

SREE VIDYANIKETHAN ENGINEERING COLLEGE

(AUTONOMOUS)

Sree Sainath Nagar, A. Rangampet – 517 102

EXAMINATION SECTION

Instructions to the Invigilators (Semester-end and Internal Examinations)

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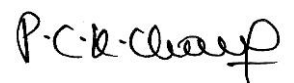
1. Faculty, who will be availing leave of any kind (CL/LOP/Medical/OD/EL etc.,) shall make alternate arrangements and furnish the details in leave application. A copy of the same is to be submitted to the Examination Section.
2. Examination Section will not undertake adjustment of invigilation duty under any circumstances.
3. Invigilators must report to the examination section **30 Minutes** in advance of the commencement of both Internal and External examinations.
4. Invigilators must record their signature and time reported in the duty allotment sheet available in the Examination Section.
5. Invigilators kept on reserve shall also record the signature and time. They shall discharge the invigilation duty as per the instructions of the Examination Section.
6. Invigilators should be presented at the respective examination hall **15 minutes** prior to the commencement of examination.
7. Invigilators are prohibited from possession of **Cell Phones** while on exam duty. If any invigilator violates this, their Cell phones will be confiscated.
8. Invigilators should thoroughly check the Desks and Students. In case any objectionable material is found, they should bring the same to the notice of the Examination Section.
9. Invigilators should check the Identity Card and Hall Ticket of the students. If any student does not possess the Identity Card and Hall Ticket, they must be directed to obtain permission from the Examination Section.
10. Students should be advised to occupy their seats as per the seating plan **at least 15 minutes** prior to the commencement of examination.

Programmable Calculators, Cell Phones/Pagers or any other electronic gadgets are not allowed into the examination halls.

11. No candidate is allowed to enter the exam hall after the commencement of examination.
12. Invigilators are required to ensure the number of pages in the “**Main Answer Book**” (**Total Pages are 40**) are intact and sign on the **Title Page** of the “**Main Answer Book**” and in the **Hall Ticket** after checking the **Identity Card** of the student. They are also

required to get the signature of the student on the **Hall Ticket** issued to the invigilator for verification. Any discrepancy shall be immediately brought to the notice of the examination section.

13. Invigilator should take the Hall attendance in the first 10 minutes only.
14. If any candidate is “absent” to the examination, the invigilators are required to put a **cross mark against the Hall Ticket Number** in the seating arrangement sheet.
15. Invigilators should move around in the Exam Hall and perform constant vigilance. They shall not sit in the exam hall during invigilation.
16. Invigilator should properly document the details of the examination in the Student Attendance Sheet, Absentee Form and other important documents provided by the examination section.
17. In case a candidate is absent, the answer booklet should be returned to the exam section.
18. Every candidate has to enter Serial No. of the “**Main Answer Book**” and sign in the “HALL-WISE ATTENDANCE” sheet. Invigilator should fill-in the entries at the bottom of this sheet and put the signature.
19. Candidates are not allowed to leave the examination hall within the **first one hour** after commencement of examination.
20. Any correction in the Hall Ticket Number on the first page of “Main Answer Book” should be attested by Controller of Examinations.
21. If any candidate strikes off all answers in his/her main answer book, ask the candidate to write, “Struck off by me” on each page.
22. Candidate shall be asked to strike-off the unused portion of main answer books.
23. At the end of the examination, collect the answer scripts from the candidates and arrange them in the increasing order of Hall Ticket numbers and handover to the examination section.
24. Invigilators should insist proper dress code for the students writing examinations.
25. Invigilators should not make any otherwise conversation with co-invigilator in the examination hall (or) any other person outside/inside the hall.
26. Invigilators must follow the time displayed in wall clock placed in the examination section.



PRINCIPAL