



## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. XXV of 1975)  
'A+' Grade University Accredited by NAAC

No. : Cond./AC-II/CS-DS Duty/2019/3406-3673 (via Email)

Dated : 07.11.2019

To

All the Principals/Directors of  
Colleges/Institutes affiliated to M.D.University, Rohtak

**Sub: Administrative instructions for smooth and fair conduct of examinations**

Sir/Madam,

I have been directed to inform you that the Vice-Chancellor had constituted a Committee of University functionaries as well as Principals of certain Colleges for chalking out the feasibility and viability of switching the task of deployment of Centre Supdts./Dy.Supdts. on the Principals of Colleges where Examination Centres are created for smooth conduct of University examinations. The said Committee deliberated on the issue at length and observed that being most responsible/respectable person of the College/Institute, the responsibility of the Principal for fair conduct of University examinations is equally likely as that of the University. In this backdrop, the Committee has made certain recommendations, which have been approved by the Vice-Chancellor and the same were also shared with you by his goodself during a meeting held on 23.10.2019 and there was a consensus on the issue. Accordingly, in line with such recommendations, the following administrative instructions are issued for implementation by all concerned:

I. **Appointment of Centre Supdt. and Deputy Centre Supdt.**

1. Henceforth, the appointment of Centre Supdt. and Deputy Centre Supdt. Shall be made by the Principals of Colleges from amongst the Senior Faculty of their own College, for University Examinations.
2. Different Centre Supdt. and Deputy Centre Supdt. may be appointed for different sessions subject to availability of sufficient staff in the college.

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**II. Appointment of Observer of Nodal Centre**

1. Only Asstt. Prof. / Associate Prof. shall be appointed as Observer(s) at the designated Nodal Centre(s) by the Principal (Chief Coordinator).
2. No Observer of Nodal Centre will be deputed in the same College/Institute for more than one week during one session of examination.

**III. Duties and Responsibilities of Observer of Nodal Centre**

The duties and responsibilities of the Observer of the Nodal Centre will be the same as those for the Flying Squad during the period of examinations. In addition to this, the following duties shall also be performed by the Observer of Nodal Centre:-

- i) Observer of Nodal Centre will collect the question papers from the Nodal Centre and deliver the same to the Principal of the assigned Examination Centre(s).
- ii) The question papers must be opened in the presence of the Observer and the Supdt.-in-Chief, 15 minutes before the commencement of examination and both will put their signatures alongwith mentioning time and date at the outer envelope.
- iii) Observer of Nodal Centre will stay at the Examination Centre(s) during whole time of examination in each session.
- iv) Observer of Nodal Centre will collect the Answer Books of each session of examination and will deposit the same to the Nodal Centre on the same day.
- v) In case of any abnormality, such as copying during the examination, outsiders disturbance, involvement of any staff member in violating University Exam Rules, dereliction of duty on the part of the staff on exam duty etc., the Observer will report immediately to the Controller of Examinations/D.R.(Conduct) telephonically and submit a written complaint to this effect on the same day.
- vi) If the Observer does not perform his / her duty sincerely, the Principal of the College shall inform about the same to the University authorities as well as Chief Coordinator of concerned Nodal Centre on the day of examination itself.
- vii) An entry about the performance of duty at the Examination Centre by the Observer of Nodal Centre(s) shall be made in the register alongwith signature, maintained by the college for arrival /stay / departure of Observer of Nodal Centre / Flying Squad and the same must be countersigned by the Principal of the College daily. A certificate about the performance of duty by the Observer will be issued by the Principal of the College.

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**IV. Remuneration for the Observer of Nodal Centre(s)**

The teachers deputed for delivery of question papers & collection of bundles of Answer books at Nodal Centres, who are presently designated as Asstt. Co-ordinators will now be designated as Observers. Since the duty hours of Observers of Nodal Centre(s) will be around 10-12 hours due to delivering the question papers and collecting the Answer Books, the Vice-Chancellor, on the recommendations of the Committee, has ordered U/s 9-A(5) of MDU Act, in anticipation of approval of the Executive Council, to revise the rate of remuneration of Observer, Nodal Centre from **Rs.450/- per day to Rs. 350/- per session** w.e.f. coming session of Nov. 2019 examinations.

**V. Appointment of Flying Squad**

1. Need based Flying Squad for particular College/Institution shall be appointed by the Controller of Examinations, for which 3-6 names of regular teachers having experience of at least 5 years shall be obtained from the Principals of colleges.
2. All the members of Flying Squad should perform duty in one College/Institute at one time i.e. all the members should move as a single unit.
3. All the members of Flying Squad will make entry of their time of arrival/stay/departure alongwith signatures in the register meant for this purpose, maintained by the Principal/Institute. The Principal will countersign such entries and then issue a visiting certificate to the Flying Squad.

Every communication made by the University to Govt. Colleges regarding examination duties of teachers shall be endorsed to the office of the Director Higher Education, Haryana, Panchkula as well.

**The above instructions may kindly be adhered to in letter and spirit for fair & smooth conduct of university examinations.**

Yours faithfully,

*[Signature]*  
Dy.Registrar(Conduct)

for Controller of Examinations

dated 7.11.2019

Endst.No. Cond./AC-II/CS-DS Duty/2019/3674-3678 (via Email)

A copy of the above is forwarded to the following for information and necessary action:

1. Finance Officer, Asstt.Registrar(Secrecy), M.D.University, Rohtak
2. OSD to Vice-Chancellor (for kind information of the Vice-Chancellor), M.D.University, Rohtak
3. P.A. to Registrar(for kind information of the Registrar), M.D.University, Rohtak
4. P.A. to Controller of Examinations(for kind information of the COE), M.D.U.Rohtak

*[Signature]*  
Dy.Registrar(Conduct)