



# RV Institute of Management®

Autonomous Institution  
Affiliated to Bengaluru City University

Approved by AICTE.  
NAAC 'A+' Accredited

CA 17, 26th Main, 36th Cross, 4th T Block, Jayanagar Bengaluru-560041



## CENTRE FOR EXAMINATION

**Dr.Santhosh M**  
**Controller of Examination**

**Tel: 080-42540300 EXTN-362**  
**E-mail: coe.rvim@rvei.edu.in**

### DUTIES AND RESPONSIBILITIES OF DEPUTY CHIEF SUPERINTENDENTS

- a) The Deputy Chief Superintendents shall report 45 minutes before the commencement of examination.
- b) They shall verify the code and title of question paper as per the time table published by COE and put their signature before opening the bundle /s.
- c) They shall verify the Form-B and give it for typing. During the process they shall check the number of unused answer scripts and question paper received.
- d) The unused answer scripts shall be returned to exam section and unused question paper to be packed back in the respective packets.
- e) They shall verify Form-A and put signatures on both Form-A and Form-B
- f) They shall collect the answer scripts in the collection center, verify with Form-A and get it bundled in cloth bags.
- g) They shall assist the chief superintendent in the smooth functioning of examination.
- h) They shall go round the blocks where examination is going on and bring any discrepancy to the notice of the Chief Superintendent

**Coordinator - Examination Committee**

**Director**

