



**SRM INSTITUTE OF SCIENCE AND TECHNOLOGY**  
**OFFICE OF THE CONTROLLER OF EXAMINATIONS**  
**INSTRUCTIONS TO THE HALL SUPERINTENDENTS (HS)**

01. HS should report to duty by **9.00 a.m** for **FN session** and **1.00p.m** for **AN session**.
02. Make frequent announcement to the examinee's, to check themselves for mobile phones, bit materials, programmable calculators etc., inside the Examination Hall before the commencement of Examinations.
03. Strict **silence** is to be maintained in the examination hall and **HS** should not **move out** to attend any other works.
04. HS should wear the **Identity card** and do not **BRING MOBILE PHONES** inside the examination hall.
05. Check the **number of Answer books** and **Question papers** with the attendance before distribution.
06. Check the **facsimile** of the Chief Superintendent affixed on the answer book before distribution and distribute the correct answer booklets.
07. Check the **identity of the students with the help of Hall Ticket & Identity Card** before entering into the examination hall.
08. Possession of **Mobile phones/ Programmable calculators/Electronic gadgets** by the **STUDENT** is strictly prohibited inside the examination hall.
09. HS should not **collect and keep the mobiles of candidates** during the period of examination.
10. Instruct the candidates to write the **correct subject code, subject title and date of Examination**.
11. In the answer booklet, on the **top portion – Part I**, at two places, the students are supposed to write the semester:
  - (i) Semester / year: Students should write the current semester / year in which he/she is studying (viz: 3<sup>rd</sup> Semester / II Year).
  - (ii) At the **right top corner** of the answer booklet (above Register number columns / rows), the students should write the semester of the examination (**as mentioned in the question paper**).
12. **Encircle the Absentee's Register No.** and write **ABSENT** in the signature column of the attendance sheet. Also shade appropriate box in the OMR attendance sheet. Fill up other details in the OMR attendance sheet.
13. **Instruct the candidates to put their signatures and to write the answer booklet serial number against their names.** Also, check the total in the attendance OMR sheet with that of the student writing examination in the hall.
14. Candidates should not be admitted to enter into the hall **after half an hour** of the **commencement of examination**.
15. Candidates writing the examinations should sit inside the examination hall for the whole duration of the examination.
16. Detained students should not be allowed to write the examinations on any account. Check the attendance sheet for this purpose. The detained students name will be encircled in **RED** by respective Chief Superintendent.
17. During **first half an hour** each candidate present in the examination hall should be asked to sign in the attendance sheet and write the serial number of the answer booklet serial number.
18. HS should check the **correct shading of Register Number** before signing in the answer book.
19. HS should instruct the students to write the Register Number in the Question Paper.
20. On rare occasions when a candidate has to leave the examination hall they should be accompanied by a **Teaching staff**.
21. HS should **not answer** to any enquiries whatsoever relating to the question papers.
22. **Malpractice should be reported immediately to the Chief Superintendent.**
23. HS should collect answer books **directly** from the candidates before leaving the hall. **Do not allow the candidates to keep answer books on the desk.**
24. At the end of examination, collected answer books are to be **arranged** in the **order of Register Number** and hand over to the Chief Superintendent.
25. Any violation of the above instructions will be viewed seriously.

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