

(Abstract)

Guidelines for the appointment of Chief Superintendent and such other staff for the conduct of University Examinations- implemented with effect from March/April 2020 session -Approved-Orders issued.

EXC II

No Ex CII/2/29/CS/ACS/2020

Kannur, Dated: 02.12.2020

- Read:-1. Minutes of the meeting of the standing committee of the Syndicate on Examination held on 10.07.2020
2. Minutes of the meeting of the Standing Committee of the Syndicate on Examination held on 09.10.2020
3. Minutes of the meeting of the Syndicate held on 17.11.2020 vide item No.2020.512

ORDER

1. The Kannur University Ordinances 1999- Chapter V Conduct of Examination- ordinance 7, provides that "it shall be competent for the Controller of Examinations to appoint a Chief Superintendent, Assistant Superintendents and such other staff as are required for the conduct of the examinations ,at each centre of Examination subject to guidelines." The University has not framed detailed guidelines in this regard.
2. At the meeting held on 9-10-2020 , the Standing Committee of the Syndicate on examinations considered the draft guidelines for the appointment of Chief Superintendent, Additional Chief Superintendent, Assistant Superintendent & Invigilators for the conduct of University Examinations prepared by the Controller of Examinations and the officials of the Examination Branch as entrusted by the Standing Committee of the Syndicate on examinations vide the paper read as 1 above , and recommended to approve the guidelines.
3. The Syndicate as per paper read (3), resolved to approve the guidelines for the appointment of Chief Superintendent, Additional Chief Superintendent, Assistant Superintendent & Invigilators for the conduct of University Examinations as recommended by the Standing Committee of the syndicate on examinations.
4. After considering the matter , the Vice chancellor has accorded sanction to implement the guidelines so approved by the Syndicate, with effect from March/April 2020 session examinations onwards.
5. The guidelines for the appointment of Chief Superintendent, Additional Chief Superintendent, Assistant Superintendent & Invigilators for the conduct of University Examinations effective from March/April 2020 session examinations , is appended .
6. Orders are issued accordingly.

Sd/-

Dr. Vincent P J

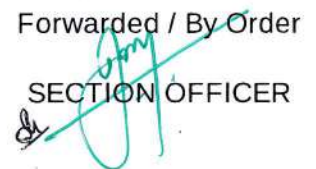
CONTROLLER OF EXAMINATIONS

To: The Principals of all Affiliated Colleges/Head of Departments /AD s/CD s

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Forwarded / By Order

SECTION OFFICER



Guidelines for appointment of Chief Superintendent, Additional Chief Superintendent, Assistant Superintendent, Invigilators for the conduct of University examinations.

Kannur University Ordinances 1999- Chapter V Conduct of Examination- ordinance 7 provides that it shall be competent for the Controller of Examinations to appoint a Chief Superintendent, Assistant Superintendents and such other staff as are required for the conduct of the examinations ,at each centre of Examination subject to guidelines.

I. Guidelines for appointment of Chief Superintendent

1. Head of the Institution such as the Principals of affiliated colleges/Heads of the University Teaching Departments/ Assistant Director or Course Director or Coordinator etc (Heads of the Institutions designated in place of the Principal or Head of the Department) /Head masters or Principals of schools, by virtue of their office, are eligible to be considered for appointment as Chief Superintendent.
2. Any teacher in charge of the Head of the Institutions mentioned at clause 1 above are also eligible for appointment as Chief Superintendent.
3. In case Head of the Institutions mentioned at clause 1 above are unable to act as Chief Superintendent due to other official duty or valid reasons, any senior teacher in the institution recommended by the Head of the institution concerned, are eligible to be considered for appointment as Chief Superintendent provided in the case of Unaided or Self financing Institution only the Head of the Institutions or teacher in charge of the Head of the Institutions shall be considered for appointment as Chief Superintendent.
4. Any officer in the Kannur University service not below the rank of Assistant Registrar or with similar status, is eligible to be considered for appointment as Chief Superintendent.

II. Additional Chief Superintendent

5. Any teacher or an officer in the Kannur University service not below the rank of Assistant Registrar or with similar status, is eligible to be considered for appointment as Additional Chief Superintendent as may be decided by Vice Chancellor on the recommendation of the Controller of Examinations.

III. Assistant Superintendent

6. Any teacher of the Institutions identified as centre of examinations or an officer in the Kannur University service not below the rank of Section Officer or in case teachers are not available for duty any regular employee of the centre of examination concerned with similar status and qualification of Section officer, is eligible to be considered for appointment as Assistant Superintendent.

IV. Invigilator

7. Any teacher or an employee in the Kannur University service not below the rank of Assistant or in case teachers are not available for duty any regular employee of the centre of examination concerned with similar status and qualification of Assistant, is eligible to be considered for appointment as Invigilator.
