



# **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**

## **Special Instructions for Supdt./Deputy Supdt./Invigilators**

1. To avoid the problem of inappropriate stamping by the invigilators, 20 stamps bearing a unique number will be provided to each Supdt. An individual stamp will be used for only one room.  
The stamp should be marked at the end of written matter and only after the end of exam after the collection of answer sheets from students.
2. Invigilators must check that all blank sheets are crossed by students at the end of exam.
3. Duty Register should be duly maintained by centre clerk. The clerk must get it signed from every person on duty specifying the nature of duty performed by concerned person on that particular day itself.
4. All invigilators should check clearly the paper id/subject code where the title of subject is same.  
Invigilators should make announcement before the distribution of papers, if more than one paper id of same subject is to be distributed in that room. In case of failure, concerned invigilator shall be responsible.
5. In no case, the tables/codes will be provided to student if the paper setter has not written about its usage in the question paper. If the paper setter forget to mention about usage of tables in the paper, such cases may be referred to COE.
6. Supdt./Deputy Supdt are requested to depute some invigilator from the concerned department to check the codes/tables. In case of non availability of invigilator from same Deptt., Supdt may request the HOD of concerned Deptt .
7. All invigilators and supporting staff will have to deposit their mobile phones to Supdt. before the start of exam. They must not possess the phone even in switched off mode. Only Supdt/Dy.Suptdis allowed to use their mobile phones.
8. Two Deputy supdt. can be deputed in case the strength is more than 300.
9. The external invigilator if required to be appointed should be adjusted on the basis of calculation of 1 invigilator to 30 student's ratio.
10. No invigilator will be appointed if the strength of centre is less than 30. Both Supdt./Deputy Supdt. shall be responsible for conduct of exam in such cases.
11. One waterman/women up to 100 students is permissible.
12. Optimal use of metal detectors should be made.
13. Student should not be allowed to leave the room in allotted center before half time.
14. Student should not be allowed to take the question paper outside before 2.30 hours of start of exam.
15. Students must carry College Identity cards and admit cards during the examination. These should be checked for every exam by the concerned invigilators.



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16. No student should be allowed to go to washroom during first 30 minutes and last 30 minutes of exam.
17. External invigilators/Supdt/Dy.Supdt. should also keep an eye on any malpractice done in and around surrounding areas of their centre.
18. Supdt./Dy.Supdt must ensure that no person other than those deployed for duty is present in examination centre.
19. Superintendents should ensure that no books, Programmable calculators, mobile phones, Bluetooth devices or any other material is being carried by candidates into the examination hall/room.
20. Superintendents should ensure that students are not allowed to enter the centre or examination hall ½ hour after the commencement of examinations.
21. Invigilators are required to report at the examination centre atleast 30 minutes before the examination time.
22. Invigilator should ensure seating plan is followed strictly.
23. Invigilator should ensure that Attendance sheets are duly signed by the students.
24. Invigilator should check that all particulars filled by the students are correct before signing the answer sheet.
25. Invigilators must ensure that candidate carry admit card duly signed by respective HODs (ensure it has also been stamped).
26. Invigilators must ensure that candidates are seated at allotted space in the examination centre atleast 15 minutes before the start of the examination.
27. Supdt./Deputy Supdt./Invigilators must ensure that they have also read the instructions provided for students and they are being followed.
28. Invigilator must ask students to read instructions available on the first page of answer sheet on the first day of exam.

**Controller of Examination**