

Appendix D

Guidelines / Instructions to the Invigilators / Jr. Supervisor

The invigilators shall enter the examination hall at least 15 minutes before the start of examination. He / She shall

1. Ask the students to keep their books, notebooks, mobile phones & their written materials at the front of the hall/outside the hall. Enter correct PRN numbers; use only blue ink for writing.
2. Check whether the students have occupied their seats as per the seating arrangement.
3. Distribute answer books to the students at least 10 minutes before the start of the examination & ask them to fill in correct details on the front page of the answer books.
4. Distribute the question papers to the students at the beginning of the examination.
5. Check the identity cards of the students & sign on their answer books, if all details are correct.
6. Take the signature of students on the attendance proforma, mark "AB" for absent students & maintain the attendance record of his/her examination hall.
7. Maintain general discipline in the classroom by frequently moving in the examination hall & preventing any malpractices or attempt of copying by students.
8. Report cases of misbehaviour, indiscipline, malpractices & copying cases of students to the coordinator on exam for further necessary action.
9. Collect the answer books from the students at the end of examination & arrange them sequentially as per the examination seat numbers (PRN) of students for each course separately, Hand over the answer books to exam cell.
10. Invigilators / Jr. Supervisor should not carry mobile phones to the examination hall.

