

SOP of functions for Principal/Director/Dean/Centre in Charge:

- The Principal/Director/Dean of the College / Institution is the Centre in Charge by default of any University examination held in his/her college.
- In any case, if He/she will not be able to perform the role of Centre in Charge (CIC), then the concerned must nominate one faculty not below rank of Professor as CIC and inform the same to the University via mail.
- The download and printing of Question paper (QP) will be in a room under CCTV surveillance.
- The CIC will download the QP under CCTV surveillance at least a day before the examination after receiving the OTP to avoid the last hour technical glitches.
- If there is any technical issue, the concerned must inform the University well in advance, so that corrective measures will be taken in due time.
- The CIC will receive two security keys in their official mail and registered mobile number at the time fixed for printing of QP on the day of examination. He/she will have to put these two keys to see the QP and print it.
- The entire process of printing of question paper must be done by CIC under CCTV surveillance only in presence of Observer/s appointed by WBUHS.
- CIC must not allow anyone else during the entire process unless with possession of an authorized letter of Principal/Director of the Institution to enter the room.
- The person must show an authorization letter to the observer and CIC before entering in the room.
- During the process of printing, the mobile phones of both CIC/Observers/authorized persons are to be kept on the table in vibration or silent mode.
- After printing of QP, CIC must keep the papers in a sealed pack and reach to the venue of examination with that sealed pack.
- During this process, CIC may take help from authorized faculties only with permission from Principal/Director.
- The CIC will cut the sealed pack and open in the examination hall in presence of observer/s under CCTV surveillance.
- The CIC must arrange the seating arrangement by maintaining adequate space between two rows (at least 36 inch) and at the front as well as back (at least 12 inch).
- The examination may be arranged in more than one room depending on the situation so that no compromise is made in space management.
- The Principal/Dean/Director/CIC of the Institution must arrange for posting of sufficient number of police (both male and female) outside the examination hall to avoid / deal with any sort of disturbance during the examination period.
- The CIC must announce not to carry any unfair means within the examination hall just at the starting of examination. He must repeat the announcement three times at a gap of five minutes.
- The CIC must announce the University rules and regulations if the examinee is caught with use of unfair means during the examination.
- The CIC must keep his/her mobile on the table within the examination hall in vibration mode during the examination. The CIC must receive any call outside the examination hall.

- The CIC is authorised to take the decision on the spot to expel a candidate who is detected in adopting UFM for the examination of the said paper with a report of the action taken to the University for taking other disciplinary action against the student.
- The CIC will be present during entire process of packing of answer scripts in the sealed envelope.
- The CIC will transfer all the sealed envelopes with answer scripts to digitally locked trunk with help of invigilators after the examination was over. The trunk will be digitally locked in presence of CIC. and this whole event will be under CCTV surveillance.
- The CIC will hand over the digitally locked trunk to the postal department representative present there within an hour of examination is over.
- The CCTV footage of the entire process of printing of question paper in presence of either Principal / Director of the College / Institution or the Centre in Charge and Observer/s appointed by WBUHS, opening of QP from sealed pack in the examination room for each day of examination and also the entire process of packing of answer scripts in the sealed envelope and transferring the same to digitally locked trunk provided from WBUHS within next three days to the office of Controller of Examinations.
- The Principal/Director/Dean/CIC will look after the lodging and fooding of the University appointed observers/s if they are staying within the institution due to arrival from a far place.
- The Principal/Director/Dean/CIC must send the list of appointed invigilators to the Controller of Examination at least seven (7) days before starting of every University examination.
- The Principal/Director/Dean/CIC will look after all the other aspects of examination to conduct it in utmost fair means.
- At the end of each day's examination, the CIC should send a report through mail (signed and scanned copy) or otherwise indicating major events in the examination hall.

SOP of appointment for Invigilator:

- There must be at least one invigilator for every twenty-five (25) students.
- The Principal/Director/Dean/CIC of the Institution will appoint faculties (RMO/Demonstrator/Assistant Prof/Associate Prof/Professor) as invigilators for every University examination.
- For University examination (Except PG examination), the invigilator must be from different discipline.

SOP of function for Invigilators:

- The invigilators must be present in the examination hall an hour before the examination.
- They must monitor the frisking of examinee before entering the examination hall.
- The invigilators must ensure the proper seating of examinee as per the University registration number and roll numbers pasted either on the desk/bench.
- The invigilators must roam in the examination hall at regular interval throughout the examination.

- The invigilators must keep his/her mobile on the table within the examination hall in vibration mode during the examination.
- They must receive any call outside the examination hall.
- The invigilators must not allow any examinee to go outside the examination hall for washroom facilities within first 30 minutes and last 30 minutes of the entire examination.
- The invigilators should allow only single person at one time outside the examination hall for washroom purpose.
- After the examination ends, the invigilators must collect the answer scripts from the examinee row wise and they also direct the examinee not to leave the room unless the count is complete.
- The invigilators must help the CIC in packing of the answer scripts within the envelope and in other aspects as per directive of CIC.
- The invigilators must help the CIC in transferring all the sealed envelopes with answer scripts to a digitally locked trunk provided by WBUHS.
- The invigilators have to be present during the locking of the trunks.

Common SOP of functions for CIC/Invigilators/Observers for adoption of unfair means:

- Any examinee if caught by the invigilator / observer / centre-in-charge with mobile phones or any kind of electronic gadget including mobile, blue tooth speaker, smart watch etc, hand written chits, micro xerox then his/her that particular examination, the answer script (mentioned as Duplicate using unfair means) will be cancelled on the spot by invigilator/observer/Centre in Charge.
- The unfair means must be seized. The accused must give a written self-declaration of adoption of unfair means by him/her during examination.
- This declaration must be signed by invigilators, Observer/s, CIC for that day of examination.
- After this, the cancelled answer script and seized material will be packed in a sealed envelope.
- This envelope must mention the contents over the top of the envelope and it must have signatures of all invigilators, CIC, Observer/s of that particular examination.
- The CIC is authorised to take the decision on the spot to expel a candidate who is detected in adopting UFM for the examination of the said paper with a report of the action taken to the University for taking other disciplinary action against the student.
- After this, a new answer script will be given (mentioned as second answer book) to the examinee.
- This answer script is also to be packed in a separate sealed envelope and must mention the contents over the top of the envelope with the signatures of all invigilators, CIC, Observer/s of that particular examination.
- All these envelopes will be transferred to digitally locked trunk provided by WBUHS in addition with all other sealed envelopes with answer scripts of other candidates/examinee in presence of observer/s, invigilators and CIC. The trunk must be locked in presence of observer and CIC.

Any modification in the function of CIC and invigilator if decided by WBUHS later on, it will be intimated on time.