

**Instructions to the Invigilators for semester End Examinations,
December, 2018-January, 2019**

1. The Semester End Examination December, 2018 –January, 2019 will be conducted in single shift from **10:30 a.m to 1:30 p.m .**
2. Invigilators are required to report half an hour before the commencement of the exam in the Examination control room.(**10:00 a.m sharp**) in the Admin. Block-I Floor.
3. The materials given to the Invigilators will have an Invigilator’s Statement, Attendance Sheet and Main Answer Books.
4. The Invigilators are required to count the answer books before taking the same to the examination room. Any discrepancy should be notified immediately to the Controller of Examinations
5. It should be ensured that each answer book has the seal of Controller of Examinations and the Day Code seal.
6. After reaching the designated room, invigilators are required to write details regarding - Name of the Exam, Subject, Paper Code, Paper Title & Date on the Board.
7. The students will take their seats 15 minutes before the start of the exam. Students coming late by more than 30 minutes , after the commencement of exam should not be allowed to enter the Examination hall (**not latter than 11:00 a.m**)
8. **Students should not be permitted to take the examination without their Admit Card and I-Card. In case they don’t have both the documents, then duplicate admit card would be issued on payment of Rs.50/day in the Admin. Block. They should be made to sit as per the seating plan and answer books should be distributed accordingly.**
9. Carrying of Mobile phones to the examination room is strictly prohibited. In case a student is found with the mobile phone in **“Switch On”** mode then the copy would be cancelled and in case of **“Switch Off”** mode his/her mobile would be confiscated and would be released latter after paying the fine amount **Rs.100. Invigilators are requested to announce the same at the beginning of the Examination.**
10. The following schedule should be followed in the examination hall:

Activity	Schedule
Distribution of Answer Books to candidates	10:15 a.m
Verification of admit cards, entries on answer books etc.	By 10.30 a.m
Distribution of Question Papers to candidates	10.30 a.m



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INSTRUCTIONS TO
THE INVIGILATOR
AND STUDENTS

11. Each main Answer books has a serial number. The serial number of the Main Copy has to be written against the Roll No. of the student in the given Attendance Sheet. **Any exchange of answer books with the Invigilator in other rooms is not permitted.**
12. The invigilators should **sign the main answer books only after checking that the students have duly filled in all the entries.**
13. It should be announced in the class that **no supplementary answer books will be given** and the students should abide by the word limit as mentioned in the Question Paper.
14. The Attendance sheets along with the answer books and question papers of the absentees shall be collected after half an hour from the commencement of the exam. Please ensure that the entries are completed by then. **The absentees are to be encircled in Red Ink in invigilator's statement and mark 'ABSENT' in the attendance sheet,** the invigilators should write the no. of students present, no. of students absent and the total no. of Students in the attendance sheet and then sign the same.
15. The candidates should be asked to write their **Roll no. on their Question Paper** and it should be ensured that each candidate has complied with this instruction.
16. The candidates must be instructed not to write their name, roll no. or make any distinguishable sign or mark any where in the answer book, graph or map except for the space provided for the purpose.
17. Candidates should not carry books, notes or any other papers to the examination room.
18. Carrying of Mobile phones to the examination room is strictly prohibited. It should be ensured that the students do not bring mobile phones to the examination room.
19. Invigilators should not carry any reading material, files or notebooks for checking while on duty.
20. Invigilators are required to check the students thoroughly , to ensure that they are not carrying any kind of objectionable material.
21. **If a student is found indulging in indisciplinary act, the invigilators should cancel the copy immediately, attach the material (if any) with the main answer sheet and take the signature of the candidate on those objectionable material and send him/her out of the examination hall and subsequently report the matter to the Flying Squad.**
22. The answer books should be arranged subject wise in ascending order of Roll Nos. before submitting the same to the Examination Control Room. They are required to return any material (if issued) like log tables, statistical tables, etc. immediately after the exam is over.

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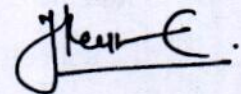
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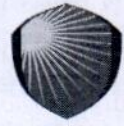
23. The concerned subject faculty members (to be identified by HOD) are required to report at the Examination control Room at **10:15 a.m** on the examination days. They are required to go through the question paper and in case of any error /omission/discrepancy in the question paper, same should be brought to the notice of Controller of Examinations. Then with the permission of CoE, necessary modification may be announced in the class. **The invigilators are not authorized on their own to do any modifications in the question papers.**
24. At a time **only one student** would be allowed to go out side for water or wash room. However no student should be allowed for the same **during first half an hour and last half an hour of the examination.**
25. The candidate may be allowed to leave the examination hall after 1 hour from the commencement of the examination but he/she will not be allowed to take the question paper (**not before 11:30 a.m**) and he/she may leave the examination hall after 2 hours with question paper (**not before 12:30 Noon**)
26. No faculty member should go to the rooms where the examination is being conducted, to check the question paper.
27. The Question Papers of examinations scheduled on a particular day should not be discussed outside or taken outside the college premises, till the completion of the examination.
28. Invigilators are required to remain in the examination hall except of water/washroom or called by examination office. Their mobiles should be on silent mode and only urgent calls should be attended.



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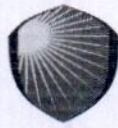
Instructions to the candidates for Semester End Examinations,

December, 2018-January, 2019

1. The semester end examination December, 2018-January, 2019, will be conducted in one shift from 10:30 a.m to 1:30 p.m . The candidates should occupy their seats 15 minutes before the time of commencement of examination. However in case of any exigency a students may be allowed max. up to 30 min. after commencement of the examination.(**not latter than 11:00 a.m**). The candidate may be allowed to leave the examination hall after 1 hour from the commencement of the examination but he/she will not be allowed to take the question paper (**not before 11:30 a.m**) and he/she may leave the examination hall after 2 hours with question paper (**not before 12:30 Noon**).
2. At a time **only one student** would be allowed to go out side for water or wash room. However no student should be allowed for the same **during first half an hour and last half an hour of the examination.**
3. Carrying of Mobile phones to the examination room is strictly prohibited. In case a student is found with the mobile phone in “**Switch On**” mode then the copy would be cancelled and in case of “**Switch Off**” mode his/her mobile would be confiscated and would be released latter after paying the fine amount **Rs.100**.
4. **Students are not permitted to take the examination without their Admit Card and I-Card. In case they don't have the both, then duplicate admit card would be issued on payment of Rs.50/day in the Admin. Block.**
5. **If a student is found indulging in indisciplinary act, the copy of the student would be cancelled immediately. Students should ensure that they are not carrying any kind of objectionable material with them.**
6. The candidates are required to fill up all the details on their answer sheets . They should not write anything except their **Roll no. on their Question Paper**
7. No supplementary answer sheet would be provided under any circumstances.

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Jagan Nath University
Best of Luck!

Jagan E.




Instructions to the Invigilators for Mid-Term End Examinations, October, 2017

1. The Mid-Term Examination October,2017 will be conducted in two shifts from **10:00 a.m to 12 Noon and 1:00 p.m to 3 p.m.**
2. Invigilators are required to report half an hour before the commencement of the exam in the Examination Control room.(**9:30 a.m and 12:30 p.m sharp**) in the Admin. Block-I Floor.
3. The materials given to the Invigilators will have an Invigilator's Statement, Attendance Sheet and Main Answer Books.
4. The Invigilators are required to count the answer books before taking the same to the examination room. Any discrepancy should be notified immediately to the Controller of Examinations
5. It should be ensured that each answer book has the seal of Controller of Examinations and the Day Code seal.
6. After reaching the designated room, invigilators are required to write details regarding - Name of the Exam, Subject, Paper Code, Paper Title & Date on the Board.
7. The students will take their seats 15 minutes before the start of the exam. Students coming late by more than 15 minutes, after the commencement of exam should not be allowed to enter the Examination hall (**not latter than 10:15 a.m & 1:15 p.m**)
8. The following schedule should be followed in the examination hall:

Activity	I Shift	II Shift
Distribution of Answer Books to candidates	9:45 a.m	12:45 p.m
Verification of admit cards, entries on answer books etc.	10:00 a.m	1:00 p.m
Distribution of Question Papers to candidates	10:00 a.m	1.00 p.m

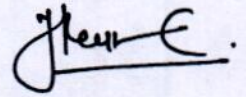
9. Each main Answer books has a serial number. The serial number of the Main Copy has to be written against the Roll No. of the student in the given Attendance Sheet. **Any exchange of answer books with the Invigilator in other rooms is not permitted.**
10. The invigilators should **sign the main answer books only after checking that the students have duly filled in all the entries.**
11. It should be announced in the class that **no supplementary answer books will be given** and the students should abide by the word limit as mentioned in the Question Paper.

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12. The Attendance sheets along with the answer books and question papers of the absentees shall be collected after half an hour from the commencement of the exam. Please ensure that the entries are completed by then. The absentees are to be encircled in **Red Ink in invigilator's statement and mark 'ABSENT' in the attendance sheet**, the invigilators should write the no. of students present, no. of students absent and the total no. of Students in the attendance sheet and then sign the same.
13. The candidates should be asked to write their **Roll no. on their Question Paper** and it should be ensured that each candidate has complied with this instruction.
14. The candidates must be instructed not to write their name, roll no. or make any distinguishable sign or mark anywhere in the answer book, graph or map except for the space provided for the purpose.
15. Candidates should not carry books, notes or any other papers to the examination room.
16. Carrying of Mobile phones to the examination room is strictly prohibited. It should be ensured that the students do not bring mobile phones to the examination room.
17. Invigilators should not carry any reading material, files or notebooks for checking while on duty.
18. Invigilators are required to check the students thoroughly, to ensure that they are not carrying any kind of objectionable material.
19. **If a student is found indulging in indisciplinary act, the invigilators should cancel the copy immediately, attach the material (if any) with the main answer sheet and take the signature of the candidate on those objectionable material and send him/her out of the examination hall and subsequently report the matter to the Flying Squad.**
20. The answer books should be arranged subject wise in ascending order of Roll Nos. before submitting the same to the Examination Control Room. They are required to return any material (if issued) like log tables, statistical tables, etc. immediately after the exam is over.
21. The concerned subject faculty members (to be identified by HOD) are required to report at the Examination control Room at **9:30 a.m and 12:30 p.m respectively for Shift-I and II** on the examination days. They are required to go through the question paper and in case of any error /omission/discrepancy in the question paper, same should be brought to the notice of Controller of Examinations. Then with the permission of CoE, necessary modification may be announced in the class. **The invigilators are not authorized on their own to do any modifications in the question papers.**
22. At a time **only one student** would be allowed to go outside for water or wash room. However no student should be allowed for the same **during first half an hour and last half an hour of the examination.**

23. The student should not be permitted to leave the examination hall before 1 hour from the commencement of the examination that to he/she would be allowed without question paper.
24. Invigilators must announce and ensure that all the blank pages left in the answer sheet should be crossed by the students
25. No faculty member should go to the rooms where the examination is being conducted, to check the question paper.
26. The Question Papers of examinations scheduled on a particular day should not be discussed outside or taken outside the college premises, till the completion of the examination.
27. Invigilators are required to remain in the examination hall except of water/washroom or called by examination office. Their mobiles should be on silent mode and only urgent calls should be attended.



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