

## **Guidelines for Invigilation Duty for Mid-Sem and End-Sem Exams**

**Ref.:** *Email from DOAA dated 08 September 2023 regarding centrally assigning the invigilation duties by the department for mid-sem and end-sem exams.*

The ratio of classrooms allotted for mid-sem and end-sem exams and the number of faculty members is about 3 and 4 for odd and even semesters, respectively. This considers only theory courses. A faculty member needs to perform three invigilation duties for mid-sem and end-sem exams in an odd semester, including his/her own course(s). Similarly, in an even semester, a faculty member needs to do four invigilation duties for mid-sem and end-sem exams, including his/her own course(s). Here are the proposed modalities for assignment of the invigilation duties by the department for mid-sem and end-sem exams.

- a) Course instructor(s) of a particular course will be given invigilation duty for the same course.
- b) If the number of classrooms allotted for mid-sem or end-sem exams for a course exceeds the number of the course instructor(s), then other faculty colleagues will be assigned the invigilation duties. For this purpose, the names (first name) of the faculty members will be sorted alphabetically and considered for assigning the invigilation duties. If a few faculty members are left from the invigilation duties for mid-sem exams, then the allotment of invigilation duties for end-sem exams will begin from the remaining faculty members in alphabetic order.
- c) The course instructors of courses, offered in the same slot, shall be considered for the invigilation duties for courses in other slots. However, a faculty member may be assigned the invigilation duty of other courses of the department along with his/her course, if exams of both courses happen in the same room.
- d) Post-Doc/RA of the department may be assigned the invigilation duties for mid-sem and end-sem exams. However, staff members (except officers) to be avoided from assigning the invigilation duties.
- e) The convener of Time Table Committee (TTC) will prepare the invigilation chart after receiving the classroom allocation from academic section for mid-sem and end-sem exams of a semester.
- f) It will be the responsibility of the particular faculty colleague who is assigned the invigilation duty to find his/her replacement, when needed, to ensure the smooth conduct of the exams. The faculty members of other departments can also serve as as replacements of this invigilation duty by obtaining prior consent from them. Any change in the assigned invigilation duties must be informed in advance to the convener of TTC to update the record with a copy to the HoD, BSBE, and the concerned course instructor(s).
- g) The course instructor(s) has to assign the TAs of his/her course in the allotted classrooms for the exam and inform the same to the other faculty colleagues assigned the invigilation duty of that course. Any other matter related to TAs will be directly addressed by the DPPC, Secretary.