

## Instruction for Junior and Senior Supervisors

- Senior supervisors are required to arrange the blockwise sets of question papers in files and report to the examination office 10 minutes before examination scheduled time.
- The role of Senior supervisors includes monitoring of block wise distribution of answer sheets and supplementary, block wise distribution of question papers, monitoring supervision, collection of answer sheets from the concerned faculties, maintenance of separate question papers' files for library and college.
- Faculties allotted block supervision duty, are required to report to the exam coordinator **15 minutes** before the examination scheduled time.
- In case of change in the supervision with other faculty member, he/she has to inform it to the Exam coordinator of exam committee 2 days before exam.
- The block supervisors have to reach their respective blocks 10 minutes before the exam time and ask to student to enter in the class immediately.
- The block supervisors have to give instruction to the students before examination starts regarding Mobile, Baggage, Copy Case and Disciplinary actions.
- In case when student caught copying in the exam, after warning him/her, call the Senior Supervisor for disciplinary action.
- The block supervisors are supposed to keep moving in the class and should not talk with other supervisors/staff.
- The block supervisors should not carry their Mobiles during the examination or keeping it in a silent mode.
- Block supervisor should handover question papers and answer sheet to each student individually.
- Block supervisor should not allow any student to leave the block during last 10 minutes.
- Concerned faculties are requested to collect answer sheets of their paper, same day within 30 minutes after the examination is over, from exam office.

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Director

Director

*Accepts Anand*

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