



OFFICE OF CONTROLLER OF EXAMINATION

GUIDELINES FOR INVIGILATORS

1. Invigilators must arrive at the Examination Control room 45 minutes before the commencement of exam i.e. 9.15 AM for morning session & 1.15 PM for evening session.
2. **The invigilator has to scan the QR code (available at the control room desk) to mark the attendance.**
3. **Remember your official email login ID and password to mark the attendance.**
4. **Invigilators will have to check the Identity Cards of the students before distribution of examination copies.**
5. **The invigilator must sign the hall ticket of the student.**
6. Invigilators should collect the packet of question papers & examination copies for the room allotted by the Control Room Supervisor and ensure that packet received by them, is for the same room which is allotted to her / him (room number is mentioned on the packet).
7. Invigilators should count the number of answer copies, prior to leaving the control room & ensure the number of answer copies are same as mentioned at the top of the packet.
8. Invigilators should familiarize themselves with the layout of the examination room, seating plan, location of toilets.
9. Invigilators should ensure that students have occupied the seat as per the seating plan displayed on the door.
10. No student will be allowed to appear in the exam after 30 minutes of commencement of exam.
11. Use of Mobile phones is restricted during the invigilation duty. Use of Laptops, book/newspaper are completely prohibited during invigilation duty.
12. Students whose name is not mentioned in the seating plan / attendance sheet, will not be allowed to appear in the exam. Students who are permitted by Examination Superintendent/Proctor deputed in respective control room will be allowed to appear in exam.
13. Do not allow more than one student at a time to go to the washroom / drinking water.
14. After the first hour, if a student finishes the examination early and wishes to leave, he/she must obtain permission from Invigilator and remain seated. The invigilator needs to collect Answer scripts from the student's seat.
15. For restricting unnecessary movement of student in examination room, Invigilators are required to announce in the beginning, for any kind of help. Students should raise hand while remaining seated.
16. The invigilator must ensure that debarred student/s should not sit in the examination hall.
17. The invigilator must ensure that all answer scripts collected are intact (untampered) before permitting students to vacate examination room.
18. Once, all the students have taken their seats, the following announcement will have to be made by the invigilator:
19. Display ID card on your desk during the examination. Remember to take it back before leaving the examination room.
20. Any electronic device (mobile phones, laptop, camera, smart watch etc.) is not permitted on desks or in pocket even if switched off.

21. Students should not leave the examination room within the first one hour, or in the last quarter of an hour of the examination session.
22. No student will leave the room without signing on attendance sheet against his/her name.
23. If a student has used more than one answer books, he/she should tie them together with the tag provided.
24. If student has any query/ need assistance of Invigilator, please raise hand.
25. It should be seen that every student gets the correct question paper w.r.t. subject, program name & semester. It would be advisable to make an announcement invariably to this effect at the commencement of examination. They should be told that if they attempt any other paper not meant for them they would do so at their own risk.
26. Students are advised to read the instructions at the top of question paper and make sure, he/ she understand and follow them.
27. If student need to do any rough work, use the back pages(s) of your answer book(s) and either cross through the rough work or identify it clearly as such before handing in your script.
28. Do not write anything other than roll no. on the question paper.
29. Invigilators shall allow to the students to keep their bags/ Laptop/ Books front side of exam room (Near white/ green board).
30. Invigilators are required to distribute answer copies only to the students allocated in that room 15 minutes before the commencement of examination.
31. Invigilators are required to distribute of question paper at scheduled time. Question paper will not be distributed before ringing of final hooter.
32. Before distribution, Invigilator must cross check from the students the name of paper they have to appear in. In case of any discrepancy report to the respective control room.
33. Normally, one invigilator should be in front of exam room & another one behind. They must be vigilant throughout the examination to maintain the sanctity of the exam.
34. Before signing on the answer copies, Invigilators are required to check all the entries made by the student, are correct and proper. Sign the answer sheet with date at respective student's seat only.
35. In case of any error in question paper, Invigilators are required to contact to the Exam Supervisor (CRS) of nearby control room for needful.
36. Invigilators must not permit students to go out of the examination hall 15 minutes prior to finish time. Students should be permitted to leave the hall only after tallying No. of answer sheets, UFM documentation if any.
37. Invigilator's Daily Room Report: Invigilators must ensure all entries are correctly filled and invigilator's room report is signed before submission along with used and unused answer sheets and unused question papers.
38. Invigilators must not sign unused A and B answer sheets and return them duly counted to control room staff along with duly signed room report.
39. Invigilators must arrange all answer scripts in sequence as per the roll No., branch and hand over to the SRE representative along with duly filled examination report in respective control room with proper handing / taking over personally.
40. Invigilators need to support Control Room Staff to verify used and unused submitted answer scripts.
41. Dr. SK Singh is to be informed at the infirmary at Tel. Ext. No 1583, 1124 (Mobile-9560422020 for Bidholi) Dr. Preeti Garg at Kandoli Tel Ext No. 2196 (Mobile No. **09410788802, 09927479585**) in case of any student requiring medical attention.

Guidelines for handling Unfair Means (UFM) Cases

- In case of any objectionable item is found with the student / or found using UFM, answer scripts of the student needs to be taken back (do not strike the answer sheet) and a fresh answer sheet is required to be provided to the student and let him / her continue with his
- / her exam.
- In case of any doubt on girl student, Invigilator is required to inform the block/floor Superintendent/respective flying squad on duty for needful support.
- The invigilator must ensure that all entries are completed in the UFM report. If a student refuses to write statement on the UFM document, the invigilator must endorse a remark to this effect.
- Invigilators on duty are required to complete the above formalities in a polite manner, ensuring other examinees are not getting disturbed.
- In case, a student is not paying heed to the invigilator's instruction in completing formalities of UFM, invigilator can approach Proctor/CRS/ Superintendent.
- UFM form shall be considered incomplete until Invigilator mentions his / her statement in S. No. 11 of UFM form.
- Both the invigilator on duty must sign UFM form in the space provided at the bottom of UFM form along with their contact numbers.
- At the end of examination, answer scripts 1 & 2 and UFM (pink form), tied together and be signed by control room supervisor, needs to be submitted to control room In-charge. Also mark UFM in attendance sheet against his Roll No /SAP ID while submission of answer sheets of respected room.
- UFM cases if submitted along with substantial proof will definitely help in resolving the issue in time.
- Wherever possible take a snap along with the front page of answer script. It may be produced before the Examination Disciplinary Committee.
- Guide the student to meet SRE staff for further proceeding of UFM case after completing above formalities on the same day. The invigilator will read and sign the Undertaking at the time of receiving of question papers at control room.