



**SARDAR PATEL UNIVERSITY, MANDI
"CONDUCT BRANCH"**

No. 1/2022/SPU/Mandi/Conduct-3357-3364

Dated: 09.10.2024

The Principal

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Subject :- Creation of Examination Centre and Appointment of Sr. Centre Superintendent for the Conduct of M.Ed. End Semester Examinations October, 2024.

Sir / Madam,

It is to inform that your college has been created as an Examination Centre for the conduct of M.Ed. 2nd Semester Regular & 1st Semester Reappear Examinations to be held in May/June, 2024 along with the following Examination Centres:

SN.	Name of the Examination Centre	Name of Institution(s) Clubbed with Examination Centre
01.	Govt. College Dhaliara, District Kangra (HP)	Thakur P.G College Of Education, Dhaliara Tehsil Dehra Kangra
02.	Vaishno College of Education, Vill. Thapkaur, Teh. Nurpur, Kangra	-
03.	Dronacharya College of Education, Rait, District Kangra (HP)	-

The examination are commencing from **15th October, 2024** and the **date-sheet** is displayed on the website of the University (i.e. www.spumandi.ac.in). You are appointed as **Sr. centre Superintendent** for these examinations. Further appointment of staff for conduct of these exams will be made at your level as per the university norms. The norms for appointment of staff for conduct of exam and remuneration to be paid are as follows:

SN	Designation	Particulars	Remuneration per session (in Rs.)
01.	Senior Superintendent	One in an Examination Centre	Rs. 350/- plus Rs. 700/- for opening and closing of centre
02.	Centre Superintendent	One in an Examination Centre. Additional will be appointed beyond the strength of 800 candidates.	Rs. 325/- plus Rs. 650/- for opening and closing of centre
03.	Deputy Superintendent	One in an Examination Centre. Additional will be appointed beyond the strength of 800 candidates.	Rs. 275/- plus Rs. 550/- for opening and closing of centre
04.	Assistant Superintendent / Invigilator	One admissible for every 30 candidates and part thereof in a centre or seating capacity less than 40 candidates per Room/Hall	Rs. 250/- per session

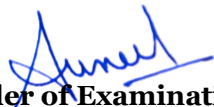
05.	Clerk with Senior Superintendent	One in an Examination Centre. Additional will be appointed beyond the strength of 800 candidates.	Rs. 200/- per session
06.	Clerk with centre Superintendent	One in an Examination Centre. Additional will be appointed beyond the strength of 800 candidates.	Rs. 200/- plus Rs. 400/- for opening and closing of centre
07.	Daftri / Safai Karamchari	One in an Examination Centre	Rs. 100/- plus Rs. 90/- for opening and closing
08.	Waterman	One each on student strength of every 100 or part thereof.	Rs. 100/- per session
09.	Chowkidar	One in an Examination Centre	Rs. 100/- per day from the date of receipt of Question Papers

The 40 Pages Answer booklets have been already sent to your examination centre. It is requested to keep the Answer Booklets in safe custody. The record of daily use of Answer Booklets be prepared properly to avoid any misuse. At the end of all the examination the consolidated record of Answer Booklets be sent to this university along with last Packet.

- The Question Papers will be sent to you before the start of examination.
- You are requested to please check the Question Papers with your demand and number of students appearing in all the subjects.
- Daily management of Question Papers be done as per norms.
- Used Answer Booklets packets in sealed cloth bag are to be sent to:

**The Assistant Registrar,
Sardar Patel University Mandi (HP)-175001**
through insured parcel.

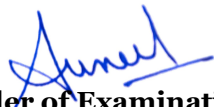
- Evening Packet to be kept in custody and is to be sent along with next day's Packet.
- Date-sheet is available on University website i.e. www.spumandi.ac.in
- Attendance List will be available on Principals' Desk which is to be provided to Superintendent.
- Cut List will be available on Principals' Desk which is to be provided to Superintendent.
- Instructions of Superintendent, Deputy Superintendent and other staff will be sent to you in due course.
- Please provide Account No. & IFSC Code of your institution so that contingency advance can be sent to you.


Controller of Examinations

Endst. No. Even 3357-3364 Dated Mandi 9th Oct., 2024

Copy to:-

01. The Registrar, SPU Mandi (HP) – 175001
02. The Finance Officer, SPU Mandi (HP) – 175001
03. Dean Academic Affairs, SPU Mandi (HP) – 175001
04. All the Principals of the concerned Govt. /Private Colleges.
05. The Assistant Registrar (Examination), SPU Mandi (HP) – 175001
06. Nodal Officer Website, SPU Mandi (HP) – 175001
07. PA to Hon'ble Vice Chancellor, SPU Mandi (HP) – 175001
08. Guard file.


Controller of Examinations