

MIT (An Autonomous Institute)	Academy of Engineering	INSTRUCTIONS TO INVIGILATORS
Alandi (D), Pune - 412105		
EXAMINATION SECTION		

The invigilators shall enter the examination hall at least 15 minutes before the start time of the examination

He/She shall

1. Ask the students to keep their books, notebooks, written material and mobile phones outside the examination hall.
2. Check whether the students have occupied their seats as per seating arrangement.
3. Distribute the blank answer sheets to the students at least 10 minutes before the examination.
4. Give instructions for filling up the preliminary details on the front page of the answer sheets, like seat no etc.
5. Distribute the question papers to the students at the beginning of the examination.
6. Check the identity card and the hall tickets of the students. Put signature and name on the answer sheet after verifying that all details entered by the student on the front page of the answer sheet are correct. Sign on the hall ticket.
7. Take the students signature on the attendance sheet.
8. Distribute supplements and graph sheets to the students as and when demanded by the students and maintain the record of the supplements issued in the form provided.
9. Not allow students who report to the examination hall **20 minutes after** the commencement of examination.
10. Not allow the students to leave the hall within 30 minutes after the commencement of the examination

11. **Maintain general discipline in the examination hall by taking rounds in the classroom and prevent any malpractices/ attempts of cheating by students.**
12. Report cases of misbehavior, indiscipline and malpractices to the Departmental Examination In-charge for further necessary action.
13. Instruct the students to tie the supplements 10 min before the end of the examination.
14. Collect the answer books from the students at the end of the examination and arrange them sequentially as per the seat numbers for each course separately.
15. Submit the answer books and filled junior supervisor reports to the respective Departmental Examination Incharges.
16. **Avoid the use of mobile phones during invigilation**