

# INDORE INSTITUTE OF SCIENCE & TECHNOLOGY

## INSTRUCTIONS TO INVIGILATORS

1. Report to examination control room **30 minutes prior** to the commencement of examination.
2. Collect your examination material and reach the examination venue on time.
3. Announce the students that they should not keep any paper based or electronic gadgets (except calculator) with them.
4. Announce the students to write only their enrollment number on their question paper.
5. Announce the students not to leave any additional margin in the Answer Book.
6. Take frequent rounds during the Examination and be vigilant.
7. Don't leave examination hall in-between the exam.
8. Don't use mobile phone inside the examination hall.
9. Wear ID card during Invigilation.
10. Don't permit any student to enter the exam hall after the 10 minutes commencement.
11. Don't permit students to leave examination hall before completion of One and Half an hour.
12. If Students are found to be involved in any malpractice, immediately report the same to the exam cell without creating any further disturbance in exam venue.
13. In any case, don't take any decision without informing Exam Controller.
14. Report any other matters related to exam like question paper shortage, discipline, etc to the exam cell in time.
15. Return the Answer Booklets issued (both Used and Unused) to the Exam section immediately after the exam.

  
Dr. Keshav Patidar  
Principal