

**SHAHEED BHAGAT SINGH (EVE.) COLLEGE
(UNIVERSITY OF DELHI)**

INSTRUCTIONS FOR INVIGILATORS

The University Semester Examination are scheduled to commence from 05th May, 2018. The examination will be conducted in two shifts: Morning from 9:00 a.m. to 12:00 p.m. and Evening 3:00 p.m. to 6:00 p.m.

1. Invigilators are requested to report half an hour before the commencement of the Examination and sign in the duty register alongwith time of arrival.
2. In case invigilator is unable to be present on any day assigned to you on account of some unavoidable circumstances, you are requested to give at least 24 hours' notice in writing to the Superintendent (Exams) giving details of the circumstances.
3. You will be required to perform the invigilation of some other day(s) in lieu of the ones not performed and apply for leave for the previously assigned day.
- 4. Invigilators are requested to keep their mobile phones on silent mode/switched off during the period of examination. Invigilators are strictly instructed to use the mobile phones only in case of emergency, without disturbing the examinees.**
5. Invigilators must make sure that students do not carry Mobile Phones in the examination hall.
6. It should be noted that the sole responsibility for maintaining a proper environment in the examination room lies with the invigilator.
7. It is also important to note that the sole responsibility of the examination room lies entirely with the invigilator/s concerned and you are requested to take necessary steps as are deemed proper by you in this regard.
8. Please note that the exchange of duties amongst the invigilators by themselves is not permissible. All requests for any change must have the prior approval of the Superintendent (Examination) in writing.
9. Invigilators must ensure that each candidate has written his/her roll number correctly on the Answer Script at the proper space provided to him/her and only thereafter should the invigilator put his/her signatures with name on the answer script.
10. Under no circumstances, should the invigilator leave the examination hall unattended and should remain at the center throughout the examination period.
11. At the time of collecting the Answer-Books, full care should be taken that no candidate takes away with him/her the answer-book; otherwise the invigilator concerned shall be responsible for the same.
12. It must be ensured that the additional/continuation sheets received by the candidates are properly used and returned back, having the same stamp thereon as was affixed on the day of examination.