



## Circular

### Instructions for Block Supervisors during Semester End Examination (Theory Examinations)

All Block Supervisors are instructed to follow the below-mentioned guidelines for smooth and efficient examination management.

#### 1. Reporting and Material Collection

- **Reporting Time:** Report to the Examination Control Room **half an hour before the start of the concerned examination.**
- Collect materials related to your duty (**answer books, barcodes, hall mark stickers, bio break report, block detail report**, etc.) after due verification and ensure all items are in order.

#### 2. Room Setup and Student Seating

- Reach the assigned room on time and ensure students are seated as per the **attendance sheet and block arrangement chart.**
- Personally hand over the answer books to each student as per the system allocation.
- Ensure bags and other valuables are kept **outside the exam hall.**

#### 3. Instructions to Students

- Announce to students:
  - Submit any **prohibited materials** (e.g., chits, digital gadgets, or any objectionable items) before the exam starts.
  - They **cannot leave the exam hall** until the examination ends. Bio-breaks are allowed but should be managed properly.
- Instruct students that the **barcode sticker on the answer book must be pasted only by the Block Supervisor.** Ensure that the sticker is placed properly, adhering to the designated area only.

#### 4. Distribution of Question Papers

- Begin question paper distribution only at the scheduled time.
- Verify the subject name, subject code, and other details to ensure students receive the correct question paper.

## 5. Time Management and Monitoring

- Allow student entry into the examination hall **up to 10 minutes after the exam starts**. After this, late entry must be forwarded to the **Senior Supervisor**.
- Announce the **warning bell 10 minutes before the exam ends** to remind students to complete their writing.

## 6. During the Examination

- Ensure all students' details are verified, including their **hall tickets and barcode placement**.
- Handle **absent student entries** by noting them on the supervisor report and returning unused barcodes to the control room.
- In case of a visit by a **Senior Supervisor or Concern authority**, provide necessary information and updates promptly, including attendance, materials, or any issues reported.
- In case of UFM (Unfair Means) or any other issues, inform the Examination Section immediately.
- Monitoring of students is compulsory **throughout the examination**. Actively supervise the hall until the exam concludes.

## 7. Post-Exam Procedures

- Collect all answer books, supplementary sheets, and unused materials (question papers, threads, extra barcodes, etc.).
- Ensure that all **answer books are accounted for** before students leave the hall.
- Submit all collected materials to the Examination Control Room and sign off the submission.

## 8. General Guidelines

- Do not engage in other activities that compromise the quality of supervision.
- **Use mobile phones strictly prohibited.**
- Allow no more than one student from the same subject/area to leave for a bio-break at a time.
- Address any doubts or concerns from students patiently while maintaining decorum.
- **Adhere to the dress code (uniform) as mandated for staff.**
- Be cooperative and responsive to any additional instructions or guidelines provided during the examination.

CC to:

1. Establishment Section
2. Academic Section
3. All Concern Head of Departments

  
Director

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