

BHADRAK AUTO COLLEGE, BHADRAK

UG/PG SEM EXAM-2024

INSTRUCTIONS TO THE INVIGILATORS

- 1) All the Invigilators should report to the Question Collection Centre (**Chemistry Department, Science Block**) on or before 12.30 P.M of each Examination.
- 2) The Invigilators should ensure that no Candidate shall carry any type of unauthorized material in the Examination Hall.
- 3) No Candidates should be permitted in the Examination Hall without ***Relevant Semester Admit Card*** and Identity card.
- 4) The invigilators should ensure that all students are permitted to appear the examination in that particular Examination Hall strictly as per the seat Chart.
- 5) The Invigilator should be VIGILANT throughout the duration of the Examination.
- 6) The Invigilators are requested to maintain high standard of discipline in the Examination Hall. Avoid Use of Mobile inside the examination Hall.
- 7) No Candidate shall be permitted to take the Examination by any unfair means. No Candidate shall be permitted to talk in the Examination Hall.
- 8) It is the primary duty of the Invigilator to ensure the fair conduct of Examinations.
- 9) No Candidate should be permitted in the Examination Hall after 15 minutes of the commencement of the Examination.
- 10) No Candidate should be permitted to leave the Examination Hall one hour before commencement of examination. Collect the question from the candidates leaving examination Hall before 2 hour of commencement of examination.
- 11) The Invigilator should ensure that the Examination Roll Number entered by the Candidate on the answer booklet must be correct and in proper format.
- 12) The Invigilator should take the attendance of the Candidates and prepare the absent statement.
- 13) All the absent cases should be distinctly written in the attendance sheet.
- 14) The invigilator should cautiously verify the identity of the Candidate with his Admit card and compare his/her particulars with the ID Card of the Candidate
- 15) The Invigilator should verify all the entries on the Answer Script of the Candidate and

sign the Answer Script. The Candidate should be asked to fill all the blanks on the answer sheet. (Answer scripts without the signature and name of the Invigilators shall NOT be evaluated.)

16) There shall be no additional Answer Scripts for UG Sem Examinations.

17) If any Candidate caught with any unauthorized material, the unauthorized material should be tagged properly to the M.P form.

18) Immediately after the completion of the Examination, the Invigilators should handover the Answer Scripts, Attendance Sheet, remaining question papers, stationary items, details of MP cases, etc., to the Examination Section.

19) Contact to the Examination Section/ Deputy Superintendents of UG/PG Examinations for any kind of assistance during the examination.

20) The Squad Members shall be asked to submit their report on the duties performed by the Invigilators.

Sd/-

Principal, Bhadrak Auto College