

OFFICE OF THE CONTROLLER OF EXAMINATIONS**Instructions to Invigilators during Examination**

1. Examination duty is mandatory to all Professors, Associate Professors and Asst. Professors. In case of emergency, alternative arrangement has to be made.
2. All invigilators must report within the stipulated time to COE office, and must reach the respective Examination hall at least 15 minutes before the commencement of the Examination.
3. The invigilators must instruct the students not to keep any printed or written material with them and not to write anything on the question paper which leads to malpractice. The students must be asked to leave their belongings including mobile phone, not required for the Examination in their bags.
4. Question papers should be made available in the Examination hall before 10 minutes from the commencement of the Examination.
5. Invigilators are advised to maintain silence in the examination hall, so as to provide conducive environment for the smooth conduct of the Examination.
- 6. Invigilators should not carry mobile phones to the Examination hall under any circumstances.**
7. Distribute the answer books to the students 10 minutes prior to the commencement of the Examination and ask them to fill all the details in the answer book.
8. Invigilators should check whether the students have occupied their allotted seats as per the seating arrangements.
9. Distribute the question paper to the students 5 minutes before the commencement of the Examination.
10. Verify the ID card and Hall ticket of the students in the Examination hall.
11. 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.
12. No invigilator shall leave the Examination hall unless a reserve occupies his / her place as per the instructions of the COE. A reserve will be sent only in case of emergency.
13. The invigilators are required to instruct the candidates not to write their Registration number anywhere except in the space provided in the first page of main answer book.
14. Invigilators must be vigilant and should not engage in any other work throughout the Examination.
15. Invigilators should move around in the Examination hall to prevent indiscipline / any type of malpractice.
16. Students should not leave the Examination hall during the Examination.
17. Other invigilators / faculty are not allowed to enter into other Examination halls without the consent of the concerned Hall Invigilator.
18. The code books / data books and other books necessary for the examination will be sent to the examination halls. Distribute the Data Books/ graph sheets to the students when the students request for. The invigilators are required to count and return the same at the end of the Examination.
19. Once examination is completed, answer books should be collected by the concerned Invigilator from the students and should be handed over to the COE office. The invigilator will be held responsible for any loss of the answer book.
20. In case of any discrepancies, the matter may be brought to the notice of the COE immediately.