Examination is a very important academic activity which takes priority to all other activities. Hence, Invigilators are expected to strictly follow the instructions. Those violating the instructions will face a disciplinary action.

If more than one exams are being held in a classroom, invigilators and assisting staff will have to wait till all the exams are over.

You will have to support the faculty members for distributing the q-papers, collecting answer sheets, etc. whatever s/he needs for smooth conduct of exam. In case the exam time gets extended, you will have to wait till the end of the exam.

Note also that seating arrangements have been made to ensure a significant gap between students taking the same exam. You must follow the rules in this regard, which have been put up on the board of each room, these rules will also be applicable for mid sem exams in future.

Students will have to bring their own water-bottles. No water breaks allowed outside the exam hall.

*Mobile phones*, tablets, laptops, and other such devices are *strictly not allowed* in the examination hall, even if powered off. Violations will be strictly dealt with.

**Policies for End Sem Exams:**

Each student is required to bring his/her "ITR4" id card, and place it on his/her exam desk for the duration of the exam.

*Bathroom visits are not allowed for the first two hours, barring medical emergencies. Instructor permission is necessary for bathroom visits after the first two hours.

Students will have to bring their own water-bottles. No water breaks allowed outside the exam hall.

These rules will also be applicable for mid sem exams in future.

Note also that sealing arrangements have been made to ensure a significant gap between students taking the same exam. You must follow the rules in this regard, which have been put up on the board of each room, corresponding markings on the floor. Please arrive a few minutes early so there is no last minute confusion due to the new rules.

Also note that if your instructor has permitted open notes for your exam, the notes must be on paper; electronic gadgets will strictly not be allowed as mentioned above.

**Instructors for Invigilators:**
Please ensure following points:
Be present at least 15 minutes before the slated time.
You will have to support the faculty members for distributing the d-q papers, collecting answer sheets, etc. whatever s/he needs for smooth conduct of exam. In case the exam time gets extended, you will have to wait till the end of the exam.

If more than one exams are being held in a classroom, invigilators and assisting staff will have to wait till all the exams are over.

Examination is a very important academic activity which takes priority to all other activities. Hence, Invigilators are expected to strictly follow the instructions. Those violating the instructions will face a disciplinary action.