

## **THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY, CHENNAI** **UNIVERSITY EXAMINATIONS - REVISED INSTRUCTIONS**

For the smooth conduct of University Examinations, the Dean/Principal/Vice-Principal/Any Administrative Official of the Affiliated Institution should not act as Chief Superintendent for the University Examinations. The Head of Institution shall appoint any Professor/Associate Professor as Chief Superintendent.

### **Issuing of Hall Tickets:**

- The Principal of the College must ensure that the Hall Tickets are issued to the students concerned as soon as the same released by the University
- If any change of photograph in the Hall Ticket is noticed, it should be intimated to the University and remedial action be taken by the Principal to issue Hall Ticket to the student with correct photograph.

### **Downloading of Question Papers:**

- Downloading of Question Papers should be done in a confidential room, which is covered by CCTV surveillance, by the Chief Superintendent with the assistance of a technical person and no outsiders should be permitted in the room.
- The Question Papers should be issued to the students on time.
- The Question Papers of one college should not be sent to another college or to any others through WhatsApp, e-mail or any mode.
- Before downloading question papers, the Chief Superintendent must check whether the previous session question papers have been deleted from the system to avoid confusion.
- In case of any difficulty, contact the Controller of Examination / Dy. Controller of Examinations immediately over phone / e-mail. E-mail: [coe@tnmgrmu.ac.in](mailto:coe@tnmgrmu.ac.in)  
Tel No.: (044) 22301573 & (044) 22350901.
- If any deviation is noticed, severe action will be initiated against the erring official(s) by the Examination Disciplinary Committee.

### **Instructions to Chief Superintendent / Invigilators:**

1. The Chief Superintendent and Invigilators should be present at the Examination Centre one hour before the starting of examination on each day, and they should take adequate measures to prevent any kind of malpractice in the examination hall.
2. The Invigilators shall work under the direct control of the Chief Superintendent and they should extend their co-operation to the Chief Superintendent for

smooth conduct of the examination. The Chief Superintendent should ensure that utmost secrecy is maintained throughout the examination.

3. The Chief Superintendent should ensure whether correct Answer Booklet / Question Paper for the particular subject is given to the students on each day of examination. The subject code in the question paper and the answer booklet should be the same.
4. The students should be instructed to write Section 'A' or 'B' Answer Papers appropriately so as to avoid them from getting penalized.
5. The students must be aware that no additional sheets will be provided during the examination.
6. The Invigilators should pay due attention while distributing answer booklets to the students and they should ensure no answer booklet(s) of absentees is issued to the students.
7. The Chief Superintendent / Invigilator shall announce in the Examination Hall on every day of the examination that the students should write their Registration Number legibly only in the space provided in the front sheet of Answer Booklet and nowhere else. The students should be instructed to write the page number of the answers correctly in Column-I in the front sheet.
8. The Chief Superintendent shall instruct the Invigilators in the Examination Hall to verify whether the students have written their Registration Numbers correctly as per the galley in the front page of the Answer Booklet and whether they have written the page number of the answers correctly in the Column-I before collecting the answer scripts from them.
9. The Chief Superintendent / Invigilators and the students should affix their signature at the space provided in the Answer Booklet. Nothing should be written/entered in the rectangular box viz., "UNIVERSITY USE ONLY". The Chief Superintendent/Invigilator must ensure that the 'Barcode Sheet' attached to the main Answer Booklet is not damaged or detached.
10. The students in the examination hall should be instructed strictly not to write anything irrelevant in the Answer Booklet other than subject-related.
11. While sending answer scripts to the University after the examination is over, the year, month and date of the examination should be written at the left-side top corner of the cloth-lined cover for easy identification.
12. The Chief Superintendent ensure whether the absentees' details are entered through online on the same day itself. Utmost care should be given while entering the Absentees.
13. No waterman should be permitted in the Examination Hall to supply water to the students. Instead, a water pot may be kept in a visible area of the hall.

14. The Chief Superintendent must ensure that full session of the examination is recorded and the CCTV footage is sent to the Controller of Examinations of the University in a CD or any device after the examination is over.
15. If any malpractice takes place like copying, etc. in the examination hall, it should be reported immediately to the Controller of Examinations by the Chief Superintendent with a detailed report on the incident.
16. Spare sheet should be used only on damages of the main sheet. If spare is used it should be informed immediately to the Controller of Examinations / Dy Controller of Examinations and an email should be sent immediately.
17. Make sure all the papers are collected on the day of Examination based on the attendance of the candidate and dispatched accordingly. If left out found later, will be viewed seriously.
18. The Chief Superintendent must ensure to dispatch the following materials to the Controller of Examinations by Speed Post on each day ('a' to 'd') & last day of examination (e & f):
  - a) Written Answer Scripts
  - b) Unused Answer Sheets
  - c) Attendance Sheet
  - d) Absentees Statement
  - e) Unused Spare Sheets
  - f) Unused Covers

**/ BY ORDER /**

**CONTROLLER OF EXAMINATIONS**