



R. N. G. Patel Institute of Technology-RNGPIT

(Affiliated with GTU - An Autonomous Institute U/s UGC Act 1956)

Instructions for Observer Duties

As an appointed Observer at **R.N.G. Patel Institute of Technology (RNGPIT)**, your role is pivotal in maintaining the sanctity and transparency of examinations. You are expected to perform your duties with the utmost sincerity, integrity, and vigilance.

Note: Download and print the **Observer Report Form** attached with this mail. Carry a duly filled copy and submit it to the **Controller of Examinations (CoE)** immediately after completion of your examination duty.

⚠ Negligence, casual behaviour, or breach of duties may invite administrative action, including future disqualification from exam duties.

1. Punctuality and Presence

- Report to the examination center at least **60 minutes before** the scheduled start time.
- Attend the Question Paper Downloading and Printing Session:
- Centre Incharge/CoE will download the question paper securely from the ERP system.
- Verify that printing is done confidentially under supervision.
- Ensure printed question papers are securely sealed before dispatch to examination halls.

2. Examination Hall Oversight

- Inspect each block to ensure:
- Students are in proper uniform.
- Students carry a valid Institute ID Card and their Exam Section-issued Hall Ticket for the current examination.
- Block Supervisors (Invigilators) are present and attentive at their assigned blocks before examination starts.
- Seating and arrangements match the approved seating plan.
- Report immediately if any block supervisor or student violates norms.

3. Confidentiality and Examination Material Security

- Strictly maintain confidentiality regarding question papers, answer books, and sensitive materials.
- Prevent unauthorized entry, mobile phone use (other than authorized officials), or unfair activities inside control rooms and halls.

4. Vigilance and Reporting

- Actively monitor to prevent **use of unfair means**.
- In case of malpractice detection, **report immediately** to the Exam Coordinator/CoE.
- Maintain neutrality; do not interfere unnecessarily unless intervention is needed.

5. Documentation and Observer Report Submission

- Carefully fill the **Observer Report Form** with:
 - Observations, deviations, corrective actions, and remarks.
- **Mandatory:** Submit the duly completed and signed Observer Report Form to the **Controller of Examinations (CoE)** immediately after the exam session.
- Observer Report will be reviewed as part of the examination process record.

6. Professional Conduct and Discipline

- Maintain a professional, unbiased, and vigilant demeanor throughout the examination duty.
- No mobile use for personal purposes during duty hours.
- Avoid favoritism or undue leniency — your performance is under review by higher authorities.

7. Compliance and Responsibility

- Follow all examination regulations, both verbal and written, issued by the CoE and Exam Cell.
- Any gross negligence, late reporting, unreported incidents, or fabricated reporting may invite:
 - Written warning,
 - Non-consideration for future exam-related duties,
 - Other disciplinary measures as decided by Management.