

Report on

Orientation Programme of Exam Centre Superintendents

Background:

IGNOU Term End Exams Dec. 2022 are going to commence from 02.12.2022. RC Delhi-1 has established total 16 Exam Centres in this term (Annexure 1). To ensure the smooth and fair conduct of TEE at these Exam Centres, RC Delhi-1 organized Orientation Programme for Exam Centre Superintendents in online mode through Google Meet on 01.12.2022.

Programme Objectives:

01. To orient the Exam Centre Superintendents for the smooth and fair conduct of TEE
02. To interact with the Exam Centre Superintendents and resolve their queries

Participants:

13 Exam Centre Superintendents and Staff of 10 Exam Centres attended the Orientation Programme.

Resource Persons:

01. Dr. Ashok Sharma, Regional Director
02. Dr. Vikas Singhal, Assistant Regional Director
03. Sh. Satpal Singh, AE(DP)

Resource materials: PowerPoint slides (Annexure 2)

Duration and dates: 01 Hour (01.00 PM to 2.00 PM), 01.12.2022 (Thursday)

Funding (if any): Nil

Coordinators: Dr. Ashok Sharma, RD and Dr. Vikas Singhal, ARD

About the Programme: The Orientation Programme began by the welcome address of the Regional Director. Dr. Sharma welcomed all the Exam Centre Superintendents and Staff with

gratitude and thanks to all of them for their continuous support in the conduct of the University Examinations in their premises. He then shared his two main concerns with them for the smooth and fair conduct of the University Examinations. First, he talked about the complaints submitted by the examinees against the Exam Centres. He stated that in order to overcome such issues, a special notice will be provided to all the exam centres for pasting at their exam centre notice boards. This notice includes a message for the learners that if they find any irregularity, malpractice or shortcoming at their exam centre, the learners should immediately meet their Exam Centre Superintendent or write an email to the RC with their details and proof, or visit the RC to meet RD and other Staff. This way, it was expected that the learners will not then write complaints to other Offices.

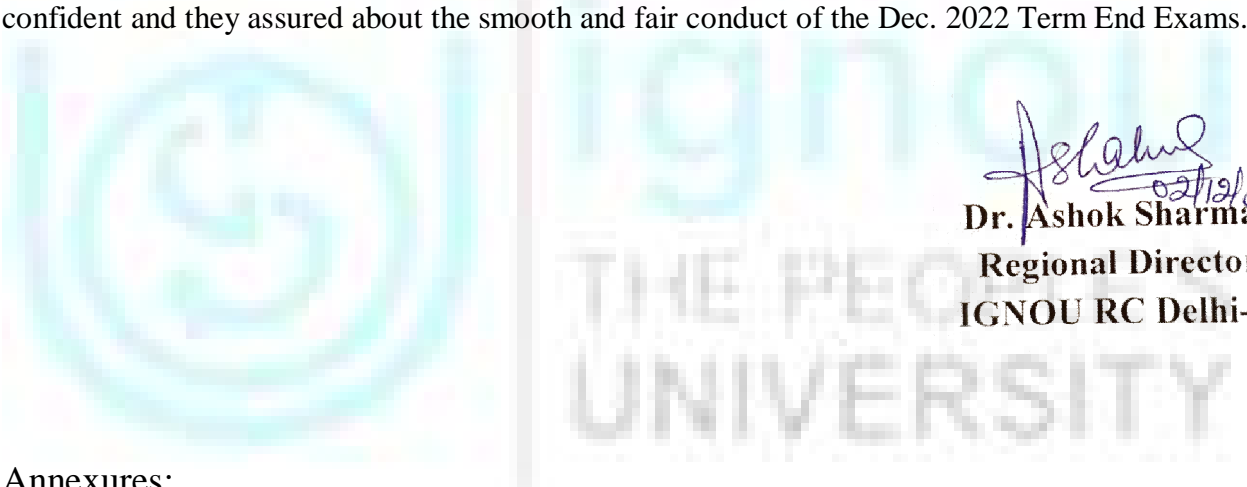
Secondly, the Regional Director asked all the Exam Centre Superintendents to timely mark the learners' Examination Attendance at the SED's Online Portal of Term-End Examination Attendance Monitoring System. He highlighted that the Exam Centres have sufficient time to find out the presence and absence of the number of learners and submitting the data online at the portal. Then after thanking all the participants for their attending this Orientation Programme, he requested Dr. Singhal to proceed further.

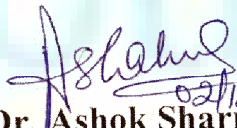
Dr. Singhal with the help of PowerPoint slides made a detailed presentation on the Instructions and Guidelines for TEE Dec. 2022. In his presentation, he covered topics related to arrangements before commencement of examination, instruction for opening the packets of question papers, seating plan, regarding stray candidates, daily announcements, confidential exam related materials, collection of answer scripts & other confidential materials, use of separate answer sheets for the courses in whose case the question papers are combined together, list of courses for combined question paper, objective type (MCQ pattern) question papers, contact details of the Technical Team, maintaining confidentiality of password, Answer scripts, Whom to Contact (details of Registrar, SED and the Regional Director, RC, Delhi-1), facilitating persons with disabilities as per rules, advances to Examination Centres, abstract and attendance sheets, Attendance sheet records, deployment of invigilators, monitoring during examination, and issues related to the bills for settlement of the advances.

After the presentation of Dr. Singhal, Sh. Satpal Singh also interacted with the Exam Centre Superintends. Then, the Exam Centre Superintends were invited to raise their queries, if they have any. Their queries were replied in sufficient details by the Resource Persons. The list of participants is enclosed at Annexure 3. The programme ended with a vote of thanks to all.

The event was reported to CPRO Office for publishing in the University's digital magazine - Digi News. It was very well published in the Digi News (Annexure 4). Mr. Sonu, JAT (D/W) facilitated in the successful conduct of this Orientation Programme.

Outcomes of the programme: The interaction with the Exam Centre Superintendents and functionaries was fruitful. They were well informed about the requirements and expectations towards smooth and fair conduct of the University Exams. The participants were happy and confident and they assured about the smooth and fair conduct of the Dec. 2022 Term End Exams.




02/12/2022
Dr. Ashok Sharma,
Regional Director,
IGNOU RC Delhi-1

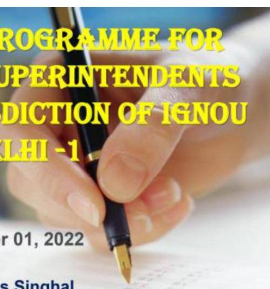
Annexures:

- Annexure 1: List of Examination Centres
- Annexure 2: PowerPoint Slides of Resource Materials
- Annexure 3: Attendance of Participants
- Annexure 4: Digi News Coverage

Annexure 1: List of Examination Centres

SNO	Centre Code	Location	Name of Supdt & Address	SNO	Centre Code	Location	Name of Supdt & Address
1.	07162	Qutab Instl Area	Mr. Tusar R Sarangi MERIT A-9 Qutab Institutional Area Shaheed Jeet Singh Marg New Delhi-110067	9.	07P0008	Aali Village	Mr. B. K. Jha J. N. International School Sarita Vihar, Aali Village Near Sarita Vihar Metro Depot, New Delhi-110076
2.	07164D	District Jail, Faridabad	Mr Anil Kumar District Jail Faridabad Po Neemka Teh Ballabgarh Distt Faridabad-121004	10.	07P0013	Nizamuddin East	Mr Hemant Singh Satyawati Sood Arya Girls Sr Sec School Nizamuddin East New Delhi-110013
3.	07170D	Faridabad Sector-20B	Mr. Sanjay Kumar Vision Institute of Applied Studies, Plot No-40, Sector-20B, Huda, Faridabad-121001 Haryana	11.	07P0014	Lakkarpur Faridabad	Ms Sudesh Bhadana Ideal Public School I Block Shiv Durga Vihar Lakkarpur Faridabad Haryana- 121010
4.	07185	Kalkaji	Mr. J N Chaudhary Ramanujan College, University Of Delhi, Kalkaji New Delhi-110019	12.	07P0015	Sangam Vihar	Ms Nidhi Sharma Jagriti Public School F 2/152 Ratia Marg Main Road Sangam Vihar New Delhi-110062
5.	07197D	Jamia Nagar	Dr. Nazim Hussain Jafri Office of the Controller of Examination, Jamia Millia Islamia New Delhi-110025	13.	07P0017	Village Mandi	Dr K K Garg Lingaya's Lalita Devi Inst. Of Mgmt. Sc 847-848 Mandi Road Village Mandi Nearest Metro Station Chhattarpur New Delhi-110074
6.	07P0004	South Ex-1	Dr Kiran Pal Vocational Training College, Old Institute of Home Economics Building. J- Block, Oppsite: J-33 South Ex-1 New Delhi-110049	14.	07P0019	Chhattarpur Enclave Phase-2	Ms. Malkeet Kaur Indian Modern School C-Block, Chhattarpur Enclave Phase-2 New Delhi-110074
7.	07P0005	Badarpur	Ms. Shilpi COSMOS Public School Molarband Extn. Tajpur Near Badarpur Metro Station New Delhi-110044	15.	1007	Faridabad Sector-16A	Dr Mohender Kumar Gupta PT J L N Govt College, Sector-16A Faridabad-121002 Haryana
8.	07P0007	Ishwar Nagar	Ms. Parveen Yadav Kasturba Balika Vidyalaya Ishwar Nagar, New Delhi-110065	16.	1042	Faridabad Sector-16A	Sh. Balbir Singh Govt College For Women Sector-16A, Faridabad-121002 Haryana


Annexure 2: PowerPoint Slides of Resource Materials



**ORIENTATION PROGRAMME FOR
EXAM CENTRE SUPERINTENDENTS
UNDER THE JURISDICTION OF IGNOU
RC DELHI -1**

December 01, 2022

Dr. Vikas Singhal
Assistant Regional Director,
IGNOU Regional Center, Delhi-1




**INSTRUCTIONS AND GUIDELINES: IGNOU
TEE DECEMBER-2022:**

- The date sheet (starting from December 02, 2022 to January 09, 2023) and the Hall-tickets are already uploaded on the IGNOU website.
- Please always pay attention on your email given to IGNOU, as all information will be sent on this official email.
- Keep your mobile numbers functional and check also the Whatsapp group (IGNOU ECsRCD1@Dec-2022) message created for this purpose (<https://chat.whatsapp.com/EOySG0u6b80GwYy8O9ojXW>)




**ARRANGEMENTS BEFORE COMMENCEMENT
OF EXAMINATION:**

- Well before the commencement of the examination, the Centre Superintendent shall satisfy that all arrangements for conduct of the examination are perfect
- The Centre Superintendent shall make seating arrangements according to the seating plan already prepared by him/her. S/he may however, alter the seat plan as and when required as a precautionary measure against adoption of unfair means.
- The Centre Superintendent shall also ensure that the necessary furniture, light, facilities for drinking water, urinal and lavatory exist in proper condition.




- The Centre Superintendent shall also see that arrangements are such that no communication to and from outside is possible.
- Please make a seal for exam centre supdt. along with exam centre code, exam centre name and exam centre complete address and a round stamp containing exam centre code and name of the exam centre for packing of answer scripts.
- Please fill up day-wise and session-wise information in the online software provided for the purpose.
- The Centre superintendent should settle the discrepancies if pointed out by the respective REC.



**INSTRUCTION FOR OPENING THE PACKETS
OF QUESTION PAPERS:**

- All the Exam Centres are requested to ensure safe custody of the Question Papers and Answer Scripts.
- The Exam Centre Superintendent shall personally open the big bundle received from SED and count the details of the Question Paper packets (without opening the Question Paper packets as instructed above) and ensure that Question Paper packets received are as per the number of courses/ students allotted to the exam centre.
- On each day for each session of the examination, Centre Superintendent shall take out the required packets of question papers one hour before the examination starts.
- The Centre Superintendent shall not open the packets till fifteen minutes before the time fixed for the start of the examination.



CONTD.

- The Centre Superintendent shall open it in presence of at least two invigilators. The Centre Inspectors shall then sign a certificate to the following effect-
"Certified that the packet of question papers has been opened in presence of the invigilators fifteen minutes before the start of the examination and that the seals have been found Intact."
- Two invigilators shall sign the certificate as witness. The covers of the packet of the question papers shall be preserved by the Centre Superintendent

CONTD.

- Cutting & overwriting in attendance sheet and dispatch memo should be strictly avoided. In case of cutting/overwriting the same should be attested by Centre Superintendent.
- The Hall Ticket of all candidates should be verified during all sessions of the Examination. All the candidates should carry with them the identity card issued by the University.
- If for some reason, the examinee does not have his/her valid IGNOU identity card, and their name appears on the attendance sheet, they may show any valid Photo Identity card issued by any Government Institution for entry in the examination hall.

- Every candidate shall take his/her seat at least 15 minutes before the commencement of the examination.
- No candidate shall be admitted into the examination hall after 30 minutes have elapsed since the commencement of the examination.
- No candidate shall be allowed to leave the examination hall before 60 minutes have elapsed since the commencement of the examination.
- Centre Superintendent should bring the instructions to the rooms as mentioned in the hall ticket.

SEATING PLAN:

- Examination Centre shall ensure room-wise seating plan for each course/ session. Seating plan must be displayed on the notice board at a prominent place within the Examination Centre and the room-wise seating arrangement is to be displayed at the entrance of each room used for the conduct of examination.
- The seating plan must be strictly adhered to by the centre.

REGARDING STRAY CANDIDATES:

- The attendance sheet provided by RC Delhi-1 in hard copy should only be used for taking attendance of examinees.
- No STRAY candidate should be permitted without any written permission from Regional Director/ Registrar (SED).
- The Centre Superintendent should allow the student with a changed Hall Ticket duly attested by the concerned Regional Director/ the authorized signatory of SED at the changed exam centre.

DAILY ANNOUNCEMENT:

- Centre Superintendent shall ensure to make daily announcement in the examination hall that the students are required to write their exam only in the language in which the programme is offered.
- In no condition the attempt in any other language will be evaluated, the paper will be cancelled and the student will have no claim for the same.
- The Centre Superintendent should announce on daily basis before the commencement of examination that NO SUPPLEMENTARY ANSWER SHEET WILL BE PROVIDED IN ANY CASE.

CONFIDENTIAL EXAM RELATED MATERIALS:

- All the exam centres will be provided confidential exam related materials, including Answer Scripts and OMR.
- Question papers will be delivered by IGNOU HQ. on daily basis in the morning,
- For some of the courses (list will be provided), you have to download and print the QPs through Online Question Papers Delivery System (OQPDS) as per directions given by SED.

COLLECTION OF ANSWER SCRIPTS & OTHER CONFIDENTIAL MATERIALS:

- Please note that Answer scripts of both sessions of a day will be collected back by IGNOU HQ Team on the evening time or next day morning, whilst delivering QPs.
- The centre Superintendent, at the end of each examination session shall see that all the answer scripts are arranged serially, program-wise and course-wise.
- The Centre Superintendent shall get the answer scripts securely packed and sealed in packets and verify the top-sheet and sign it and paste it on the packet.

USE OF SEPARATE ANSWER SHEETS FOR THE COURSES IN WHOSE CASE THE QUESTION PAPERS ARE COMBINED TOGETHER:

- Question papers in which two or more courses are combined together, separate answer sheet may please be used for different courses.
- For example, the question paper for CHE-01 and CHE-02 is in form of a single booklet; in this case students may be directed to attempt CHE-01 in one answer sheet and use a separate answer sheet for attempting CHE-02.

LIST OF COURSES FOR COMBINED QUESTION PAPER :

- CHE-01 & CHE-02
- BPHE-101/PHE-01 & BPHE-102/PHE-02
- LSE-05 (Part-I) & LSE-05 (Part-II)
- LSE-06 (Part-I) & LSE-06 (Part-II)
- BPHE-104/PHE-04 & PHE-05
- MTE-04 & MTE-05
- AFW-1(E) & BHDA-101
- BEGA-102/AWR-1(E) & BRPA-101
- BNS-102 - (Part - A, B, C & D) (fresh answer sheet for each part)
- BNS-105 (Part A & B) - (fresh answer sheet for each part)
- BNS-202 (Part A & B) - (fresh answer sheet for each part)
- BNS-205 (Part A & B) - (fresh answer sheet for each part)
- BCHCT-131 (Part-I & Part-II)
- BCHCT-133 (Part-I & Part-II)
- BCHCT-135 (Part-I & Part-II)
- BCHCT-137 (Part-I & Part-II)

OBJECTIVE TYPE (MCQ PATTERN) QUESTION PAPERS:

S.No	Date of Exam	Programme Code	Course Code	Course Code for mentioning in OMR sheet
1.	03/12/2022 (Morning)	BDP/IBTS/BCA/BSW	FST-01	1117
2.	06/12/2022 (Evening)	BDP/IBTS/BCA/BSW	BSHF-101	1116
3.	12/12/2022 (Evening)	BPCHHN/CCH	BNS-041	3141
4.	13/12/2022 (Evening)	BPCHHN/CCH	BNS-042	3142
5.	28/12/2022 (Morning)	CBS/DPVCPD/DVAPFV/DWM/DDT/DMT	PCO-01	1113
6.	30/12/2022 (Evening)	CBCS based Bachelors & Honours Degree Programme	BEVAE-181	5111
7.	02/01/2023 (Evening)	CLIS	BLI-011	4111
8.	03/01/2023 (Evening)	CLIS	BLI-012	4112
9.	04/01/2023 (Evening)	CLIS	BLI-013	4113
10.	05/01/2023 (Evening)	CLIS	BLI-014	4114

MAINTAINING CONFIDENTIALITY OF PASSWORD:

- The OTP will be provided to you on mobile number one hour before the commencement of exam, once it is received, print the paper in required quantities
- You are requested not to share the OQPDS Password with anyone, in case already shared, please change the password immediately to maintain the security and confidentiality.

ANSWER SCRIPTS:

- The Examination Centres will convey the requirement of Answer Scripts/ OMR sheets, if any to the SED team (which delivers QPs) well in advance.

WHOM TO CONTACT?

- In case of any discrepancy and deficiency in the number of Question Papers/ Answer Scripts/ OMR sheets immediately report to:
 - The Registrar, SED, IGNOU,
Maidan Garhi, New Delhi-110068
 - &
 - Regional Director,
IGNOU Regional Centre, Delhi-1.

PERSONS WITH DISABILITIES:

- In case of Persons with Disabilities, it is necessarily required to comply with the guidelines received from Government of India, Ministry of Social Justice and Empowerment (MOSJ&E), New Delhi (OM dated 29th August 2018).

ADVANCES TO EXAMINATION CENTRES:

- Advances to examination centres is under process and will be credited directly to bank account of exam centre through RTGS, PAN No., TAN No. & GST No. of the Exam Centre is mandatory.
- It is requested to settle earlier pending advances, if any.

ABSTRACT AND ATTENDANCE SHEETS:

- Hard copies of the following will be provided to all exam supdts
 - abstract
 - attendance sheets
- Please note that many centres not having examination on all dates/ shift and hence follow date sheet.

ATTENDANCE SHEET RECORDS:

- Attendance sheets should be maintained session-wise and day-wise and sent with answer scripts. A copy of same should be retained at Exam centre for records.

DEPLOYMENT OF INVIGILATORS:

- Please appoint energetic Invigilators for the Examination Duty who could exercise utmost care in conducting examinations.
- All Invigilators be briefed about the exam procedures and the strict vigilance to be followed.
- The student, Invigilator and the Centre Supdt. shall have to sign with the date in the adjacent box, at the places marked against each.

MONITORING DURING EXAMINATION:

Deployment of Observers/ Flying Squad:

- Observers/ Flying Squad deputed from IGNOU Regional Centre Delhi-1 and IGNOU HQ New Delhi will make frequent surprise visits in order to ensure smooth conduct of the Exam. In case of any untoward incidents immediately report to the Regional Centre Delhi -1
- Online Monitoring Session may be also organized through Google Meet by the RC Delhi-1 or IGNOU HQ.

THE BILLS FOR SETTLEMENT OF THE ADVANCES:

- The bills for settlement of the advances must be submitted to SED within 7-10 days after the last day of Term end examinations, which will be settled by SED within 30-45 days. Please maintain strict discipline in submitting examination advance settlements.







Annexure 3: Attendance of Participants

People X

























+ Add people

Search for people

2 raised hands (first to last)

-  **Sudesh bhadana** 
-  **Kasturba Balika Vidyalaya** 

In call





































-  **rc delhi1 (You)**  
-  **Balbir Singh Dahiya**  
-  **bk jha**  
-  **DINESH KUMAR**  
-  **gcw fbd**  
-  **IGNOU07162 IGNOU07162**  
-  **jninternational school**  
-  **Kasturba Balika Vidyalaya**  

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01-Dec-22

People X

+ Add people

-  **IGNOU07162 IGNOU07162**  
-  **jninternational school**  
-  **Kasturba Balika Vidyalaya**  
-  **Kiran Pal**  
-  **Narender Sharma**  
-  **Rajesh Kumar**  
-  **Ramanjeet Singh**  
-  **RCDelhi1 User 05 Meeting host**  
-  **RCDelhi1 User 05 Presentation**  
-  **Satpal Singh -RC 1**  
-  **Sudesh bhadana**  
-  **Vandana Rajpal**  

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Annexure 4: Digi News Coverage



Orientation Programme of Exam Centre Superintendents for Dec. 2022 TEE

