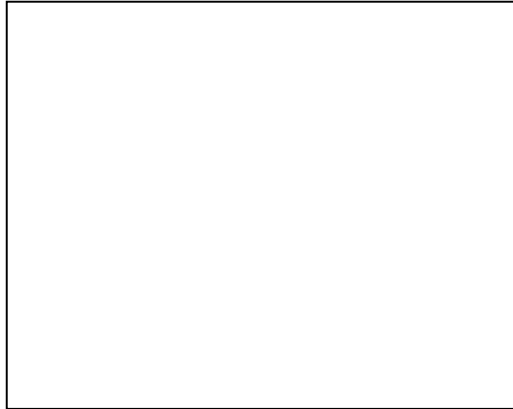
Certified that the seal is kept carefully in his/her custody and reports dispatch of packets,
by.....containing answer-books in paper
for theExamination, 20

Railway Bill No.is attached herewith.

(Please score out in case the answer-book have been sent by Regd. Post.)

Space for seal impression used on packets containing answer-books.

To be stamped in Pad ink



.....
.....

Permanent address of the
Superintendent

(Signed)
Superintendent

Full Name of the
Centre

[.....
.....

Ec-3 (ii)

DESPATCH SECRECY ANSWER - BOOKS

When despatching the Answer-books to the Assistant Registrar (Secrecy), Superintendents are directed to paste invariably this chit on each outer packet.

This is very important

INDIRA GANDHI UNIVERSITY
Examination.....
Subject/s.....
Paper/s..... To
*Session..... Assistant Registrar
Centre No. (Secrecy)
Station..... I.G. University, Meerpur
Dated..... Signature of the Suptd.

*Please indicate carefully morning or evening as the
case may be

INDIRA GANDHI UNIVERSITY
Examination.....
Subject/s.....
Paper/s..... To
*Session..... Assistant Registrar
Centre No. (Secrecy)
Station..... I.G. University, Meerpur
Dated..... Signature of the Suptd.

*Please indicate carefully morning or evening as the
case may be

INDIRA GANDHI UNIVERSITY
Examination.....
Subject/s.....
Paper/s..... To
*Session..... Assistant Registrar
Centre No. (Secrecy)
Station..... I.G. University, Meerpur
Dated..... Signature of the Suptd.

*Please indicate carefully morning or evening as the
case may be

INDIRA GANDHI UNIVERSITY
Examination.....
Subject/s.....
Paper/s..... To
*Session..... Assistant Registrar
Centre No. (Secrecy)
Station..... I.G. University, Meerpur
Dated..... Signature of the Suptd.

*Please indicate carefully morning or evening as the
case may be

Ec-3 (iv) .

This slip completed should be placed at the top of the Bundle inside the Cloth

Centre

Details of Sub-Packets included in the parcel of answer-books of each session:

Sr. No.	Name of Examination	Session Morning/Evening	Subject	Paper	Date	Script	No. of Sub-Packets
---------	---------------------	-------------------------	---------	-------	------	--------	--------------------

Total No. of Sub-Packets

Signature of Centre Superintendent

Ec-3 (iv)

This slip completed should be placed at the top of the Bundle inside the Cloth

Centre

Details of Sub-Packets included in the parcel of answer-books of each session:

Sr. No.	Name of Examination	Session Morning/Evening	Subject	Paper	Date	Script	No. of Sub-Packets
---------	---------------------	-------------------------	---------	-------	------	--------	--------------------

Total No. of Sub-Packets

Signature of Centre Superintendent

Ec-3 (iv)

This slip completed should be placed at the top of the Bundle inside the Cloth

Centre

Details of Sub-Packets included in the parcel of answer-books of each session:

Sr. No.	Name of Examination	Session Morning/Evening	Subject	Paper	Date	Script	No. of Sub-Packets
---------	---------------------	-------------------------	---------	-------	------	--------	--------------------

Total No. of Sub-Packets

Signature of Centre Superintendent

Ec-3 (iii) **INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI**

MEMO FOR SECRECY OFFICE

(To be used for the examination mentioned against Rule No. 27 of the Book of Instruction for Superintendents)

Note: 1. Superintendents are requested to send this Memo.Slip to the Assistant Registrar (Secrecy) packed **INSIDE THE PACKET ALONG WITH THE ANSWER-BOOKS**

2. Please see that the Memo. should not be sent separately.

Examinations, Subject _____ Paper _____

Centre No. _____ Dated _____

[illegible]

Roll Nos.of absentees

Roll Nos.of candidates whose

answer-books have been sent as stray

Total of stray answer-books: _____

The _____ 20

(Signatures of the Superintendent)

Note: In case of any mistake is found by the Secrecy Section for wrong entry, Re .1/ per error will be deducted from the remuneration of the Superintendent.

Superintendents should satisfy themselves that the Roll Nos. mentioned here tally with those given on answer-books.

Examination 200 to be retained by the Superintendents of the Centre for reference and record.(Use blank sheets in case of shortage of space
and charts).

[illegible]

Ec-3 (vii)

INDIRA GANDHI UNIVERSITY

Name of the Examination.....

Chart of the candidates who remained absent in the Examination or in a paper(s). This may be sent to the Asstt. Registrar (Result I/II) alongwith other papers; if any, after the termination of the examination.

Roll No.	Name of the Candidate	Subjects and paper(s) in which remained absent

Station.....

Signature of the Superintendent

Centre No.

INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI

Question Paper Opening Certificate

Date.....

.....Examination 20.....

Place.....Centre No.

We, the undersigned. Certify that the sealed envelopes containing question-papers in the subject noted below have been opened in our presence on the day and time at the fixed in the date-sheet and found then in good condition

Sr. No.	Subject	Paper	Session	No. of copies found	No. of copies Distributed	Balance
---------	---------	-------	---------	---------------------	---------------------------	---------

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Centre Superintendent

Dy. Suptd.

Asstt. Suptd.(Witness)

Centre clerk (Witness)

INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI

Question Paper Opening Certificate

Date.....

.....Examination, 20.....

Place.....Centre No.

We, the undersigned. Certify that the sealed envelopes containing question-papers in the subject noted below have been opened in our presence on the day and time at the fixed in the date-sheet and found then in good condition

Sr. No.	Subject	Paper	Session	No. of copies found	No. of copies Distributed	Balance
---------	---------	-------	---------	---------------------	---------------------------	---------

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Centre Superintendent

Dy. Suptd.

Asstt. Suptd.(Witness)

Centre clerk (Witness)

INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI

(A State University Established under Haryana Ordinance No. 03 of 2013)

Daily Attendance Chart for the Supervisory Staff and Service Staff at

Examination Centre No. College.....

Place.....

Please prepare three copies,(one copy to be supplied to the office of A.R./D.R.(Conduct), one copy to be attached with the bill and the other copy to be retained by the Suptd. for record)

Date.....

Serial No.	Name	Designation	Room	No. of the Candidates in the room	Signature of the Supervisor

Date.....

Signature of the Centre Supeintendent

INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI

Form of Register-Account of A/Books Consumed

(To be kept at the Examination Centre)

[illegible]

INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI

FORM FOR REPORTING CASE OF UNFAIR MEANS OR ACTS OF INTERFERENCE WITH THE PROPER CONDUCT OF UNIVERSITY EXAMINATION

(To be filled in by the official detecting the case and to be forwarded by the Superintendent, after recording the statement of the candidate, to the Deputy/Assistant Registrar (Conduct) by name under a registered insured cover, on the very day of the detection of the case, in the cloth lined envelope supplied for purpose.)

1. Name of the examination
2. Centre of examination
3. Subject 4. Paper
5. Date and Exact Time of Detection Date.....
Of the case under report Time.....
6. Name of the Candidate
7. Name of the candidate's father
8. Roll No.
9. Permanent Address of the candidate
10. Total No. of incriminating papers recovered
 - (a) No. of printed papers
 - (b) No. of hand written paper
 - (c) Torn book pages

Note :- The Detector should sign the recovered objectionable material

11. The material was recovered from the candidate under reference as indicated below :-
(Please strike) out the columns which are not applicable.)
 - (i) in candidate's hand
 - (ii) in candidate's pocket
 - (iii) in candidate's shoes or sock's
 - (iv) under the clothes worn by the candidate;
 - (v) on candidate's table/desk;
 - (vi) in candidate's answer-book
 - (vii) under candidate's answer-book;
 - (viii) under candidate question-paper;
 - (ix) under his feet;
 - (x) near his seat on the ground at a distance of
 - (xi) any other place
12. The candidate, Roll No.....was found giving/receiving help to/from candidate
Roll No.....who was sitting just in front/behind/left or right of the candidate Roll
No.....
13. Any other mode of use of unfair means :-

14.
Signature of the candidate (In case of his)
refusal to do so, signature of another

member of the staff certifying this fact)

Name of the Asstt. Supdt. on the duty

Room No.....

Date.....

Signature of Detector

Designation.....

Date.....

REPORT OF THE CENTRE SUPERINTENDENT

I am enclosing the following evidence in support of allegation of the use of unfair means by this examinee in the University Examination:-

(i) The incriminating material recovered from the candidate as mentioned in column No. 11 on pre-page.

(ii) The scripts (Answer-Book) of the candidate:

No. of answer - book.....

(In case the candidate refuse to have second answer-book, this fact be stated specifically).

(iii) A copy of the seating plan(This should be attached without five further observations, if any).

Signature(full).....

Superintendent

Exam. Centre No.....

Date.....

Permanent Address

.....

STATEMENT OF THE CANDIDATE AT THE EXAMINATION

CENTRE TO BE RECORDED BY THE CENTRE SUPERINTENDENT

Note: The Superintendent will give a hearing to the candidate and record his statement. He may allow the student to question the detector and the questions and answers will also be recorded. If the candidate refused to make any statement this fact will be recorded by the Superintendent.

Name of the Asstt. Supdt. on the duty
Room No.....
Date.....

.....
Signature of Superintendent