



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

No. 1/2022/SPU/Mandi/Conduct-2194-2204

Dated: 05.02.2024

The Principal
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Subject:- Creation of Examination Centre and Appointment of Sr. Centre Superintendent for the UG Supplementary Examinations (BA, B.Sc., B.Com., B.Sc. Bio-Tech [Hons.], Prakshastri, Shastri & Yoga Studies 1st year) Feb., 2024.

Sir / Madam,

It is to inform that your college has been created as an Examination Centre for the conduct of Undergraduate Supplementary Examinations to be held in February/March, 2024 for the following Courses:-

SN.	Examination Centre	Courses
	Govt. College Bharmour , Distt. Chamba (HP)	B.A., B.Sc., B.Com.
	Govt. College Bhanikhet , Distt. Chamba (HP)	B.A. B.Com.
	Govt. College Chamba , Distt. Chamba (HP)	BA, B.Sc., B.Com., B.Sc. Prakshastri, Shastri
	Govt. College Chowari , Distt. Chamba (HP)	B.A., B.Sc., B.Com.
	Govt. College, Pangi at Killar , Distt. Chamba (HP)	B.A., B.Sc., B.Com.
	Govt. College Salooni , Distt. Chamba (HP)	B.A., B.Com.
	Govt. College Tissa , Distt. Chamba (HP)	B.A., B.Sc., B.Com.
DISTRICT KANGRA		
	Pt. Sant Ram Govt. College Baijnath , Distt. Kangra	BA, B.Sc., B.Com., B.Sc. Bio-Tech [Hons.]
	W.R.S. Govt. College Dehri , Distt. Kangra (HP)	B.A., B.Sc., B.Com.
	Govt. College Dhaliara , Distt. Kangra (HP)	B.A., B.Sc., B.Com.
	Govt. College Dharamshala , Distt. Kangra (HP)	BA, B.Sc., B.Com., B.Sc. Bio-Tech [Hons.], Prakshastri, Shastri
	Govt. College Takipur , Distt. Kangra (HP)	B.A., B.Sc., B.Com.
	Govt. College Shahpur , Distt. Kangra (HP)	B.A., B.Sc., B.Com.
	Govt. College Haripur (Guler) , Distt. Kangra (HP)	B.A., B.Sc., B.Com.
	Govt. College Indora , Distt. Kangra (HP)	B.A., B.Sc., B.Com.
	Govt. Arya Degree College Nurpur , Distt. Kangra	B.A., B.Sc., B.Com. & Yoga Studies
	S.C.V.B. Govt. College Palampur , Distt. Kangra (HP)	B.A., B.Sc., B.Com.
	MCM DAV COLLEGE, Kangra Distt. Kangra, H.P	B.A., B.Sc., B.Com.
DISTRICT KULLU		
	Govt. College Banjar , Distt. Kullu (HP)	B.A., B.Sc., B.Com.
	Govt. College Kullu , Distt. Kullu (HP)	B.A., B.Sc., B.Com. & Prakshastri, Shastri
	Jawahar Lal Nehru Govt. College Haripur at Manali ,	B.A., B.Sc., B.Com.
DISTRICT LAUHAL & SPITI		
	Govt. College Kukumseri , Distt. Lahual & Spiti (HP)	B.A., B.Com.
DISTRICT MANDI		
	Govt. College Bassa (Gohar) , Distt. Mandi (HP)	B.A., B.Sc., B.Com.
	Govt. College Dharampur , Distt. Mandi (HP)	B.A., B.Sc., B.Com.
	R.G.M. Govt. College Jogindernagar , Mandi (HP)	B.A., B.Sc., B.Com.
	Govt. College Karsog , Distt. Mandi (HP)	B.A., B.Sc., B.Com.
	Vallabh Govt. College Mandi (HP)	B.A., B.Sc., B.Com.
	Govt. College Sarkaghat , Distt. Mandi (HP)	B.A., B.Sc., B.Com.
	M.L.S.M. College Sundernagar , Distt. Mandi (HP)	B.A., B.Sc., B.Com.
	Govt. SKT College Sundernagar, Distt. Mandi (HP)	Prakshastri, Shastri

The examination are commencing from 13th February, 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	Rs. 325/- plus Rs. 650/- for opening and closing of centre

		beyond the strength of 800 candidates.	
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 Karamchhari	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:
Dr. Vinay Pandir, Deputy Registrar, SPU 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 your 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 2194-2204 Dated Mandi 05th February, 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 Deputy Registrar (Examination), SPU Mandi (HP) – 175001
06. Nodal Officer Website, SPU Mandi (HP) – 175001
07. PA to Pro-VC, SPU Mandi (HP) – 175001
08. Guard file.


Controller of Examinations