



# KERALA UNIVERSITY OF HEALTH SCIENCES

THRISSUR - 680 596

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No : 739/2022/Ex Med B5/KUHS

Date : 22-04-2024

## **Duties and Responsibilities of Internal Vigilance Officer**

1. Verify whether the Stock Register of Answer books maintained in the college is properly updated.
2. Verify whether the Surveillance camera and mobile jammers in the Examination Hall and QP download room are operational before the commencement of the Examination.
3. Verify the range of surveillance cameras in the examination hall and ensure that the video footage covers the entire examination hall and QP download room with clarity.
4. Verify whether the QP download register is properly maintained in the college.
5. Ensure only C.S., EVO, IVO & the IT personnel are inside the QP download room. (in the case of nodal centers the Subject expert and Nodal officer can also enter the QP download room)
6. Ensure that the downloaded Question papers are packed and sealed in covers before transferring to the examination hall
7. Ensure cleanliness of the exam hall and proper functioning of computers, printers, land phones etc. in the QP download room.
8. Ensure that individual tables and chairs as per University specifications are provided for each candidate. (Jefferson chairs are not permitted)
9. Ensure that the Table and chair for the candidates are properly numbered and arranged with adequate spacing in the examination hall as prescribed by the University (The table-to- table distance shall be a minimum of 1.25 mts. on both the right and left sides and 1.5 mts in the front)
10. Ensure that the Answer books for the examination are under the safe custody of the Chief Superintendent sufficiently early before the start of the examination.
11. Ensure that the examination is being conducted in a free and fair manner in the KUHS-approved examination hall.
12. Ensure that the number of Question Papers printed for the examination tally with that of the number of registered students for a particular day's examination.
13. Monitor the veranda outside the Examination Hall to prevent trespassing.
14. Verify and report if the candidates are permitted to use the toilet during the examination too frequently.
15. Monitor and report whether Scribe or Extra time is provided to any students in the Examination.

16. Verify the authenticity of the scribe writing the examination, if permitted by the

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- University, counterchecking with the University order issued for the same.
17. Ensure the identity of the candidate/s provided with Compensatory/ Extra time for the examination counterchecking with the University order issued for the same.
  18. Monitor and report unauthorized entry into the Examination Hall and QP download room, if any.
  19. Ensure free access to the External Vigilance Officer (Observer) /Squad appointed by the Controller of Examinations inside the Examination Hall.
  20. Report malpractice/s if any are detected during the examination.
  21. Monitor the packing of Answer books and ensure to put your signature in the strip seal (if supplied by the University) after packing.
  22. Report the details of defective answer books if any, identified during examination.
  23. Ensure the despatch of defective answer books in separate covers to the University after each examination.
  24. Ensure that the answer book packing procedure is done properly under camera surveillance and that the video recordings are sent to the university.
  25. Monitor the copying of CCTV footage to CD/DVD/USB Flash drives and ensure they are copied in the specified format & speed and are properly backed up.
  26. Ensure that CCTV footage sent to the University is readable.
  27. The report of the IVO shall contain the details on all the aspects mentioned above and shall be indicative of the extent to which vigilance, care and sanctity of examinations are exercised in the examination conducted at the institution. The report of the IVO shall be directly submitted to the Controller of Examinations.
  28. Suspected attempts of malpractices/lapses if any shall be reported by the Internal Vigilance Officer with documentary proofs, if any, directly to the Controller of Examinations.

**Controller of Examinations**

