

Instructions for Invigilators

- Course coordinators will collect the question papers, from the examination control office, for distribution to invigilators from Exam Cell, 30 minutes before commencement of the exam.

- ALL Invigilators to report in the allotted examination halls/rooms 30 minutes before commencement of the exam. (Students permitted inside the examination hall only in the presence of the Invigilator)

- Senior Faculty member will collect the question paper from the course coordinator and staff member/junior faculty member will collect the bag/file/folder/envelope (containing the answer sheets, yellow, attendance sheet, absentees statements etc.) so as to reach the examination rooms 25 minutes before the commencement of examination.

- After the exam, the counted answer scripts will be deposited to the Course Coordinators in the Exam Cell.

Invigilation Duty

- Cancellation of/Exemption from invigilation duty is not desirable.

- Presence of a faculty for invigilation is mandatory.

- In case of swapping of invigilation duty, the information must be conveyed to the controller of examination well in advance.

- Special Instructions for Invigilators

- Hall In-charge to ensure proper conduct of examination in the exam hall.

- No student is allowed to enter the examination hall before the invigilator.

- Please adhere to the time schedule.
- The student's entry into the room should be closed 05 minutes before commencement of the exam.
- Doors will re-open for late comers 10 minutes after commencement of the exam.
- Students arriving 15 minutes after the commencement of Exam are not permitted to appear in the examination.

ID Card Default

- ID Cards of all students must be checked before signing on the answer script and before taking student signatures on the attendance sheet.
- Student(s) without ID Card/Temporary Id Card, to be brought to the Exam Cell for verification and an ID Card default slip will be issued to the student(s) for the particular exam.
- In case of repeat ID default, the answer sheet(s) will be deposited separately to Exam Cell.
- The ID default slip will be returned along with the attendance sheet by the invigilating staff to the Exam Cell.

Announcements in Exam Hall

Following announcements will be made before commencement of the paper as well as for students who arrive late:

- (a) No Mobile phones/ smart watches/smart bands/ear-pods/any digital device in possession
- (b) No chits
- (c) No written material on palm or any part of the body or on calculators/covers
- (d) Only enrolment No and name of the student to be written on the question paper

- (e) No talking
- (f) To take respective seats
- (g) Not permitted to carry study material, bags etc to their seats
- (h) Students are not allowed to leave the examination hall in the first 30 minutes
- (i) Students can leave the hall in the last 30 minutes, only after final submission of the answer book.
- (j) Random manual checking for chits, written material to be carried out.

Instructions for Invigilators

- No use of mobile phones/smart watches inside the examination hall by the invigilators.
- To stand at different locations in the room and to keep moving

- Maintain silence inside the exam room
- Instructions for Staff Nominated as Reserve
- Reserve staff for invigilation should reach Exam Cell minimum 25 minutes before and leave exam cell 20 minutes after the commencement of exam.