



ANIL NEERUKONDA INSTITUTE OF TECHNOLOGY & SCIENCES

'UGC AUTONOMOUS'

(Affiliated to Andhra University, Accredited by NBA & NAAC)

Sangivalasa 531162, Bheemunipatnam Mandal, Visakhapatnam Dist

Phone: 958933-226395,225084,225085

INSTRUCTIONS TO INVIGILATORS FOR SEMESTER END EXAMINATIONS:

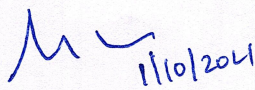
- 1) Carrying mobile phones or any reading material by the invigilator is strictly prohibited. The invigilator is expected to be vigilant and take frequent rounds in the exam hall. The invigilators should not chit chat with each other as it will distract the students concentration in writing the Examination.
- 2) 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.
- 3) 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 Controller of Examinations (COE).
- 4) 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. This is essential to maintain transparency in Examination system
- 5) **Invigilator should arrive at the venue at least 30 minutes before the start of the examination i.e 9:30AM.**
- 6) **The Name(s) of the Invigilator(s) who fail to report to the Invigilation duty by 9:40 am shall be sent to the higher authorities for necessary action.**
- 7) Adjustment in the invigilation duty should be informed to the Controller of Examinations (COE) one day prior to the date of duty assigned with alternative arrangement made in case of absence.
- 8) 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

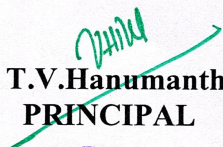
and other related material. Bring the matter to the notice of the COE in case of discrepancy.

- 9) Invigilators in Spare list are required to stay back till the starting of the examination. Hence, members in the spare list should stay back and not to leave the examinations branch without the notice of the COE.
- 10) Adjustments/interchanging duties among the invigilators are not permitted.
- 11) Invigilator should be present in the exam halls by 9.45 AM. After entering the exam Hall, invigilators are required to check for the seating arrangement. 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.
- 12) **Candidates are not permitted to enter the examination hall after 10 minutes of commencement of examination.**
- 13) Insist the candidate to enter the examination hall as soon as possible and do not allow the candidates to stand in the corridor outside for last minute revision. Let the candidate to deposit their bags, wallets, books, laptops etc. in the designated area before going to their allocated desk.
- 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) Please do not pass on the signature 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 hall ticket, answer booklet and signature sheet.
- 16) 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.
- 17) 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 Controller of Examinations.
- 18) If any student is resorting to Unfair means/ malpractice at any point of time, it should be reported the COE with written complaint mentioning the incident and handover the student to the COE along with the answer booklet, question paper and the forbidden material if any.
- 19) At the end of the examination, collect the answer scripts from the candidates and handover to the exam section.
- 20) 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.

- 21) No other member is allowed into the examination hall during the examination except the staff involved in the examinations.
- 22) 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.


11/10/2024
(Prof. N.V.N.INDRA KIRAN)
COE
Dean & COE
AMTS
Sangivalasa
Visakhapatnam


(Prof. T.V.Hanumantha Rao)
PRINCIPAL
Principal
Anil Neerukonda Institute of
Technology & Sciences
Sangivalasa-531 162
Visakhapatnam Dist