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BENGALURU  
CITY UNIVERSITY

No. BCU/Ex/01/2023-24

Date: 28.12.2023

## **CIRCULAR**

### **Sub: Duties & Responsibilities of Chief Superintendent of Examination Centres.**

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This is to inform all the Chief of Superintendents of examination centres declared by the Bengaluru City University. The chief Superintendents have to follow, the following guide lines for smooth and avoiding untowards incidents conducting examinations.

- 1. Installation of the camera in all examination centres is mandatory from the January/ February – 2024 UG Examination.**
- 2. The Chief Superintendents of the examination centres are required to keep all the CC TV footage (Question paper opening, examination hall & bundling room) in the college. The Registrar (Evaluation) or his authorised person will check at any time during the examination or after examination.**
- 3. After appointment the Chief superintendent shall prepare well in advance the Statement of allotment of work, seating for candidates and the number of room Superintendents required and draft all the teachers his/ her institution for Supervision work depending upon the need. If the staff of his/her institution is not adequate, he/she shall take the staff of neighbouring colleges or PG Departments with the prior permission of the Registrar (Evaluation).**
- 4. The Chief Superintendent shall convene a meeting of all the supervisory staff at least one day prior to the commencement of examination and explain to them their Duties and responsibilities. He/she shall particularly impress upon them the need to prevent malpractices by scrupulous observation of rules. He/she shall also explain to the supervisory staff the procedure of reporting when a case of malpractice is detected. The Chief Superintendent shall send the proceedings of such a meeting to The Registrar (Evaluation).**
- 5. The Chief Superintendent shall inform the Room Superintendent and candidates personally that no additional answer book will be provided and the candidates have to write their answer in only one answer booklet containing of 40 pages supplied to them in the Examination by the University.**
- 6. Shall arrange to collect question papers on a daily basis from University or by any other means as directed by Registrar (Evaluation). Safe custody of the question papers shall be the responsibility of the Chief Superintendent and any lapse in this regard will be viewed very seriously.**

7. He/she shall take special care to see that the right question paper packets with required number of question papers are received and carried in a box with locking system from the place of delivery to the Institution. The question paper packets shall always be kept in his/ her personal custody and that no one else is permitted to have access to the question paper packets.
8. The sealed packets of question paper shall be opened in the office of the Chief Superintendent by the Chief Superintendent on the date of the Examination not earlier than half an hour fixed for the commencement of the examination in that subject in the presence of the Room Superintendent/Duty Superintendent /External Chief Superintendent after carefully examining the seals and the packet. The question paper packets shall be opened under camera recording and preferably in front of one or two student representatives.
9. Shall follow all procedures laid down by University while dispatching answer bundles to University.
10. Shall maintain proper account of unused answer books and also maintain them in safe custody.
11. Chief Superintendent shall take extra care to avoid malpractices in the examination.



**Registrar (Evaluation)**

Bengaluru City University  
Central College Campus

Bengaluru City 560001

To,

1. All the Principle of UG/PG course running college affiliated to Bengaluru City University.
2. Chairman/Co-ordinators of the P.G.Department Bengaluru City University.