



**SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY
SURAT-395 007**

No. Acad/End-Sem/Autumn/ 1213 /2017-18

Date : 20/11/2017

Circular:

Subject: General Instructions for Invigilators, and Departmental Exam Coordinators.

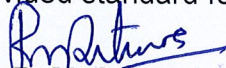
Duties for Invigilators

The regulations for invigilation work are as follows for the ensuing exams.

- i. Each invigilator should report before 15 minutes of starting of examination to the Departmental Exam coordinators.
- ii. Please check the Identity card (Institute ID/ Hostel ID/ Library ID card) of each student.
- iii. Students should not be permitted to keep their subject material inside the examination hall.
- iv. The cases of malpractices should be immediately brought to the notice of the Departmental coordinator of examination.
- v. Do not allow any students to carry cell phones / electronic gadgets in examination hall.
- vi. Students are not permitted to use programmable calculators.
- vii. Each invigilator should take examination attendance record with Name, admission No. and their signature.
- viii. Candidate may be permitted to examination hall maximum 15 minutes after the commencement of MID sem. / Makeup examination and maximum 30 minutes after the commencement of end se./ supplementary examinations.

Duties of Departmental Examination Coordinators

- i. The departmental coordinators should assign the duties in advance to the department faculty / staff / TAs for the smooth functioning of examination work. Invigilation duties to the M. Tech student should not be assigned in any case. However, duties may be assigned to PhD (FIR category only) student, if need arises.
- ii. Departmental coordinator should continuously make rounds for smooth functioning of examination.
- iii. All cases of malpractices reported by invigilation/flying squad should be brought to the notice of chief exam coordinator after in-depth interrogation and reported in the provided standard format.


(Dr. B. M. Sutaria)
Coordinator (Exam)


(Dr. Anandita Chowdhury)
Chief Coordinator (Exam)

Copy to:

1. Dean (Acad) for information pleases.
2. All staff through – email.