RV Institute of Management®
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Jayanagar, Bengaluru - 560041, Karnataka, India

Autonomous Institution Affiliated to Bengaluru City University

Approved by AICTE, New Delhi, Accredited by NAAC with 'A+' Grade

QS I-Gauge Diamond Rated

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DUTIES AND RESPONSIBILITIES OF RELIEVING SUPERINTENDENT

a) Report and sign the allotment register 45 minutes before the start of the examination

b) In case he/she is not able to take duty on the assigned day, permission from the 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 the examination.

g) The 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 the 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 them with Form- A, and get them bundled in cloth bags.

