

GUIDELINES/INSTRUCTIONS TO THE INVIGILATORS

- I. It is mandatory for the faculty members of VimalJyothi College of Engineering, to accept the appointment as Invigilator.
- II. Those who are detailed for invigilation duty, not able to do the same because of genuine reasons are required to find alternative staff in lieu of them.
- III. The invigilators shall collect the required material from the examination cell 20 minutes before the commencement of the examination. Also the invigilator should verify the required number question papers and answer sheet based on the seating arrangements
- IV. The invigilators shall enter the examination hall at least 10 minutes before the start of examination.
- V. The invigilator should fill the consolidated data sheet provided in the exam kit and handed over to the exam cell after finishing the exam. **It is responsibility of invigilators to count the number of answer book and that should be tally with no of students present in each hall before return to the exam cell. Also the answer books should be arranged in roll number wise.**

He/She shall,

1. Ask the students to keep their books, note books, and their written materials at the front of the hall/outside the hall. Asked students to seat in correct seat numbers as displayed for that particular examination and permitted the students to use only blue or black ink for writing
2. Check whether the students have occupied their seats as per the seating arrangement.
3. Distribute answer books to the students at least 10 minutes before the start of the examination and ask them to fill in correct details on the front page of the answer books If the answer book supplied by the Exam cell.
4. Distribute the question papers to the students at the beginning of the examination.
5. **Check the identity cards of the students and sign on their answer books, if all details are correct,**

6. Take the signature of students on the attendance in the Performa, mark **Absent** for absent students and maintain the attendance record of his/her examination hall.

7. Distribute the supplements, graph papers to the students as and when demanded by the students and maintain the record of supplements issued in the given Per forma,

8. Maintain general discipline in the classroom by frequently moving in the examination hall and preventing any malpractices or attempt of copying by students.

9. Report cases of misbehavior, indiscipline, malpractices and copying cases of students to the exam in charge for further necessary action.

10. Candidates should take their seats at least 5 minutes before the commencement of examinations. Late comers should not be permitted without the permission letter from the HOD of concerned department with genuine reasons

11. Leaving the examination hall within one hour from the commencement of examination is not permitted.

10. Give warning to the students to tie their supplements, 10 minutes before the end of examination.

11. Collect the answer books from the students at the end of examination and arrange them sequentially as per the examination seat numbers of students for each course/ class separately,

12. Hand over the answer books to Exam cell and It is responsibility of invigilators to count the number of answer book and that should be tally with no of students present in each hall before return to the exam cell. Also the answer books should be arranged in roll number wise.

Procedure for Reporting of Malpractice

1) When a case of malpractice is detected at an examination center by any Invigilator/ Teacher/Squad member, he/she shall immediately seize all documents and materials concerned which are suspected to be the evidence of the malpractice and detain the candidate and send intimation to the exam in charge along with written report of the invigilator of that examination hall and a written statement from the candidate.

2) If the candidate refuses to hand over the incriminating material, or destroys or runs away with the material, the facts shall be brought to the notice of the principal and the matter may be recorded and duly witnessed by one members of the supervisory staff.

3. If the candidate refuses to give a written statement, the candidate shall be asked to record in writing the reason for his refusal to give a written statement. If he refuses to do even that, the facts shall be recorded and signed by any one Squad member /exam in Charge witnessed by the invigilator.