



चौधरी रणबीर सिंह विश्वविद्यालय, जीन्द
Chaudhary Ranbir Singh University, Jind
(Established by the State Legislature Act 28 of 2014)



Important Instructions for Smooth Conduct of B.Ed and Other Examinations
commencing from 04/06/2019

For Students:

1. Carry your Admit Card and valid photo id issued by State / Central Government.
2. Name of Examination Center is printed on Admit Card.
3. Admit Card will be issued by the concern college.
4. Do not carry any printed / hand written material and electronic device with you in Examination Center.
5. Reach the center at least 30 minute before the start of exam and no one will be allowed to enter the exam center 30 minute after the start of exam.
6. Check your answer sheet for any discrepancy including no of pages (40 Page), before filling / writing the particulars on title OMR Page of Answer Sheet. No answer sheet will be changed after filling particulars.
7. Read the instructions mentioned on back side of Title page before filling.
8. Fill the **Roll no, Paper Id and other details** on title page in prescribed boxes from left to right and darken the blocks accordingly. Wrong entries may cause discrepancies in result.
9. Mark your attendance and fill Sr. no of Answer sheets properly in attendance chart.
10. Cross the blank pages of answer sheets at the end of exam.

Controller of Examinations



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For Examination Centers:

1. The Principal of Concerned Examination Center will act as Superintendent- in Chief and will not leave the center without prior permission of undersigned.
2. The Principal of Government and Government Aided Colleges are authorized to appoint Center Superintendent and Deputy Superintendent from the regular teaching staff of college.
3. The Center Superintendent and Deputy Superintendent in self financing colleges will be appointed by the University.
4. The Superintendent- in Chief may appoint an additional Superintendent to assist him /her.
5. The Superintendent- in Chief will provide Invigilators / Assistant Superintendents, Clerk and other supporting staff to the Center Superintendent as per requirement.
6. The Invigilators / Assistant Superintendents may be from regular / extension teachers of Government and Government aided Colleges or approved teachers of self- financing colleges.
7. An Undertaking must be taken from on staff on duty that "No Relative of his / her is appearing in exam at concerned center"
8. The Invigilators / Assistant Superintendents must be appointed minimum ratio of 1:30.
9. The second center may be created by Superintendent- in Chief if the strength in particular exam exceeds 500 and correspondingly staff may be appointed.
10. The Cloth or other materials as required may be purchase by the center and the cost will be reimbursed by the University against the bill.
11. The Question papers will be sent through e portal to the examination centers created in Education Colleges (B.Ed Colleges) or otherwise by prior information. The University will pay the cost of photocopy @ Rs 1- per Page for printing of Question papers or other examination material.
12. The attendance sheet and cut list will be provided through e portal or email.
13. Check official email id of center regularly for examination updates.
14. Keep the record of Blank answer sheets properly.
15. Fill all forms properly (supplied in hard copy or through email).
16. Attendance chart of students must be properly maintained and absent should be marked in case of absence.
17. Check admit card and photo id of students issued by State / Central Government.
18. Read and display the instructions for students as mentioned on above page properly.
19. Do not allow the students to enter exam center after 30 minutes of start of paper.



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20. In Case of Unfair mean first and second copy should be packed in single packet, separately in single packet with UMC Performa.
21. Mobile phones and other electronic gadgets are not allowed in examination centers.
22. Put the COE stamp only on specified area of title page of answer sheet, last page and one inside page properly.
23. The invigilator must ensure that student has filled title page properly before putting sign on it.
24. Submit the Answer sheet packets timely at nodal centers (30 minutes for packing after exam + travelling time @ 40 KM/ Hour on same day)
25. Fill the remuneration Performa as per norms with proper account details and ifsc code for early payments
26. The blank answer sheets may be collected from nodal center if required after first lot supplied by the university at concerned examination center.
27. Inform the exam branch about requirement of blank answer sheets timely.
28. TA will be paid as per norms for delivery of answer sheet packets at nodal centers
29. The college (s), from where the students are going to appear at examination center (s) being created by CRSU Jind is / are required to deposit Rs 4000/- in case of annual examination system and Rs 2000/- per semester in case of semester examination system. These colleges should deposit the amount directly to the Principal of concerned college (s), where examination center (s) is being created by CRSU Jind before the commencement of examinations. This amount is to be paid to cope up the miscellaneous at the examination center (s) under the head of building charges/ furniture charges / electricity and generator charges etc.

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For Nodal Centers:

1. Make safe and secure arrangement for storage of Answer sheet Packets and Question Papers.
2. Keep proper record of receiving of answer sheet packets, Delivery of Question Papers and other material if any from Exam centers.
3. Keep proper record of distributing the blank answer sheets to Exam Centers.

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