



OFFICE OF CONTROLLER OF EXAMINATION

EXAMINATION GUIDELINES

Guidelines for Control Room Supervisors (CRS)

1. Control Room Supervisors should arrive at the respective examination control room 45 minutes prior to the commencement of examination.
2. **CRS has to scan the QR code (available at the control room desk) to mark their attendance.**
3. **Remember your official email login ID and password to mark the attendance.**
4. **If any invigilator is unable to mark their attendance, then CRs will help/mark the attendance for the invigilator.**
5. The Room Allotment to the faculty for Invigilation Duty will be done by the CRS.
6. Supervisors are required to stay back in the control room under any circumstances till the examination ends.
7. Supervisors are required to carry their laptop inside the control room.
8. Supervisors have to ensure that all the invigilators have turned up for the invigilation duty. In case any invigilator is absent or late, the immediate alternative arrangement is to be made by him/her in consultation with HOD of the absentees.
9. Supervisors have to prepare daily report on invigilation duty (absentees/ late comer who have reported after 9.45 am for morning session and after 1.45 pm for evening session) and forward to Controller of Examination within 15 minutes of commencement of examination.
10. Supervisors shall resolve any conflict/query related to question papers in consultation with Examination Superintendent.
11. Supervisors need to preliminarily attend any disciplinary issue raised by Invigilator during exam. Same is to be forwarded to Disciplinary Committee along with the comments.
12. Supervisors need to preliminarily attend UFM case reported by the Invigilators. UFM reports duly verified and signed along with supporting documents are to be forwarded to Examination Discipline Committee.
13. Supervisors may leave the control room only after receipt of the answer sheets from all the rooms of that block.