

**GONDWANA UNIVERSITY, GADCHIROLI**  
**DIRECTION NO. 188 OF 2016.**

**ONLINE QUESTION PAPERS DELIVERY TO EXAMINATIONS**  
**CENTRES APPOINTED BY THE UNIVERSITY IN UNIVERSITY**  
**AREA, DIRECTION, 2016.**

(Issuance u/s. 14(8) of the Maharashtra universities Act, 1994.)

**Whereas,** the traditional system of distribution of question papers for university examinations, conducted at different examinations centres appointed by the university in the university area, is in existence in the university;

AND

Whereas, the university is desiring to substitute the existing system of distribution of question papers by the system ‘ Online delivery of question paper’ to the examinations centre’s appointed by the university in university area;

AND

Whereas, the Board of Examinations in its meeting held on 05/01/2016 has resolved vide item No. 08 to adopt the online Question papers delivery system for examinations centres appointed by the university in university area on trial basis;

AND

Whereas, the matter is required to be regulated by an ordinance to be made in this behalf;

AND

Whereas, no ordinance is made to prescribe procedure for implementation of the system in the university.

AND

Whereas, making an ordinance in this behalf is time consuming process;

AND

Whereas, the system is to be implemented urgently in the university.

Now, therefore, I, **Dr. N. V. Kalyankar, Vice-Chancellor, Gondwana University, Gadchiroli** in exercise of the powers vested in me under sub section (8) of section 14 of the Maharashtra Universities Act, 1994, do hereby issue the following Directions :-

1. This Direction may be called “Online Question Papers delivery to examinations centre’s appointed by the university in university area, Direction, 2016.”
2. This Direction shall come into force with effect from the date of its issuance.
3. In this direction, unless the context otherwise requires –
  - a) “Affiliated College” means a College which has been granted affiliation by the University.
  - b) ‘Authorities ‘ means the authorities of the university as specified under section 24 of the Maharashtra universities Act, 1994.
  - c) “Act” means the Maharashtra Universities Act, 1994. (hereinafter referred to as the Act.)
  - d) ‘College’ means a college conducted by the university or affiliated to the university, situated in the university area.
  - e) ‘Examinations’ means the examinations conducted by the university for certificate, Diploma, Degree and post graduate Degree courses at different examination centres.
  - f) ‘Examinations centre’ means the centre appointed by the university for conduct of university examinations at different places in the university area;
  - g) ‘Controller of Examinations’ means an officer mentioned under clause (5) of section 10 of the Act and appointed under provision clause (a) of sub-section (1) of section 18 of the Act;
  - h) ‘Chief supervisor’ means person appointed by the university to conduct examinations at university examination centre;

- i) 'Internal supervisor' means a person appointed by the university to conduct examinations at university Examination centre;
  - j) 'Joint chief supervisor' means a person appointed by the university on the recommendation of the principle/Head of the college/Institution/ Department at the examination centre of the university.
  - k) 'Board of Examinations' means the authority provided under provision of sub-section (8) of section 24 and constituted under provision of sub-section (3) of section 31 of the Act.
4. Question papers of university Examinations in all the faculties in the university shall be delivered online to the examination centres.
5. In addition to chief supervisor and Internal supervisor, a joint chief supervisor shall be appointed for the examination centre's by the university on the recommendations of the principle/Head of the college/ Institution/ Department.
- Provided that the person to be appointed as joint chief supervisor by the university should have knowledge regarding computer.
6. Mobile Nos. of the principal/Head of the college/Institution/Department and of joint chief supervisor of each centre shall be recorded by the Controller of Examinations to provide information to both of them regarding online delivery of question papers.
7. One room shall be required for the purposes of online question paper delivery, printout of the question papers shall be taken in the same room. Instruments and Materials required to serve the purpose of online question paper delivery should be available in the said room only. Entry in the said room shall be available to the authorized persons only.
- Following instruments facility must be made available by the college/Institution/Department in the room which is to be used for online question papers delivery purpose :-
- i) Minimum two computers;
  - ii) Internet Facility;

- iii) Generator Facility;
  - iv) Minimum two printers; and
  - v) Photo copy facility.
8. Controller of Examinations shall deliver online question paper/s to the concerned on the recorded mobile numbers in the university before one hour of the starting of the said examination. He/she shall also provide the additional information to the concerned regarding the matter in question.
  9. Joint chief supervisor shall be appointed for those centres only where more than 100 examinees are enrolled for the examination to which online question papers are to be delivered.
  10. Examination in the paper shall start at the schedule time as soon as online question paper is received at the centre. Any difficulty, problem, number of examinees present for the paper, name of the person who has printed the question paper etc. shall be informed to the Controller of Examinations before one hour after starting of the paper for the examination on E-mail I.D., as [coegondwana@gmail.com](mailto:coegondwana@gmail.com)
  11. It shall be mandatory for an examinee present for the paper in the examination hall to not leave the examination hall till completion of one hour after starting of the paper.
  12. No examinee shall be allowed to retain any other material except the material essential for the examination.
  13. An examinee shall not be permitted to bring mobile phone and camera with him/her at the examination centre. If any suspicious material found with an examinee at the centre while his/her presence in an examination hall, he/she shall be responsible for maintaining the said material.
  14. It shall be mandatory for the examination centre to strictly follow the instructions given in respect of online question paper delivery, by the university, at the examination centre.
  15. Officer in charge, co officer in charge at the examination centre, internal officer in charge, principal of the college, persons working at the Examination centre shall observe strict confidentiality at the examination centre.

It shall be obligatory on every teacher and on the non-teaching employee of the university, affiliated, conducted or autonomous college or recognized institution to render necessary assistance and service in respect of Examination of the university. if any teacher or non teaching employee fails to comply with the order of the university or college or institution in respect, it shall be treated as misconduct and the employee shall be liable for disciplinary action.

Any mal-practice and lapse on the part of candidate, teacher or any person connected with the conduct of examination including the pre examination stage and post examination stage or at any stage whatsoever shall be investigated for taking disciplinary action against the person concerned by the Board of Examinations.

16. Any difficulty faced at the examination centre in respect of online paper delivery or the reason for late starting of examination or any problem arise at the examination centre be informed to the Controller of Examinations at the E-mail address mentioned in para 10 above so that the Board of Examinations may take decision to resolve the problems.
17. Charges for paper printing, photo copies, plain paper expenditure, Generator charges etc. shall be paid to the examination centre at the rate of Rs. 14 per examinee enrolled at the centre by the university.
18. The honorarium of Rs. 100 for per shift of the Examination shall be paid to the joint Chief Supervisor by the university.

Gadchiroli.  
Date :- 10/02/2016.

Sd/-  
( Dr. N. V. Kalyankar )  
Vice-Chancellor