

R.6 Vigilance Squad

- 1) A vigilance squad is appointed for the Institute to curb unfair means/malpractices at the Institute examinations and to verify that the entire process of examination has been followed scrupulously by the authorities involved.
- 2) Vigilance squad shall be constituted by the Controller of Examinations for one academic year. The squad shall consist of Controller of Examinations as the Chairman, One Professor, two other faculty members and A.R. (Academics).
- 3) Vigilance squad members shall not be given any other pressing work during the examination time.
- 4) Vigilance squad will verify all the matters pertaining to the Institute's semester examinations, including the following:
 - (i) Packets of question papers
 - (ii) Certificates on packets of question papers
 - (iii) Whether necessary staff has been appointed as per the rules for proper conduct of examinations.
 - (iv) Proper seating arrangement.
 - (v) Supervisors' reports
 - (vi) Account of answer books.
 - (vii) Sealing of question papers and answer books.
 - (viii) Proper facilities for physically handicapped persons
- 5) The squad will pay surprise visits to the examination halls at any time from half an hour before the commencement of the examination to one hour after the conclusion of the examination.
- 6) Vigilance squad is permitted to make multiple visits to any hall for any examination on the same day if it desires and feels necessary.
- 7) No other person except the candidates and the supervisor shall be allowed to be in the examination hall when the squad is in.
- 8) Vigilance squad will prepare a report of the visit, as per the enclosed format, and submit the same to the COE who will sign it and take necessary action on it in consultation with the Dean (AP) if required.

- 9) Malpractices detected by the squad will be reported to the Controller of Examinations in writing. Controller of Examinations will be responsible for initiating appropriate action by consulting with the unfair means committee.
- 10) The Chairman of the squad will also record suggestions, observations, complaints, serious lapses, and irregularities observed.

REPORT OF THE VIGILANCE SQUAD

Members of the Vigilance Squad:

1. Chairperson:
- 2.
- 3.

Day and Date of visit:

Halls visited:

Hall No.				
Examination				
Subject				

Any irregularities noted:

Any Suggestions:

Signatures:

1. :
2. :
3. :