



**SARVAJANIK  
UNIVERSITY**

INCLUSIVE | INTEGRATED | INNOVATIVE

**SARVAJANIK UNIVERSITY**  
R.K. Desai Marg, Athwalines, Surat - 395001, Gujarat, India  
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## **SQUAD - Rules and Regulations at Sarvajanik University**

The Sarvajanik University shall constitute Squad teams for surprise assessment and fair conduct of examinations at all constituent institutes/colleges/centers of Sarvajanik University.

1. The Squad team members shall be responsible to observe and report the fair conduct of University Examinations at various examination centers individually and collectively.
2. The SU shall constitute the respective Squad team which is required to visit the given exam center. The squad team shall ensure confidentiality about their appointment and visit to the respective institute.
3. The Squad team is required to visit the center as and when appointed on the given date and time by the University.
4. The Squad team shall maintain strict confidentiality about examination materials, squad strategies, and any incidents observed and do not discuss examination content or security details with unauthorized individuals.
5. The Squad team examination report along with remuneration form is required to be submitted to Sarvajanik University (COE office) on the same day of the visit.
6. Block arrangement may be left to the Institute / Colleges as per their infrastructure availability.
7. The team shall inspect the following:
  - a. Seating arrangement in Blocks as per instruction given by exam coordinator & Form A.
  - b. Ensure that junior supervisors are not carrying any devices like mobile phone, tablet, earphone etc. or any reading material with them during their invigilation duties.
  - c. Inspect the examination halls for any materials or devices that could aid in UFM criteria.
  - d. The Squad team is authorized to inspect any of the student during the examination.
  - e. The Squad team must ensure strict adherence to all UFM (Unfair Means) norms, and in the event of any violation, ensure that the prescribed action is promptly taken by the center within the stipulated time.





- f. Sufficient light and ventilation in the block.
  - g. Adhering to the schedule of the examination time table.
8. **Conflict of Interest:** In case Squad members are assigned to halls where their own students, relatives, or acquaintances are present, they must inform the SU exam section immediately upon receiving the order of Squad duty.
9. Any other anomalies found in the examination center, shall immediately report over phone- If it is of serious nature to the University immediately and followed by submitting the report at the end of Examination Day or earlier.
10. As per observation, and inspection, if any UFM is found, the squad should file action against the student/Supervisors/center. If it is against student then it should be forwarded through institute exam conduction coordinator and center in charge, along with UFM docket.

### **Frequency of Visit:**

The Squad team must be given orders to visit the respective exam as and when required for all External Regular and Backlog (including interim) examinations for which exam schedules are notified.

### **Squad Team:**

Position	Role
Chairperson	Head of the Squad Committee (Faculty of Associate Professor or Professor level)
1 Senior Faculty	Regular / Permanent faculty with minimum 10 years of experience
Members (3-4)	Regular / Permanent faculty.





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## Execution at SU level

- Deans/Principals shall be requested to give 5-6 names of faculties for Squad visit as per squad team mention above who can work as chairperson and also 4-5 names of senior faculties, Regular faculties who can work as team members of the squad.
- The SU Exam controller shall constitute the Squad team in advance from the date of commencement of exams at respective centers for the visit.
- Squad visit orders shall be issued preferably 2 days prior to the visit and telephonic confirmation shall be made for the same. If the exam controller / SU feels that there is a need for prompt inspection then a squad can be constituted for prompt visit.
- The members of Squad team shall report at SU on the given date and time to proceed for the visit, if they are not specifically permitted.
- The Squad team examination report along with remuneration form (if applicable) is required to be submitted to SU on the same day of the visit.
- Action to be taken at SU, based on the report of the squad.
- Recommendations are sent to the provost based on the report of the squad. Once it is approved and confirmation given by provost action will be initiated by the exam section to student/institute/supervisors/coordinators.

