



Instructions to Hall Invigilators during Examinations

1. Examination duty is mandatory to all the Heads and the faculty members. In case of emergency, alternative arrangement has to be made.
2. All invigilators must report within the stipulated time to the office of Chief Superintendent (CS)/Principal, and must reach the respective Examination hall at least 10 minutes before the commencement of the Examination.
3. The students must be asked to leave their mobile phones in the office.
4. The invigilators must instruct the students not to keep any printed or written materials with them and not to write anything on the question paper except their Register Number in the box provided for that.
5. Students are not permitted to wear a digital or smart watch /wrist band or any type of band during Examinations.
6. Invigilators are advised to maintain silence in the examination hall, so as to provide conducive environment for the smooth conduct of the Examinations.
7. Invigilators should not use mobile phones in the Examination hall under any circumstances.
8. Invigilators should check whether the students have occupied their allotted seats as per the seating arrangements.
9. The answer books should be distributed to the students 10 minutes prior to the commencement of the Examination and the students are asked to fill all the details in the answer book.
10. The question paper must be distributed to the students at the bell to mark the commencement of the Examination.
11. The ID card and Hall ticket of the students must be verified in the Examination hall.

12. The invigilators are required to sign with date in the main answer books in the space provided. The number on the main answer book is to be mentioned in the candidates' attendance sheet and the candidate's signature should be obtained in the attendance sheet.
13. No invigilator shall leave the Examination hall on any account. A reserve will be sent only in case of emergency on the permission of the Principal.
14. The invigilators are required to instruct the candidates not to write their Register number anywhere except in the space provided in the first page of main answer book.
15. The invigilators should check if the students have filled the required items in five places on the first and last pages of the answer booklets.
16. Invigilators must be vigilant and should not engage in any other work (particularly using mobiles) throughout the Examination.
17. Invigilators should move around in the Examination hall to prevent indiscipline / any type of malpractice.
18. Students should not leave the Examination hall during the Examination.
19. Other invigilators / faculty members are not allowed to enter into other Examination halls without the permission of the Principal.
20. Once examination is completed, answer books should be counted and collected by the concerned Invigilator from the students and should be handed over to the office of CS/Principal.
21. Upon submission of the answer scripts, the invigilators have to tear off the portion of the coding sheets and keep them in '**B**' cover and the answers booklets in the '**A**' cover. They will be held responsible for any loss of the answer book.
22. In case of any discrepancies, the matter shall be brought to the notice of the CS/Principal immediately.

PRINCIPAL