

PLEASE STICK TO YOUR EXAM DUTY

CIRCULAR-1

Sub: Alarming rise in malpractice cases- kind attention of faculty on the exam duty-Reg.

Dear Colleagues!

Let's strengthen & protect our autonomy by providing a free and fair exam taking system to our students

It has come to the notice of the administration that in recently conducted exams there was an alarming rise in the reported cases of exam malpractice. For which, not only the sincere students suffer due to exam malpractice, but also a potential threat to our education system at KITSW and our commitment to provide free & fair exam taking system to our students. In this matter, the faculty on exam duty, the administration & faculty have to own the responsibility and ensure free and fair examination taking environment for students. While appreciating the committed efforts by faculty on the exam duty, I earnestly request all faculty members to insist on the following at the time of taking student attendance during examination

DO NOT TREAT IT AS DISTURBANCE to other students. Kindly do it with full authority in loud voice, so that other students will also get alerted.

At the time of taking attendance / signature of student, please question every student, in loud voice...

1. Do you have any chits/exam assisting material with you?

- Allow student to reply orally to your question

2. Do you have mobile phone with you?

- Let student answer orally

3. If you have chits, mobile please handover.

- Let student answer orally

Please ask these 3 questions in loud voice,

(i) First ensure oral answers from the candidate,

(ii) Then only allow him/ her to sign the attendance sheet

Dear Colleagues, **Let's strengthen & protect our autonomy by providing a free and fair exam taking system to our students.**

1. Invigilators should strictly follow the student ENTRY & EXIT timings, in addition to other guidelines issued by the CoE. (We have noticed some invigilators who allowed students to exit the hall against the issued guidelines)
2. Invigilators must give complete attention to their duties at all times
3. Invigilators should not use mobiles during invigilation duty (They should take only important / essential calls during invigilation duty)
4. Invigilators must not carry out any other tasks in exam room (for example, doing other works or using mobile phone or chat with other staff during invigilation duty)
5. Invigilators should move around the exam room quietly and at frequent intervals
6. Invigilators must be vigilant and remain aware of emerging situation, looking out for malpractice cases.
7. Invigilators will be held responsible, if any malpractice case is noticed by the squad team on rounds

Dear Colleagues, **PLEASE STICK TO YOUR EXAM DUTY**

The administration is forced to award and strictly implement the malpractice punishments to protect the integrity, confidentiality and transparency in our exam system. Let's take all measures to save our students from malpractice punishments by being responsible and attentive during exam invigilation. Thank you dear colleagues for your attention.


PRINCIPAL

To, All HoDs with a request to submit compliance with office copies

Copy to: 1. The Chairman, KITSW; 2. Registrar; 3. CoE for necessary action; 4. HoDs to circulate among the faculty / Staff file; 5. AO; 6. WebTeam - To post on faculty notice board

Faculty Copy / Office Copy

Received a copy:

Name :

Designation:

Signature with date:

Department: