

DIPLOMA IN PHARMACY PART I & II EXAMINATION APRIL-2015
INSTRUCTIONS TO THE CHIEF SUPERINTENDENT

1. The Chief Superintendent shall make all seating arrangements of the candidates with sufficient spacing of students so that mutual copying/consultation from adjacent student is prevented.
2. The C.S. shall appoint one invigilator for every 20 candidates. For every 4 invigilators or part there of, The C.S. shall appoint one relief invigilator. Only teachers shall be appointed as invigilators.
3. The C.S. shall instruct the invigilators to make arrangements for seating the candidates appearing for examination 20 minutes prior to starting of examination.
4. The C.S. shall check the I.D. Card of the Student issued by the College with the Admission Ticket issued by the Board for confirmation of the identity of the Student.
5. The C.S. shall instruct all the invigilators not to allow any candidate to leave the Examination hall in the first 30 minutes and not to permit any candidate to leave the examination hall temporarily during the examination hours, for nature's call or for any other reasons.
6. The C.S. shall instruct all the invigilators to prevent students from possessing any written material, manuscripts, chits etc., pertaining to the examination being carried into the Examination Hall. Mobiles are strictly prohibited. Possession of mobiles even in switch off mode by any candidate is regarded as malpractice.
7. The C.S. shall instruct the invigilators to inform the candidates that they are prohibited from writing Reg No.s on any part of the Answer Book/Additional Book except at the space provided, writing of Reg No. except at the space provided or name attracts punitive action as per the Board Manual.
8. The C.S. shall make proper Police Bundobust arrangement wherever and whenever necessary
9. The C.S. shall instruct the invigilator to deal with the Malpractice cases properly as follows:
 - a) Invigilator should report regarding Malpractice to the Chief Superintendent/ Deputy Chief Superintendent.
 - b) The Invigilator should take the confession statement from the candidate giving details about the name of the candidate, time and the mode of copying.
 - c) If the candidate refuses to give statement, it shall be recorded in the Diary and should be sent separately to the Member Secretary in a separate cover containing answer book and the report.
 - d) The report should contain the signature of Deputy Chief Superintendent and Chief Superintendent.
10. Chief Superintendent's Facsimile seal only shall be affixed at the appropriate place. on the answer books/additional sheets and college or centre seal shall not be affixed on the answer books/additional sheets.

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11. **CHIEF SUPERINTENDENTS. SHALL ISSUE NECESSARY INSTRUCTIONS TO THE INVIGILATORS, ROOM SUPERINTENDENTS TO ENSURE THAT THE STUDENTS WRITE CORRECT REG. NO. LEGIBLY AND CLEARLY ON THE ANSWER BOOK/ADDITIONAL SHEETS PROVIDED.**
12. **THE C.S. SHALL INFORM THE INTERNAL AND EXTERNAL EXAMINERS TO WRITE CORRECT AND COMPLETE REG. NOS. IN THE PRACTICAL MARKS LIST.**
13. The Chief Superintendents are instructed to dispatch the answer books bundle by **INSURED POST PARCEL ONLY. SUBJECT AND SUBJECT CODE HAS TO BE WRITTEN ON THE CLOTH COVER.** Morning subject's answer books shall be dispatched in the afternoon. on the same day and afternoons on the morning session of the next working day.
14. Invigilator's Diary should be prepared in triplicate. First copy should be placed in the concerned packet. Second copies of all the exams should be sent to the Board at the end of exam without fail and the Third copy shall be retained in the centre.
15. Utilization Certificate of Stationery should be sent immediately after the Examination is completed.
16. Consolidated statement of Mal practice cases (if any) should be sent in a separate enclosure (In the proforma enclosed)
17. Centre remuneration bill as well as the remuneration bills of practical examinations have to be thoroughly scrutinized by the chief superintendent and then submitted to the member Secretary, Board of Examining Authority in a separate enclosure. **The remuneration bills under any circumstance should not be submitted with the answer books packets or bundles.**
18. The Practical marks lists shall be prepared in duplicate. The originals and the duplicates shall be separated by the practical examiners and sealed in separate covers super scribed as "Originals" and "Duplicates" and sent in separate cover with proper marking.
19. **Consolidated absentee statement of theory and practical shall be submitted to the Board in the proforma enclosed in duplicate at the end of the examination.**
20. **All the theory examinations shall be conducted under C.C. T.V. monitoring and each day's Morning Session and Afternoon Session recordings of the examination at the end of the day shall be sent to the Board without fail.**
22. **PLEASE NOTE THAT MISTAKES NOTICED WILL ATTRACT PENALTY AS PER GOVERNMENT ORDER.**



(S.UMESH)

Member Secretary(I/c),
Board of Examining Authority,
Drugs Control Department,
Bangalore.