

## **General Guidelines to Invigilators**

(2019)

1. Reporting time for students at an exam hall is 10 min PRIOR to the exam time. The first bell will ring 10 min before, and the 2nd bell will ring at the start of exam time.
2. Students have to be in by the first bell and can write their names, roll nos on the scripts and sign the attendance sheet. Writing down the answers is permitted only after the 2nd bell.
3. Students will NOT be allowed to enter the exam hall or write an exam after the 2nd bell. Any exception is possible only with the approval of the Dean (A) via the exam cell.
4. Reporting time for invigilators is recommended to be 10 min before the first bell i.e., 20 min before the start of the exam.
5. Invigilators have to collect the question papers from the Examination Office (**Located in Room No. 206, Himalaya**) at least 20 minutes before the commencement of the examination.
6. No student is allowed to leave the examination hall before 30 minutes, after the commencement of the examination.
7. Cell phones, reading material, and books (unless open book exam) are strictly prohibited inside the examination hall. **If any student accidentally brings mobile or such devices, they will have to leave OUTSIDE the classroom on their personal responsibility/risk.**
8. Borrowing writing material, and calculators from other students in the examination hall, is not permitted.
9. A short bell will be given 5 minutes before the end of the exam, to the students.
10. A long bell will be given at the end of the exam to collect answer scripts. Do not allow the students to write after the long bell.
11. Invigilators have to put their signature on the main booklet and all additional sheets, including Question-cum-answer booklet.
12. Answer booklets have to be kept in order as per the attendance before handing them over to Examination Office (**Located in Room No. 206, Himalaya**).
13. Please mark "Absent" against the student's name in case of absence.
14. For examinations that are at most 90 minutes in duration, NO restroom breaks are allowed. For examinations that span more than 90 minutes, only one restroom break may be provided.
15. All the students have to bring their Permanent / Temporary Student ID card (only for PGSSP and Part-Time students) to the examination hall and place their ID card on the desk during the examination for verification by the Invigilator.
16. Any student who has lost an ID has to undergo biometric verification in the exam cell's office. **Students have to do this strictly BEFORE the first bell rings. Once verification is done a note should be issued by the exam cell saying the student is allowed to write the specific day's exam(s).**
17. Invigilators can allow a student to continue the exam **ONLY** if they produce their ID card or the note from the exam cell. If a student fails to do so, their answer paper should be taken away and the student should be asked to leave the exam hall.

**Controller of Examinations**