

SPECIFIC INSTRUCTIONS FOR II & IV END SEMESTER EXAMINATIONS

1. Check the invigilation list and ascertain the room allotted for invigilation
2. Sign the declaration form on the first day of your invigilation.
3. Be present in your respective rooms at least 30 minutes before commencement of exam.
4. Collect the necessary stationary from instrumentation lab.
5. Be present in H1 for paper checking at least 45 minutes before the scheduled time.
6. Please ensure the students stand in a line with physical distance for hall ticket checking near the steps in main building and hostel block
7. On the First Day please collect the Declaration Forms which the students have to fill and submit to you.
8. Collect hall tickets to distribute to students on the first day in your respective rooms.
9. Ensure they have their Hall Ticket (Original or Duplicate from second day) College Id and calculator for Specific Papers and Transparent pouch.
10. Students must wear Masks before entering and throughout the exam. Some may wear Face shields too which is permissible.
11. Students are allowed to wear Face Shields, carry Water Bottles and small Hand sanitizers with them.
12. Please take the attendance in the Register which will be sent to the Room as usual and Absentees forms.
13. Students cannot borrow anything from their friends.
14. If a student drops something ask her to pick it up.
15. At any point kindly avoid physical contact with the student.
16. Invigilators in classrooms please sanitize yourselves after collecting the Answer Sheets and Submitting in the Exam Cell.
17. If a student faces some problem immediately inform the Health Assistant for help.
18. While following COVID 19 protocol let's not forget that we must be Compassionate as Teachers and Foster parents.
19. If a student wants to use the Wash Room ensure she sanitizes herself before entering the room.
20. Please collect the Answer Sheets as always arranged in Registered No order.
21. Return the answer scripts in IQAC room.
22. Let's do our best in conducting these exams in real troubled times.
23. May we all be safe and healthy during and after these exams.
24. Please proceed to your respective Rooms every day after collecting stationary from instrumentation lab.
25. You can sign in the register near the IQAC room after invigilation.

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