



**RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS**  
(An Institute of National Importance Established Under Act of Parliament)  
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Office of the Dean Academic Affairs

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09<sup>th</sup> June 2023

### NOTIFICATION

#### (Guidelines for Examination of Institute Sciences /Engineering Courses)

Herewith all concerned as notified that, the following guideline shall be followed for Examination of Institute Sciences/Engineering Courses:

1. Two Examination Control Rooms (i) AB-1/5<sup>th</sup> Floor/Conference Room (ii) AB-2/5<sup>th</sup> Floor/Conference Room have been established to conduct the Institute Core Courses Examinations.
2. The Course Instructor will submit the Question Papers to the Control Rooms at least 30 minutes before the start of the examination. Instructor prepares the Question Paper Envelops according to the examination hall seating plans. It is advised to have one extra question paper in each envelops.
3. All Examination Invigilators will pick up the Question Papers and Answer Sheets from the respective Examination Control Rooms. Suppose if the Invigilator has examination duty in AB-1, then he/she will pick up the bundles from AB-1/5<sup>th</sup> Floor/Conference Room.
4. All invigilators should be present in the examination room at least 15 minutes before the start of the examination.
5. After completion of the exams, the Invigilator will hand over the Sealed Answer Sheets in the respective Examination Control Rooms.
6. Invigilators make sure to have their signs after receiving and hand overing the Sealed Question Paper and Answer Sheets, respectively.

*Arvind Arora*  
09/06/2023

**Assistant Dean (Academic Affairs)**

Copy to the following for information:

- All Deans
- All Heads of Department
- All Convener, DUGC's of Department
- All Examination In-Charge: circulate the guidelines among department faculty members
- The Secretary to the Director, RGIPT

**Assistant Dean (Academic Affairs)**