



Delhi Technical Campus

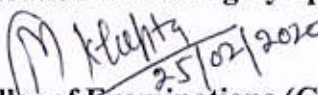
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RESPONSIBILITIES OF INVIGILATORS /EVALUATORS

1. The invigilators must report 15 Minutes before the commencement of the examination in the Examination Cell.
2. Faculty members who are assigned invigilation duty in the examination room should sign the answer sheets with their name given to the students after proper verification of all the entries made by them.
3. The respective invigilator should ensure that every student is seated in the allotted seat as per the seating plan prepared by the Examination cell.
4. All entries on the Supplementary sheets must be verified (B sheet) by the invigilators assigned the duty.
5. The invigilators must announce the instructions before the exam that cell phone and wallet are not to be carried by the students in the examination hall. They can keep their belongings in bag which may be kept in exam hall/rooms.
6. Invigilator must submit all the papers (Attendance, B Copy statement) along with answer sheets (Roll No. Wise) in the Examination Cell only after the completion of the examination.
7. Invigilators are instructed not to carry the mobile phones during the examination duty and shall leave their mobile in their Own Department/Examination Cell or Reception.
8. The students are not allowed to enter in the examination hall after the commencement of examination.
9. The students can leave the Examination hall only after the completion of one hour (60 minutes) of the commencement of examination.
10. Faculty must not leave the exam room in any case while exam is going on.
11. No Swapping of duties is allowed by faculty without the prior permission of Examination Cell.
12. For maintaining the confidentiality of the Examination, the question papers shall be sent to the examination hall/rooms only. No faculty is allowed to either take photocopy or picture of the question paper.
13. When a candidate goes out for toilet, the invigilators must ensure that the question paper and answer book of the candidate have been left behind on his seat.
14. Faculty members are not allowed to make any change in Question papers in the Examination Hall.
15. It is further Informed that no regular or re-appear exam shall be conducted by the individual Department without prior permission of Exam Cell.
16. Lab staff members have been assigned floor duty only & not in the Examination room. The Invigilators can take the help of Lab staff in case of any Exam related requirement.

Every Faculty/Staff member is requested to follow the above mentioned rules meticulously for smooth & proper Conduct of the examination.

Your Cooperation will be highly appreciated.


25/02/2020
Controller of Examinations (CoE)