

Important Instructions to Faculty members doing invigilation work for Semester End Examinations

The following instructions need be followed by all faculty members involved in invigilation work for the upcoming Autonomous examinations.

1. An invigilator should report to the exam section at least half-an-hour before the time fixed for commencement of the examination.
2. Invigilator should not carry mobiles during invigilation duty.
3. Any malpractice case if noticed by the DCS or the Squad and frisking team, the Invigilator will be held responsible.
4. Bags and other belongings of candidates must be left outside the examination room.
5. Invigilators must ensure that books, notes, copying material, mobile phones and all other electronic equipment of the candidates are left outside the exam hall. If a candidate is found in possession of a mobile phone or any other copy material, they will be required to leave the examination room and must not be readmitted
6. The invigilator on duty must ensure all candidates are seated in good time for the beginning of the exam.
7. They should ensure that the candidates have worn their ID card and possess the hall ticket with them.
8. Invigilators must be careful to distribute the correct paper to each candidate.
9. When all papers have been distributed, the invigilator must tell candidates to check that they have received the correct paper for their examination and fill in the details required.
10. The invigilator must instruct the candidates to fill the relevant details like course name, code etc, check for candidate signature and put their signature if all details are found to be correct.
11. Invigilator must not allow any candidate who reports after 30 minutes of commencement of the examination to sit for the examination.
12. Invigilators should ensure that the Students sit for 50% of the exam duration in the exam hall compulsorily.

13. Invigilators must give complete attention to their duty at all times.
14. Invigilators must be vigilant and remain aware of emerging situations, looking out for cheating and malpractice cases.
15. Invigilators must not carry out any other tasks in the examination room (for example doing other work or using a mobile phone or chat with other staff during invigilation duty).
16. Invigilators are required to move around the examination room quietly and at frequent intervals.
17. Should a candidate be suspected of cheating during the examination, the invigilator must confiscate any unauthorized material immediately. The incident must be reported to the DCS immediately.
18. Invigilators are required to count the number of scripts & cross check with present candidates before leaving the room.