



BIRBHUM PHARMACY SCHOOL

Campus :- Bandhersole, P.O.-Hetampur
P.S.-Sadaipur, Dist.-Birbhum, PIN-731124, W.B.

Approved by P.C.I & A.I.C.T.E and Affiliated to
Maulana Abul Kalam Azad University of Technology
(Formerly W.B.U.T.) & W.B.S.C.T&V.E.&S.D.)

Cont. : 9831111015, 9434348188, 9732529252

Land Line : 03462-244092, Fax : 03462-244092

Ref. No. : BPS/EC/06/44/26

Date : 24/06/2026

NOTICE

From: The Office of the Principal/Director.

Subject: Duty Instructions for Floor Curator – Prevention of Unauthorised Entry into Examination Halls – Even Semester Final Theory Examinations, 2025-26 (Commencing from June 25, 2026).

As you have been assigned a critical role in maintaining the security and integrity of the examination process during the Even Semester Final Theory Examinations commencing from **June 25, 2026**. As Floor Curator, you are the first line of defence against unauthorised entry into examination halls and the examination building. Your vigilance and strict compliance with these instructions are essential to ensure a fair and disturbance-free examination environment.

You are directed to report to the **Officer-in-Charge (OIC)** before your assigned shift and adhere strictly to the following duties.

1. General Responsibilities

- **Reporting:** Report to the OIC/Examination Coordinator well before the commencement of your assigned shift and remain available throughout the entire duty period.
- **Familiarisation:** Before the examination begins, familiarise yourself with the seating plan, hall allotment, and any special instructions for the floors/halls under your supervision.
- **Authority:** You derive authority from the OIC and are accountable to the OIC for maintaining order and preventing unauthorised access on your assigned floor(s).

2. Pre-Examination Duties

- **Hall Readiness:** Ensure that examination halls on your floor are locked and secured before the 1st Invigilator arrives.



Website : www.birbhumpharmacyschool.in
E-mail : bpschool2015@gmail.com
E-mail : bpschool2019@gmail.com

- **Toilet Check:** Ensure that toilets available to examinees on your floor are cleaned and checked for any concealed devices or materials **after the examination has commenced**.
- **Security Deployment:** Coordinate with security guards deployed at floor-wise and building-entry points. Ensure guards are briefed about their duties and are stationed at their posts.
- **Barricading:** Ensure that corridors and entry points to the examination floor are clear and that only authorised personnel have access.

3. During Examination – Preventing Unauthorised Entry

3.1 Strict Access Control

- **No Entry After Start:** Ensure that **no person other than invigilators and authorised staff** enters the examination hall after the examination has commenced.
- **No Unauthorised Persons:** Ensure that **no unauthorised person** enters the examination building or floor during examination hours.
- **No External Students:** Ensure that **no student other than the examinee of the current shift** is allowed inside the campus or on the examination floor during examination hours.
- **No Movement Across Floors:** Students are **not allowed to move to other floors or buildings** during short breaks. You must monitor and prevent such movement.

3.2 Identity Verification of Entrants

- **Authorised Persons Only:** Permit entry only to:
 - Invigilators (with valid identity).
 - OIC and Examination Cell staff.
 - University Representative (UR) (with authorisation letter).
 - Security and support staff on duty.
- **Verify Authorisation:** If you are unsure about any person seeking entry, **direct them to the OIC** for verification. Do not allow entry without confirmation.
- **Students of Other Shifts:** Strictly prevent students of the other shift from entering the examination floor/building before their scheduled entry time.

3.3 Vigilance During Short Breaks

- **Monitor Corridors:** During permissible short break periods (11:00 AM – 12:30 PM for Morning Shift / 3:00 PM – 4:30 PM for Afternoon Shift), monitor corridors and toilet areas.



- **Prevent Material Transfer:** Ensure that no candidate carries Question Papers or Answer Scripts out of the hall or into toilets.
- **Escort Requirement:** Ensure that candidates are escorted/monitored during breaks.

3.4 CCTV and Surveillance

- **Monitor Footage:** If you have access to the CCTV control room, observe footage of corridors, building entry points, and examination halls during the examination.
- **Report Failures:** If you notice any CCTV failure or suspicious activity, report it **immediately** to the OIC.

4. Post-Examination Duties

- **Controlled Exit:** After the examination ends, ensure that students leave the examination floor in an orderly manner.
- **Prevent Unauthorised Re-entry:** Ensure that no student or unauthorised person re-enters the examination hall or floor after the examination has concluded.
- **Secure Halls:** Ensure that examination halls on your floor are locked after the Invigilators have left.
- **Report Incidents:** Report any incident of unauthorised entry, disturbance, or irregularity to the OIC immediately.

5. Quick Reference: Do's and Don'ts for Floor Curator

DO's	DON'Ts
✓ Ensure examination halls are locked before the Invigilator arrives.	X Do NOT allow any unauthorised person to enter the examination floor/hall.
✓ Verify identity of all persons seeking entry to the floor.	X Do NOT allow students of other shifts to enter the examination building.
✓ Monitor corridors and toilets during short breaks.	X Do NOT allow candidates to carry QP/scripts out of the hall during breaks.



DO's	DON'Ts
✓ Report any CCTV failure or suspicious activity to the OIC immediately.	X Do NOT allow any person other than invigilators and authorised staff to enter the hall after commencement.
✓ Ensure toilets are checked for concealed devices after exam commencement.	X Do NOT allow students to move to other floors or buildings during breaks.
✓ Coordinate with security guards deployed on your floor.	X Do NOT permit entry after the late-entry cut-off (10:00 AM / 2:00 PM) without OIC's permission.

6. Accountability

You act under the direct supervision of the **Officer-in-Charge (OIC)** and are directly accountable to the OIC for maintaining order and preventing unauthorised access on your assigned floor.

Consequences of Lapse: Any lapse, negligence, or dereliction of duty by a Floor Curator shall be reported by the OIC to the University. It may result in:

- An adverse report to the institution's management.
- Disqualification from future appointment in any examination-related role.
- Referral to the Executive Council for action under the provisions of the Act, 2000.

We thank you for your crucial role in upholding the integrity of the University's examination system.

Sd/-

Sd/-
24/06/26
Prof. Dr. S. Datta
M. Pharm, Ph.D (B.U.)
Principal
Birbhum Pharmacy School
Bandhersole, Birbhum 731124, W.B.

