



GURU NANAK DEV ENGINEERING COLLEGE, LUDHIANA
(An Autonomous College Under UGC Act)
Affiliated to Punjab Technical University



END SEMESTER EXAMINATIONS

Instructions for Superintendents

1. Duty of Superintendents will start atleast one day before the start of end semester examinations.
2. Daily duty of Superintendents will start atleast one hour before the start of examination and will end after handing over the answer sheets to examination branch.
3. Superintendents are not allowed to leave the centre any time during the examination.
4. Superintendents have to collect the question papers atleast ½ hour before the commencement of examination in each session, from the examination branch.
5. Superintendents should ensure that teachers deputed on duty are performing invigilation duties with honesty and dedication.
6. Superintendents should ensure that students are mixed properly in the seating plan to avoid mass copying/cheating cases.
7. All seating plans should be duly signed by the Superintendents.
8. Superintendents should ensure that invigilators do not carry mobile phones in the examination centre.
9. Superintendents should ensure that proformas are duly signed and filled daily.
10. Superintendents should ensure that students are not allowed to enter the examination hall 30 minutes after the commencement of examinations and are not allowed to leave the examination hall before half time.
11. Superintendents should ensure that student do not carry mobile phones, bluetooth devices and other helping materials including books, bags etc. inside the examination hall. If any student is found in possession of any of these things, the incriminating material shall be confiscated and UMC Case made.
12. Superintendents should get a declaration from the Deputy Superintendents, Invigilator and other staff put on duty, that no ward, kin or close relative of theirs is appearing for examination in that examination center.
13. Superintendents should assign 'invigilation duties' to the invigilators one week in advance for smooth conduct of examinations.
14. Invigilators are not allowed to change their assigned duties with other faculty members without the permission of Superintendents and Controller of Examinations
15. If any Invigilator, Deputy Superintendent or Staff Member repeatedly comes late, the Superintendents should intimate it to the Controller of Examinations for Taking Disciplinary Action.
16. If any Invigilator, Deputy Superintendent or Staff Member is found helping the students in cheating/copying in any form, the Superintendents should intimate it to the Controller of Examinations for Taking Disciplinary Action.

Dr. Kulbir Singh Gill
Controller of Examinations



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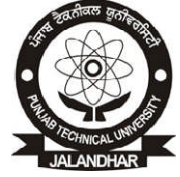
Instructions for Deputy Superintendents

1. Duty of Deputy Superintendents will start atleast one hour before the examination and will end after handing over the answer sheets to examination branch.
2. Deputy Superintendents are not allowed to leave the centre any time during the examination.
3. In the absence of Superintendents, Deputy Superintendents shall collect the answer sheets one day before the commencement of examination, from the examination branch
4. In the absence of Superintendents, Deputy Superintendents will act as Superintendents and will assign the duty of Deputy Superintendents to a senior most invigilator present in examination branch on that day.
5. Deputy Superintendents should ensure that one invigilator is assigned for 30 students.
6. Deputy Superintendents should ensure that students are mixed properly in the seating plan to avoid mass copying/cheating cases.
7. Deputy Superintendents should ensure that attendance sheets are duly signed by the students and invigilators.
8. Deputy Superintendents should ensure that students are not allowed to enter the examination hall 30 minutes after the commencement of examinations and are not allowed to leave the examination hall before half time.
9. Deputy Superintendents should ensure that student do not carry mobile phones, bluetooth devices and other helping materials including books, bags etc. inside the examination hall. If any student is found in possession of any of these things, the incriminating material shall be confiscated and UMC Case made.

Dr. Kulbir Singh Gill
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Instructions for Invigilators

1. Invigilator should report on duty to Superintendents at least 30 minutes before the examination and their duties will end after packing of the answer sheets.
2. Invigilators are not allowed to leave the examination hall any time during the examination.
3. Invigilator should ensure that students are not allowed to enter the examination hall 30 minutes after the commencement of examinations and are not allowed to leave the examination hall before half time.
4. Invigilator should ensure that students sit as per the seating plan provided by the Deputy Superintendent.
5. Invigilator should intimate and ensure that student do not carry mobile phones, bluetooth devices and other helping materials including books, bags etc. inside the examination hall. If any student is found in possession of any of these things, the incriminating material shall be confiscated and UMC Case made.
- 6. Invigilator should check that all particulars filled by the students are correct before signing the answer booklet.**
7. Invigilator should ensure that attendance sheets are duly signed by the students.
8. Invigilator should count and properly fold & tape all answer booklets of his/her examination hall, before submitting to the Superintendent.
9. Invigilator should help the Superintendents & Deputy Superintendents in smooth conduct of the examination and maintaining the center cheating free.

Dr. Kulbir Singh Gill
Controller of Examinations