

## **INSTRUCTIONS TO SENIOR AND JUNIOR SUPERVISORS**

**The Junior and Senior supervisors are appointed for University examinations. They are responsible for smooth conduction of examination. They should follow the below mentioned instructions.**

### **Instructions to Jr. Supervisors:**

1. Supervisor shall be in attendance at the place of the examination at least thirty minutes before setting of the paper.
2. In distributing question papers, junior supervisor shall being to hand over the paper from the last candidates in the respective blocks.
3. When a paper is divided in to two sections, two answer books, one for each section shall be supplied to the candidates and only one when it is not so dividing additional answer books shall be given only when the books previously given for the whole paper or section is written in. Any required number of additional answer books may be given according to the needs of the candidates. Supervisors shall take particular care to collect all answer books whether used or unused, and shall see that no candidate is allowed to retain with him any blank answer book after the warning bell is rung.
4. White the examination is going on junior supervisors shall carefully look after the block of candidates to which they are assigned.
5. Supervisors shall use the utmost vigilance to prevent copying or communication by candidates with one another or any other person.
6. Junior Supervisors:
  - i. Shall not engage in conversation with candidates during the examination and the shall not read what candidates write.
  - ii. Shall not give any kind of explanation connected with the question set
  - iii. Shall not do any private or office work during the hours of supervision nor shall they, on any account, admit outside to the place of the examination.
  - iv. Shall not keep with them any spare copies of question papers after they

- have been delivered to the candidates.
- v. Shall see that no copy of the question paper is given to any one who is not a candidate appear for the examination.
  - vi. Shall see that all the candidates are given the proper question papers in accordance with the subject they have offered for the examination.
  - vii. Shall not allow any exchange of writing material stencils mathematical instruments.
  - viii. Shall ensure that candidate do not carry cell phones with them when the examination is in progress.
7. One hour after the setting of the question paper, junior supervisor shall go round the block they are in charge of and see that the candidates have made all the entire correctly on the front page of each answer book supplied and have written correctly and legibly their seat number the subject and the number of the section on each answer book. Whenever any additional book or books are supplied to candidates they shall also see that all the entries on the front page are properly and correctly made.
  8. Junior Supervisor should not allow the candidates to chair their seats. They should ensure themselves that candidates write seat numbers legibly and accurately on the answer book and the supplements for careless writing of wrong seat numbers result in unnecessary complications leading to assigning marks to different seat numbers.

The junior Supervisors may refer to list of the names of candidates if they have any doubt or difficulty of the identity of the candidates.
  9. They shall see that no candidate in their block leaves the examination hall without gibing back his answer book or answer book as the case may be, whether blank or written in.
  10. Supervisors shall note down numbers of such candidates as have given up their answer book before the ringing of the warning bell at the end of the examination.
  11. Candidates who give up their answer books before the ringing of warning bell shall be allowed to leave the hall. But after that, no candidate shall be allowed to leave it till the close of examination.

12. Junior Supervisors should see that answer books, original as well supplements, that they will supply to the candidates for writing answer are initialed and dated by them at the proper place.
13. At the ringing of the final bell, the junior supervisors shall go to each candidate and collect from him all his answer books. In doing so the junior supervisors shall begin collecting the answer books from the last seat in there blocks and when the collection work is over shall arrange them in two bundles according two sections and in their serial order. They shall deliver the bundles personally together with their reports, to the Senior Supervisors, and shall not leave the place of the examination without their permission.
14. Supervisors shall put down their numbers of the block allotted to them on the report supplied to them and whenever their blocks are changed, they shall take a note of their new block and write down the number of the new block on the report.
15. Junior supervisors shall make three copies of the reports for each paper which has to be answered in one and the same language. Separate report should be prepared for each subject when these are more then one allotted to one supervisors two of these shall be packed with the bundled containing the respective section of the answer books. The third copy of each report shall be handed over separately to the Senior Supervisors for being sent to the University Office.
16. Supervisors shall carry out all instructions which may be given to them by their Senior Supervisors in regard to their work not covered by these rules.
17. Special books containing squared paper shall be given to candidates for answering question on graphs.
18. Remuneration will only be paid if the work of supervisors is satisfactory. Deductions may be made from the remuneration for remissness in duty noticed or failure to observe any of the foregoing instruction or instructions issued by the Senior Supervisors.