

**Dr. A. Udhayakumar Ph. D.**  
**Controller of Examinations**  
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**CONFIDENTIAL**

Ref. No.: VISTAS/COE/\_\_\_\_\_ - OBSER/2024/

Date: \_\_\_\_\_

To,  
Mr./ Mrs./Dr. \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Mobile: \_\_\_\_\_

Sir/ Madam,

**Sub:** \_\_\_\_\_ Batch students: \_\_\_\_\_ Examinations: May/Nov \_\_\_\_\_  
- Appointment as OBSERVER - reg.

I am by direction to inform that you are appointed as OBSERVER in connection with the conduct of \_\_\_\_\_ Examinations scheduled on \_\_\_\_\_ at the \_\_\_\_\_ Campus, \_\_\_\_\_ Dist.

You are requested to contact the Chief Superintendent Mr./Mrs./Dr. \_\_\_\_\_ and the Convener Mr./Mrs./Dr. \_\_\_\_\_ for the smooth conduct of Theory and Practical Examinations respectively and get yourself acquainted with the assigned work.

Your co-operation to conduct the examination in a smooth manner is solicited.

Controller of Examinations

Encl: Duties and Responsibilities of Observer

Copy to: \_\_\_\_\_.

### **Duties and Responsibilities of Observer**

1. The observer shall visit the examination centre one day prior to the commencement of the examination and shall inspect all the arrangements made for the examination hall along with Chief Superintendent (CS). He/she shall ensure that the general instructions are displayed for the information of the students, on the notice boards and in front of the examination hall prominently.
2. He/she shall report to the CS of the centre one hour before the actual commencement of the examination. He/she shall remain in the examination centre for the entire duration of the examination and for all the sessions. They shall keep their mobile phone in silent mode and shall not strictly use in the Examination Hall.
3. He/she shall ascertain that the CS has made necessary arrangement for conduct of examination, as per VISTAS guidelines and that the general instructions are prominently displayed at the college and examination hall.
4. He/she shall ascertain that all the staff appointed for the examinations are diligently carrying out their duties.
5. He shall particularly ensure that: a) The bell timings and instructions are strictly followed. b) Only appointed staff (Invigilator/s, Room superintendent/s) are allowed inside the examination hall. c) Candidates with Admit Cards only are permitted in the hall d) Distribution of answer scripts and question papers are being properly done. e) Malpractice of any nature is not being done by any candidate or staff. f) Drinking water and First aid has been made available in the hall.
6. He/she shall ascertain that after completion of each session, the answer booklets / scripts and other relevant materials are packed, sealed, labelled, and dispatched to the VISTAS, as per the guidelines.
7. He/she shall carry out any other activity as may be required, to assist the Chief Superintendent, in smooth conduct of the examination.
8. At the end of each examination / session, he/she shall send a detailed report to the Controller of Examinations, through the CS.
9. At the end of the examination, he shall submit the completed remuneration bill to the CS for making payment.
10. If any malpractices/lapses are observed, he/she shall bring it to the notice of CS and ensure that proper action is initiated. Note: Any Staff found guilty of any omission, commission, or any other lapse in the matter of conduct of Examination is liable for such penalty as may be considered and decided by the Vice Chancellor.

Sd/-  
Controller of Examinations