



St. MARTIN'S ENGINEERING COLLEGE
Dhulapally, Secunderabad – 500100
NBA & NAAC A+ Accredited

EXAMINATION COMMITTEE

ACTIVITY DIARY

Instructions to the students regarding Exams :

1. Check the answer booklet thoroughly if all the 32 pages are intact and the booklet is not damaged.
2. check your particulars on part-I of OMR sheet, like, Name, Hall Ticket No., Examination, subject name, subject code and Regulation etc.,
3. Report to the invigilator if the answer booklet is damaged or if your particulars are not correct and get the booklet replaced by blank answer booklet. Write all your details legibly on the replaced blank answer booklet and the subject code on Part-I, Part-II and Part-III, failing which, your result declaration may get delayed/not declared at all.
4. Bringing any material other than pens (blue/black), pencils & erasers and any electronic gadgets other than scientific calculator will make you liable to be booked under malpractice case as per the Malpractice rule No. 1.
5. Enter the answer booklet serial number and sign in the nominal rolls supplied in the examination hall.
6. Sign in the space provided in Part-I of the booklet. Ensure that the invigilator puts his/her signature in the space provided in part-I.
7. You are not permitted to leave the examination hall at least for half an hour after the commencement of the examination.
8. Verify the subject name, code and regulation on the question paper with those registered and also those printed in the answer script before beginning to answer.
9. No additional answer sheets will be provided.
10. Do not write answers with sketch pen as it blots, making the answers unreadable and barcodes inadvertently tampered.
11. Write on both sides of all the pages. Do not write anything other than the question numbers in margins.
12. Write in all 25 lines on each page. Each new answer need not start in a fresh page.

13. Last page may be used for rough work by duly indicating on the top of the page as 'ROUGH WORK.'
14. Fill in the last answered page number in the space provided on the cover page OMR sheet. Strike off blank sheets after the last page written.
15. If answers are written after leaving one or more blank sheets in between, write P.T.O on all the blank sheets to ensure evaluation of the answers written after the blank sheets.
16. Before beginning to answer any question, write correct number of that question including sub question number. Complete the answer for any question and commence writing answer for the next question. Answers written at different places for the same question may not be evaluated.
17. Revealing personal details, writing hall ticket numbers, religious symbols or slogans, objectionable and irrelevant matter or requests to pass etc., anywhere in the answer script will be treated as punishable offence. It leads to the cancellation of performance in the subject.
18. For any objectionable material/writings found in the answer script during evaluation and random checking phases, you will be booked under malpractice case and the entire series of examinations will be cancelled as per the Malpractice rule No. 11.
19. Tampering of barcodes is also treated as malpractice case.
20. Return your answer booklet to the invigilator before leaving the examination hall.
21. Taking away the answer booklet from the examination hall or tearing any part of the answer booklet will make cancellation of your entire series of examinations. Further you will be debarred from the class work for two consecutive semesters and will be given all punishments as per rule No. 7.

Instructions to Invigilators

1. Report to the Exam branch/Chief Superintendent 20 minutes before the to the commencement of the University Examination.
2. Inform the chief superintendent if any of your relatives of other parent colleges is writing examinations at your college host centre.
3. Collect the seating plan of the hall allocated to you along with the hall tickets, nominal rolls, answer scripts and a sealed cover containing question papers, from the chief superintendent/confidential invigilator.
4. Verify the number of answer scripts against the strength assigned to your exam hall.
5. Verify the number of question papers packed and listed on the sealed cover against the seating plan.
6. **Do not permit students in to the hall after the commencement of examination.**
7. No student will be allowed to leave the examination hall before 90 minutes of commencement of the examination.
8. Do not allow cell phones and other electronic gadgets except scientific calculators.
9. Guide the students to their respective seats as per the seating plan.
10. Distribute the answer scripts 10 minutes before the commencement of the examination and instruct the students to verify his/her details and the subject details to ensure that it is his/her own answer script.
11. Distribute the question papers 5 minutes before the commencement of the examination.
12. Instruct the students to report immediately before the commencement of exam, if the answer script is torn or damaged.
13. Make the following announcements before commencement of examination.
 - A. No additional sheets will be provided.
 - B. Revealing personal details, writing hall ticket numbers/religious symbols or slogans/objectionable and irrelevant matter/requests to evaluaters etc., anywhere in the answer script will be treated as malpractice and it is a punishable offence.
 - C. For any copied material found in the answer script during evaluation and random checking phases, the student will be booked under malpractice case and the entire series of examinations will be cancelled.
 - D. Tampering of barcodes is also treated as malpractice case.

14. Check if the photograph on the nominal rolls and hall ticket are same as that of the student's face. Non-tallying cases should be brought to the notice of the chief superintendent.
15. Ensure that the student sign on the nominal rolls / attendance sheet and on Part-I of the answer script at specified place.
16. Place your signature on the part-I of the answer script in the space provided for the signature of the invigilator after verifying the details of the student.
17. Prepare the absentee statement in the prescribed format provided by the college within the first half an hour of the examination which will be collected by the college exam branch.
18. Make rounds continuously to identify any suspicious movements of students and material for copying.
19. Collect the written answer scripts of the students and tally with the number of students present and submit to the exam branch.

Instructions to Chief Superintendents:

A. General Instructions:

1. You are requested to conduct the examinations in a fair and orderly manner.
2. Take all precautions for the safety and security of the answer scripts while the answer scripts are in your custody.
3. Conduct of examinations under no circumstances should be disrupted.
4. Deviations from routine examination procedures, like, using blank answer scripts, packing answer scripts in the absence of assigned observer etc., can be done only after prior intimation and approval by Director of Evaluation and/or Controller of Examinations.
5. Temporary assignment of Chief Superintendent duty to any other faculty member due to any unavoidable reasons should be intimated to Director of Evaluation and/or Controller of Examinations at least one day prior to the commencement of Examinations.
6. Appoint sufficient number (one for every 24 students) of senior faculty as invigilators.
7. During spot valuation observation of requests to pass, any sort of personal data revelation, any religious slogans and other objectionable statements on answer scripts will be taken seriously and punishments such as booking under malpractice case will be given to the candidate. Hence, an arrangement to make announcements in the examination halls to this extent is mandatory.

8. Display the punishments awarded to different types of malpractices at prominent places in the notice boards. Also arrange to read out in the examination halls time to time.
9. Download filled up D-form and Bar coded D-form correctly and take the printout.
10. Incorrect counts of candidates present /absent listed in the bar coded D form, if any, should be communicated to Controller of Examinations and concerned Additional Controller of Examinations within one day after the examination. Later intimation at exam branch will be viewed seriously.
11. The part-1 cutslips of all the used blank answer booklets should be sent, in a separate sealed envelope to the Controller of Examinations along with the confidential material of last exam in the series.
12. Arrange to send at a later date as and when instructed, the i) Part-I cut slips of used pre-printed answer booklets ii) Absent answer booklets and iii) Unused blank answer booklets in three separate bundles.

B. Instructions Related to observers drafted from your college:

13. Inform the observers drafted from your college to other host colleges immediately after receiving the mail of list of observers from Exam branch of JNTUH.
14. In case of inability of any drafted faculty member to perform observer duty due to medical or any other genuine reasons, the same should be informed to Controller of Examinations and concerned Additional Controller of Examinations.
15. A suitable replacement by another faculty may be done and intimated to the concerned Additional Controller of Examinations.
16. Instruct the drafted observer to contact the chief superintendent of the assigned host college one day prior to the commencement of the spell of examinations.
17. Instruct the drafted observer to report at the host college at least half an hour before the commencement of the examination.
18. Please contact the host college time to time and verify the reporting of the observer deputed from your college.

C. Instructions related to observers assigned to your host centre:

19. Please bring it to the notice of Controller of Examinations and concerned Additional Controller of Examinations if the observer assigned to your college has not contacted you one day earlier to exams or has not reported in time on the day of exam.
20. Ensure that the question papers are printed in the presence of assigned observer only.
21. Insist the presence of assigned observer while packing the answer scripts after the examination.
22. Extend possible support to the observer to perform his/her duty sincerely.
23. Verify that the assigned observer puts his/her signatures on all required documents.
24. Responsibility and answerability lies on the chief superintendent along with the observer for any misconduct of Examination and any unwarranted situations, like, mass copying etc.

D. Instructions for packing of answer scripts:

25. Instruct the examination branch in-charge and the assigned observer to **verify the written answer script count against the presenties in nominal rolls.**
26. **Verify the written answer scripts count against number of part-1 cut slips.**
27. Late submission of answer scripts left out in the college without packing will be viewed as a serious offence. Assigned observer and the chief superintendent will be held responsible for such mishappenings.
28. Do not include the following in the packs of written answer scripts to ensure that the identity of the college/candidate is not revealed.
 - a. Hall tickets
 - b. Nominal rolls
 - c. Attendance details
 - d. Unused answer scripts
 - e. Buffer/ blank answer scripts
29. Include only bar coded D-forms along with written answer scripts.
30. Packing and sealing of answer scripts should be done only in the presence of the assigned observer.

31. Do not pack too many answer scripts in a single cloth cover. The possibility of sealed packs getting opened torn during transit should be avoided. Thick cotton cloth shall be used for packing.
32. Answer scripts booked under malpractice cases should be packed in a separate envelope and should be addressed directly to the Controller of Examinations.
This envelope should also be sent through postal van along with other confidential material.

Convener

Examination Committee