



DUTIES OF ROOM SUPERINTENDENT (INVIGILATOR) FOR BENGALURU CITY UNIVERSITY EXAMINATIONS – 2021

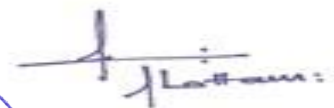
1. The Room Superintendent, who finds **it impossible to attend the examination** related work, shall take **prior written permission from the Chief Superintendent at least one day earlier to the scheduled date**, explaining the ground for his / her inability to take up the examination work. In such a case, the concerned invigilator should make the alternative arrangement for the smooth conducting of the examination.
2. The Room Superintendent **should ensure the candidate's authenticity** by verifying his / her Admission Card / ID Card etc.
3. The room Superintendent shall ensure that the candidates who enter the examination hall occupy their respective seats at least 15 minutes before the time specified for the distribution of the question paper.
4. The room Superintendent should inform the students to read out the instructions printed on the admission card, facing sheet and back sheet of the answer book. Further, he/she should inform the candidates that no additional answer book will be provided.
5. The Room Superintendent **should inform the candidates to check the accuracy of the answer booklet/question paper** and bring it to their notice immediately for necessary action if the answer book is not intact.
6. The **Room Superintendent shall not admit any candidate to the examination hall 30 minutes after** the examination and shall not allow any student to leave the same before 30 minutes after the commencement of exams.
7. The Room Superintendent shall **ensure** that every candidate has taken his / her **seat, enters his / her register number, and shade the circles in the space provided on the facing sheet of the answer book and signature of the Room Superintendent to make an answer booklet.**
8. The Room Superintendent **should not allow the candidate to converse among themselves / exchange calculators / stationary materials etc.**
9. Room Superintendent shall make the necessary entries in the Room Superintendent's Diary (Roll Number, Answer Booklet Serial Number, Absent Reg. no etc.).
10. The Room Superintendent shall **hand over the remaining question papers** and blank answer books (if any) to the Chief Superintendent after the first 30 minutes bell. **Further, he/she shall not keep any question paper(s) for personal use or should not give it to outsiders.**



11. The Room Superintendent is **responsible for the proper accounting of answer books** of candidates for whom he/she supervised.
12. The Room Superintendent **shall not be permitted to leave the examination hall** during the first and last half an hour (from 10:00 am to 10:30 am and 12:30 pm to 1.00 pm). During the intervening period (from 10:30 am to 12:30 pm), **he/ she may leave the examination hall for a period not more than 15 minutes after handing over the charge to Relieving Superintendent** and acknowledge for the same in the Relieving Superintendent's Diary.
13. **The Room Superintendent should report to the Chief Superintendent on the days of the invigilation work allotted at least half an hour before the examination** and shall not leave the examination center until he/she personally handovers the examination related material to the concerned authority.
14. **The Room Superintendent shall not allow any candidate in malpractice.** Further, he/she should make sure that the candidates have not detached any sheets or part of a sheet from the answer book.
15. Suppose any candidate wants to leave the examination room for some emergency. In that case, he/she should keep the question paper and answer book on the space allotted for the candidate, and the allotted staff member should accompany him/her.
16. The Room Superintendent shall ensure that every candidate personally hands over the completed answer books to the Room Superintendent before leaving the examination hall.
17. **Malpractice cases (if found any) should be referred to the Chief Superintendent / Deputy Chief Superintendent immediately.**
18. **The Room Superintendent should be watchful and active throughout the examination;** he/she shall not relax or show indifference in the examination hall. The Room Superintendent should not indulge in conversation with other staff members. The staff member for whom invigilation work is not assigned is requested not to enter any examination rooms.
19. After completing the examination, the Room Superintendent should hand over the answer book to the Chief Superintendent in the order specified in the Invigilator's Diary.
20. **Use of any electronic gadget is prohibited in the examination hall.** All the invigilators are requested **not to carry their watch, mobile phones** (or other electronic gadgets) to the examination rooms.
21. The invigilators are requested to cooperate with the squad members when they enter the examination hall.
22. The members of the Examination Committee can clarify any queries relating to the examination work.
23. Full cooperation of all staff members is required for the smooth conduct of the examination.

Sd/-

Coordinator - Examination Committee



Director