

ROLE OF THE INVIGILATOR/ INSTRUCTOR FOR EXAMINATIONS:

1. Examination has a major role in academics. It is the responsibility of each instructor to oversee that the examination of his/ her paper is completed smoothly.
2. Academic office will provide sufficient number of answer sheets/ supplementary sheets to each examination hall 10 minutes before the commencement of Examination. Invigilators are requested to be in the hall before that time.
3. If you are **the invigilator as well as the course instructor** of a paper please do as follows:
 - (a) Carry sufficient number of Question papers to the room allotted. The Answer sheets and Question papers should be distributed well in time.
 - (b) Collect attendance/signature of students and fill the appropriate forms. Submit those along with one question paper, to the academic office after completion of the examination. The filled answer scripts may be carried after filling the appropriate taking-over form.
 - (c) Non-filled/ Blank sheets must be returned to the academic office (Room 308 of Tutorial Block 9) after completion of the examination.
4. If you are the **invigilator but not the course instructor** of a paper please do as follows:
 - (a) It is the responsibility of the **course instructor** to distribute the required number of Question papers in each room allotted. If you need any support on this please contact A.R. Academic a prior. The Answer sheets and Question papers should be distributed well in time.
 - (b) Collect attendance/signature of students and fill the appropriate forms. Submit those along with one question paper and filled answer scripts, to the academic office after completion of the examination.
 - (c) Non-filled/ Blank sheets must be returned to the academic office (Room 308 of Tutorial Block 9) after completion of the examination.
 - (d) The instructor is requested to take the filled answer sheets after filling the appropriate form, from the Academic office.