




ODISHA UNIVERSITY OF HEALTH SCIENCES, BHUBANESWAR

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Instructions/Guidelines to Examination Centres for the Smooth Conduct of University Examinations for All Courses under OUHS

1. The Centre Superintendent is responsible for the smooth conduct of the theory examinations. S/he has to take all pre-cautionary measures to prevent any kind of malpractice by the candidates and keep strict vigil during the examination hours.
2. The invigilators shall work under the direct control of the centre superintendent. They should exercise proper control and extend their fullest support to the instructions of the centre superintendent.
3. The Superintendent should also give instructions to the invigilators to verify the Bonafide of the examinee, correctness of the Registration / Roll Numbers, Course, Subject and such other information of the candidates duly filled in the Answer scripts during the examination hall itself.
4. The invigilator must ensure that the examinee has correctly counted and mentioned the number of pages used for answers in the front page of the QR coded Answer Booklets provided by the University.
5. The candidate and the Invigilator should put his/her full signature in the space provided for the purpose.
6. The secrecy and confidentiality for the conduct of the examination shall lie with the centre Superintendent who shall be held responsible.
7. The Superintendent is responsible for the safe packaging, despatch or deposit of used and unused Answer Sheets, Attendance Sheet, Absence Statement, All examination centres must ensure that **both audio and video surveillance** is in place throughout the examination process. **This includes the question paper printing, packaging of answer scripts, and the conduct of the exams. After the completion of all exams, each college is required to submit full video recordings (in MP4 format) for every exam day, saved separately and organized by date on a single pen drive. This pen drive must be submitted to OUHS on the last day of the examinations. Failure to comply with this requirement will result in the college being disqualified from serving as an exam centre in the future.**

8. The Superintendent should not entertain any outsider other than the Flying / Vigilance Squad Supervisor, Observers, University authorised or Officer(s) appointed by the Controller of Examination for the purpose.
9. Any discrepancy noticed shall be brought to the notice of the Controller of Examination of this University with facts and detailed report.
10. **Carrying of mobiles, Bluetooth, Smart watches pagers of any other electronic gadgets to the Examination Hall is strictly prohibited.** Neither the University will make any arrangement for the safe custody of any of these items nor it will be responsible for loss of any such items. The candidates should be advised not to bring at all any such items to the examination centre so that they do not run the risk of losing such item (s).
11. **No candidate who is late by more than half an hour shall be admitted to the Examination Hall.**
12. No candidate shall be permitted to leave the Hall until the expiry of half the time of the duration of question paper.
13. There shall be one invigilator appointed for every 20 candidates in an Examination centre.
14. Invigilators shall report to the Centre Superintendents half an hour before the commencement of the examination.
15. The invigilator shall remain in the Examination Hall during the time allotted to each paper and shall not leave the Hall without the permission of the Centre Superintendent.


CONTROLLER OF EXAMINATION
Odisha University of Health Sciences
Bhubaneswar