

राष्ट्रीय प्रौद्योगिकी संस्थान नागालैंड
NATIONAL INSTITUTE OF TECHNOLOGY NAGALAND
(An Institute of National Importance under MoE, Govt of India)
Chumukedima, Dimapur
Nagaland - 797 103



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Dr. A. Wati Walling
Associate Dean (Academic)

21-09-2022

Cir. No. 678 / Dean (Acad) / 09 - 09 / 110 / 2022


Circular

With reference to the Cir. No. 677 / Dean (Acad) / 09 - 08 / 109 / 2022 dated 19.09.2022, the conduct of Examination – General responsibilities of Observers and Invigilator (s) is documented as the annexure-I attached.

All HoDs for information and circulation among the Departmental Faculty/ Staff Members/ Research Scholars and Students.

Copy to:

1. Director's Office
2. Registrar
3. All Deans/ All Associate Deans
4. Executive Warden
5. Account Section
6. Data centre for web upload
7. Notice Board
8. File


Associate Dean (Academic)
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21.09.2022



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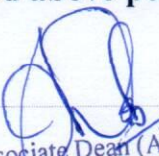
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Annexure -I

EXAMINATION GUIDELINES

1. Mobile phones are strictly prohibited inside the Examination Hall. Possession of Mobile phones inside the Examination Hall will be considered malpractice.
2. Students are not allowed to enter Examination Hall after 30 minutes of the commencement of Examination.
3. Students are asked bring their Original ID Card.
4. Students are not allowed to leave during the first 30 minutes of the commencement of the Examination during Mid Semester (and 60 minutes during End Semester).
5. Students will maintain the logbook strictly to record restroom time-out and time-in.
6. Students are restricted from using the restroom during the last 30 minutes of the examination.
7. Possessing or indulging in any incriminating material/ activity (whether used/unused written or printed material, scribbling/ bits of paper/ containing written information relevant or irrelevant/ writing on Question paper / scale/ Calculator/ Desk/ Bench/ Handkerchief/ Dress/ on the body) inside Examination Hall is considered malpractice.
8. Students are restricted from talking (or any other form of communication) with neighboring candidate(s) in the Examination Hall.
9. Students should not facilitate other candidates to copy from their answer script / pass on/exchange of / Calculator/ Pencil/ Pen /Scale / Question paper/ answer booklet to other student(s) in the Examination Hall is also considered as malpractice
10. Unruly behavior of any sorts in the Examination Hall is tantamount to malpractice.
11. Students are restricted from individual referral of any kind of study material / discussion with other students, during restroom time-out is also considered as malpractice
12. Possessing unauthorized additional answer sheets used or unused is considered malpractice.

Note: All listed above points is considered as malpractice.


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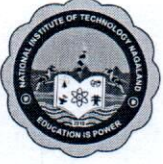
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A. GENERAL DUTIES AND RESPONSIBILITIES OF THE OBSERVERS

1. The Observer shall report the Academic Section / Examination Section, 30 minutes before the commencement of examination.
2. The Observer shall crosscheck all details (Question/Answer Booklets/ Invigilator/ Classroom) in consultation with Dean /Associate Dean Academic/ Superintendent Examination/ Exam coordinator.
3. The Observer must be present at the time of distribution of Question/Answer Booklets/ Attendance Sheets to the Invigilators at the Academic Section.
4. The Observer shall inspect all the examination halls at frequent intervals and see that no student indulge in any forms of Malpractice. In the event of malpractice, the Observer along with invigilator must report in the format provided and inform the Dean/Associate Dean/ Superintendent of Examination.
5. The Observer shall have the right to verify the authenticity of a Student's Identity.
6. The Observer should ensure that, the answer books are placed inside the packets and packets are sealed with cellophane tapes (in the presence of the Invigilator). He/she has to affix signature along with the facsimile of the Dean Academic.
7. In case of any serious lapses, the Observer shall immediately bring the matter to the notice of the Dean Academic.
8. In case the Observer wants to make alternate arrangement due to some urgency, he/she must intimate the same to the Dean (Academic) at least two (2) prior working days to the day of examination.

Associate Dean (Academic)

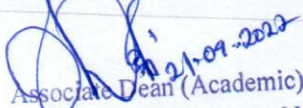
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B. INSTRUCTIONS TO INVIGILATORS

1. Invigilation duty is a part of the regular duty of all Teaching Staff and HTRA Scholars. If any alternate arrangement due to some urgency arise, he/she must intimate the same to the Office of the Dean (Academic). Faculty member may arrange another faculty only, as an alternate arrangement.
2. The Invigilators are requested to be present 30 minutes before the commencement of examination.
3. All incriminating materials including Mobile Phones are not permitted inside Exam hall.
4. The Invigilators must check the Registration Number of the Students with ID card and correspond that in the Answer Booklet before signing.
5. The Invigilators must also get the Signature of the Students present in the Examination Hall in the Attendance sheet supplied.
6. The Attendance sheet will be collected half-an-hour after the starting of the examination.
7. Every additional answer sheets must be signed by the Invigilators.
8. The Invigilators must remain inside the hall during the entire examination and should not substitute others in their place during the examination session. Invigilators should avoid extensive usage of Mobile Phones. Reading Books or Research articles inside the exam hall is not allowed.
9. The Invigilators must not attend to any other work while the examination is on. They must be on the move in the examination hall and see that there is decorum and no malpractice.
10. Any malpractice or copying by the students must be immediately reported to the Observer with the material and evidence. The Malpractice form should be filled in with the endorsement of the Observer.
11. The Invigilators must collect the answer books as and when the students complete the examination, arrange them Registration number-wise and hand them over to the Observer in the Academic Section. He/She must wait till answer papers are checked and received by the Observer.
12. The Invigilators are requested to collect the remaining additional sheets, answer books and other materials supplied to them, along with the answer books and hand them back to the Observer/ Academic Section.
13. Staff members who avail leave in case of emergency during examination days are requested to inform the Dean (Academic) prior to the examination.
14. Any problem / grievances during examination may be referred to the Dean (Academic) Office.


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