



बिरला प्रौद्योगिकी संस्थान BIRLA INSTITUTE OF TECHNOLOGY

(वि० अनु० आ० अधिनियम १९५६ की धारा ३ के तहत मानित विश्वविद्यालय || A Deemed to be University u/s 3 of UGC Act, 1956)

EXAMINATION DEPARTMENT

परीक्षा विभाग

Ref. No: 132/2025-26 (EO-Section-I)

Dated: 24.04.2026

GUIDELINES FOR INVIGILATORS

The Room Invigilators are requested to ensure strict compliance with these guidelines, irrespective of how experienced and efficient they are in the examination work.

DUTIES AND RESPONSIBILITIES OF INVIGILATORS:

1.	All Invigilators must report to the Examination Department 20 minutes before the scheduled examination time.
2.	Question papers, answer booklets, and attendance reports will be provided in the Examination Department before the examination.
3.	Anything written on the blackboard of the examination hall should be completely wiped out before the commencement of the examination.
4.	Invigilators should ensure that the candidates have occupied their allotted seats.
5.	Candidates must be advised to keep bags/mobiles/electronic gadgets (except regular scientific calculators) outside the examination hall.
6.	Answer booklets should be distributed to the candidates 05 minutes before the examination, and they should be instructed to fill in all the details on the cover page of the answer booklets.
7.	Invigilators are requested to verify all the entries made by the students on the cover page of the answer booklet and put their signatures at the designated place on the main page.
8.	Verify the Hall ticket and I-Card of candidates while taking attendance and maintain the absentee report. In case of any discrepancy, the Examination Department should be informed.
9.	Fair conduct of the examination: i. Invigilators should be active and vigilant enough to ensure no impersonation occurs in their room. ii. Invigilators are individually and collectively responsible for the smooth and fair conduct of the examination. iii. Invigilators shall not use mobile phones inside the examination hall/room during the examination period. iv. Invigilators cannot read or write matters unrelated to invigilation duty during the examination period. v. Temporary absence of more than 5 minutes from the examination hall is prohibited.

10.	The invigilators will not redress any misprint or error in the question papers. Instead, immediately inform the Examination Department about the error.
11.	<p>The following announcements must be made in the examination room by the room Invigilators before the commencement of each examination day shift.</p> <ol style="list-style-type: none"> Candidates should check and ensure that there is nothing with him or around them that may fall within the ambit of unfair means. Candidates should write their roll number at the designated place on the answer booklets and not write their roll number, etc., in any other place. Candidates must write their roll number on the front page of the question paper. Candidates should write answers to questions on both sides of the pages of the answer booklets and cut off whatever rough work or calculation they have done. Candidates should not write anything on the question paper. Candidates should not write anything behind the cover and back page in the answer booklet. Write the answer in English on both sides of the page in the answer booklet. Carrying or using mobile phones/ any smart electronic gadgets (except regular scientific calculators) comes under the category of UFM.
12.	In exceptional circumstances, the writer is allowed, but the room invigilators will not allow the writer to enter the examination hall without written permission from the Controller of Examination.
13.	<p>The following instructions may be observed regarding the timing:</p> <ol style="list-style-type: none"> No candidate should be allowed to enter the examination hall/ room later than 20 minutes after the commencement of the examination. Temporary absence of examinee from the examination hall/room is not permitted during the Mid-Semester Examination. Candidates are not allowed to leave the examination hall/room during the first two hours and last 20 minutes of the End-Semester Examination. If a candidate has to go to the toilet, he/she should be thoroughly checked before returning. Close the door 10 minutes before the end of examination time. Candidates must tie their supplementary sheets (i.e. graph paper, drawing sheet, etc.) 05 minutes before the end of the examination time.
14.	Distribute the supplementary sheets (i.e. graph paper, drawing sheet, log table, data books, etc.) to the candidates on request. No supplementary answer booklets will be provided to the candidate under any circumstances.
15.	Once the examination is completed, collect the answer booklets and ensure that the papers received are in accordance with the attendance sheet. If everything is correct, open the door and allow the candidate to leave the examination hall/room.
16.	<p>Submit the collected answer booklets and return all materials (unused answer booklets, question paper) to the Examination Department.</p> <p>Kindly submit the UFM form and their respective answer booklets separately.</p>

17. **Procedure to Deal with Unfair Means/ Misconduct Cases during the Examination**

- a. The invigilator will confiscate the answer booklet and the material used for unfair means.
- b. However, if the material used for Unfair Means is in a form that cannot be attached to the answer booklet (e.g., writing on desk, some part(s) of the human body or conversation between peer examinees), the invigilator may call the Controller of Examinations to make him witness the case.
- c. A statement of the concerned student shall be recorded on the UFM form.
- d. If the student refuses to record his/her statement, the invigilator shall record the same on the UFM form.
- e. In the event of any case of UFM being detected or observed by the Flying Squad, it shall be the responsibility of the invigilator(s) designated to that particular room to prepare and submit the UFM report in the prescribed format.

The invigilator(s) may also mention the name(s) of the Flying Squad personnel involved in detecting the case.

In case of any disagreement between the Flying Squad and the invigilator(s), the invigilator(s) may record their observations in the UFM report.

- f. At the end of the examination, the invigilator will submit the UFM case in the prescribed form along with the answer booklet and the confiscated material to the Examination Department.



Controller of Examinations