



OFFICE OF CONTROLLER OF EXAMINATION **EXAMINATION GUIDELINES**

Guidelines for Flying Squad

- The Members of the flying squad will perform the duty as per their roster.
- Flying Squad has to scan the QR code (available in control room desk) to mark the attendance.
- Remember your official email login ID and password to mark the attendance.
- Online reports will be submitted by the flying squad members.
- The Members of the flying squad are required to visit allocated examination room. They may also take surprise visits to check the students.
- The Members of flying squad may arrange frisking of doubtful student(s) (if required) to maintain sanctity of examination. The flying squad will call female faculty to check suspected girl student(s).
- In case any objectionable item is found with the student or found using UFM, the case must be reported to the control room and appropriate action is to be taken against the student.
- The Members of Flying Squad may contact Controller of Examination/ or Examination Superintendents for any clarification/ guidance/ assistance whenever needed.