



RV Institute of Management®

Autonomous Institution
Affiliated to Bengaluru City University
CA 17, 26th Main, 36th Cross, 4th T Block, Jayanagar Bengaluru-560041

Approved by AICTE.
NAAC 'A+' Accredited



CENTRE FOR EXAMINATION

Dr. Santhosh M
Controller of Examination

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DUTIES AND RESPONSIBILITIES OF ROOM SUPERINTENDENT

- i. Room Superintendent is expected to report and sign the allotment register 30 minutes before the starting of the examination.
- ii. In case the RS is not able to take invigilation on the assigned day, take permission from Director / Chief Superintendent in writing and make parallel arrangements and inform Director / CS
- iii. The RS is not expected to send substitutes at any cost.
- iv. They should check the serial number of answer scripts and their condition before issuing to candidates.
- v. They should check the number of question papers, code and title of the paper as soon as it is delivered by Deputy Chief / Relieving superintendent.
- vi. Do not carry mobile to the examination hall.
- vii. Carry blue/ black pen and red pen.
- viii. Do not use red pen for putting your signature.
- ix. Put signature on answer books only after ascertaining the identity of candidate / checking admission ticket and identity card.
- x. Get signature of candidate at the appropriate place in the answer script and Form-A. Put signature at the bottom of the Form-A after entering the number of absentees. For absentees, mark ABSENT in red ink in Form - A
- xi. Enter the details of malpractice in Form-B (If any).
- xii. Do not leave the examination hall during invigilation unless the relieving superintendent takes charge of the room.
- xiii. Keep an eye on each and every student but be unobtrusive.
- xiv. Announce and check that no student carries slips of any sort and/or mobile phone and/ or any electronic gadgets, Wallets other than the allowed calculators.
- xv. If Handbook/ graph sheets/tables are required send word through the water boy.
- xvi. Instruct the candidates to write in blue ink only in the beginning of the examination itself.
- xvii. First bell: 10 minutes before the commencement of examination.
- xviii. Second bell: To commence the examination/ distribution of question papers.

xix. Third bell: After half an hour of commencement indicating finalization of Form-B and not allowing late comers.

xx. Fourth bell: Ten minutes before closing time, when no student should be allowed to leave his/her seat.

xxi. Fifth bell: Final bell to stop the examination and collect answer scripts.

xxii. Do not allow students to take question paper out of the hall if they want to leave early.

xxiii. Do not allow the students to leave in the last 10 minutes.

xxiv. Check, count and arrange the answer scripts serially before allowing the students to leave the examination hall.

xxv. Bring the answer script to the designated collection center and handover personally to the Deputy Chief / Relieving superintendent.

xxvi. The room superintendent shall be personally responsible for loss, misplacement of any answer book.

xxvii. The room superintendents are expected to take rounds and shall not engage themselves in conversation with student or fellow room superintendent unnecessarily.

xxviii. The room superintendent shall not read books/ magazines or newspaper while invigilating.

xxix. Whenever a candidate wishes to change the pen/ink, the room superintendent shall affix signature at the respective page and place.

xxx. Violation of any instructions by the candidate shall be immediately brought to the notice of the Chief Superintendent failing which the room superintendent shall be equally responsible for the misconduct.

xxxi. Whenever flying squad visits, the room superintendent shall politely ask for identification (in case of doubt) and cooperate with them.



Coordinator - Examination Committee



Director

