



CONTROLLER EXAMINATION
THE ISLAMIA COLLEGE OF SCIENCE AND COMMERCE
(UGC AUTONOMOUS)

Instructions for Invigilators.

The college is conducting proctored online examination for various PG and UG Courses as per the date sheet already issued. In this context the college issued a detailed instructions **vide No. ICS/454-58/C-89 dated 28.06.2021** for the examinees.

1. You are advised to please go through the instructions under reference ICS/454-58/C-89 dated 28.06.2021 for clarifications to ensure proper and timely guidance to the examinees.
2. Every Invigilator shall be provided with a list of 20 to 30 Students along with their phone numbers. The invigilator has to make a Whatss App. group of these students and shall be sharing a Google link with the group of students assigned to him/her 15 to 20 minutes before the commencement of examination.
3. The invigilator has to ensure that the students assigned to him/her mark their attendance after verifying their identity and other credentials of the examinees.
4. The invigilators shall ensure that examinees keep their cameras ON during the course of examination and in no case the examinees be allowed to OFF their cameras.
5. The invigilators shall take all possible measures to ensure fair and hassle-free examination by strictly monitoring the examinees and shall immediately report any violation by examinees to undersigned for further necessary action.
6. The invigilators shall have to report to the college 40 minutes prior to the commencement of examination and shall be seated at designated places.
7. Since online examination is in a different format as such student proctoring is a must and every officer/official on duty has to ensure adherence to all guidelines in letter and sprit

Sd/-
Controller Examination.