



**SARDAR PATEL UNIVERSITY, MANDI**  
**“CONDUCT BRANCH”**

No. 1/2022/SPU/Mandi/Conduct-1605-1650

Dated: 03.08.2023

-E-mail-

**The All the Principal**  
**College Affiliated to SPU Mandi**

**Subject:- Creation of Examination Centre and Appointment of Sr. Centre Superintendent for the UG/PG End Semester Examination August/September, 2023.**

Sir / Madam,

It is to inform that your college has been created as an Examination Centre for the UG/PG End Semester Examination **August / September, 2023** under your Exam Centre students of following colleges will also appear as clubbed centres:

SN.	MAIN CENTRE	District	CLUBBED CENTRE
01.	Govt. College Chamba	Chamba	1. Chamba Millenium B.Ed. College Saraswati Nagar, Mugla, Hardaspura.
02.	B.T.C.,DAV College, Banikhet, Chamba	Chamba	
03	Priyadarshini College of Education, Vill. Kudnu, Chowari, Chamba.	Chamba	
04.	Govt. College Dharamsala	Kangra	1. Himachal Institute of Legal Studies, Shahpur, Chhatri. 2. Himachal Institute of Hotel Management, Shahpur, Chhatri.
05.	Awasthi College of Education Shamnagar, Dharamshala, Kangra.	Kangra	
06.	Gian Jyoti Institute of Teachers Education, Ichhi at Rajol Kangra.	Kangra	
07.	Dronacharya College of Education, Rait	Kangra	
08.	Janak Raj Mahajan B.Ed. College Gangath, Teh. Nurpur, Kangra.	Kangra	
09.	Vaishno College of Education, Vill. Thapkaur, Teh. Nurpur, Kangra	Kangra	
10.	Govt. College, Sugh Bhatoli, Distt. Kangra (HP)	Kangra	1. D.D.M.P. College of Education, Sugh Bhatoli, P.O. Mandoli, Distt. Kangra
11.	Kshatriya College of Education, Kathgadh Road, Kursain, Indora, Kangra	Kangra	
12.	Kanta College of Education, Chalwara, Teh. Jawali, Kangra.	Kangra	
13.	Sharan College of Education for Women, Vill. & P.O. Gurkhari, Kangra.	Kangra	
14.	Govt. College of Education Dharamshala.	Kangra	
15.	A-One College of Education, Raja-Ka-Bagh (Nurpur) Kangra.	Kangra	
16.	KLB, DAV College for Girls, Palampur,	Kangra	
17.	Govt. College Palampur	Kangra	1. GGSD College, Rajpur, Palampur.
18.	Govt. College Dhaliara	Kangra	1. Thakur P.G College Of Education, Dhaliara Tehsil Dehra Kangra
19.	Govt. College Indora	Kangra	

20.	Minerva College of Education Changrara Bhapoo Indora Kangra	Kangra	
21.	Govt. College JawalaJi	Kangra	1. Laureate Institute of Mgt & Inf. Tech. Kathog, Jawalaji, 2. R.C. College of Education, Dhanot, P.O. Adhawani, Teh. Dehra.
22.	Govt. Arya Degree College Nurpur	Kangra	1. Tara College of Education, Vill. Bassa- Wazira, P.O. Bhugnara, Nurpur.
23.	Govt. College Baijnath	Kangra	
24.	Govt. College Dehri	Kangra	
25.	Govt. College Naura	Kangra	
26.	Govt. College Thural	Kangra	
27.	Govt. College Nagrota Bagwan	Kangra	
28.	Govt. College Nagrota Surian	Kangra	
29.	Mehar Chand Mahajan DAV College, Kangra	Kangra	
30.	Govt. College Kullu	Kullu	1. Kullu College of Education, Bohgana, Garsa Kullu
31.	Govt. College Haripur (Manali)	Kullu	
32.	RTTI, Sarabai, PO Bhuntar, Distt. Kullu	Kullu	
33.	Noble College of Education, Vill. Seog, Pandoh.	Mandi	
34.	Sardar Patel University Campus Mandi	Mandi	
35.	Vallabh Govt. College Mandi	Mandi	1. Jagriti Teacher Training College, Vill. Daodhar, Talyahar, Mandi 2. Vijay Institute of Higher Education, V & P.O. Bhangrotu Balh, Mandi
36.	Laljee B.Ed. College, Mandi (H.P.)	Mandi	
37.	Vijay Memorial College of Education, Vill. Barsu P.O. Bagla Tehsil Balh, Mandi	Mandi	
38.	Abhilashi College of Education, Ner-Chowk, Tehsil Balh, Mandi	Mandi	1. Abhilashi PG Institute of Sciences, Nerchowk, Mandi
39.	Krishma Education Centre, Ner-Chowk, Mandi	Mandi	
40.	Minerva College of Education, Baggi, Mandi	Mandi	
41.	Maharaja Lakshman Sen Memorial College, Sundernagar, Mandi.	Mandi	1. Namdhari College of Education, Bhojpur, Sundernagar, Mandi. 2. Himalyan College of Education, Pungh, Sundernagar. 3. Gayatri College of Education, Kangoo, Teh. Sundernagar, Mandi.
42.	Govt. College Karsog	Mandi	1. Bhardwaj Shikshan Sansthan, P.O. Baral, Karsog, Mandi.
43.	Govt. College Sarkaghat	Mandi	1. Lord Buddha College of Education, Upper Bhambla, Baldwara, Mandi.
44.	Govt. College Jogindemagar	Mandi	1. Neelam College of Education, Vill. Jimjima, Manja, Jogindernagar.

The examination are commencing from 7<sup>th</sup> August, 2023 and the date-sheet is displayed on the website of the University i.e. [www.spumandi.ac.in](http://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.**

Norms for Appointment of Staff for conduct of Exam and remuneration to be paid.

SN	Designation	Particulars	Remuneration Per session (in INR)
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 beyond the strength of 800 candidates.	Rs. 325/- plus Rs. 650/- for opening and closing of centre
03.	Deputy Superintendent	One in an Examination Centre. Additional will be appointed beyond	Rs. 275/- plus Rs. 550/- for opening

		the strength of 800 candidates.	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
- Used Answer Booklets packets in sealed cloth bag are to be sent to:  
**Dr. Vinay Pandit, Deputy Registrar, SPU Mandi (HP)-175001, Mob. No. 98172-00007** through insured parcel.
- Evening Packet to be kept in custody next and is to be sent next day
- Date-sheet is available on University website i.e. [www.spumandi.ac.in](http://www.spumandi.ac.in)
- Attendance List will be available on Principals' Desk is to be provided to Superintendent.
- Cut List will be available on Principals' Desk 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 so that contingency advance can be sent to you.

  
**Controller of Examinations**

**Endst. No. Even Dated Mandi 2<sup>nd</sup> August, 2023**

**Copy to :-**

1. Dean Academic Affairs, SPU Mandi (HP) – 175001
2. The Registrar, SPU Mandi (HP) – 175001
3. The Finance Officer, SPU Mandi (HP) – 175001
4. All the Principals of Govt. Colleges and B.Ed. Colleges concerned.
5. Deputy Registrar (Examination), SPU Mandi (HP) – 175001
6. Section Officer (Evaluation / Re-Evaluation ), SPU Mandi (HP) – 175001
7. Superintendent (RME), SPU Mandi (HP) – 175001
8. PA to Pro-VC, SPU Mandi (HP) – 175001
9. Incharge Website, SPU Mandi (HP) – 175001
10. Guard file.

  
**Controller of Examinations**