

9.10 GUIDELINE FOR CHIEF INVIGILATOR AND INVIGILATORS

9.10.1 The broad guidelines are as follows

- 9.10.1.1 Chief Invigilator and Invigilators are required to read carefully the following guidelines and adhere to the same.
- 9.10.1.2 Chief Invigilator / Invigilators are requested to do invigilation work on the dates and at the place mentioned against their names as given in the Invigilation schedule.
- 9.10.1.3 Chief Invigilator / Invigilators should reach the CoE's office punctually (30 minutes) half an hour before the scheduled time of commencement of examination, for receiving the question papers and examination answer-books and other papers from the COE. The sealed envelopes containing the Question Papers shall be opened in the examination hall 05 minutes prior to the commencement of the examination.
- 9.10.1.4 No Invigilator will absent himself / herself from duty without the prior approval of the Vice Chancellor / Controller of Examination taken in writing ordinarily a day in advance of the scheduled examination and the concerned department will be responsible for replacement.
- 9.10.1.5 Chief Invigilator / invigilator are required to sign on each day their names in full and in clear handwriting on the register kept in COE's office.
- 9.10.1.6 No candidate shall be allowed to enter the examination hall later than thirty minutes after the commencement of the examination.
- 9.10.1.7 Candidates shall not be allowed to bring into the examination hall any paper or book or leaflet or any other piece of writing or Mobile phone.
- 9.10.1.8 Before the distribution of question papers, invigilators in the examination hall shall announce to the candidates that any notes, loose-books or papers that they may have in their possession be left outside the examination hall.
- 9.10.1.9 Candidates are required to keep their admit / identity cards with them throughout the period of their examination, so that they can be examined at any time. The Chief Invigilator shall by himself / herself or through the Invigilators, inspect the Admit / Identity cards on each day.
- 9.10.1.10 Chief Invigilator / Invigilators shall distribute the question paper and answer-books personally.

- 9.10.1.11 Chief Invigilator shall see that no question paper after distribution goes out of the examination hall. All spare copies of the question papers shall be returned to the COE by the Chief Invigilator, immediately after the distribution is over.
- 9.10.1.12 Candidate shall be not allowed to leave the examination hall once they have been admitted thereto, until the expiry of 45 minutes from the commencement of the examination.
- 9.10.1.13 Subject to the foregoing rule, a candidate may be allowed to leave the examination hall at any time before it is 10 minutes to last bell if he / she delivers up to the Chief Invigilator / Invigilators his / her answer book. A candidate may under urgent necessity be permitted by the Chief Invigilators to leave the hall, for a few minutes under proper and approved escort.
- 9.10.1.14 None but the candidate under the foregoing rule and the Invigilators concerned shall enter the examination hall except with the express permission of the Chief Invigilator.
- 9.10.1.15 No candidate, in the examination hall, shall be permitted to receive or deliver Mobile phones, letters, telegram and / or any other communication.
- 9.10.1.16 Candidate shall not, during the examination, be permitted to talk to one another nor shall any one be allowed to communicate with them, on any subject whatsoever, provided nothing in this rule shall be deemed to prevent a Chief Invigilator from making by himself / herself or through his / her Invigilator, an announcement which he/ she thinks proper or necessary.
- 9.10.1.17 Invigilators shall remain within the Examination Hall throughout the period of examination. The Chief Invigilator shall give frequent visits to the examination room under his / her charge and see that the Invigilators strictly follow this rule. The Invigilators shall not go out of the hall except with the permission of the Chief Invigilator concerned. The Chief Invigilators shall not allow, at one time, more than one Invigilator to leave the examination hall for a few minutes for urgent necessity. The Chief Invigilator shall report cases of neglect of Invigilators to the Controller of Examination.
- 9.10.1.18 When an Invigilator finds a candidate guilty of using unfair means in the examination, he / she must report the matter immediately, in writing to the Chief Invigilator concerned. The Chief Invigilator shall withdraw the answer book so far written by the candidate and the material in support of the finding and provide a separate answer book to the student immediately to write the answer to the remaining questions. After

the day's examination is over the candidate shall be asked to give a written explanation that may be scrutinized by the Invigilators and the Chief Invigilator. Their reply to the points raised by the candidate along with their opinion will be submitted in writing to the Controller of Examination on the same day, along with such material, which might have been recovered from the candidate.

- 9.10.1.19 Candidates shall not be allowed to take away any unused answer books (main or supplementary).
- 9.10.1.20 Candidates shall not be allowed to write anything on the question paper or on their person or on their clothing or on any instruments that they are allowed carrying with them.
- 9.10.1.21 Candidate who has finished answering his / her question paper at any time before 10 minutes to the last bell, shall remain standing in his / her seat till the answer book have been collected from him / her by the Chief Invigilator or the Invigilator. No candidate shall be allowed to leave his / her seat thereafter till last bell.
- 9.10.1.22 Candidate wishing to communicate with the Chief Invigilator or Invigilator shall not be allowed to leave his / her seat but stand in his / her place and should be attended to by the Invigilators immediately.
- 9.10.1.23 As soon as that last bell has been rung candidate shall stop writing and remain in their seats, any answer or portion of answer written thereafter may be crossed by the Chief Invigilator or Invigilator who shall make an entry to that effect and sign along with the date.
- 9.10.1.24 The answer book shall be printed in two forms (a) main and (b) supplementary. A main answer book shall be supplied only once. When more answer books are required by a candidate, supplementary books shall be supplied.
- 9.10.1.25 On each day of the examination sufficiently in time before the commencement of the examination the COE shall have the required number of original answer book counted and issued to the Chief Invigilator concerned and so also a sufficient number of supplementary answer books under receipt.
- 9.10.1.26 The Chief Invigilator shall at the end of the each day's examination return to the COE the unused main and supplementary answer book while he / she files with the COE the list of candidates present and absent.
- 9.10.1.27 On each day of examinations the Chief Invigilator shall with the assistance of the Invigilators see that each candidate has entered the required details on the cover

page of his / her answer book. he / she or the Invigilators deputed by him / her shall sign along with the date each answer book on the cover page.

- 9.10.1.28 Before complying with the request of any examinee for issue of supplementary answer book, the Chief Invigilator / Invigilator should satisfy himself that issue of supplementary answer book is actually necessary. No supplements will be issued 5 min before termination of the examination.
- 9.10.1.29 At the time of issue of supplementary answer book the Invigilators shall ensure that the required entries on the cover page of supplementary answer books are made by the examinee concerned. The Invigilator also shall sign along with the date each supplementary answer book against the column provided for the purpose on the cover page.
- 9.10.1.30 In cases where examinee has used supplementary answer book(s) the Invigilator shall ensure that an entry to that effect is duly made against the column provided for the purpose on the cover page of main answer book and the Invigilator should put his signature along with the date below the said entry.
- 9.10.1.31 Soon after commencement of Examination the Chief Invigilator / Invigilator shall take the signature of examinee on the Attendance Sheet provided for the purpose. Examinees have to sign the attendance at each sitting of the Examination which should agree with signature on the Admit / Identity Card / List. It is the responsibility of both the Invigilators and the Examinee concern to see that the signature is taken on the Roster. In the event of the examinee refusing to sign or the signature not tallying with the one on the Admit / Identity Card the answer book of the candidate concerned will not be sent to the examiner for evaluation but kept in the COE's custody to be destroyed later as waste paper. Before taking such an action the COE shall give a responsible opportunity to the examinee concerned to explain the position.
- 9.10.1.32 The Chief Invigilator shall file with the COE each day at the end of the examination a statement of candidate present and absent in the Printed Form provided for the purpose.
- 9.10.1.33 All HODS's to forward a certificate to COE stating that the chapter on "Guidance for Chief Invigilator and Invigilators" are read and understood by all faculty members.

9.11 INSTRUCTIONS TO CANDIDATES

- 9.11.1 Candidates should write their personal details, as asked, only in the Index Sheet attached on the main answer book.

- 9.11.2 Candidates should write only the serial number of the main answer sheet in all the supplements.
- 9.11.3 Candidates should use **blue ink pen** for writing answer. Use of coloured pencil or ink is strictly prohibited except in case of diagrams & sketches.
- 9.11.4 Candidates will not indicate their identity in any way on main answer book or in the supplements.
- 9.11.5 Candidates should not take with them any answer book or supplement while leaving the examination hall.
- 9.11.6 Candidates should make sure that they are not in possession of any material such as books; note books, scribbled notes or cell phones in the examination hall.
- 9.11.7 Do not speak or communicate with other candidates in the examination hall during the examination.
- 9.11.8 Candidates should obey the instructions issued by the invigilators and do not behave in a rude or disobedient manner.
- 9.11.9 Failing to observe these instructions may result in expelling the candidate instantly and punishing for misconduct or breach of rules by excluding the candidate from any examination or course for a specified period or permanently.

9.12 UNFAIR MEANS

- 9.12.1 In these rules unless there is anything repugnant in the subject or context:
- 9.12.2 “Unfair Practice” includes any act, which tends to give undue advantages to, or improperly affects an examinee in matters of the performance at the examination or evaluation of the performance.
- 9.12.3 With prejudice to the generally of the foregoing provision “unfair” shall include.
- 9.12.4 All such acts and omissions connected with examination as have been in the past the subject matter of disciplinary action in the institute:-
- 9.12.5 Abetment of unfair practices.
- 9.12.6 Conspiracy to further the interest of an examinee by restoring to unfair practices.
- 9.12.7 Possession of unauthorized books, papers informative material of any kind whatever, connected with the examination.

- 9.12.8 Communication of information in the examination premises during the examination hours.
- 9.12.9 Impersonification.
- 9.12.10 Tampering with or substitution of Admit/Identity Card, examination answer book papers and other relevant documents.
- 9.12.11 Communication with examiners or persons connected with examination with a view to obtain undue advantage or discriminatory action or unauthorized information.
- 9.12.12 Violation of any direction given by the appropriate authority of the institute disclosure of notified to the examiner including and duly names and identity of examiner.
- 9.12.13 An act shall be deemed to interfere with the proper conduct of examination where it affects the peace and tranquillity of the examination premises, result in violation of the direction of the Invigilator and other offices connected with the examination and among other things create tension among the examiner.
- 9.12.14 No candidate shall bring with him into the examination room / hall any book notes or other material including Mobile / cell phone, capable of being used by him in connection with the examination nor shall be communication to or receive from any other candidate any information in the examination room / hall.
- 9.12.15 No candidate shall assist or receive assistance from any other candidate during the examination or adopt any unfair means to further his / her interests in connection with an examination.
- 9.12.16 No person shall adopt any unfair practice to further or adversely affect the interests of an examinee or indulge in acts which interfere with the proper conduct of examination.
- 9.12.17 During examination all the examinees / candidates shall be under disciplinary control of the Chief Invigilator / Invigilator.
- 9.12.18 **Actions by Chief Invigilator**
- 9.12.18.1 Chief Invigilator of the Examination Centre shall in the case of unfair means, follow the procedure as under: -
- 9.12.18.2 The examinee shall be called upon to surrender to the Chief Invigilator, unfair means material found in his or her possession, if any and his / her answer book and,

- 9.12.18.3 Signature of the concerned student shall be obtained on the relevant papers and on the list thereon, concerned invigilator(s) and Chief Invigilator shall sign all the relevant documents.
- 9.12.18.4 Statement of the examinee and of the concerned invigilator(s) shall be recorded in writing by the Chief Invigilator. If the student refuses to sign any such material or refuses to make statement Chief Invigilator shall record accordingly, under his signature along with date.
- 9.12.18.5 Chief Invigilator shall take one of the following decisions depending upon seriousness / gravity of the case.
- 9.12.18.6 Expel the concerned student from the examination hall and not allow him / he to complete the paper / practical etc. as the case may be during the course of event which he was caught.
- 9.12.18.7 Confiscate his answer book and mark it as '**suspected answer book**' and issue fresh answer book duly marked.
- 9.12.18.8 All the material and list of material mentioned in sub clause (9.12.18.2) above and the statement of the examinee and that of the Invigilator(s) as mentioned in sub clause (9.12.18.3) along with the '**suspected answer book**' shall be forwarded by the Chief Invigilator along with his report to the COE in a separate and confidential sealed envelope marked "**suspected unfair means**".
- 9.12.18.9 In case of unfair means of oral type the Invigilator(s) or concerned authorized person shall record the fact in writing and shall report the same to the COE.
- 9.12.19 **Procedure to be followed by Examiner during Assessment**
- 9.12.20 If the examiner at the time of assessment of answer book suspects, that there is a prima facie evidence that the examinee whose answer books he is assessing appears to have resorted to unfair means in the Examination, he shall forward his report along with the evidence to the COE with his opinion in separate confidential sealed envelop marked "**suspected unfair means**".