



RV Institute of Management®

Autonomous Institution
Affiliated to Bengaluru City University

Approved by AICTE.
NAAC 'A+' Accredited

CA 17, 26th Main, 36th Cross, 4th T Block, Jayanagar Bengaluru-560041



CENTRE FOR EXAMINATION

Dr.Santhosh M
Controller of Examination

Tel: 080-42540300 EXTN-362
E-mail: coe.rvim@rvei.edu.in

DUTIES AND RESPONSIBILITIES OF RELIEVING SUPERINTENDENT

- a) Report and sign the allotment register 45 minutes before the starting of the examination
- b) In case he/she is not able to take duty on the assigned day, permission from Director/ Chief Superintendent in writing should be obtained.
- c) They are not expected to send substitutes at any cost.
- d) Should not carry mobile phones to the Examination hall
- e) They shall assist in sorting and packing question papers and answer scripts.
- f) They shall assist the chief superintendent and deputy chief in the smooth functioning of examination.
- g) Relieving superintendent shall give relief for a period not exceeding 15 minutes to the room superintendent. If any invigilator for some reason takes more than 15 minutes it should be brought to the notice of CS or DCS
- h) Violation of any instructions by the candidate shall be immediately brought to the notice of the Chief Superintendent, failing which; the relieving superintendent shall be equally responsible for the misconduct.
- i) Whenever flying squad visits, the relieving superintendent shall politely ask for identification (in case of doubt) and cooperate with them. Relieving superintendent shall not allow the invigilators to move out of the examination hall in the first and last half an hour.
- j) They shall collect the answer scripts in the collection center, verify with Form- A and get it bundled in cloth bags.

Coordinator - Examination Committee

Director

