



Bharati Vidyapeeth

(Deemed to be University)

INSTITUTE OF MANAGEMENT & RESEARCH, NEW DELHI

**'A' GRADE UNIVERSITY STATUS AWARDED BY MHRD, GOVT. OF
INDIA RE-ACCREDITED WITH 'A++' GRADE BY NAAC**



BVIMR/ND/1026/2026-27

Date: 15.9.2026

Instructions for Invigilators during Examinations

All Invigilators are hereby directed to adhere strictly to the following instructions for the smooth, fair, and disciplined conduct of the Examinations. Any deviation from these guidelines will be treated as a serious lapse in duty and shall invite appropriate disciplinary action.

1. Reporting Time:

Invigilators shall report to the Examination Centre at least **30 minutes prior to the commencement** of the examination and shall collect all requisite materials, including question papers, answer books, attendance sheets, and other relevant documents from the Examination Cell.

2. Verification and Admission of Candidates:

- Invigilators must **verify the identity cards** of all candidates and ensure that they are seated strictly according to the **approved seating arrangement**.
- **Late entry** shall be permitted for maximum 5 minutes.
- Candidates shall not be allowed to carry mobile phones, smartwatches, written notes, or any electronic or unauthorized materials inside the examination hall.

3. Distribution of Examination Materials:

Invigilators shall distribute question papers and answer books strictly at the scheduled time.

Any **premature opening, unauthorized access, or tampering** of sealed question paper packets is strictly prohibited and shall be treated as a grave misconduct.

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4. Conduct During Examination:

- Invigilators must remain **vigilant and mobile** throughout the duration of the examination, ensuring continuous supervision of the candidates.
- **Personal conversations, use of mobile phones, or inattentiveness** during invigilation duty are strictly prohibited.
- Any instance of **unfair means, malpractice, or suspicious activity** must be immediately reported to the **Examination Incharge** without delay.

5. Maintenance of Discipline:

Invigilators shall ensure **absolute silence and order** in the examination hall. No exchange of stationery or communication among candidates shall be permitted under any circumstances.

6. Attendance and Collection of Answer Books:

- Invigilators must obtain **student signatures** on the attendance sheet and verify that all particulars on the **answer books** are duly filled (name, roll number, subject code, etc.).
- All answer books must be **collected, counted, and arranged systematically** before leaving the examination hall.

7. Submission of Examination Materials:

Upon completion of the examination, invigilators shall **promptly hand over all collected answer books, attendance sheets, and unused materials** to the Examination Cell in proper order and under acknowledgment.

All Invigilators shall be held **personally responsible** for the maintenance of integrity, confidentiality, and decorum of the examination process. Any act of negligence, indiscipline, or failure to comply with these instructions will attract **strict administrative and disciplinary action**.



Mr. Shubham Mishra
Exam Incharge



Dr. Seema Gupta
Director

CC to CMS

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