

Note to CoE:

Sub: Autonomous Status - Enhancing the Accountability, Integrity and Transparency of our examination system- certain guidelines - reg

This is to inform you that examination duties must be allocated proportionately to all faculty members. It has been observed that Assistant Professors are handling a disproportionately higher share of invigilation duties, while Associate Professors are mainly engaged in a limited number of squad duties. Additionally, Professors are currently not participating in invigilation duties. All faculty members, regardless of designation, are expected to perform invigilation duties equally, ensuring a fair and transparent examination system. This uneven distribution of duties in our institute places an unnecessary burden on one category of faculty while reducing the involvement of senior faculty in critical examination-related tasks.

It is important to reiterate that performing invigilation duties during both the Mid-Semester Examinations (MSE) and the End-Semester Examinations (ESE) is the collective responsibility of all faculty members, irrespective of designation. When senior faculty (Professors and Associate Professors) actively participate in invigilation and squad duties, it strengthens the overall examination system and reduces the number of malpractice cases. Their involvement enhances transparency, fairness, and accountability, thereby reinforcing the academic integrity of our autonomous institute. Moreover, when senior faculty lead by example, it sets a strong professional standard and encourages a culture of shared responsibility across all departments.

In this matter, you are advised to take support from senior faculty for exam conduction, by following the guidelines given below:

Sl. No	Designation	% of Room Duties	% of Squad Duties	Ratio of Duties
1	AAC	50%	50%	2
2	Professors not in AAC	75%	25%	3
3	Associate Professors & Assistant Professors	90%	10%	6

The CoE is hereby advised to look into the following points

- 1 Ensure that all faculty members, regardless of designation, shall be given invigilation duties proportionately to enhance accountability, ensuring a fair and transparent examination system, thereby reinforcing the academic integrity of our autonomous status.
- 2 Submit a detailed list of all faculty members, after every exam, who have *either failed to report without any substitute or have reported late* for their assigned examination duties to the undersigned without any exception.

- 3 Strictly ensure that *no faculty member declines their assigned examination duty on the grounds of academic engagements, personal reasons etc.* except in genuine emergency situations (such as sudden medical issues). In all other cases faculty must arrange a suitable substitute with prior approval. In case of any deviation, the CoE shall submit the list of defaulted faculty members to the undersigned.
- 4 It has been reported that HoDs are not reflecting the actual load in the individual time-tables submitted to exam brach for exam duty allocation. Please ensure that the HoDs reflect the right academic load of faculty (such as theory, lab, Dept. level exam duties) on individual time-tables and also indicate on the individual time-table as a NOTE, if the faculty is availing any kind of leave or planning to avail (such as medical leave, OD, special casual leave- NOT CL), during the scheduled exam period. Once the exam duties are released, *any resulting clash with examination duty shall be managed by the respective department*. The HoD shall arrange a suitable substitute in every such instance.

Further, for any clash between assigned duties with respect to the submitted timetable, the concerned faculty shall report the same to the CoE on the *same day* of the release of the Duty Chart. Any report submitted later shall not be considered.

- 5 Submit a list of faculty members *who fail to perform their assigned duties* (as Invigilator, Squad, or Reliever) in accordance with the instructions issued by the CoE, to the undersigned.
- 6 Accept late-submitted (i.e. after the due date) MSE Question Papers only when accompanied by a written request from concern faculty member *addressed to the CoE* and duly recommended by the HoD. No late submission shall be permitted otherwise.
- 7 As per ALMANAC, ensure that all faculty complete evaluation and submit the required examination-related documents (Minor/MSE/CIE/ESE Labs, etc.) within the prescribed deadlines. Deviation or non-submission shall be recorded, and the list of defaulted-faculty members shall be submitted to the undersigned.
- 8 Record any instance of **faculty making inappropriate/disrespectful comments/ derogatory remarks toward Examination Branch staff**, particularly in cases arising from their own deviations in assigned duties. Such conduct is unacceptable and should be brought to the notice of the undersigned.
- 9 Necessary follow-up circulars shall be released by the CoE on expectations from the faculty members for an accountable, fair and transparent conduct of examinations.


PRINCIPAL

Copy to:

1. The Chairman, KITSW ;
2. Registrar ;
3. All AAC Members
4. WebTeam - To post in Faculty Notice Board