

General Rules for Conducting University Examinations In Kabi Joydeb Mahabidyalaya Centre.

(To be followed by the Staff, Invigilators, Students, Examinees and their Guardians.)

- a) Entry to the college premises to be strictly restricted during the time of examination. Only staff of the college and examinees who can show required documents (Admit Card, Registration certificates) will be allowed inside the campus. General students including the office bearers of the Students Union cannot stay inside the college campus during the examination without the written permission of the Principal at any circumstances.
- b) Entry of the guardians of students and examinees inside the camps at the time of examination is strictly prohibited. An examinee can enter the exam cell with only their examination documents like admit card, registration card, pen, pencil etc. Boards, electronic gadgets, mobile phones are banned inside the examination hall.
- c) Invigilators must report to the Venue-in-charge/Assistant Venue-in-charge at least half an hour before the commencement of the examination and collect their materials from the office of the examination cell. They must reach the examination hall 15 minutes before the start of the examination. Invigilators are requested to intimate the Assistant Venue-in-charge of any delay at least one hour before the commencement of the examination. No request for cancellation of invigilation duty can be entertained without Prior intimation.
- d) Non-teaching staff who have been deputed to specific rooms for duties must reach the examination halls half an hour after the examinees sign the attendance sheet and to collect the unused answer sheets, question papers. They also have to see that regular supply of loose sheets to exam halls be maintained. All the non-teaching staffs are requested to help the Venue-in-Charge, Assistant Venue-in-charge and the invigilators as and when required to conduct the Exam smoothly. Non-teaching staff members would take the unused answer sheets to the Hall before the Exam.
- e) The invigilators are requested to carefully match the Roll Nos, Registration Nos, Subject, Papers from the Admit cards of the students with the main script and sign the top right corner of the front page of the main answer scripts after verification. If any examinee fails to show any valid proofs of their candidature, the invigilators are requested not to sign the script of the examinee and to seek instructions of the Assistant Venue-in-charge or that. The invigilators should also instruct the examinees to write the serial numbers of the loose sheets taken by them on the open space of the front page of the answer sheet and verify the same. The invigilators must take care not to allow any of the examinees leave the examination hall without submitting their answer scripts or with any of signed or unsigned loose sheets. The invigilators must take care to discourage any sort of canvassing, cross-talking or pursuing of unfair means during examination. The invigilators are requested to show zero tolerance to cheating during examination and can warn, report against or expel the student if they think fit after consultation with fellow invigilators, and immediately intimate the Assistant Venue-in-Charge of their decision. Invigilators are requested to arrange the submitted scripts as per roll no in ascending order and match the count recovered from the attendance sheet. No student should be allowed outside the exam hall except for final submission of scripts before one hour from the start of the examination and half-an hour before the end of the examination. The invigilators can leave the college only when the collecting teams match the numbers of the Answer scripts of their room after the examination where every invigilator has to submit the scripts. All the invigilators are requested not to take mobile phones inside the examination halls.
- f) The collecting and receiving team is requested to take their respective position in the examination cell at least five minutes before the exam gets over.

