



RKDF UNIVERSITY

(ESTABLISHED BY AN ACT OF GOVT. OF M.P. AND APPROVED BY UGC UNDER SECTION 2(F) OF 1956)

NAAC 'A+' Accredited University

Annexure-II

(CONDUCT OF EXAMINATION AND MINIMUM STANDARDS FOR EXAMINATION CENTRES)

CONDUCT OF EXAMINATION AND MINIMUM STANDARDS FOR EXAMINATION CENTRES

I. Conduct of End Semester or Term End Examination:

1. All processes of assessment of learners in different components of Examination shall be directly handled by the concerned Institution and no part of the assessment shall be outsourced.
2. For ensuring transparency and credibility, the full time faculty of the Open and Distance Learning and/or Online mode Higher Educational Institutions or qualified faculty from University Grants Commission recognised Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc.

For Open and Distance Learning programmes:

1. All Examinations for Open and Distance Learning mode programmes shall be conducted within the Institution where the Study Centres is located under the direct control and responsibility of the Open and Distance Learning mode Institution. Also, all Government Institutions like Kendriya Vidyalaya(s), Navodaya Vidyalaya(s), Sainik School(s), State Government Schools, etc. can also be identified as examination centre(s) under direct overall supervision of a RKDF, no Examination Centres shall be allotted to any private organisations or unapproved Higher Educational Institutions.
2. In case the types of Institutions mentioned at (i) above are not sufficient to meet the requirement in a city/town, the university may locate the Examination Centre(s) at Krishi Vigyan Kendras, State Training Institutes/Industrial Training Institutes, Government Organisations/ Departments, Accredited Laboratory with the prior approval of its statutory bodies.

Minimum Standards to be Maintained at Examination Centres for Open and Distance Learning Programmes

1. The examination centre must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students.
2. The number of examination centres in a city or State must be proportionate to the student enrolment from the region.
3. Building and grounds of the examination centre must be clean and in good condition.
4. The examination centre must have an examination hall with adequate seating capacity and basic amenities.
5. Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions.
6. The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities.
7. Safety and security of the examination centre must be ensured.

8. Restrooms must be located in the same building as the examination centre, and restrooms must be clean, supplied with necessary items, and in working order.
9. Provision of drinking water must be made for learners.
10. The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure and biometric system and in case of non-availability of the Closed-Circuit Television facilities, the University shall ensure that proper videography be conducted and video recordings are submitted by in-charge of examination centre to the concerned Higher Educational Institution.
11. Adequate parking must be available near the examination centre.
12. Facilities for Persons with Disabilities should be available.