

Ref. No.: TSDC/IP/03/FRM/01/804 of 2025-26

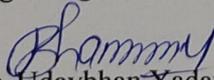
Date: 04/04/2026

## NOTICE

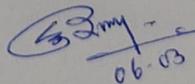
### INSTRUCTIONS FOR JUNIOR SUPERVISORS

1. Report to the College Exam Department 30 minutes before the start of the examination on the day you have been assigned the duty of Junior Supervisor.
2. Collect answer books, supplementary, attendance report and block reports from examination Room and check the stationary.
3. You must reach exam hall before 15 minutes of starting of exam and instruct the students to occupy their seats with respect to their examination numbers.
4. Instruct the students **not to indulge in unfair means** else liable to be punished as per UoM rules.
5. Instruct the students that **writing pad is NOT allowed**.
6. Instruct student that any type of printed material / hand written material, mobile phone, or programmable calculator or any the electronic gadgets are not to be kept during examination time.
7. Instruct student to **check the Bench** carefully before seating in examination.
8. Distribute answer books to students 10 minutes before the commencement of examination.
9. Instruct the students to fill in the required details on main answer books without mistake. **Check Seat Number/ Roll Number without fail**.
10. Distribute Question Paper as per time given in time table.
11. Check admit card & Identity Card of the students, and ask them to wear Identity Card if not.
12. If you find any student without admit card/ Id Card immediately inform the Senior Supervisor on duty for your respective block.
13. Verify the detail entered by the students in answer book and then sign in marked place. The details you need to check are: **Candidate Examination Seat/ Roll Number (Both in digits and words), Name of the Examination, Subject, Date and Time**.
14. Do not allow any student to leave the examination hall in between exams sessions.
15. Do not allow any student to enter the examination hall **after 20 minutes** of commencement of examination, if any then, immediately report to senior supervisor.
16. Fill in the details in all reports like attendance sheet & junior supervisor report properly. In the attendance sheet rows & column do not write NOR (Not on Roll) numbers.
17. Take signature of student's personally in attendance report and check whether students have written their Seat No. or Roll No Properly.
18. Do not keep blank answer sheets on the table. Distribute the answer sheets individually to each student.
19. In case of unfair means (copy case), immediately inform the Ms. Sana Khan Examination Committee member.
20. Unfair means cases papers should be bundled separately before submission to the Senior Supervisor and then submitted accordingly.

21. On demand give supplements to students, sign in supplement at the marked place and instruct to the student to fill the required detail in the supplementary.
22. For few Internal Examination Courses- Answers must to write on Question Paper only with Provided Space. Jr. Supervisors please note that no separate answer sheet be provided.
23. Do not allow any student to leave the examination hall in last 10 minutes of examination.
24. Mention the details of present numbers, absent numbers and unfair means numbers in Junior Supervisor report. Count answer book for both the sections and verify that it is equal to the number of students present in the block. Unfair means report (if any) be circled with red pen in Jr. supervisor report itself.
25. Submit the answer books in Examination room to concern senior supervisor. Always take care that students do not leave examination hall without submitting answer book. If it happens then it will be the sole responsibility of the junior supervisor and the UFM case is to be registered against the student.
26. In case of leave, you must inform the examination coordinator before two days, with substitute arrangement being made, to the extent possible. In case of any problem during examination hours inform to senior supervisor of the respective block.
27. Leave during the examination period may be considered as Leave Without Pay (LWP) at the discretion of the authorities. Start early and take care while travelling from home.
28. The respective Junior Supervisor will return all papers (other than reports and the attendance sheet), such as the main answer book, supplements, question papers, thread, pins, etc., to the on-duty peon 10 minutes before the end of the examination. Treat this as most important.
29. In case of duty exchange, the exchanger must ensure that the exchange will report for duty on time. A reminder should be given by the exchanger.
30. All teachers must take examination duty very seriously and discharge their duties honestly without any negligence. In case of negligence, a "memo" will be issued, and it will be considered while deciding continuation or increment for the following year.
31. For any queries, requirements during the examination session, kindly contact floor peons.
32. **Do not do the following things:**
  - i. Sit in the examination hall except for report writing.
  - ii. Use of a mobile phone/earphone.
  - iii. Stand outside the examination hall to chat with colleagues.
  - iv. Ask for tea, coffee, or food items during supervision.
  - v. Show favour to any student.
  - vi. Shout in the examination hall to make silent students (Give clear instructions at the beginning with confidence and proper command).

  
Dr. Udaybhan Yadav  
Exam-Chairperson



  
06-03  
Dr. G.D. Giri  
Principal

Copy To: -

- a. All the Faculty members & Non-Teaching staff who is doing examination duty
- b. Administrative Officer