

# **M S B T E EXAMINATION PROCEDURES FOR COE & O I/C Exam**

## **1.0 ROLES AND RESPONSIBILITIES OF OFFICER- IN-CHARGE EXAMINATION CENTRE**

The Officer-in-charge of examination shall be responsible for the overall conduct of examination, including seating arrangements, appointing supervisors, masking, sealing of answer books, etc. He shall be eligible for due help from the head of the institution / chief officer-in-charge in this regard.

### **The officer-in-charge shall:**

- 1 Get well acquainted with prescribed examination procedure .He shall keep constant liaison with the Board, Regional office and controller of examination, appointed at the examination center.
- 2 Procure and study all circulars, letters and information in respect of animation work and procedures involved and keep them handy for reference.
- 3 Keep all relevant information and documents about the connected institutes, as well as the information received from the Board in this regard.
- 4 Arrange the transport and safety of the question papers packets from distribution center to examination center.
- 5 Receive, keep in safe custody, handle and use the question papers as per the norms and guidelines issued by the Board, from time to time.
- 6 Communicate to the staff and students the Board's rules, regulations, norms, guidelines, latest circulars, examination timetable, notices etc. related to examination and enquiries.
- 7 Maintain information regarding number of examinees appearing at the center, course-wise, semester/year-wise, master-wise, subject-wise, day-wise and session-wise.
- 8 Document the examination related information properly and provide the same to the concerned staff, as and when required.
- 9 Receive the pre-examination documents, check and process the discrepancies therein, verify the seating chart, and submit one copy of the seating chart duly corrected in all respects to the Regional officewithin the prescribed time.
- 10 Allot seat numbers to eligible examinees if not allotted seat numbers by the Board, strictly as per the procedure laid down by the Board.
- 11 Issue the documents such as Hall tickets, pre-printed mark sheets, seating charts to proper persons, after due verification.
- 12 Collect, store, handle and use the examination stationery such as answer books, as per the norms and guidelines of the Board
- 13 Correct the pre-examination documents / mark sheets, where necessary, and follow and maintain the mark-sheet flow as per the instructions issued for the submission of theory and practical mark-sheets.
- 14 Facilitate the controller of examination for discharging his duties properly and timely.
- 15 Communicate to all connected Institutes whose student's are appearing at his center including examinees of his center, the changes, if any, in the timetable of examination.
- 16 Ensure police bandobast at his center through chief officer in charge
- 17 Make appointments of supervisors of examination and other staff required for the conduct of examination as per the instructions of Board / Regional office and as per local need for specific examination block.
- 18 Conduct the examination as per timetable following due procedure of the Board.
- 19 Keep constant supervision on the staff appointed for examination at the examination center for smooth and flawless conduct of the examination.

- 20 Conduct meeting of staff appointed for examination work and apprise them about their role and responsibilities in the conduct of the examination.
- 21 Keep the account of question papers, answer books and documents related to the cases of malpractice etc. for producing the same to vigilance officer or representative of Board or any other competent authority, when needed.
- 22 Keep vigil on all aspects of the conduct of examination and see that the cases of malpractice, copying and impersonation etc. occurring in the examinations are duly booked and reported to Enquiry officer along with relevant documents through the Distribution center.
- 23 Conduct examinations as per the schedule, in free and fair manner and also ensure that there is environment conducive for smooth conduct of examinations at his center.
- 24 Display the contents of notification issued by Government of Maharashtra NO.USG / 5066/7820/UNI-3 Dt.5<sup>th</sup> December, 1988, which contains details of Maharashtra Prevention Of Malpractices At University, Board And Other Specified Examinations Act, 1982, to inform and dissuade the examinees from any involvement in acts of malpractice.
- 25 Facilitate internal vigilance squad and keep it active to curb the tendency/cases of malpractice.
- 26 Carry out all activities as specified by the Board before, during and after the examination such as:
- i Storage, Distribution and account of question Papers (Unused and used)
  - ii Storage, distribution and account of Blank answer books
  - iii Collection, Storage and dispatch of written answer books
  - iv Masking the answer books at examination centers as per the instructions of Board.
- 27 Collect, pack and seal the written answer books subject-wise, master-wise, Semester/year-wise and course-wise on each session of examination, as per the instructions of Board.
- 28 Hand over / dispatch the written answer books packets of each examination to the officer-in-charge, Distribution center or any other officer as per the instructions of Board.
- 29 Provide/arrange for the safety and security of the controller/s of examination and written answer book packets during the transport and storage of answer books at examination center.
- 30 Adopt and sustain proactive approach in the conduct of examinations.
- 31 Observe due secrecy and confidentiality in the entire examination system.
- 32 Keep record of attendance of officers and other staff appointed and engaged in the conduct of the examination at the center.
- 33 Maintain necessary documentation and record of the work of examination at the center.
- 34 Prepare bills of remuneration for the staff engaged in the examination work at the center.
- 35 Ensure the arrangement of a four-wheeler closed vehicle through the chief officer in charge for the transport of the question paper packets and written answer book bundles along with controller of examination.
- 36 Receive applications from the examinees regarding discrepancies in the contents of the question paper and forward it to the chief officer in charge for necessary action.

## **2.0 MODES OF APPOINTING CONTROLLER OF EXAMINATIONS**

Controller of examinations may be appointed by one of the following modes:

### **2.1 Daily Distribution Mode:**

This requires the controller to perform daily journey to the examination center and back for daily distribution and is recommended where the journey time, at approximately 40 km/hour, is less than two hours.

## **2.2 Residential mode:**

Where the journey time, from distribution center to examination center, is more than two hours, a residential controller would be appointed.

### **2.1) Daily Distribution Mode**

The Chief officer-in-charge, distribution center or Deputy Secretary, regional office shall duly issue orders appointing suitable persons not below the rank of lecturer, as controllers of examinations at related examination centers, having journey time less than two hours. The Chief officer-in-charge shall send a copy of the appointment orders issued by him, to the regional office.

- 2.1.1 On every day of examination, the controller of examination shall collect the sealed packets of question papers for the subjects scheduled for that day, from the distribution center.
- 2.1.2 The Controller of examination shall collect the question paper packets well in time so that he would reach the center of examination at least one hour before the time of commencement of examination on that day.
- 2.1.3 The controller of examinations shall give receipt in duplicate for having received the question paper packets in sealed and intact condition. The receipt should duly indicate number and other relevant details of the question paper packets, date and time of receiving the packets and signature of the controller.
- 2.1.4 The Institute of the examination center shall arrange a four-wheeler vehicle for the controller to transport the question papers and written answer books.
- 2.1.5 The controller of examination shall supervise the conduct the examination as per norms of the Board and bring back the sealed packets of written answer books to the distribution center on the same day.
- 2.1.6 The Institute of the examination center shall arrange for (a) the safe transport of question papers packets from distribution centre to the examination center and it's custody thereat (b) the safe delivery of sealed packets of written answer books to the distribution centre and (c) personal safety of the controller of examination, at its own cost.
- 2.1.7 If necessary, the Chief officer-in-charge / Deputy Secretary, regional office would appoint additional controller/s of examination, for orderly and smooth conduct of examination.

## **2.2 Residential Controller Mode**

- 2.2.1 For the connected examination centers, where the journey period is more than two hours, the Chief officer-in-charge, distribution center or Deputy Secretary, regional office or any other competent authority, shall issue orders appointing persons, not below the rank of lecturer, as Controllers of examination.
- 2.2.2 The controller shall receive the sealed question paper packets as per instructions of the Board from the distribution center and give receipt in duplicate, for having received the packets in sealed and intact condition. The receipt should duly indicate number and other relevant details of the question paper packets, date and time of receiving the packets and signature of the controller.
- 2.2.3 The controller of examination shall carry all question paper packets to the examination center and store them in safe custody provided there. The Institute of the examination center shall make all arrangements for the above transport by a four-wheeler vehicle and the safe custody of question papers. If the examination center is unable to provide adequate security and safety arrangements, the question papers shall be stored at the nearest police station. The safe transport of the question paper packets to the police station and back shall be the joint responsibility of the Officer in charge, Examination and the resident Controller of Examination. The Institute of the examination center shall bear all expenses for

such arrangements. (However, the custodial arrangements of the written answer books shall be the sole responsibility of the institute.)

- 2.2.4 The controller of examination shall reach the center of examination, along with the sealed packets of question papers one day before the commencement of the examination.
- 2.2.5 The Officer-in-charge of examination centre shall give receipt in duplicate to the controller of examinations in the prescribed form, for having received the question paper packets in sealed and intact condition. The receipt should duly indicate number and other relevant details of the question paper packets, date and time of receiving the packets and signature of the officer-in-charge.
- 2.2.6 The resident controller of examination shall supervise the conduct the examination at the center and bring back the sealed packets of written answer books to the distribution center as per instructions of the Board.

**Impt Note :** In the event of an emergency, the controller of examination shall take logical and judicious decision/s which shall be binding on the institution (exam centre) and inform regional office and Board accordingly.

### **3 ROLES AND RESPONSIBILITIES OF CONTROLLER OF EXAMINATION**

Role of controller of examination at the examination centre would be of supervisory nature. He shall be an officer representing the Board supervising the overall conduct of examinations, as per the norms laid down by the Board. His decision will be final and binding upon the entire examination process, staff involved in examination process and the examinees of that center.

#### **The controller of examination shall:**

- 1 During the examination period, carry with him his official Identity card.
- 2 Report for duty at given time and date, to the officer-in-charge Distribution center.
- 3 Note down the name of Institute, its address, phone numbers, courses in the Institute, question paper requirements and proper examination timetable etc., for smooth conduct of the examination.
- 4 Receive the sealed question paper packets (commensurate with the mode of distribution and examination time table) and sign the receipt (format no 2).
- 5 Take due care of the safety of the question paper packets during the travel and deliver them to the officer in charge examination center. He shall get a receipt from officer in charge examination center ( format no 3).
- 6 Ensure that all delivered question paper packets have been properly stacked in the same sequence as their occurrence as per examination schedule. He shall also ensure the safety arrangements for the custody of the question papers as per laid down procedure.
- 7 Confirm that the question paper packet being opened is meant for the day, date, session and time mentioned in latest timetable, applicable for the examination center. Utmost care shall be taken to see that in no case the wrong packet is opened.
- 8 Provide necessary guidance to the staff at examination center engaged in examination, in matters related to conduct of examination.
- 9 Inspect the examination halls and verify the seating chart and seating arrangement every day. If the seating arrangement is improper he shall inform the officer-in-charge and get it amended. He shall see that at least 1 to 1.2 sq. meter space is provided to each examinee.
- 10 Observe that internal vigilance group is active. Similarly, visit the examination halls frequently and exercise check for proper conduct of examination and discouraging malpractice.
- 11 Observe due secrecy and confidentiality in the entire examination process.

- 12 Keep vigil on all aspects of the conduct of examination at the center and report the cases of malpractice / misconduct, if any, to the officer-in-charge. The officer-in-charge examination shall take action in such cases as per prescribed procedure.
- 13 If in his opinion, the action taken by the officer-in-charge is not proper or sufficient; or the officer-in-charge is non-co operative, the controller of examination shall communicate the matter to the Secretary under intimation to Deputy Secretary, Regional office on phone and in writing. He shall also communicate such report to the chief officer in charge Distribution center and vigilance committee during its visit to examination center. Such report shall be specific and objective in nature. Care shall be taken to support such report with facts, figures, proofs and matters related with conduct of examination. Copy of the report shall be submitted to the Deputy Secretary, Regional office, immediately after the examination is over.
- 14 Officer-in-charge of the examination center shall work under the guidance and instructions of the controller of examination.
- 15 At the end of the examination on each day (daily distribution mode) or on scheduled day(residential mode of distribution), he shall receive sealed answer book bundles, theory mark sheet packets and sealed packets of CPS cases if any for delivery to the officer in charge distribution center. He shall give a receipt to the officer in charge examination as per format no 7.
- 16 Handover the sealed answer book bundles, theory mark sheet packets along with sealed packets of CPS cases if any with him to the officer in charge distribution center. He shall duly get a receipt from the officer in charge distribution center as per format no. 8.

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