

• Guidelines for Block Supervisor •

1. Report to control room 45 minutes before the start time of exam.
2. Collect exam related material from the control room.
 - Answer Book ;Supplementary; Student Barcode ;Form -1 ;Brown Sticker
3. Instruct all the student not to indulge in unfair means else liable to be punished as per GTU circular dated 3rd November 2010.
4. Instruct student that any type of printed material / hand written material, mobile phone, pager, or programmable calculator are not to keep during exam time.
5. Distribute answer book to students 15 minutes before the exam time.
6. Distribute Question Paper as per time given in time table.
7. Check hall tickets of the students, and sign hall ticket with respect to date and subject of exam.
8. Verify the detail entered by the students in answer book and then sign in marked place.
9. Instruct students to paste barcode in marked place in such a way that bar-coded portion will be on right hand side.
10. In form-1 take the sign of students against their seat number.
11. If any Student is absent then paste the student barcode on backside of the form-1.
12. On demand give supplementary to students and enter answer book number in form-1 and sign in supplementary at the marked place.
13. If any UFM case is register then call Sr. Supervisor and handover the answer book /all proof and submit your statement. If UFM case is registered by observer, squad member, sr. supervisor or center-in-charge, then get their statement also and it is to be submitted to control room after completion of exam.
14. Brown Stickers is to be given 10 minutes before the completion of exam to student.
15. While receiving answer book from the student verify that brown sticker is pasted or not by the student. If not then paste the brown sticker.
16. Please count answer book and verify that it is equal to the number of students present in the classroom.
17. Submit the answer book in control room to concern sr. supervisor.
18. Always take care that students do not leave exam hall without submitting answer book. If it happens then it will be the sole responsibility of the supervisor and the UFM case is to be registered as well as FIR is to be file against the student.
19. It is the responsibility of the block supervisor to submit all answer books of presenters along with absentees to control room immediately after completion of the subject exam.