



DUTIES AND RESPONSIBILITIES OF ROOM SUPERINTENDENT

- i. The Room Superintendent is expected to report and sign the allotment register 30 minutes before the start of the examination.
- ii. In case the RS is not able to take invigilation on the assigned day, get permission from the Director / Chief Superintendent in writing to make parallel arrangements and inform the 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 them to candidates.
- v. They should check the number of question papers, code, and title of the paper as soon as it is delivered by the Deputy Chief / Relieving superintendent.
- vi. Do not carry mobile to the examination hall.
- vii. Carry a blue/ black pen and a red pen.
- viii. Do not use a 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 the signature of the candidate at the appropriate place in the answer script and Form-A. Put your 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 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 at the beginning of the examination itself.
- xvii. First bell: 10 minutes before the commencement of the 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 latecomers.



- 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 papers 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, or misplacement of any answer book.
- xxvii. The room superintendents are expected to take rounds and shall not engage themselves in conversation with students or fellow room superintendents unnecessarily.
- xxviii. The room superintendent shall not read books/ magazines or newspapers while invigilating.
- xxix. Whenever a candidate wishes to change the pen/ink, the room superintendent shall affix the signature on 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 the flying squad visits, the room superintendent shall politely ask for identification (in case of doubt) and cooperate with them.

Coordinator - Examination Committee

