

## NOTICE

### INSTRUCTIONS FOR INVIGILATORS

#### SEMESTER EXAMINATION -NOVEMBER-DECEMBER-2019

1. All invigilators are to report strictly by **9:00** a.m. for the morning session and **2:00** p.m. for the evening session.
2. Invigilators are to report and sit in the staff room, sign the duty list with the deputy superintendent in the staff room.
3. One invigilator per room is to come after being called to the exam control room to collect the answer sheets and then the second person to collect the question papers.
4. Invigilators are to count all the sheets, check that the serial numbers are printed on all the answer sheets, they are in order, and also that answer sheets are in proper condition.
5. Invigilators are to check that all the answersheets are stamped and signed by them before the submission of the same.
6. Invigilators are to check the admit cards of students, while taking attendance and ensure that each admit card has a **photograph** of the student.
7. Invigilators are not to finalise the attendance forms until an hour after the beginning of the exam. The roll numbers of the **absentees** are to be filled in only after an hour.
8. Students coming late should be reported to the deputy superintendent/s in the exam control room .
9. **All invigilators are expected to remain in their respective rooms during the exam duty.**
10. **Mobiles and bags are strictly prohibited inside the examination halls** as specified on student admit cards.
11. Invigilators on duty are not to talk as it disturbs the examinees.
12. Invigilators are not **to use mobiles, laptops, read books, evaluate answerscripts ,check IA etc.** while on duty.
13. All invigilators of respective rooms have to sign and write the total number of answersheets collected from their respective rooms while submitting the same.

- 14.** In case of an emergency, the invigilator must inform the college immediately and must also apply for EL for that day. In case the invigilator has two duties on that day, one of the duties will be reassigned.
  
- 15.** No invigilator must leave after the submission of answersheets , without signing all the necessary papers .

**Examination Committee**