



# **Guru Nanak Dev Engineering College, Ludhiana**

**(An Autonomous College u/s [2(f) and 12(B)] of UGC Act 1956)**

**Affiliated to IKG Punjab Technical University, Jalandhar  
Examination Branch**

**End Semester Examination Nov. /Dec. 2016**

## **Instructions for Flying Squad**

1. The flying squad team should satisfy themselves regarding arrangement made for frisking of candidates at entry gate. Flying squad team should report to COE about any kind of mismanagement or non-arrangement in frisking.
2. Id cards have been made compulsory in these exams. Any cases of impersonation should be reported to the COE.
3. It should also be ensured that admit cards are being carried by the students.
4. Seating plan should be checked.
5. Flying squad should make extra checks on parking and surrounding areas of examination centre.
6. They must ensure that no person other than those deployed for duty is present in examination centre.
7. The flying squad members should mark their attendance in the Register of examination Centre they raided.
8. They must ensure that no Books, Calculators, Mobile Phones or any other material is being carried by candidates into the examination hall/room.
9. The members of the squad will also have the authority to inspect and search any person/candidate in the event of suspicion.
10. The Chairman of flying squad team must submit report regarding visit to the examination Centres to COE on the same day on which Centre is visited on the requisite Proforma (sealed and marked confidential).
11. They must ensure that use of Mobile Phone or any other electronic gadget by the Candidate(s) as well as the staff on duty in the Centre premises is strictly prohibited.
12. The Chairman of flying squad shall prepare a detailed report of all examination Centres separately and shall handover to COE at the end of exam (sealed and marked confidential).