



**SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES, CHITTOOR  
(AUTONOMOUS)**

Awarded 'A' Grade by Technical Education, Govt. of A.P, Approved by AICTE, New Delhi,  
Permanently Affiliated to JNTUA, Ananthapuramu. NBA Accredited for B.Tech - CSE, ECE & MECH Courses  
AP EAPCET CODE: SSSC & AP PG CET CODE: SSSC

ESTD: 1998

**EXAMINATION SECTION**

**IMPORTANT INSTRUCTIONS TO THE FACULTY MEMBERS DURING INVIGILATION**

- 1) Generally, scheduled FN session Examinations start at 10.00 AM and AN session examinations start at 2.00 PM. Invigilator should arrive at the exam section at least 30 minutes before the start of the examination i.e 9:30 AM for FN session and 1:30 PM for AN session.
- 2) Invigilators should check the material supplied by the Exam section before going to the Exam Halls, for the correctness in the count of answer scripts and other related materials. Bring the matter to the notice of the Controller of Examinations (COE) in case of discrepancy.
- 3) Invigilator should be present in the exam halls by 9.45 AM for FN & 1.45 PM for AN session. After entering the exam Hall, invigilators are required to check for the seating arrangement.
- 4) Insist the candidate to enter the exam hall as soon as possible and do not allow the candidates to stand in the outside of the corridor. Let the candidate to deposit their bags, wallets, books, laptops etc. in the designated area before going to their allocated desk.
- 5) Disclose to the Controller of Examinations, well in advance, any conflicts of interest (e.g. immediate family member/close relative is a candidate for the exam) in doing a particular examination duty/hall. This is essential to maintain transparency in Examination system and avoid unnecessary complications/allegations and litigation following the Examination.
- 6) The students are allowed into the exam hall after properly verifying Hall Ticket and ID card of the student and report to the COE in case of any discrepancy.
- 7) Insist the candidate to display ID card and Hall ticket on the top of the desk, so that an invigilator can check it.
- 8) Complete taking the attendance and other formalities in the first half an hour of starting of the examination. Please do not pass on the attendance sheets among the students. Invigilator has to go to each student and verify the details entered in the signature sheet, answer booklets and affix your signature on the answer booklet, hall ticket and attendance sheet.
- 9) Normally the candidate will not be permitted to enter the examination hall after the commencement of the examination. Only on extraordinary circumstances the candidate will be permitted during the first thirty minutes of the examination after obtaining the written permission from the Principal / COE. Under any circumstances the candidate shall not be permitted to enter the hall after the expiry of first thirty minutes.
- 10) The invigilator is expected to be vigilant and take frequent rounds in the exam hall. The invigilators should not chit chat with each other as it will distract the students concentration in writing the Examination.
- 11) Permission to use an amanuensis for taking the Examination by the student may be allowed. In such cases prior approval from the COE is necessary.

- 12) Candidates are permitted to leave the examination hall only after one and half-an-hour from the commencement of examination. If a candidate wants to leave the hall after one and half an hour, see that the candidate surrenders the question paper along with the answer booklet and the question paper may be given to the student at the end of the examinations.
- 13) Do not grant the permission to the candidate to go to the toilet during the Examination, especially either in the first 30 minutes, or in the last 15 minutes, of the examination. In case of any emergency in this regard, Invigilator / reserved invigilator / person from the examination section should accompany with the candidate.
- 14) Invigilator should remain in the Examination Hall throughout the period of the examination and shall make necessary announcements before, during and at the end of the Examination.
- 15) Invigilators shall make announcement in the Examination hall that the use of electronic devices by the students shall not be permitted in the Examination hall. In this context, electronic devices include and are not limited to mobile phones, tablet devices, laptops, data storage watches ('smart-watches') with means for inputting or storing information and or capable of transmitting or receiving information.
- 16) When the invigilator suspect that a candidate is involved in an irregular act during the examination, the invigilator shall confiscate the material(s) being used for irregularity and inform the same to the COE.
- 17) If any student is resorting to unfair means / malpractice at any point of time, it should be reported to the COE with written complaint (as per the format submitted by the exam section) mentioning the incident and handover the student to the COE along with the answer booklet, question paper and the forbidden material if any.
- 18) The invigilator is expected to be tactful while dealing with complex situations and not to disturb the tranquility in the exam hall. In case of any problem he/she may bring the matter to the notice of the COE.
- 19) No other member is allowed into the examination hall during the examination except the staff involved in the examinations. Explanation will be called for from the members who violets.
- 20) Invigilators should inform immediately to the Controller of Examinations in case of any unusual incidence during the examination. Any lenience on their part in this regard will be viewed seriously and will attract penal provisions of the Prevention of Malpractice and unfair means Act.
- 21) Insist the candidates to remain seated and silent until the number of Answer scripts collected by the Invigilator are tallied with number of candidates present.
- 22) At the end of the examination, collect the answer scripts from the candidates and arrange them in the ascending order of Hall Ticket numbers and handover to the officer-in-charge of Examinations.
- 23) All invigilators appointed in a hall are required to report back in the examinations branch after completion of the examination and the members are collectively responsible for the return of the answer books.

Contact Chief Superintendent / Controller of Examinations (7904206223) / Additional Controller of Examinations (9441600537) for all correspondence to the examinations particulars.

