

## **Special Instructions for Supdt/Invigilators /Flying Squad members.**

1. To avoid the problem of inappropriate stamping by the invigilators, 10 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. The flying squad will counter sign the duty register during their visit in the corresponding centre.
5. All invigilators should check clearly the scheme/subject code where the title of subject is same.
  - Supdt are requested to make invigilators extra vigilant to make announcement 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.
6. 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. 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.Supdt is allowed to use their phones. If Flying squad found any faculty guilty of using mobile phones or in its possession, he or she will be responsible for it.
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 students 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 up to 100 students is permissible.
12. The jammers provided to the centers must remain in working mode during the examination.
13. Optimal use of metal detectors should be made.
14. No student should be allowed to go to toilet before half time.
15. Student will not be allowed to take the question paper outside before 2.30 hrs of start of exam.
16. External invigilators/Supdt/Dy.Supdt/Flying squad should also keep an eye on any malpractice done in and around surrounding areas of their centre.

Controller of Examination