

**SREENARAYANAGURU OPEN UNIVERSITY**  
**KOLLAM**

No: C-36/EX. A2/25/SOU/2024

Dated: 29/07/2024

**Circular**

Sub: End Semester Examinations- Empanelment of higher educational institutions as University Examination Centres - Expression of Interest – Invitation of- reg.

Sreenarayanaguru Open University (SGOU), Kollam is inviting ***Expression of Interest*** from various higher educational institutions affiliated to any Universities in Kerala for becoming its Examination Centres. The Under Graduate and Post Graduate level End Semester Examinations of the University are tentatively scheduled to be conducted on **Working days, Public Holidays and Sundays in the month of November 2024 – March 2025**. Detailed information including the requirements, expected duties and responsibilities and compensation package for various functionaries along with proforma for “Expression of Interest” to function as University Examination Centre is attached herewith, and the same is also made available on our website *www.sgou.ac.in*.

The Colleges/Institutions should be located in areas having good connectivity. Besides, these institutions should conform to the minimum norms laid down by the University Grants Commission-Distance Education Bureau.

All institutions which are affiliated to any of the universities in Kerala, and interested in becoming the examination centres of SGOU may submit their Expression of Interest in the prescribed proforma. University will compensate the selected institutions suitably for providing the necessary facilities.

Interested institutions fulfilling the minimum qualification criteria as stated in the Detailed Information of Expression of Interest, may send their complete details in the proforma given on or before 31/08/2024, to **The Controller of Examinations, Sreenarayanaguru Open University, Kureepuzha, Kollam-691601** by registered post in a sealed envelope super scribed “*Expression of Interest for Examination Centre*”.

For more information, you may please contact Ms. Aswathi K.S ( Assistant, Mobile No. 9496803936), Mrs.Dhanya V (Assistant, Mobile No. 9809325523) or by email to: [ex.a2@sgou.ac.in](mailto:ex.a2@sgou.ac.in) , [ex.a11@sgou.ac.in](mailto:ex.a11@sgou.ac.in)

Sd/-

**Dr. Gracious J**  
**Controller of Examinations**

To

The Heads of Institutions,  
Affiliated Colleges, Kerala

CC to:

PS to VC / PVC

PA to Registrar/FO

Academic Sections

Syndicate Section

Finance Sections

CIQA/PRO

Stock File/File Copy

***File No. Ex.A2/25/SOU/2024***

**EXPRESSION OF INTEREST FOR  
EXAMINATION CENTRES OF  
SREENARAYANAGURU OPEN UNIVERSITY  
KOLLAM**

**EoI No. C-36/CEO/SGOU/2024**

**AUGUST, 2024**

## **Expression of Interest**

### **Preamble**

Dear Sir, Sreenarayanguru Open University, the state university for education, training and research in blended format, was established by the Government of Kerala in September 2020 vide the government ordinance No. 45 of 2020. Having been established as the 15th University in the State of Kerala, the Sreenarayanaguru Open University aims at strengthening the structural dynamics of academic cooperation for ensuring quality inclusive education for all regardless of age, creed, gender, and religion. The jurisdiction of the University is limited to the political boundaries of the state of Kerala. The Ordinance and Act, too, bring the streams of distance education offered at the other universities in Kerala under the fold of Sreenarayanaguru Open University. The university was officially dedicated by Sri. Pinarayi Vijayan, the Hon. Chief Minister of Kerala on 2nd of October, 2020. In pursuance of the legal procedures, the Sreenarayanaguru Open University was accorded recognition under the section 2(f) and 22 of the University Grant Commission Act of 1956. The State Legislature of Kerala has unanimously enacted the Sreenarayanaguru Open University Act in January, 2021 (Act 1 of 2021). We are offering presently 16 UG program and 12 PG Program through 23 Learner Support centres across the state.

Sreenarayanaguru Open University (SGOU) invites Expressions of Interest from reputed Academic Institutions to provide the Infrastructure and human resource to conduct

the examinations. University will compensate the institutions suitably. This is an Expression of Interest for Empanelment of Examination Centres all over Kerala for the conduct of examinations of various Under Graduate and Post Graduate degree courses of Sreenarayanaguru Open University in the academic year 2024-25. It may be noted that this information is indicative only. The actual procedure and detailed guidelines will be issued shortly, to the empanelled /short-listed institutions selected through this EoI.

### **Purpose**

The purpose of this Expression of Interest is to establish Examination Centres across Kerala State in major urban and rural areas initially on a representative basis covering all the major urban and rural areas having minimum required facilities as per UGC – ODL Regulations, 2021.

### **Objective**

To establish a strong network of Examination Centres for hosting the End Semester Examinations to be conducted every semester/year through a planned schedule. The Academic Institution, so identified, would act as permanent centre of examinations for the Sreenarayanaguru Open University for the coming three academic years (2024-25 to 2026-27).

### **Validity of EoI**

The EoI as per this document shall be valid for a period of 3 years initially which may be extended further if required by the University on a mutual agreement basis.

### **Condition under which EoI is issued**

Sreenarayanaguru Open University reserves the right to withdraw, amend, modify the EoI and or vary any part thereof at any stage. University further reserves the right to cancel the EoI at any stage. The EoI is not an offer and is issued with no commitment.

## Evaluation of Proposals

All offers received in response to this EoI will be thoroughly scrutinized by an expert committee constituted for this purpose based on the information and documents provided by concerned institution.

## Scope of work

The Scope of Work would include providing manpower and infrastructure for the smooth conduct of various End Semester Examinations based on the examination schedule as communicated by SGOU from time to time. The institutions so identified through this process would be termed as Examination Centres of SGOU for the conduct of End Semester Examinations of different UG and PG programmes for the next three academic years, i.e. 2024-25 to 2026-27. The institution would be required to meet the prerequisites and provide the infrastructure as stated in subsequent paragraphs.

The various U.G. and P.G. examinations have to be conducted by the institution as per the guidelines issued by the University and is required to perform the following tasks:

- 1 Ensuring the requisite number of classrooms/halls, dedicated computer system, uninterrupted internet connectivity, power backup (uninterrupted power supply), high quality printer/copying machine and other basic infrastructure facilities for the smooth conduct of the examinations.
- 2 Computer Lab Facility for conducting Practical examination (If available).
- 3 By deploying educationally/technically qualified, experienced and adequate manpower to manage the entire examination process (see *Prerequisite- Human Resource* for the details).
- 4 Monitoring of the examinations.

## **Eligibility Criteria**

The EoI can be responded to by Higher Education Institutions affiliated to any Universities in Kerala from the Government/Semi-Government /Aided /Self- financing/Unaided sector. Those institutions fulfilling the eligibility criteria and interested in offering their services are invited to submit their interest and provide complete and detailed information on their eligibility and experience in conducting examinations. The institutions should meet the following minimum pre - qualification criteria. Offers from institutions that fail to meet the following *minimum prerequisites* shall be summarily rejected and will not be considered for further evaluation.

## **Prerequisites**

### **(a) Prerequisite - Procedural and Legal requirements**

- a. The college/institution should be affiliated to any recognized university and must be conducting courses at Undergraduate and Post Graduate level.
- b. The Principal/Vice Principal of the college should act as the Examination Chief Superintendent and overall in charge of the examination centre during the conduct of the examinations. The Principal may delegate the authority and responsibility of Examination Chief Superintendent to another faculty member of the institution if he/she so desires.
- c. The college should not have been debarred by any university for the conduct of the examinations for any reasons.
- d. The college should be willing to enter into an MoU with SGOU for abiding by all guidelines, rules/regulations for conducting the University's examinations.

### **(b) Prerequisite – Location Requirements**

The institution should be well connected with public transport and located at feasible distance from the nearest bus stand/railway station.

### **(c) Prerequisite – Technical**

1. Uninterrupted internet connectivity.
2. Alternative power supply (Generator).
3. Providing of desktop system with high end printer for taking print out of approximately 500 question papers in 60 minutes.
4. A convenient and dedicated room / hall with CCTV camera for taking print out of Question Papers (only on examination days).

### **(e) Prerequisite – Human Resource**

Minimum manpower deployment at each examination center must comply with the following requirements: -

- 1 Chief Superintendent (1 for one Centre)
- 2 Exam Centre Coordinator (ECC) (1 for one Centre, to be appointed by SGOU)
- 3 Additional Superintendent (1 for one Centre, permissible only if the number of candidates is 500 or more during any session of a day)
- 4 Invigilators (1 for 32 students)
- 5 Centre Superintendent (1 for one Centre)
- 6 Accounts Assistant (1 for one Centre)



- 7 Centre Clerk (1 Centre Clerk can be appointed up to 150 candidates & 2 Centre Clerks can be appointed up to 500 candidates during any session of a day)
- 8 Office Attendant/Peon (1 for one Centre)
- 9 Sweeper/Cleaning Staff (1 for one Centre)

**(f) Pre requisite – Other facilities**

1. Examination Halls with minimum seating capacity of 32 students @ 2 students per bench. The Centre should accommodate a minimum of 300 students in a session.
2. Provision for drinking water facilities on a hygienic surrounding.
3. The institution should have proper facility of girls and boy's toilets.

**Schedule of Examinations**

The Schedule of University Examinations and the detailed time table will be intimated to the Examination Centre Chief Superintendent well in advance. A tentative schedule for the academic year 2024-25 is given as Annexure I.

**Norms for Appointment of Chief Superintendents and Other supporting staff**

**Chief Superintendent**

- 1 The head of the institution shall act as Examination Chief Superintendent for the conduct of the examination. The Principal may delegate his authority and responsibility of Examination Chief Superintendent to another faculty member of the institution if he/she so desires with a formal letter of intimation to the Controller Of Examinations.
- 2 No person whose ward/near relative is appearing in an examination of the University, shall be appointed for this assignment.
- 3 A Chief Superintendent shall not leave an examination centre without prior approval of the Controller of Examinations under normal circumstances. In case of an

emergency, he/she may hand over the charge to the Additional Superintendent, where appointed, or to the next senior most person under intimation to the University.

- 4 The question papers shall be downloaded and printed by the Chief Superintendent in the presence of Exam Centre Coordinator (ECC) two hours before the commencement of examination.
- 5 The Chief Superintendent shall oversee the packing of the Answer book bundles in sealed covers and affix packing slip. Answer books of each Question Paper code shall be packed separately along with the attendance sheet. Answer books shall be sent to the Camp Officer of the valuation camps on the same day or the next working day. The Packets shall be sent by registered post or in the vehicle sent by the University.
- 6 The Chief Superintendent shall keep and monitor the stock of Blank Answer Books supplied by the university from time to time.
- 7 Chief Superintendent shall facilitate the candidates with disability and diabetes to appear for examination as per the order of the university.
- 8 In case the Chief Superintendent cannot be present on any of the examination days, he or she shall hand over the charge to another faculty member with a formal letter of intimation to the Controller of Examinations.
- 9 In case the Exam Centre Coordinator cannot be present on any of the examination days, he or she shall intimate with a formal letter to the Controller of Examinations.

### **Additional Superintendent**

The Additional Superintendent shall be appointed at an examination centre having a total of 500 or more candidates - both for UG and PG in any session of examination.

- 1 The Additional Superintendent will be appointed by the Chief Superintendent of the Centre under intimation to the University.
- 2 The Additional Superintendent shall not be below the rank of an Assistant Professor.

## **Invigilators**

- 1 As the Chief Superintendent shall be responsible for the smooth conduct of examinations, he/she will be authorised to appoint the required number of Invigilators, from amongst the teachers of his/her institution or from any other institution which is affiliated to any Universities in Kerala.
- 2 While appointing invigilators, preference should be given to permanent faculty members and then to Guest/Ad hoc teachers.
- 3 Teachers from other educational institutions possessing equivalent qualifications of Assistant Professors may also be appointed as invigilators in case the adequate number of teachers are not available in the home institution.
- 4 One invigilator for every 32 candidates or a part are to be provided. Care should be taken not to keep the same invigilator in the same room or the same part of the examination hall every day/session. The allotment of rooms to the invigilator should, therefore, be changed every day/session and it should be done without any previous notice to this effect to the concerned Invigilator(s).
- 5 Every invigilator should be required to sign in the attendance register specially maintained by the Chief Superintendent.
- 6 The names of the Invigilators put in different rooms for various papers/courses should be shown on the seating plan while sending information to the University.

## **Other Supporting Staff for assistance**

The Centre Superintendent shall appoint clerical and other supporting staff as per the Guidelines from amongst the non-teaching staff of his/her institution.

- 1 ***Centre Superintendent*** : There will be one Office Superintendent for each centre of Examination.
- 2 **Accounts Assistant**: There will be one Accountant for each centre of Examination.
- 3 **Centre Clerk**: One Centre Clerk can be appointed up to 150 candidates & 2 Centre Clerks can be appointed up to 500 candidates during any session of a day.
- 4 ***Office Attendant/Peon*** (1 for one Centre).
- 5 **Sweeper/Cleaning Staff** (1 for one Centre).

## **Examination Centre Coordinator (ECC)**

Examination Centre Coordinator (ECC) will be appointed by the University externally as per norms. But he/she should be remunerated as per the compensation package by the Chief Superintendent.

## Compensation Package

University will compensate the Examination Centres for their services as per the following rates which will be revised from time to time.

As per U.O No: 343/A2/2024/SOU, dated: 16/03/24

Sl. No	Designation/ Responsibility	Rates of Remuneration
1	<b>Chief Superintendent (CS)</b> (1 for one Centre) <i>[Overall Supervision and responsible for the smooth conduct of examinations as per the instructions of the University]</i>	Rs. 1000/- for one session only
2	<b>Exam Centre Coordinator (ECC)</b> (1 for one Centre, to be appointed by SGOU) <i>[ Representative of the University as an Observer for the conduct of examinations, reporting of malpractices of any kind]</i>	Rs. 900/- for one session only
3	<b>Additional Superintendent</b> (1 for one Centre, permissible only if the number of candidates is 500 or more during any session of a day) <i>[ Overall Supervision for the conduct of examinations as directed by the Chief Superintendent]</i>	Rs. 800/- for one session only

4	<b>Invigilators</b> (1 for 32 students)  <i>[Learner's attendance management in halls, proper verification of ID &amp; Admit Card, Supervision, prevention &amp; reporting of malpractices, conduct of examinations in their respective halls as per the instructions of CS]</i>	Rs. 800/- per session
5	<b>Centre Superintendent</b> (1 for one Centre)  <i>[Preparation of Nominal Roll, seating arrangement, updating absentees in portal, facilitate downloading of Question Papers, printing, and arranging QP Code wise/ hall wise, any other duties assigned by CS]</i>	Rs. 550 per day
6	<b>Accounts Assistant</b> (1 for one Centre)  <i>[ Cash management, advance from university, expenditure, disbursement of remuneration, statement of accounts, preparation of different forms (I to V) with supporting bills and vouchers, Settlement of accounts with the university, any other duties assigned by CS]</i>	Rs. 525 per day
7	<b>Centre Clerk</b> (1 Centre Clerk can be appointed up to 150 candidates & 2 Centre Clerks can be appointed up to 500 candidates during any session of a day)  <i>[Identifying examination halls, typing &amp; marking of seating arrangements, distribution of Question Papers, packing &amp; bundling of AB as per the instructions of the university, all data entry works, any other duties assigned by CS ]</i>	Rs. 500 per day

8	<b>Office Attendant/Peon</b> (1 for one Centre)  <i>[Arrangement of furniture in examination halls, Courier/ postage/dispatch, any other duties assigned by CS]</i>	Rs. 400 per day
9	<b>Sweeper/Cleaning Staff</b> (1 for one Centre)  <i>[Cleaning the examination halls &amp; toilets, assisting the arrangement of furniture, providing drinking water, any other duties assigned by CS]</i>	Rs. 350 per day
10	Stationary/Contingent Charges  (Original Bill/ Voucher for the actual expenditure to be attached)	Rs. 5/- per student per session (Maximum).
11	Cost of taking print out of question papers (Statement in the Prescribed format to be Submitted).	Rs. 2 for one paper (both sides) (Maximum).
12	Preliminary Arrangements like Marking Enrollment Number in Tables and other arrangements etc.  (Voucher to be attached)	Rs. 25 per classroom of 32 candidates
13	Service Charges for the Institution (Including electricity, water, and internet charges)	Rs. 500 per day (up to 150 candidates)  Rs. 1000 per day (up to 500 candidates)
14	Examination Centre Rental Charges for the Institution.	Rs. 100/- per session for each classroom or Rs. 100/- for every 32 candidates if large halls with more seating capacity are used for examination purpose.

15	Postage for sending answer booklets and other documents.  by India Post (Bill/	Actual charges for standard bundle parcel Receipt to be attached)
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## **Guidelines for Payments**

Centre Superintendents are given centre advance before the commencement of examinations in order to meet various types of exam expenditure to be incurred for conduct of exam. Immediately after the examinations are over the Centre Superintendents are required to submit complete account of expenditure incurred during the conduct of examination in the prescribed Bill Proformas. Bill Proformas should be filled up neatly and clearly and cutting, erasing and overwriting should be avoided. It should be clearly mentioned in the forwarding letter, in whose name the amount claimed is to be prepared and sent, by intimating the complete address and bank account details.

## **Online Examination Management System**

In order to facilitate seamless coordination of various aspects of conduct of examinations, the Chief Superintendent of examination centre are permitted to access the exam portal of the university from time to time. Login ID and password shall be provided by the University. Chief Superintendents are enabled to download and upload documents as and when required by the University

## **Other Guidelines**

Other Guidelines for Chief Superintendent and other supporting staff will be issued by the Controller of Examinations separately for adherence by all concerned.



## **Seating Arrangement**

A day before the commencement of the examination, the Chief Superintendent shall ensure that satisfactory seating arrangements for the examination have been made. He/She shall particularly see that the candidates are to be seated in such a way that the students are not able to communicate with each other i.e. only two candidates should be seated on one bench, preferably of two different courses.

## **Appointment of Malpractice Prevention Squad for Monitoring**

The Controller of Examinations may appoint Malpractice Prevention Squad to ensure smooth and fair conduct of examinations at the Examination Centres Region wise/District wise where necessary.

## **Rules for Unfair Means Cases**

Refer to “Sreenarayanaguru Open University Regulation for the prevention of Malpractices in the University Examinations-2023 (Embodying amendments up to 13 March 2024)”. (As per notification No:01/EX.A2/03/SOU/2023. Dated 04/03/2024). This document is available in University website: [www.sgu.ac.in](http://www.sgu.ac.in)

If during the course of examination, a candidate is found indulging in any of the following, he/she shall be deemed to have used unfair means at the examinations, and as such he/she shall be marked as UNFAIR MEANS (U.F.M.)

- (a) Having in possession of papers, books, notes or any other material or information relevant to the examination in the paper concerned;
- (b) Giving or receiving assistance directly or indirectly of any kind or attempting to do so;
- (c) Writing questions or answers on any material other than the answer book given by the Centre Superintendent for writing answers;

- d) Tearing of any page of the answer book or supplementary answer book. etc.
- (e) Contacting or communicating or trying to do so with any person, other than the Examination Staff, during the examination time in the examination centre.
- (f) Taking away the answer book out of the examination hall/room.
- (g) Using or attempting to use any other undesirable method or means in connection with the examination.
- (h) Smuggling out Question Paper or its part; or smuggling out answer book/supplementary answer sheet or part thereof.
- (i) Threatening any of the officials connected with the conduct of the examinations or threatening of any of the candidates.

A candidate found guilty of any of the unfair means mentioned above should be reported to the University authorities by adhering to the guidelines in this regard, which will be issued separately.

***In exceptional circumstances where deviation from the regulations/guidelines of this document is considered necessary, the University shall have the powers to do so for reasons to be recorded.***

***The Expression of Interest is to be submitted in the format prescribed below. Applicants must ensure that their EoI response is submitted as per the formats attached with this document.***

Sd/-

**Dr. Gracious J**  
**Controller of Examinations**

## ***FORMATS FOR SUBMISSION***

### **EXPRESSION OF INTEREST FORM**

The Controller of Examinations  
Sreenarayanaguru Open University  
Kureppuzha, Kollam - 691601

Dear Sir,

**Sub: Expression of Interest for establishment of Examinations  
Centres for Sreenarayanaguru Open University**

This offer is with reference to the advertisement released in the ..... and published in the website of the SREENARAYANAGURU OPEN UNIVERSITY, Kureppuzha, Kollam – 691601, ([www.sgou.ac.in](http://www.sgou.ac.in)) for establishment of **Examination Centres** all over Kerala. We hereby submitting our Expression of Interest for the same. The details of our College/ Institution are given below:

<b>Sl.</b>	<b>Particulars</b>	<b>Details</b>
<b>1</b>	<b>DETAILS OF THE INSTITUTION</b>	
1.1	Name of the Institution	
1.2	AddressDetails (village/town/city/district) Email ID: Phone No.	

1.3	Name of the nearest Railway Station with distance (Km) Name of nearest Bus Station with distance (Km)		
1.4	Name of the University (State/Central) to which the College/Institution is affiliated		
1.5	Date of Establishment of the Institution		
1.6	Have you been accredited by the NAAC? If yes please give the Grade and institutional score for the last cycle of assessment.		
1.7	Name, designation, and contact details of the Principal/Chief Superintendent to whom all references shall be made regarding Examinations		
<b>2 NO. OF CLASSROOMS /LABS AVAILABLE FOR EXAMINATIONS</b>			
2.1	With CC camera		Without CC camera
2.2	Availability of Computer lab for Practical Examinations		(Yes/No)
	No. of Labs		No. of Computers
	With CC Camera	Without CC Camera	
2.3	Total Seating Capacity of Examination Halls		
<b>3 OTHER INFRASTRUCTURE FACILITIES AVAILABLE PLEASE(Tick)</b>			
3.1	Dedicated Printer cum Copier Machine		

3.2	Dedicated Computer System (Desktop/Laptop)	
3.3	Uninterrupted Internet Connectivity	
3.4	Dedicated toilet for girls and boys separately	
3.5	Standby generator for examination purpose	
3.6	Fire extinguishers	
3.7	Restrooms for students	
3.8	Provision of drinking water	
3.9	Facilities for Persons with Disabilities	
3.10	Adequate lighting, ventilation for examination halls	
3.11	Adequate parking space near the examination centre.	
3.12	Does the institution agree to provide adequate rooms for Examinations?	
3.13	Do you agree to provide Invigilators, supporting staff and amenities necessary for the conduct of Examinations?	
<b>4</b>	<b>BANK ACCOUNT DETAILS</b>	
4.1	Account Number	
4.2	Name of the Account holder on Bank Pass Book	
4.3	Type of Account	
4.4	Name of the Bank	
4.5	Bank's Branch Name and IFS Code:	

### **Undertaking**

I hereby confirm that all the terms and conditions specified with respect to this Expression of Interest are acceptable to me. I agree to conduct the examinations in a fair, transparent and systematic manner as per the *Sreenarayanaguru Open University* rules and regulations. We are aware that university's discretion in allotting the examination centre or cancel the examination centre at any time without assigning any reason for which I will abide for it.

Yours sincerely,

***(Authorised Signatory)***

***Name, Designation & Address***

***(With stamp/Seal)***

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

***Place:***