



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/06/43/26

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NOTICE

From: The Office of the Principal/Director.

Subject: Comprehensive Duty Instructions for Invigilators – Even Semester Final Theory Examinations, 2025-26 (Commencing from June 25, 2026).

As you have been appointed to conduct the Even Semester Final Theory Examinations for the academic year 2025-2026, commencing from **June 25, 2026**, at your respective exam halls. As frontline examination officials, your role is critical to ensuring the integrity, fairness, and lawful conduct of the examinations in strict compliance with the **Standard Operating Procedure (SOP) for Officer-in-Charge (OIC) and Conduction of Semester Examinations (Version 1.1, Academic Year 2025-26)**.

You are directed to report to the **Officer-in-Charge (OIC)** before your assigned shift and adhere strictly to the following duties and timelines. Any lapse, negligence, or connivance in malpractice by an Invigilator shall be reported to the University and may attract action under the Regulations.

1. General Reporting and Appointment Protocol

- **Reporting Time:** You must report to the **OIC** well before the commencement of your assigned shift and remain available throughout the entire duty period.
- **Familiarization:** Before the examination begins, you must acquaint yourself with the **seating plan, attendance sheet**, and any **special instructions** for your assigned hall.
- **Role Designation:**
 - **1st Invigilator:** Responsible for opening the hall and managing student entry.
 - **2nd Invigilator:** Responsible for carrying and distributing Answer Scripts and assisting the 1st Invigilator.
 - *Note: All Invigilators share equal responsibility for vigilance and post-examination script handling.*



Website : www.birbhumpharmacyschool.in

E-mail : bpschool2015@gmail.com

E-mail : bpschool2019@gmail.com

2. Shift-Wise Timelines and Activities

2.1 Morning Shift (1st Half) – Strict Timelines

Time	Action Required
9:00 AM	Report to the OIC/Examination Cell for briefing and collection of materials.
9:30 AM	1st Invigilator proceeds to open the examination hall. Students must NOT be permitted to enter before this time.
9:30 – 9:45 AM	Permit candidates to enter the hall. Verify each candidate's identity against the Admit Card and Institutional Identity Card . Ensure NO electronic devices (mobile phones, smartwatches) enter the premises.
9:45 AM	2nd Invigilator proceeds to the hall carrying the Answer Scripts .
9:55 AM	Receive the sealed Question Paper packet from the OIC/Supervisor.
10:00 AM	Open the QP packet INSIDE the hall, UNDER CCTV camera coverage, ONLY by the Invigilator. Commence the examination. Read out the "Instructions to Candidates" printed in the Answer Script. Distribute Answer Scripts and QPs; ensure students fill the title page and record attendance.
10:00 AM – 12:30 PM	Maintain strict vigilance. NO QP or Answer Script may leave the hall for 2 hours 30 minutes (until 12:30 PM).
12:30 PM	No candidate may leave the hall before this time.
1:00 PM	Examination ends. Begin script collection (see Post-Examination Duties).

2.2 Afternoon Shift (2nd Half) – Strict Timelines

Time	Action Required
1:00 PM	Report to the OIC/Examination Cell for the 2nd half briefing.



Time	Action Required
1:30 PM	1st Invigilator proceeds to open the examination hall.
1:30 – 1:45 PM	Permit candidates to enter. Strictly verify identity and check for prohibited devices/materials.
1:45 PM	2nd Invigilator proceeds to the hall carrying the Answer Scripts .
1:55 PM	Receive the sealed Question Paper packet .
2:00 PM	Open the QP packet INSIDE the hall, UNDER CCTV. Commence examination. Read instructions and distribute materials.
2:00 PM – 4:30 PM	Strict vigilance. NO QP or Answer Script leaves the hall (until 4:30 PM).
4:30 PM	No candidate may leave before this time.
5:00 PM	Examination ends. Begin script collection.

3. Duties During the Examination (Critical Vigilance)

3.1 Identity and Entry Management

- **Late Entry:** No student shall be permitted to enter after **10:00 AM (Morning) / 2:00 PM (Afternoon)** without the **special written permission** of the OIC.
- **Device-Free Zone:** Ensure students do not have access to any smart devices or unauthorized persons during examination hours.

3.2 Question Paper (QP) and Answer Script (AS) Security

- **Opening:** The sealed QP envelope must be opened **only inside the hall, under CCTV, and only by you (the Invigilator)**. Do not hand it to a student to open.
- **Restriction on Movement:** Under **NO circumstances** shall any QP or Answer Script be allowed to go outside the hall within **2 hours 30 minutes** of the start (i.e., before 12:30 PM / 4:30 PM). This includes short breaks.
- **Corrections:** If the OIC communicates a **Question Paper correction** via the WhatsApp group, you must **IMMEDIATELY** communicate this correction verbally to all candidates in your hall without delay.



3.3 Short / Toilet Break Protocol

- **No breaks** are permitted during the **first one hour** and the **last one hour** of the examination.
- **Maximum:** Each candidate is entitled to only **one** short break, of a maximum of **4-5 minutes**.
- **Mandatory Record:** You must maintain the **Short Break Record Book** in the hall, recording the candidate's **seat number, time out, and time in**.
- **Escort:** The candidate **must** be escorted and monitored during the break. Ensure they **do not** carry the QP or Answer Script out of the hall.

3.4 Preventing Malpractice

- Maintain **strict and continuous vigilance** to prevent copying, communication, impersonation, or any form of malpractice (as defined in Section 8.5 of the SOP).
- Ensure no unauthorized person, device, or material enters the hall after commencement.
- Immediately report any instance of malpractice, irregularity, or untoward incident to the OIC, with full details/documentary evidence.

4. Post-Examination Duties – Script Handling and Packing

Immediately after the examination ends (1:00 PM / 5:00 PM), you must execute the following with utmost care:

1. **Personal Collection:** **Personally collect** the Answer Script from each candidate before the candidate leaves the hall.
2. **Invigilator Signature:** You **must** append your signature on the answer book **before** handing it over to the candidate to leave, and again verify it during collection. (*Note: The SOP states "append the Invigilator's signature on the answer book before handover" - ensure this is done.*)
3. **Discrepancy Check:** Verify that candidates have checked the answer script for any discrepancy in threading, page count, or barcode. Report any discrepancy to the OIC.
4. **Counting and Matching:** Assist in **counting and matching** the collected Answer Scripts against the **attendance sheet**. Ensure the number of scripts matches the number of candidates present.
5. **Handover:** Hand over the complete bundle of scripts to the **OIC/Examination Cell** for packing and despatch. Do not leave the hall until the scripts are safely handed over.

5. CCTV and Technology Protocols

- **CCTV Coverage:** You must ensure that your hall is under CCTV coverage. The QP opening and the entire examination process must remain under CCTV surveillance (microphone-enabled).



- **CCTV Failure:** If CCTV fails in your hall:
 1. Immediately report it to the OIC.
 2. Place candidates under **enhanced physical supervision** until CCTV is restored.
 3. Cooperate fully with any additional Invigilator deployed by the OIC to the hall.

6. Quick Reference: Do's and Don'ts for Invigilators

DO's	DON'Ts
✓ Open the examination hall only at the prescribed time (9:30 AM / 1:30 PM).	✗ Do NOT allow students to enter the hall before the Invigilator arrives.
✓ Verify Admit Card and Identity Card for every student.	✗ Do NOT allow any electronic device (mobile, smartwatch) inside the hall.
✓ Open the Question Paper packet ONLY inside the hall and UNDER CCTV .	✗ Do NOT open QP packets outside the examination hall.
✓ Read out the Instructions to Candidates verbatim before the exam starts.	✗ Do NOT permit more than one short break per candidate.
✓ Maintain the Short Break Record Book diligently.	✗ Do NOT allow candidates to carry QP/scripts outside during breaks.
✓ Personally collect scripts and sign the answer book.	✗ Do NOT allow any candidate to leave before 12:30 PM / 4:30 PM.
✓ Immediately communicate QP corrections to candidates.	✗ Do NOT delay reporting malpractice or CCTV failure to the OIC.
✓ Count and match scripts with attendance before handing over to OIC.	✗ Do NOT allow any QP to leave the hall within 2 hrs 30 mins of start.

7. Accountability

You act under the direct supervision of the **Officer-in-Charge (OIC)** and are directly accountable to the OIC for the conduct of the examination in your assigned hall.



Consequences of Lapse: Any lapse, negligence, dereliction of duty, or connivance in malpractice by an Invigilator 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 as an Invigilator or any examination-related role.
- Referral to the Executive Council for action under the provisions of the Act.

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

Sd/-

(Signature)
24/6/26
Prof. Dr. S. Datta
M. Pharm, Ph.D (B.U.)
Principal
Birbhum Pharmacy School
Bandhersole, Birbhum 731124, W.B.

