

JSS Academy of Higher Education & Research

(Deemed to be University)

(Established under Section 3 of the UGC Act)

Sri Shivarathreeshwara Nagara, Mysuru-570 015, Karnataka, India



EXAMINATION MANUAL 2020

Office of the Controller of Examinations

www.jssuni.edu.in

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FOREWORD TO EXAMINATION MANUAL 2009

1. Conduct of examinations is a highly complex and sophisticated process, that requires cooperation, coordination and synchronization of all concerned. It is a challenge that can only be successfully met with a team approach. Like in all team efforts, there is a requirement of proper orientation of the team members and clarity of individual roles, duties, responsibilities and actions.
2. It is with this objective in mind that the University is placing in your hands this compilation of examination guidelines, duties, responsibilities and instructions, applicable to the key players in the effective and efficient conduct of examinations. This manual does not, by any means, purport to be a treatise on the Examination System, nor does it overrule the Acts, Laws, Byelaws, Rules or Regulations pertaining to the conduct of examinations. At best it should be perceived as a useful 'ready reckoner'.
3. Every University has well established regulations governing the examination process. The procedures and the formats used are astonishingly similar. Yet, as the Universities have evolved over a period of time, dissimilarities are perceivable, attributable to unique situations encountered and their equally unique solutions.
4. A newly anointed University generally adopts systems, procedures and proformas that are strikingly similar to those of the parent body from which it has separated, as well as other fledgling Universities in the environment. Not only is this attributable to the systems standing the test of time but also to the familiarity of the systems amongst our functionaries. As time progresses, the collective wisdom of the constituents of the University and the inevitability of change and paradigm shifts, necessitate modifications leading to the development of a distinct system with its own 'Brand' and USP.
5. The manual is therefore a dynamic entity with change being an accepted and preordained inevitability. It is therefore earnestly requested that constructive feedback based on real time experiences in the realms of the examination system be addressed to the University.

Date: 20-02-2009

Place: Mysore

Controller of Examinations

FOREWORD TO EXAMINATION MANUAL 2020

1. The foreword to the Examination Manual 2009 had envisaged future changes based on real time experiences and feedback. However, the need to modify and redesign the guidelines has occurred, owing to constructive suggestions of the users.
2. While the main body of the guidelines has a few critical amendments, the various forms for use in the examination process have been thoroughly redesigned.
3. It is hoped that this edition of the manual stands the test of time. Notwithstanding, your thoughts are welcome.

Date: 01-04-2020

Controller of Examinations

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Guidelines for Conduct of Theory Examinations

- 1. Examination Centers:** The Office of the Controller of Examinations shall notify the examination centre for conduct of theory examinations at least forty-five days prior to the theory examinations. The Head of the institution/JSS AHER Department shall be appointed as the Chief Superintendent for conduct of theory examinations. Chief Superintendent shall be responsible for the smooth conduct of the examination. Duties and responsibilities of the Chief Superintendent and other appointed staff and instructions to examinees shall be separately issued by the Office of the Controller of Examinations. Chief Superintendent shall ensure that all the appointed staff are aware of their duties and responsibilities. Chief Superintendent shall formulate additional instructions to candidates based on relevant portions of these guidelines and display the same prominently at the examination hall.
- 2. Notification & Timetable:** The notification shall include the tentative dates of theory examinations, Fee structure, and dates for submission of Internal Assessment Marks and Attendance Particulars. The detailed timetable for theory and practical examinations follows the notification. All the above-mentioned contents of the Notification shall be published in the JSS AHER website and prominently displayed in the respective institutions for the information of the candidates. If a holiday is declared after the announcement of the timetable, the examination date shall not be postponed or cancelled unless and otherwise notified by the Office of the Controller of Examinations.
- 3. Internal Assessment Marks & Attendance Statement:** Dates for submission of Attendance and Internal assessment marks (where applicable) shall also be notified. There shall be no provision for condoning shortage of attendance or internal assessment marks. Students with shortage of attendance and/or internal assessment marks are not eligible for appearing in the University examinations and fee shall not be collected from such students. If ineligible candidates are permitted to take the exams, the Head of the institution/JSS AHER Department concerned shall be held solely responsible and such students' results shall be held as null and void. Fees once paid will not be refunded or adjusted for any reason.
- 4. Issue of Application Forms:** Schedule for availability of on-line exam application forms for the institution shall be notified by the Office of the Controller of Examinations. Examination forms shall be duly filled and verified with the photographs of the candidate. Complete statement of students appearing for the examination with fees paid details shall be submitted to the Office of the Controller of Examinations by due date. Statement of non-appearing/non-eligible students should also be submitted separately.
- 5. Admission Cards:** Schedule for issue of admission cards shall be notified by the Office of the Controller of Examinations. Candidates shall be in possession of Admission cards on all the days of Theory/Practical/Clinical examinations. In the event of non-possession or loss of Admission card, the Chief Superintendent is empowered to permit the candidate to appear in the examination or issue a duplicate admission card, after verifying the identity of the candidate.
- 6. Fee Structure and Schedule:** No candidate is exempt from payment of examination fees. Convocation fee is compulsory for all final year students. Fees collected from the candidates shall be sent as a consolidated Cheque in favor of "JSS University Examination Fee account", along with statement showing the details of the candidates such as name, register number, subjects and fee paid, in triplicate.

7. **Appointment of Chief Superintendent and Support Staff:** The Principal/Head of Institutions/Departments shall be appointed as the Chief Superintendent for conduct of Theory examinations.

The Chief Superintendent shall appoint a Deputy Chief Superintendent of exams and other support staff. The scale for appointment of other support staff is as under:

- a) Invigilators - One per every 20 Candidates for Medical & Dental PG Exams/One for every 40 Candidates for all other Exams
- b) Room Superintendent - One per every three invigilators
- c) Clerk - One per session for every 200 candidates
- d) Typist/ Computer operator - One per session for every 200 candidates
- e) Attenders - One per session
- f) Watchman - One per session
- g) Peon - One per session
- h) Menial Assistants - Two per session

The Office of the Controller of Examinations shall appoint an Observer, who shall be the empowered officers of JSS AHER and who shall assist the Chief Superintendent in conduct of the examinations as per the guidelines.

8. **Remuneration:** Remuneration bills of Observers shall be forwarded to the Office of the Controller of Examinations for payment. Remuneration for all other appointed staff shall be consolidated and claimed by the institution/ center on completion of the examination as per approved rates in vogue.
9. **Collection of Stationery:** The required number of Practical Answer booklets/Viva sheets and other material shall be requested and obtained from the Office of the Controller of Examinations by the Chief Superintendent well in time. Main Practical answer booklets of fifty-two, forty-four, thirty-two and twenty-four pages are available and may be requested. Additional sheets will NOT be available. Candidates shall fill up the required information on the cover page. Miscellaneous expenditure for conduct of theory examination shall be paid out of the institution's funds.
10. **Seating Arrangement:** Candidates with Admission cards and appointed staff only shall be permitted to enter the examination hall. The hall shall be securely guarded by security staff. Access to the examination hall shall be disabled friendly. The examination hall shall be free from noise and air pollution. Strict silence shall be maintained by all during the examination. The Register number shall be prominently marked/displayed on the desk. Candidates shall be seated at least three feet away from one another. They shall not be seated close to doors or windows. The seating plan shall be prominently displayed on the notice board and the appointed staff shall assist the candidates if required. A Wall clock showing the correct time shall be prominently displayed in the examination hall. Arrangement shall be made for providing safe potable water to the candidates in the hall. Candidates shall not be permitted to use clipboards, watches, scientific calculators, any gadgets, or similar items while writing the exams.
11. **Ventilation:** Sufficient cross ventilation shall be ensured in the examination hall with provision for artificial ventilation in the form of ceiling fans depending on seasonal weather conditions.
12. **Lighting:** The examination hall shall have adequate natural as well as artificial lighting to enable the candidates to write comfortably without eyestrain. Standby power arrangement in the form of power generators shall be ensured.
13. **Toilet:** Candidates shall not ordinarily be permitted to use the toilet during the examination. In exceptional cases they may be permitted by the Chief / Deputy Chief Superintendent under escort after physically checking the candidate as well as the toilet for any material that may be used for malpractice. Such candidates shall not be allowed to communicate with anyone during the period that they are outside the examination hall.

14. **Timings:** The timings of the examination and the schedule of the bells shall be prominently displayed on the notice board and brought to the notice of the candidates by all available means, prior to the dates of the examination. Candidates should strictly follow the time schedules announced by the Chief Superintendent. Activities to be carried out by the appointed staff with reference to the timings and bells shall be strictly followed.
15. **Answer Booklets/OMR sheets:** Answer books/OMR sheets shall be issued only to the candidates who are present in the hall as per the answer book allocation chart approved by the Chief Superintendent. **No additional sheets/booklets/OMR sheets shall be provided.** Unused Answer booklets//OMR sheets shall be returned to the Office of the Controller of Examinations. **No part of the answer booklet shall be detached by persons of any order.**
16. **Filling up of the Answer Booklets//OMR sheets:** Register number, Name of the candidate, Question paper code, Examination, Degree/Diploma, and Subject/paper details should be clearly written in the respective spaces provided on the OMR sheet/cover page of the answer booklet, by the candidates, both in Part I & II and nowhere else in the answer booklet. The invigilators shall read out the pertinent instructions for the benefit of the candidates and render any other assistance thereof. The invigilators shall verify the entries and then sign in the designated place.
17. **Opening of QP Packets:** The Chief Superintendent shall personally check the covers containing the question papers for the intactness of the seal, correctness of the question paper code, and open the covers in the presence of two witnesses (candidates). A certificate shall be rendered by the Chief Superintendent and the witnesses for the correctness of the question paper covers as per prescribed format. Discrepancies if any shall be immediately brought to the notice of the Controller of Examinations.
18. **Issue of Question Papers:** Invigilators shall issue question papers to the candidates at the appointed time and shall ensure that question papers with codes corresponding to the codes mentioned in the Admission cards are correctly issued. Unused question papers shall be returned to the Office of the Controller of Examinations.
19. **Collection of Answer Books:** The invigilators shall collect the answer booklets from all the candidates at the end of the examination and arrange them course wise, subject wise, branch wise etc. and hand them over to the Room Superintendent, who shall in turn hand them over to the Chief Superintendent. Similar action shall be taken regarding Invigilator's diary, Absentee statement etc.
20. **Packing & Dispatch:** The answer books shall then be packed in the prescribed covers subject/ paper wise, separately for each question paper code, sealed and super scribed with details of the centre, course, year or phase, subject, question paper codes, date of exam, and dispatched to the Controller of Examinations on the same day along with Check list/ daily summary and acknowledgement obtained.
21. **Malpractice:** Candidates are prohibited from writing their names and register number, in any place other than indicated. Religious symbols or any other marks of identification shall not be written anywhere in the answer booklet. Candidates shall not bring into the examination hall any book, portion of book, manuscript, or paper of any description. They shall not copy or communicate with anyone inside or outside the hall or exchange answer booklets. Candidates shall not be in possession of cell phones, programmable calculators, pen scanners, blue tooth equipment or any other equipment which may be used for any kind of malpractice. Candidates violating these instructions shall be subjected to physical check and verification by authorized persons. If found to be indulging in malpractice, the candidate shall be booked for malpractice and suspended from the examination hall immediately. The answer booklet shall be seized, marked as "malpractice case", signed by the Chief Superintendent, packed, and sent separately to the Office of the Controller of Examinations. Details of handling malpractices & lapses in the examinations are available in JSS AHER Regulations pertaining to malpractices in the examinations.

Guidelines for Conduct of Practical/Clinical/Viva-Voce Examinations

1. **Notification of Center:** The Office of the Controller of Examinations shall notify the examination centre for conduct of Practical/Clinical examinations and viva voce examinations at least 30 days prior to the examinations.
2. **Appointment of Chief Superintendent and support Staff:** The Principal/Head of Institutions/Departments shall be appointed as the Chief Superintendent for conduct of Practical/Clinical examinations and Viva Voce.

The Chief Superintendent shall appoint the following support staff as applicable for conduct of Practical/Clinical examinations and Viva Voce examination:

- a) Expert Assistant for Medical Faculty - Two per subject, per day
 - b) Expert Assistant for all other faculties - One per subject, per day
 - c) Lab / Technical Assistant - One per subject, per day
 - d) Nurse (Clinical subjects only) - One per subject, per day
 - e) Clerk / Typist - One per subject, per day
 - f) Storekeeper - One per subject, per day
 - g) Attender - One per subject, per day
 - h) Watchman / Security - One per day
 - i) Peon - One per day
3. **Appointment of Examiners:** The Office of the Controller of Examinations shall appoint Internal and External examiners for Practical/Clinical and Viva Voce examinations for different Centers from the panel of examiners submitted by the respective Boards of Studies. The authority to change the examiners for any reason whatsoever shall rest solely with the Office of the Controller of Examinations. The HOD of the department concerned/the senior most of the internal examiners shall be appointed as the Coordinator/Chairman for UG/PG examinations respectively for Medical and Dental Examinations.
 4. **Timetable:** The Office of the Controller of Examinations shall notify the dates of Practical/Clinical examinations. Detailed timetable of the examinations, subject wise, batch wise etc shall be announced by the Institution/Chief Superintendent. A maximum of 25 candidates (UG) and 12 candidates (PG) or as specified in the course regulations may be examined on each day of the practical examination.
 5. **Timings:** The timings of the Practical/Clinical examinations and Viva Voce examination and the schedule of the bells shall be prominently displayed on the notice board and brought to the notice of the candidates by all available means, prior to the dates of the examination. Candidates, appointed examiners, and staff shall strictly abide by the timings announced.
 6. **Collection of Stationery:** The required number of Practical Answer booklets/Viva sheets and other material shall be requested and obtained from the Office of the Controller of Examinations by the Chief Superintendent well in time. Main Practical answer booklets of eight pages as well as four pages and Additional sheets of two pages are available and may be requested. Candidates shall fill up the required information on the cover page.

7. **Dispatch of Practical Answer Booklets:** Practical answer booklets of each day shall be packed in separate covers subject wise/department wise/ branch wise, super scribed appropriately and sent to the Controller of Examinations after the completion of the Practical/Clinical examinations, through the Chief Superintendent.
8. **Dispatch of Marks Sheets:** Marks allotted by the examiners for the Practical/Clinical and Viva Voce examination shall be entered by the examiners themselves confidentially online. The *hand-written copy, to be verified* copy and the *frozen* copy shall be enclosed separately in covers. The covers shall be super scribed with the details printed on each and dispatched to the Office of the Controller of Examinations on daily basis.
9. **Admission Cards:** Candidates shall be in possession of Admission cards on all the days of Practical/Clinical examinations. In the event of non-possession or loss of Admission card the Chief Superintendent is empowered to permit the Candidate to appear in the examination or issue a duplicate admission card, after verifying the identity of the candidate.
10. **Malpractice:** Candidates shall not bring into the examination hall any book, portion of book, manuscript, or paper of any description. They shall not copy or communicate with anyone inside or outside the hall or exchange answer books. Candidates shall not be in possession of cell phones, programmable calculators, pen scanners, blue tooth equipment or any other equipment which may be used for any kind of malpractice. Candidates violating these instructions shall be subjected to physical check and verification by authorized persons. If found to be indulging in malpractice the candidate shall be booked for malpractice and sent out of the examination hall. The answer book shall be seized, marked as “malpractice case” and signed by the Chief Superintendent and packed and sent separately to the University with report. Please refer Regulations pertaining to Malpractice issued by JSS AHER.
11. **Remuneration:** Remuneration for the examiners including TA & DA shall be paid, after completion of the assigned duties and after necessary documentation. Duly filled and signed Consolidated remuneration form countersigned by the Custodian and the Chief Superintendent shall be sent to the Office of the Controller of Examinations for payment. Remuneration for the appointed support staff shall be consolidated and claimed separately at approved rates.

Guidelines to Examiners for Theory Valuation

1. Valuation of theory answer scripts is compulsory.
2. Valuation of theory answer scripts **shall not be** undertaken during the practical/clinical/Viva voce examination hours.
3. Answer scripts must be valued by designated valuers only.
4. Valuation must be completed within the stipulated date(s) as specified in the appointment order.
5. Valuation should be carried out independently and confidentially. **The Examiners shall not disclose the marks awarded to another Examiner or others under any circumstances.**
6. **Avoid overwriting and write legibly in your own handwriting** using blue or black pen only. Please put initial if any correction(s) are made.
7. Marks entry guidelines

If student just writes only the Question Number/ Question and does not write the answer	Mark as "Zero"
If student writes irrelevant / wrong answer	Mark as "Zero"
If student does not attempt to answer the question at all	Mark as "NA"
Enter the final marks in figures and in words	for example: 48 - Four Eight (not as Forty-Eight) 08 – Zero Eight (not as Eight)

8. Ensure that the total marks are summed up accurately. Fractions if any shall be rounded off. **Please double check the total.**
9. In question papers with choices (extra questions), the examiner is bound to check all the attempted answers and award the marks. But while totaling, please ensure that best marks awarded for requisite number of questions only are considered. **The extra marks shall be rounded off and mentioned as "EXTRA".**
10. Affix your signature with name and date on the marks sheet after entering the marks.
11. Handover the marks sheet only to authorized persons on duty.
12. Actions such as photographing the answer script(s) or marks sheets/ leaking the marks awarded or sharing in the social media will be viewed seriously.
13. **Discard any drafts of the marks awarded.**
14. In case of any clarification/discrepancies, kindly bring it to the notice of Custodian/ Coordinators present in the valuation centre.
15. **Use of mobile phone in the Practical / Valuation hall is strictly prohibited. Mobiles should be kept in silent mode /switched off.**

Note:

- Officiating as Examiners and conduct of examinations is an integral part of the teaching profession.
- Examiners are obliged to discharge the examination duties as assigned by the University with a sense of responsibility and accountability.
- Examiners are solely held responsible for errors in entry, totaling mistakes and are liable for disciplinary action in case of any discrepancies.

Guidelines to Examiners for Conduct of Practical/Clinical/ Viva-voce Examinations

1. Practical/Clinical examinations shall be conducted to test the knowledge and competence of the candidates for making valid and relevant observations based on the experimental/Laboratory/Clinical studies and their ability to perform such studies as are relevant to the subject. **Please refer and follow the guidelines given in the Regulations issued by statutory bodies and/or JSS AHER for the particular course.**
2. Viva voce examination shall be thorough and shall aim at assessing the candidates' knowledge and competence about the subject, principles, procedures, techniques, and other aspects of the specialty.
3. The examiners shall ensure that students are assessed fairly and impartially.
4. Practical/Clinical/Viva voce examinations and Valuation of theory answer scripts shall be conducted as per the schedule notified by JSS AHER.
5. Selection and allotment of exercises/experiments shall be done conjointly by the internal & external examiners. A copy of the Practical/Clinical question paper signed by both the examiners shall be submitted along with Practical answer scripts.
6. Allocation of time for the candidates to perform the exercises/experiments and for the Viva voce shall be as per the Course Regulations.
7. Questions of personal nature and intimidating actions such as teasing, mocking, ridiculing the candidate are strictly prohibited during the examinations.
8. Examiners shall spend adequate time to examine each candidate and shall allocate marks independently for Practical/Clinical/Viva voce examinations.
9. The sum of marks awarded by the examiners shall be the total marks awarded to the candidate.
10. All the Practical and Viva sheets shall be signed by all examiners. **Order of signing in answer scripts shall be External examiners followed by Internal examiners.**
11. Maximum marks and total marks awarded by examiners, for each exercise and Viva voce shall be clearly entered in the Practical and Viva booklets respectively without errors, **in both figures and words.**
12. **Awarding and entering of marks shall be done confidentially by the examiners only and no other person(s) shall be allowed to handle the procedure. Please ensure that no copies of Marks list (Hard and Soft Copy) are accessible to any other person. Discard any drafts of the marks awarded.**
13. All scripts related to each candidate must be placed in order, stapled and placed according to register numbers allocated for that day and packed. **All examiners shall be present while packing and sealing the answer scripts.**
14. The total marks awarded to each candidate for Practical/Clinical/Viva voce exercises shall be submitted to the JSS AHE&R online on the day of completion of practical examination. The procedure to be followed for online submission of marks:
 - ✓ Enter the final marks from the answer booklets **manually** in the blank format
 - ✓ Upload the final marks online and take a printout prior to freezing (marked as 'To be Verified').
 - ✓ Verify the marks uploaded against the manual entry, freeze the same and take the final printout.
 - ✓ Affix signatures of all the examiners on ALL the three copies and submit to the Chief Superintendent in the sealed cover. Internal examiner shall obtain the acknowledgement of the same.
15. The marks entered in all the three forms must tally with each other and with the marks entered in the answer booklets. **No changes are permitted after freezing the marks online.**
16. The responsibility of smooth conduct of the examination process including documentation rests with the internal examiner(s).

Duties and Responsibilities of Chief Superintendent (CS) of the Examinations

1. JSS Academy of Higher Education & Research (JSS AHER) shall notify the examination centre for conduct of examinations. The Principal of the respective constituent college/Head of JSS AHER department shall be appointed as Chief Superintendent (CS) of examinations. Prior approval from the Vice Chancellor through the Controller of Examinations (COE) shall be obtained well in advance by the Principal/Head if he/she is not able to take-up the responsibility (partly or completely).
2. CS shall inform the Office of the COE about the number of candidates appearing for the examinations, date wise, subject wise, etc. along with Fees & Fee statement as per schedule given in the notification without fail.
3. CS shall arrange for collection of required number of answer booklets, additional sheets and other material from the Office of the COE well in advance before the commencement of Examination.
4. CS shall display the timetable, bell timings, seating arrangement and general instructions to the candidates, at the Examination centre and ensure strict compliance thereof.
5. CS shall appoint Deputy Chief Superintendent, Room Superintendents, Invigilators, Custodian, Coordinators, and other staff as per JSS AHER guidelines.
6. CS shall ensure that the staff members so appointed are made aware of their duties and responsibilities and he shall closely monitor and supervise their activities.
7. CS shall be responsible for organizing seating arrangement as per the guidelines.
8. CS shall be present at the examination centre for the entire duration of the examination and shall be responsible for the smooth conduct of the examinations.
9. He shall ensure that only those candidates who are in possession of Hall Ticket are permitted to enter the examination hall. In the event of non-possession or loss of Hall Ticket the CS is empowered to permit the Candidate to appear in the examination or issue a duplicate Hall ticket (in exceptional circumstances) and after verifying the identity of the candidate.
10. Staff members who are not having examination duties shall not be allowed to enter into the examination halls.
11. CS shall ensure that candidates are not in possession of cell phones, electronic devices, books, paper chits or any other material which may be used for copying. CS shall seize hall ticket and answer book of any candidate indulging in any kind of malpractice. The candidate shall be booked for malpractice and not permitted any further participation in the examination. CS shall follow the guidelines given in JSS AHER Regulations pertaining to Malpractice in the University Examinations - 2009.
12. On completion of the examination, CS shall ensure that the answer scripts, invigilator's diary, absentee statement, etc are received from each invigilator and verified by the Room Superintendent and that the answer scripts are packed in respective covers as per JSS AHER guidelines.
13. CS shall ensure that the covers are sealed and super scribed with details of the centre, course, year or phase, subject and paper code, date and time of examination and signature of the CS and other relevant staff as per JSS AHER guidelines.
14. CS shall arrange for the answer booklets and other relevant materials to be sent to the Office of COE on the same day and acknowledgement obtained.
15. The Deputy Chief Superintendent shall assist the Chief Superintendent in all the above-mentioned activities and shall carry out any other activity as may be assigned by the Chief Superintendent.

16. Schedule of bell timings and the activities shall be as follows:

First Bell	Half an hour before the commencement of the Examination
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- a) Candidates in possession of Hall Ticket shall be allowed into the hall and permitted to be seated in their places.
- b) Verification of Hall Ticket by invigilator/s, Room Superintendent/s
- c) Distribution of answer scripts to candidates present by invigilator/s.
- d) Filling up of front page of answer scripts by candidates.
- e) Verification of the above and affixing of signatures on the answer scripts by invigilators.
- f) Filling up of invigilator's diary.

Second Bell	At the Start of the Examination
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- a) Distribution of question papers to candidates
- b) Commencement of exams
- c) No candidate to leave the hall

Third Bell	Half an hour after the commencement of the Examination
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- a) Attendance sheet, unused answer scripts and question papers shall be returned by the invigilators to the Chief Superintendent, through the Room Superintendent
- b) Consolidated absentee list/ attendance list subject wise to be submitted
- c) No candidate shall be permitted to enter the hall

Fourth Bell	One hour after the commencement of the Examination
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- a) Candidates may be permitted to leave the hall, but shall not be permitted to take away the question papers

Fifth Bell	Ten minutes prior to the End of the Examination
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- a) 10 minutes remaining (Announcement shall be made)
- b) No candidate shall be permitted to leave the hall.

Sixth Bell	At the End of the Examination
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- a) End of examination
- b) Invigilators to collect answer scripts arrange them and along with other relevant documents, hand them over to the Chief Superintendent through the Room Superintendent.

Note: Any Staff found guilty of any omission, commission or any other lapse in the matter of conduct of Examination is liable for such penalty as may be considered and decided by the Vice Chancellor.

Duties and Responsibilities of Invigilator/s

1. Invigilators shall be assigned for each session of examination as per JSS Academy of Higher Education & Research (JSS AHER) guidelines, by the Chief Superintendent (CS).
2. They shall report to the CS at the exam hall, at least Half an hour before the commencement of the Examination and ascertain their assigned room / candidates. They shall remain in the exam hall for the entire duration of the exam. They shall keep their mobile phone in silent mode and shall not strictly use in the Examination Hall.
3. They shall check the desks for any chits or writing material.
4. They shall check that the students have occupied their respective seats according to seating plan.
5. They shall physically check and sign the Hall Ticket of each candidate, on entry into the examination hall. They shall also verify the identity card of the candidate. They shall ensure that students do not wear aprons or jackets and shall not be permitted to use writing pads.
6. They shall distribute the answer booklets to the candidates who are present and shall ensure that the candidates enter their name, register number, course, subject, paper, QP code, date of exam etc. in relevant areas of the answer book and sign in the place provided. After verification of the entry, they shall affix their signature on the answer books.
7. They shall distribute the question papers according to the question paper code printed on the Hall Ticket of the candidate, at the scheduled time.
8. They shall ensure that no candidate leaves the hall, till one hour after commencement of the examination. Candidates shall not be permitted to go to the toilet, without the permission of CS.
9. They shall ensure that any candidate, who leaves the hall before the final bell, does not carry the question paper with him / her.
10. They shall ensure that the candidates are not in possession of mobiles, electronic equipment of any kind, books, paper chits, photocopies or any other material that could be used for malpractice.
11. They shall submit the absentee statement and unused answer booklets, unused question papers to the CS 30 minutes after the commencement of the exam.
12. They shall not entertain any unnecessary questions by the candidates and shall refrain from prompting answer to the candidates, as the same is tantamount to malpractice.
13. Invigilators must watch the students continuously and should be vigilant. They shall take rounds to monitor the assigned candidates and not involve in any conversation or read magazine/ newspapers or use mobile phone.
14. They shall report to the CS, use of unfair means being adopted by any candidate.
15. They shall ensure that the candidates tick the question that they have answered in the answer booklets.

16. After the examination, they shall collect the answer booklets and arrange them register number wise, along with other reports and documents, invigilator's diary etc. and hand them over to the CS, through the Room Superintendent (RS).
17. Separate diary shall be maintained for each faculty / subject / scheme/ QP Code.
18. They shall be held personally responsible for any acts of omission or commission, other than those specified in the guidelines.
19. They shall leave the examination hall only after performance of all their duties and after obtaining permission of the Chief Superintendent.
20. Each RS shall supervise the work of three invigilators. They shall ensure that all the duties entrusted to the invigilators have been properly carried out.
21. **USE OF MOBILE PHONES BY THE INVIGILATOR/S/ROOM SUPERINTENDENT/S IS STRICTLY PROHIBITED DURING THE EXAMINATION.**
22. **NO PORTION OR PART OF THE ANSWER BOOKS SHALL BE DETACHED AT THE EXAMINATION HALL BY THE INVIGILATOR/S / ROOM SUPERINTENDENT/S.**

Note: Any Staff found guilty of any omission, commission, or any other lapse in the matter of conduct of Examination is liable for such penalty as may be considered and decided by the Vice Chancellor.

Duties and Responsibilities of Observer

1. The Observer shall be appointed by JSS Academy of Higher Education & Research (JSS AHER). The observer shall visit the examination centre one day prior to the commencement of the examination and shall inspect all the arrangements made for the examination hall along with Chief Superintendent (CS). He/she shall ensure that the general instructions are displayed for the information of the students, on the notice boards and in front of the examination hall prominently.
2. He/she shall report to the CS of the centre one hour before the actual commencement of the examination. He/she shall remain in the examination centre for the entire duration of the examination and for all the sessions. They shall keep their mobile phone in silent mode and shall not strictly use in the Examination Hall.
3. He/she shall ascertain that the CS has made necessary arrangement for conduct of examination, as per JSS AHER guidelines and that the general instructions are prominently displayed at the college and examination hall.
4. He/she shall ascertain that all the staff appointed for the examinations are diligently carrying out their duties.
5. He shall particularly ensure that:
 - a) The bell timings and instructions are strictly followed.
 - b) Only appointed staff (Invigilator/s, Room superintendent/s) are allowed inside the examination hall.
 - c) Candidates with Admit Cards only are permitted in the hall
 - d) Distribution of answer scripts and question papers are being properly done.
 - e) Malpractice of any nature is not being done by any candidate or staff.
 - f) Drinking water and First aid has been made available in the hall.
6. He/she shall ascertain that after completion of each session, the answer booklets / scripts and other relevant materials are packed, sealed, labeled, and dispatched to the JSS AHER, as per the guidelines.
7. He/she shall carry out any other activity as may be required, to assist the Chief Superintendent, in smooth conduct of the examination.
8. At the end of each examination / session, he/she shall send a detailed report to the Controller of Examinations, through the CS.
9. At the end of the examination, he shall submit the completed remuneration bill to the CS for onward submission to JSS AHER for payment.
10. If any mal practices/lapses are observed, he/she shall bring it to the notice of CS and ensure that proper action is initiated.

Note: Any Staff found guilty of any omission, commission, or any other lapse in the matter of conduct of Examination is liable for such penalty as may be considered and decided by the Vice Chancellor.

Duties and Responsibilities of Custodian

1. The Custodian shall be overall in charge of the valuation centre and shall be responsible for carrying out the valuation with the assistance of the support staff as per JSS Academy of Higher Education & Research (JSS AHER) guidelines.
2. The Custodian shall ensure that the valuation centre is kept open as per timings (8 AM to 8 PM) specified in the JSS AHER order.
3. He/she shall ensure that only authorized personnel are permitted into the valuation hall.
4. He/she shall ensure that silence is maintained in and around the valuation hall.
5. He/she shall instruct all concerned to keep their mobiles switched off/ kept in silent mode and not to be used in the valuation hall.
6. He/she shall ensure that the instructions are displayed prominently at the entrance to the centre/ hall.
7. The custodian shall receive the coded answer script packets from JSS AHER. He shall verify the number of packets and the number of scripts in each packet.
8. Each packet shall have a maximum of 15 answer scripts, packed question paper code wise. Each packet shall also have corresponding Question paper, and Mark list for valuations.
9. He/she shall ensure that the code stickers on the answer booklets are not removed or tampered with by anyone.
10. The internal and external examiners shall be appointed by JSS AHER for Valuation and the Custodian shall verify the same from the appointment letter at the start of the valuation.
11. He shall ensure that each script is valued independently by internal examiner and external examiner and that all the answer scripts issued have been valued.
12. He/she shall ensure that the examiners evaluate the answer scripts as per instructions issued separately by JSS AHER and that they correctly fill up the Marks list.
13. He shall ensure that all the answers in the scripts have been evaluated and marks entered in the Marks list. He shall also check the totaling.
14. He/she shall ensure that the Marks list and the scripts are packed and dispatched to the JSS AHER as per guidelines.
15. He/she shall maintain a progressive chart of the valuation, send daily progress report, and ensure that valuation is completed within the stipulated number of days. He/she shall ensure that all the issued scripts have been valued.
16. He shall ensure valuation work and other documentation like work done statement, issue of attendance certificate to the examiner etc. are completed as per guidelines, before forwarding the bills to JSS AHER for payment.

Note: Any Staff found guilty of any omission, commission, or any other lapse in the matter of conduct of Examination is liable for such penalty as may be considered and decided by the Vice Chancellor.

Instructions to Candidates appearing for Examinations

1. **Admission to the examination hall:** Candidates are advised to take their allotted seats in the examination hall at least **thirty minutes before** the time fixed for the commencement of examination. Candidates shall not remain on the corridor or anywhere near the examination hall after the bell for commencement of examination.
2. **Books/Chits/Mobile Phones Etc.:** Candidates should leave all books, notes, papers, mobile phones or any other gadgets, watches, bags etc. outside the hall (at their own risk). They shall make sure that their pockets are empty and shall not wear lab coats, aprons or jackets/sweaters/face covers.
3. **Conduct in the hall:** Candidates shall maintain strict silence in the examination hall and follow the instructions given to them by the examination staff.
4. **Eatables/drinks:** Candidates shall not bring/consume any eatables/drinks in the examination hall.
5. **Infectious diseases:** Candidates who are undoubtedly suffering from serious infectious diseases will not be admitted to the examination hall.
6. **Admit Card:** Candidates shall carry their Admit Cards to the examination hall without fail, which should be kept ready for verification and signature of the invigilator.
7. **Answer Booklet:** As soon as the answer booklet is given, candidates should read the instructions given and fill in the details in the space provided on the front page only. Register Number should be written correctly and clearly by referring the hall ticket. QP Code should be written referring to the question paper. Candidates are prohibited from writing their Register Number on any other part of the answer booklets. If done so, such answer booklets will not be sent for valuation and action will be taken against those candidates as it amounts to malpractice.
8. **Question Papers:** As soon as the question paper is received, candidates shall write their name and register number thereon. Nothing else should be written on the question paper.
9. **Entry & Exit from the Examination Hall:** No candidate will be allowed to enter the examination hall after expiry of 30 minutes from the commencement of the examination. Candidates are not allowed to leave the examination hall until one hour after commencement of the examination. Once they leave the hall, for any reason they cannot get back to the hall again. As soon as the time prescribed for the examination expires, the candidates shall have to hand over their answer booklets to the invigilator concerned.
10. **Asking Questions:** Candidates are forbidden to ask questions of any kind either to the invigilators or to fellow candidates when examinations are going on. Borrowing of pens, pencils, erasers, instruments, calculators etc. from other candidates is not allowed.
11. **Malpractice:** Candidates indulging in any kind of malpractice in the examination hall will be seriously dealt with. Any of the following will be deemed to be malpractice and appropriate action will be taken against anyone indulging in them.
 - a) Bringing to the examination hall any books, manuscripts, chits, photographs or other materials except authorized ones.
 - b) Copying from the neighbour's answer book or from notes, books and other materials or/and allow others to copy from one's answer books.
 - c) Communicating with any persons outside or inside the examination hall.
 - d) Disobedience of the instructions of the Chief Superintendent/Invigilators or flouting their authority in any other manner/ non-observance of any of these instructions.
 - e) Intimidation, assault, use of abusive language or any kind of misbehavior towards examination functionaries either within or outside the examination premises.
 - f) Taking the written answer booklets/ additional sheets out of the examination hall.
 - g) Any other act which violates the proper conduct of examination.

Please also read the instructions printed on the answer booklet thoroughly

Phone No: 0821-2548399

Email: exam@jssuni.edu.in

THEORY EXAMINATIONS DIARY

Centre		Centre Code	
Date		Session	
Faculty		Course	
Semester/Year		Scheme	
Subject		QP Code No	

Sl No	Reg No's of Candidates assigned	Sl No's		QP Code and Scheme of Examination are correct (Yes/No)	Signature of Candidate
		Answer Booklet	OMR Sheet (Where applicable)		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

No of candidates Assigned		No of Candidates Absent	
No of Answer Booklets issued		No of answer booklets used	
No of answer booklets of absentees returned to Chief Superintendent			
Remarks/Malpractice cases if any	Yes	No	If Yes, furnish details to Controller of Examinations

Verified & Found Correct

	Invigilator	Room Superintendent	Deputy Chief Superintendent	Chief Superintendent
Name:				
Signature:				

Phone No: 0821-2548399

Email: exam@jssuni.edu.in

ABSENTEE STATEMENT – THEORY EXAMINATIONS

Centre		Centre Code	
Date		Session	
Faculty		Course	
Semester/Year		Scheme	
Subject		QP Code No	

SI No	Register No of Absentees	SI No of Booklets
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

	Invigilator	Room Superintendent
Name:		
Signature:		

Note:

To be submitted along with the Theory Examinations Diary

Phone No: 0821-2548399

Email: exam@jssuni.edu.in

CONSOLIDATED QP CODE-WISE ABSENTEE STATEMENT

TO BE SENT FOR AND AFTER EACH SESSION OF THEORY EXAMINATION

Centre	
Date of Examination	
Session	Morning/Afternoon

QP Code	Total Number of students Allotted	Total Number of students Present	Total Number of students Absent	Register Number of Absentees
Total				

DY CHIEF SUPERINTENDENT	CHIEF SUPERINTENDENT
--------------------------------	-----------------------------

Phone No: 0821-2548399

Email: exam@jssuni.edu.in

CERTIFICATE OF OPENING SEALED QUESTION PAPER PACKET

Sl No	Faculty	Examination	Subject	Paper / Section	QP Code	No of Packets

Certified that the sealed Question Paper packets indicated above were intact. They were opened in the presence of the undersigned and the contents found intact and in order.

WITNESS:

Candidate 1 Register No:	Candidate 2 Register No:
Invigilator Name:	Room Superintendent Name:
Observer Name:	Dy Chief Superintendent/Chief Superintendent Name:
Date: Time:	

Note: This form should be retained in the College Office for a period of six months from the date of Examination.

Phone No: 0821-2548399

Email: exam@jssuni.edu.in

CHECK LIST FOR THEORY EXAMINATION

(TO BE SENT FOR & AFTER EACH SESSION OF THEORY EXAMINATION)

Centre:		
Date		Yes /No
1. Part I and Part II of the Answer Booklets/OMR sheets verified.		
2. Consolidated Statement of Attendance Sheet enclosed along with Invigilator/s diary.		
3. Invigilator/s Diary enclosed along with Answer Booklets.		
4. Answer Booklets/OMR sheets packed separately as per QP Code.		
5. Sealed Answer Booklet bundles dispatched on the same day.		
Observer/Squad Name:	Room Superintendent Name:	Dy Chief Superintendent/Chief Superintendent Name:

Phone No: 0821-2548399

Email: exam@jssuni.edu.in

OBSERVER'S DAILY REPORT

Centre	Examination	
Date	Session	Morning / Afternoon
		Yes/No
1	Visited the examination center one day prior to the commencement of examination and inspected all the arrangements made for the conduct of examination	
2	The examination hall was large enough to accommodate 60 candidates	
3	Chairs were arranged 3 feet from one another	
4	Furniture was provided to each candidate	
5	Seating arrangements were found too close to doors & windows	
6	Ventilation of the examination hall was satisfactory	
7	Drinking water was provided in the examination hall	
8	No person was let out of the hall in the first 60 minutes of the commencement of the examination	
9	Damaged/defective answer booklets noticed & reported	
10	Verification & Certification of the number of invigilators, Room superintendents, Typists, Clerks, Peons etc. done	
11	Answer books were packed and sealed immediately after the completion of the Examination	
Name		Signature of the Observer
Designation		
College		
Phone No		
Email		

JSS Academy of Higher Education & Research

(Established under Section 3 of the UGC Act)

Sri Shivarathreeshwara Nagara, Mysuru -570 015, Karnataka, India

Phone No: 0821-2548399

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SQUAD CHIEF'S REPORT

Centre	Examination	
Date	Session	Morning / Afternoon
		Yes/ No
1	Report submitted to the Controller of Examinations?	
2	Any malpractice cases? (if YES details of malpractice report should be submitted to Controller of Examinations with signature of the Chief Superintendent, Observer, Room Superintendent, Invigilator & Witness).	
3	Physical verification of the candidates indulging in malpractice done by the Room Superintendent or Invigilator.	
4	Security arrangement made at the exam centre was satisfactory.	
5	Invigilators/Room Superintendents were carrying out duties properly.	
6	Question paper seal verified for intactness and safe custody	
Name		Signature of the Squad Chief/Member
Designation		
College		
Phone No		
Address		

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Phone No: 0821-2548399

Email: exam@jssuni.edu.in

PRACTICAL/CLINICAL EXAMINATIONS DIARY

Centre		Centre Code	
Date		Session	
Faculty		Course	
Semester/Year		Scheme	
Subject		Batch No.	

Sl No	Reg No of Candidates Assigned	Sl No of Answer Booklets	Signature of Candidates
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

No of Candidates Assigned		No of Candidates Absent	
No of Answer Booklets issued		No of Answer Booklets used	
No of Answer Books of absentees returned to Chief Superintendent			
Remarks/Malpractice cases if any	Yes	No	If Yes, furnish details to Controller of Examinations

Verified & Found Correct

Examiner		Signature with Date	
1.			
2.			
3.			
4.			

Phone No: 0821-2548399

Email: exam@jssuni.edu.in

ABSENTEE STATEMENT – PRACTICAL/CLINICAL EXAMINATIONS

Centre		Centre Code	
Date		Session	
Faculty		Programme	
Course		Paper	
Semester		Batch No	
Scheme			

SI No	Register No of Absentees	SI No of Booklets
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Verified & Found Correct

Examiners	Name	Signature with Date
1.		
2.		
3.		
4.		

Note:

To be submitted along with the Practical/Clinical Examinations Diary

THEORY VALUATION MARKS LIST

Degree:

Subject:

QP Code:

Packet No.:

INSTRUCTIONS

- 1) Correct Entry of Marks. Eg: Total Marks in figures shall be entered as 'Zero' and not '0'; '03' and not '3' & in words shall be entered as 'Six Five' and not 'Sixty Five'. Round off the fractions.
- 2) Avoid overwriting.
- 3) Write 'NA' for the questions that have not been answered.
- 4) Please double check the Totals. Write the Total marks in the marks statement without any errors. Any corrections shall be initialed.

Please refer the coding sticker on the answer booklet and enter the following: **QP CODE** and **PACKET NO**

ANSWER BOOKLET (SI No)															
	01 ↓	02 ↓	03 ↓	04 ↓	05 ↓	06 ↓	07 ↓	08 ↓	09 ↓	10 ↓	11 ↓	12 ↓	13 ↓	14 ↓	15 ↓
Q 1															
Q 2															
Q 3															
Q 4															
Q 5															
Q 6															
Q 7															
Q 8															
Q 9															
Q 10															
Q 11															
Q 12															
Q 13															
Q 14															
Q 15															
Total Marks															
Marks in Words															

Please make total marks entry as shown below

EXAMPLE 1		EXAMPLE 2	
Total Marks	87	Total Marks	06
Marks in Words	EIGHT SEVEN	Marks in Words	ZERO SIX

For use by Custodian:

Checked by:

Verified by:

No. of corrections:

Signature (Valuer): _____

Name (in capitals): _____

Mobile No.: _____

For Use By Computer Section

Checked By

First Entry

Second Entry

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Phone No.: 0821-2548399

Email: exam@jssuni.edu.in

MARKS LIST (Medical & Dental)

Degree:		Exam:		Date:	
Name of the College:				Packet No.	
Subject:					
Max. Marks:		- PRACTICAL -		Max. Marks:	
Max. Marks:		- THEORY VIVA -		Max. Marks:	
Sl. No.	Reg. No.	Marks obtained		Marks obtained	
		Figures	Words	Figures	Words
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

No. of candidates allotted:		Present:		Absent:	
------------------------------------	--	-----------------	--	----------------	--

	Examiner-1	Examiner-2	Examiner-3	Examiner-4
Signature:				
Name:				
Address:				
Cell No.				
<i>For use by Computer Section</i>				
Entered by: _____	Checked by: _____		Scrutinized by: _____	Verified by: _____

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MARKS LIST (Other Courses)

Degree:		Exam:	Date:
Name of the College:			Packet No.
Subject:			
Max. Marks:		PRACTICAL	
Sl. No.	Reg. No.	Marks obtained	
		Figures	Words
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

No. of candidates allotted:		Present:		Absent:	
------------------------------------	--	-----------------	--	----------------	--

	Examiner-1	Examiner-2	Examiner-3	Examiner-4
Signature:				
Name:				
Address:				
Cell No.				
<i>For use by Computer Section</i>				
Entered by: _____	Checked by: _____		Scrutinized by: _____	Verified by: _____

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Phone No: 0821-2548399

Email: exam@jssuni.edu.in

ACKNOWLEDGEMENT OF CONFIDENTIAL EXAMINATION DOCUMENTS

Received from:

Center		Examination	
Name		Designation	
Date		Session	Morning/Evening
Faculty		QP Code(s)	
Subject(s)		Paper(s)	
Sealed bundle containing Marks list/Answer scripts			

Date:

Place:

Controller of Examinations

Phone No: 0821-2548399

Email: exam@jssuni.edu.in

CONSOLIDATED EXAMINER'S REMUNERATION BILL

A) DETAILS OF EXAMINER:

1.	Name (in CAPITAL LETTERS)	
2.	Designation	
3.	Complete Postal Address of the Institution	
4.	E- Mail ID	
5.	Mobile Number(s)	
6.	Purpose of journey	

B) TRAVELLING AND DAILY ALLOWANCE (TA/DA) BILL:

Details of journey	Departure		Arrival		Distance	Rate	Amount	
	Date & Time	Place	Date & Time	Place				
Onward								
Return								
Daily Allowance*								
<i>*DA is admissible only for the actual number of days of work done as per the attendance certificate.</i>							Total	

C) THEORY REMUNERATION BILL: (Theory Paper Valuation)

Course and Subject	No. of Scripts	<3Hr	>3Hr	Rate	Amount
Total					

D) PRACTICAL EXAMINATION REMUNERATION BILL:

Name of the Examination			
a) Course			
b) Subject(s)			
Details of Examination	No. of students/ dissertation	Rate	Amount (in Rs.)
a) Practical/Clinical			
b) Viva Voce			
c) Dissertation			
Total			

...PTO

E) PAYMENT SUMMARY:

	TA/DA Bill (B)	Theory remuneration (C)	Practical remuneration (D)	Grand Total
In Rs				
Total in words:				

Declaration:

1. Certified that the amount claimed in this bill has not been drawn/paid in any of the previous bills. In case of excess payment, I shall return the excess amount paid.
2. Certified that I shall declare the taxable amount in my income tax returns.
3. Certified that the duly filled form for E- transfer is submitted herewith.

Signature of Examiner with Date

1. Certified that the examiner has conducted the Practical examination/ Theory valuation as stated above in this Centre. 2. Certified that the examiner has attended the examination assignment from _____ to _____ No. of days: ____ 3. Certified that the particulars furnished in the bill have been verified with reference to the work done by the examiner and the amount shown against the individual examiner is correct.	
Name & Signature of Custodian	Name & Signature of Chief Superintendent

The signatures of Chief superintendent & Custodian are compulsory.

FOR THE USE OF OFFICE OF COE		
Counter signed for Rs.(in words).....		
.....only		
Case worker	Dy Controller of Examinations	
FOR THE USE OF FINANCE SECTION		
Passed for Rs.(in words		
.....only).		
Cheque No..... Date.....		
Case worker	Accounts Officer/ Accounts Superintendent	Finance Officer

OBSERVER'S REMUNERATION BILL

A) DETAILS OF OBSERVER:

1.	Name (in CAPITAL LETTERS)	
2.	Designation & Institution	
3.	E- Mail ID	
4.	Mobile Number	

B) DETAILS OF THE EXAMINATION:

Name of the Examination	
Centre	

C) TRAVELLING AND DAILY ALLOWANCE (TA/DA): [FOR OUTSTATION ASSIGNMENTS ONLY]

Details of journey	Departure		Arrival		Distance	Rate	Amount	
	Date & Time	Place	Date & Time	Place				
Onward								
Return								
Daily Allowance*								
<i>*DA is admissible only for the actual number of days of work done as per the attendance certificate.</i>							Total	

D) WORK DONE & REMUNERATION:

Date	Morning session	Afternoon session	Total no of sessions	Rate/session	Amount
Total					

E) PAYMENT SUMMARY:

TA/DA Bill (C)	Remuneration (D)	Grand Total (C+D)
In Figures:		
Total in words:		

Declaration:

1. Certified that the amount claimed in this bill has not been drawn/paid in any of the previous bills.
2. In case of excess payment, I shall return the excess amount paid.
3. Certified that I shall declare the taxable amount in my income tax returns.

Signature of Observer with Date

Signatures of Chief Superintendent with Seal & Date

JSS Academy of Higher Education & Research

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Sri Shivarathreeswara Nagara, Mysuru -570 015, Karnataka, India



Phone No: 0821-2548399

Email: exam@jssuni.edu.in

ATTENDANCE CERTIFICATE

It is certified that Dr/Prof/Mr/Ms *Name of the Examiner, Designation, Affiliation* has carried out the assignment of Practical/Clinical/Viva voce Examination and Theory Paper Valuation at *Name of the College/Institution*, from *Date* to *Date* in the subject of *Name of the subject* for the *Name of the course* Course conducted by the JSS Academy of Higher Education & Research, Mysuru.

Date:

Place:

Controller of Examinations/Chief Superintendent

Seal



Office of the Controller of Examinations

JSS Academy of Higher Education & Research

Sri Shivarathreeshwara Nagara, Mysuru-570 015, Karnataka, India

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