

Vivekananda Institute of Professional Studies

Examination Division

GUIDELINES FOR INVIGILATORS

All the Invigilators must follow the Covid 19 guidelines issued by Govt of India / Govt of Delhi.

- Kindly go through the preventive measures to be followed while conducting examination attached with this mail.
- Invigilators are requested to be present in their allocated examination hall 30 minutes prior to the commencement of examination and the required material for conducting examination will be provided in the examination hall.
- Kindly ensure the decorum of examination hall regarding:
 - Adherence to entry timings of the students in the examination hall
 - Adherence to seating plan
 - Instructions to the students not to carry any unfair means including mobile phones, books, papers etc. in the examination hall.
 - Instruct the students to read the guidelines mentioned on the answer sheet
 - **Instruct the students to write their Roll Number and not anything else on the question paper.**
- Do not allow any student to go out of the examination hall after the answer sheets are distributed.
- Start the examination exactly as per the scheduled time.
- You are requested to check the enrollment no. of the students and other details on the answer sheet (front page) and put your signature on the answer sheets.
- No candidate shall be allowed to leave the Examination Hall before the half an hour is over from the commencement of the exam.
- **No extra sheets will be given to the students.**
- Attendance Sheet should be signed by all the students.
- Arrange the answer sheets in ascending order before submitting them to the Examination Department.
- You are requested to submit the answer sheets in 4 floor in Room No - 412 as per the arrangements.
- You can take your mobiles along but kindly use it only for official purpose.

Prof. Dr. Anuradha Jain

Principal & Centre Superintendent