

## Important Information for the invigilators for theory examinations May- June 2024:

1. Reporting time for exams:
  - a. Morning: 8:30 AM
  - b. Evening: 2:00 PM
2. Duration of exam: Variable:
  - a. 1 hr, 2 hrs, 2hr 30 min or 3 hrs
  - b. Invigilators are advised to note the duration of examination carefully and adhere to it strictly
3. Conduct of examinations:
  - a. **In the starting 1 hr of the exam, invigilators are advised not to come to control room for seeing and collecting question papers of their taught subject paper. In continuation with this advice additionally and strictly invigilators are not supposed to click photographs of the question paper and post the same on social media in the duration of exam.**
  - b. **Invigilators are requested not to leave the examination in the initial 1 hr of the commencement of examination. They may do so after 1 hr of the beginning of exam.**
  - c. **Invigilators are requested to take a break of maximum 15 min duration during invigilation duties.**
  - d. **Teachers teaching a particular paper are requested to be present in the College at the appropriate time (morning or evening) on the day of examination**
4. The Allotment of duties to teachers:

Invigilation duties allotted to a teacher are **non-biased** but there are differences in duties of different departments (20) based on involvement of a few departments in practical exams and hence their duties are fewer than the others.
5. Inability to do any particular invigilation duty:
  - a. Prior intimation (24-48 hrs) of taking leave on your day of duty also implies that in lieu of the leave, duty will be allotted on some other day.
  - b. In cases of an unforeseen situation, the invigilator is requested to contact the available teacher for doing her duty and arrange for the exchange of duty, and it should also be intimated to the DS at the earliest.
  - c. In case of a mutual exchange of duties, intimation to DS via email is requested.
6. Paid duties: Beginning from 7<sup>th</sup> June 2024


Teachers are allocated paid duties in the month of June since there is a huge requirement of invigilators in the month of June, and we thankyou in advance for the cooperation.

**General instructions for Invigilators:**

1. Invigilators are requested to write complete roll numbers of students in the attendance sheets, and not just the last four digits of the roll number.
2. During the duration of exams, Invigilators should ensure students are not carrying with them the following specified items (unless permitted by the examination branch):
  - a. Mobile phones
  - b. Smart watches
  - c. AI enabled devices including calculators
  - d. Any written material

Students should carry items:

- a. Admit card
  - b. Stationery for writing exam
3. Answer scripts are to be placed in series on the desk of students 10 min before commencement of exam and necessary details are to be filled by the students
  4. The invigilators should ensure that the students don't take the answer script out of the examination hall.

  
DY. SUPDT.

  
SUPERINTENDENT