



श्री माता वैष्णो देवी विश्वविद्यालय
Shri Mata Vaishno Devi University
Kakryal (Katra)-182320

SMVDU/Exam/25/218-22

Dated: 09th.10.2025

NOTIFICATION

Subject: Illustrative list of duties of the flying squad committee members.

Detailed below is the illustrative list of duties of the members of flying squad committees constituted for surprise inspection of examination halls, labs etc. during the conduct of various examinations in SMVDU and SMVDCoN:

1. Making surprise visits to examination halls, labs etc. to ensure smooth and fair conduct of examinations.
2. Reporting irregularities/ anomalies, if any, to the Faculty I/c. Examination in the prescribed proforma.
3. Ensure that no unauthorized person is appearing in the examination. Identity of the examinees may be established by checking their attendance and admit cards / identity cards.
4. Ensure that no Books, Calculators, Mobile Phones or any other unauthorized material is carried by candidates to the examination hall.
5. Ensure that no candidate takes recourse to any unfair means and possesses any unauthorized paper or material with him/her. The members of the flying squad will also have the authority to inspect and search any person/candidate in the event of suspicion.
6. The members of flying squad should also observe conduct of the functionaries deployed for examination duty, to ensure that no one helps any candidate directly or indirectly. Any violation should be brought to the notice of the Faculty I/c Examination for further action.
7. The members of the Flying Squad must also check that no unauthorized person is moving/present in the premises of the examination centre. In case of suspicion the identity of such person should immediately be checked and necessary action should be initiated.
8. The flying Squad Members shall prepare a detailed report of their visit to various exam halls alongwith their observations in the prescribed proforma and submit it to the Examination Wing on daily basis for further remedial actions.

The members of the flying squad committees may also take any such action which is not explicitly mentioned above to ensure fair and smooth conduct of examinations.


09/10/25
Faculty I/c Examinations


Copy to

1. All Deans / Heads for information.
2. Concerned Faculty members for information and compliance.
3. I/c Website for uploading on the University website.
4. AR (VC Secretariat) for kind information of the Hon'ble Vice Chancellor.
5. Concerned file.