

IMPORTANT INSTRUCTIONS

Note 1 : Consolidated absent statement, Invigilator Diary and other documents

With immediate effect, there is no need to enclose Consolidated Absent statement, Invigilator Diary and other documents in the Cloth Bag against Each QP Code. These documents pertaining to all QP Codes for a given day / session is to be enclosed in a cloth-line cover, sealed and sent to University along with Written Answer Booklets. This is going to save of considerable efforts for the colleges. On the sealed cover, write your College code, College Name, Date and Session (i.e., Morning Session / Afternoon Session) with title as **“INVIGILATOR DIARY AND OTHER DOCUMENTS”**

Documents related to Mal-Practice pertaining to all QP Codes of a given day / session is to be enclosed in a separate cover and sealed. On the sealed cover, write your College code, College Name, Date and Session (i.e., Morning Session / Afternoon Session) with title as **“MAL-PRACTICE RELATED DOCUMENTS”**

Note 2 : Bundle slip and Bundle Acknowledgement report

On the bundle slip, there is no need to write the name and mobile number of Chief Superintendent or that of Bundle Preparer. Only the signature of the Chief Superintendent and that of Squad member is sufficient.

Generate the Bundle Acknowledgement report in duplicate (University Copy / College Copy). While handing over the Written Answer Booklets, kindly readout the bundle number against each QP Code that ensures speedy submission. The coordinator at the University shall stamp the College Copy as part of acknowledgement.

Do not disfigure the barcode while pasting the bundle slip on the Cloth Bag. YOU ARE ALSO REQUIRED TO WRITE THE BUNDLE NUMBER AND QP CODE ON THE CLOTH BAG BY USING A PERMANENT MARKER PEN. This will help the University to accept the Answer Bundle even if the bundle slip gets damaged during transit.

Note 3 : Invigilator Diary

The Invigilator Diary is always printed in duplicate – University Copy and College Copy. The University Copy of the Invigilator Diary is to be collected within 60 minutes from the commencement of the examination by the Chief Superintendent. ABSENT AND MAL-PRACTICE DETAILS HAS TO BE COMPULSORILY UPDATED IN THE COLLEGE PORTAL. The Daily Report option available against “During Exam” menu that comprises Absent and Mal-Practice detail should be generated and along with Invigilator Diary is to be sent to University as explained in **Note 1**. Colleges need not send any other reports that is downloaded from the College Portal.

The University shall continue to introduce more reforms based on the feedback from Colleges Thanks for your cooperation