**SOP FOR CENTRE SUPERINTENDENT (CS)**

Preamble: Examination being the solemn activity the office bearers are required to perform their duties with complete sincerity upholding their highest principles so that all examinees are provided with equal and fair opportunity of performance. It will be the role of the ESI to ensure smooth conduct of examination for all B.Tech branches and subjects in the college.

The Centre Superintendent should ensure that:

1. Invigilator’s son / daughter or any other near blood relation is not a candidate for the examination.
2. Examinees seat strictly in ground floor and 1st floor and maintain a floor space of 2.5 Sq, ft.
3. No invigilator / candidate carries any incremental papers or electronic devices or gadgets to the examination hall / premise (s).
4. Permit a student to appear in a subject (s) available in the admit card, and verify original university registration card, voter ID, / Driving License / Adhhar card in the event of any discrepancy in photographs in admit card / answer booklet.
5. Visit frequently to all examination hall.
6. Use new pre-printed OMR answer booklets and in case any booklet is found defective / un-usable, a new un-coded answer booklet will be issued under instant permission and registration in the un-coded portal of the university.
7. Invigilators enter their full signature and teacher registration number on the body of the pre-printed answer booklet and attendance sheet together.
8. Lodge FIR with police station in the event any examinee found adopting any unfair means leading to leakage of questions during examination under intimation to the university.
9. Keep a close liaison with the law and order authorities for smooth conduct of the examinations.

Principal

GIET, Bhubaneswar

**SOP FOR EXAMINATION SECTION INCHARGE (ESI)**

Preamble: Examination being the solemn activity the office bearers are required to perform their duties with complete sincerity upholding their highest principles so that all examinees are provided with equal and fair opportunity of performance. It will be the role of the ESI to ensure smooth conduct of examination for all B.Tech branches and subjects in the college.

1. Overall coordination of
2. Theory Subjects Internal and External Examination.
3. Practical Examination Internal
4. ESI to liaison with Biju Patnaik University of Technology, Rourkela, Odisha for
5. Additional grade sheets / transcripts requests of students.
6. Migration Certificate requests of students.
7. Correction of names in Grade Sheets / Degree Certificate of students.
8. Requests of students for branch change.
9. Requests of students for duplicate grade sheets and degree certificate.
10. Requests of students for duplicate registration card.
11. Forwarding Re-checking / Re-addition application of students.
12. Forwarding photocopying requests of answer scripts of students.
13. Forwarding applications of medical certificates of students.
14. ESI to print and handover appropriate number of printed question papers as pertaining to the subject, date and time of the examination to the Deputy ESI at least 30 Minutes before commencement of the examination, maintaining absolute confidentiality.
15. ESI to ascertain that security setup including recording of proceedings in control room is in place and functional.
16. ESI to liaison with Deputy ESI and ensure his/her availability.
17. ESI to ensure the availability of PC’s and related paraphernalia
18. One PC with ESI with CCTV for the confidential purpose of downloading question papers.
19. Second PC for the general purpose of conduction of exam.
20. Printer & Xerox Machine.
21. Both the PC’s with secured internet connection.
22. ESI should record and issue answer booklets, attendance sheets and other exam related stationary.
23. ESI to provide any other support needed by the exam control room.

Principal

GIET, Bhubaneswar

**SOP FOR DEPUTY EXAMINATION SECTION INCHARGE (Deputy ESI)**

Preamble: Examination being the solemn activity the office bearers are required to perform their duties with complete sincerity upholding their highest principles so that all examinees are provided with equal and fair opportunity of performance.

1. Deputy ESI should prepare the Examination hall size as recommended by Biju Patnaik University of Technology, Rourkela, Odisha in multiples of 20.
2. Deputy ESI should prepare Invigilation Duty chart as recommended by Biju Patnaik University of Technology, Rourkela, Odisha in the ratio of 20 Examinees: 01 Invigilator, and 10 % Relievers.
3. Deputy ESI has to ensure Examination hall are ready for conducting examination, he/her has to look whether cleaning of the hall is done, repairing of furniture, fans and lights is done if required, power backup facility to be also ensured.
4. Deputy ESI has to ensure Sanitization of toilets is properly done with flushing out probable hidden material.
5. Deputy ESI has to assign invigilation duties / alternate arrangements.
6. Deputy ESI has to Download / Prepare and display the Exam Schedule and postponement if any.
7. Deputy ESI has initiate action on unfair means.
8. Deputy ESI has to receive the Question papers from the ESI and distribute it to the examination halls as per the schedule of the examination.
9. Collecting answer scripts from the Invigilators.
10. Deputy ESI has to pack the written answer sheets, dispatch and maintain necessary records.
11. Appointing standby and reserve invigilators to cater for emergencies.

Principal

GIET, Bhubaneswar

**SOP FOR INVIGILATORS**

Preamble: Examination being the solemn activity the office bearers are required to perform their duties with complete sincerity upholding their highest principles so that all examinees are provided with equal and fair opportunity of performance.

1. Reporting 30 minutes before the commencement of the examination (if allotted invigilation / reliever duty, or reporting 45 minutes before the commencement of examination (if allotted gate checking duty).
2. Verifying university registration card, college identity card and university admit card of the student before he/she enters the examination hall.
3. Guiding the students to occupy their allotted seats in the examination hall.
4. Distributing Printed OMR blank answer to the students 15 minutes before the start of the exam.
5. Not to allow students to exchange any kind of material.
6. Not to allow students to communicate among them.
7. Violation of point no: 5 & 6 and any other malpractices to be immediately brought to the notice of the Deputy ESI.
8. Verifying that correct question papers based on the sitting arrangement and subject is distributed to the students.
9. Not to carry mobile phones and indulge in any kind of activity which distracts your attention from invigilation.
10. To ensure no student is disturbed during the time of examination.
11. Not to allow any student to leave the examination hall in first one hour.
12. To collect the question paper from the student if he leaves the examination hall before two and half hours.
13. Receive the answer scripts from the students, arrange them serially and tearing the bottom of the
OMR sheet and arrange them serially before submitting it to the Deputy ESI.

**Observations:-**

1. Many a times a person entering examination hall or even movements inside the examination hall are not noticed by the supervisor.
2. Invigilators should be active, alert and moving in the examination hall.
3. In case of emergency, invigilators to make mutual exchange of duties and submit it in writing to the Deputy ESI or ESI.

Principal

GIET, Bhubaneswar

**SOP FOR SUPPORT STAFF**

Preamble: Examination being the solemn activity the office bearers are required to perform their duties with complete sincerity upholding their highest principles so that all examinees are provided with equal and fair opportunity of performance.

1. The support staff should report 60 minutes before the start of examination.
2. The examination hall should be opened 30 minutes before the start of examination.
3. Carry out duty as assigned by the Deputy ESI.
4. Avoid last minute leave unless absolute necessary.
5. Do not leave the examination venue without intimating the Deputy ESI.
6. To assist the Deputy supervisor in preparation of the examination halls. (Shifting and rearranging furniture, cleanliness.)
7. Promptness in case of urgent exam based needs.
8. They should be present at the respective floors, venue or task assigned.
9. Any exam related task assigned by the Deputy ESI or the ESI.
10. Even after completion of the exam do not leave without the permission of the Deputy ESI.

**Observations:-**

1. It is commonly noticed that peons and water-man allotted to the floor gather together and chit-chat at one place and are not found in the vicinity of the assigned floors. This should be strictly avoided.

Principal

GIET, Bhubaneswar