HIMACHAL PRADESH UNIVERSITY
"CONDUCT BRANCH" SHIMLA – 5

No. 2-4/2024-HPU (Conduct) Dated:14.11.2024

From:

Controller of Examinations
H.P. University, Shimla-5

To

The Director/Principal

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Sir/Madam,

As you are well aware that the PG/BA.LLB. Honours etc. examinations of the University have been Scheduled w.e.f. 25.11.2024 In order to conduct the above said examinations in smooth, fair & transparent manner, I have the honour to appoint you as Senior Superintendent of the Examination Centre of your college. You are authorized to make alternate arrangement by appointing senior/eligible teachers as per notification No. 2-4/ 2010-HPU (Conduct) Vol-IV dated 16.12.2014 (copy enclosed) of your College as Centre Superintendent & Deputy Superintendent of the Centre and it should be ensured that the teachers so appointed should not be repeated time and again and report the same to the undersigned immediately. In case the number of students/candidates exceeds 800 on any particular examination session, an additional Deputy Superintendent may be appointed as per rules. It may be ensured that only teachers are appointed on invigilation duty and conduct the examinations strictly as per the instruction already issued by the conduct Branch on dated 21 .03.2024 (copy enclosed).

The University will provide advance to meet out the day to day expenses in connection with the conduct of examination as per rules/regulation/instructions issued by the University from time to time. The adjustment of the advance may be submitted within 15 days after the termination of examination without fail.

I am sure that with your kind co-operation, the examination will be conducted smoothly. You are requested to maintain liaison with the District/Local Administration and Police authorities to ensure smooth & fair conduct of examinations as per provision 'K' (at Page-4) of the Book of Instructions for Senior Superintendent/Superintendent etc.

For any assistance / enquiry regarding conduct of examination you may either write to me or the Assistant Registrar (Conduct). The assistance can also be obtained on the following telephone numbers:-

1. ***Controller of Examinations*** ***0177-2830911, 2833551,552***
2. ***Assistant Registrar (Conduct)*** ***0177-2633474, 2833595,596,597***

Encls: As above

14.11.24

Controller of Examinations