



SRI VIDYA MANDIR ARTS & SCIENCE COLLEGE

(Autonomous)

(An Autonomous College Affiliated to Periyar University, Salem)

(Accredited by NAAC with 'A' Grade [3.27])

(Recognised under Section 2(f) & 12(B) of the UGC Act, 1956)

Katteri – 636 902, Uthangarai, Krishnagiri (Dt.), Tamil Nadu

Semester Examinations

Instructions to Invigilators (Hall Superintendents)

1. Invigilation work is a part of the duty of all teaching staff members. Change or alternate arrangement for doing the invigilation work will not be permitted without approval of the Chief Superintendent/COE.
2. The invigilators are requested to be present 30 minutes before the commencement of examination.
3. Any incriminating materials including mobile phone, smart watch and programmable calculator should not be carried out by the invigilators and also should not be permitted to the students to carry the same inside the Examination Hall.
4. The invigilators must check the name and register number of the students in their hall tickets and answer scripts and then sign in the column provided for the invigilators.
5. The invigilators must also get the signature of the candidates present in the examination hall in the attendance sheet supplied.
6. The absentees slip must be submitted to the office staffs, half-an-hour after the starting of the examination.
7. The additional sheet must be signed by the invigilators when they are given to the students.
8. The invigilators must remain inside the hall during the examination and should not substitute others in their place during the examination session.
9. The invigilators must not attend to any other work in the examination hall. They must be on the move in the examination hall and see that there is no malpractice by the student.
10. Any malpractice or copying by the students must be immediately reported to the Chief Superintendent/Controller of Examinations with the material and evidence.
11. The invigilators must collect the answer scripts from the students after complete the examination, arrange them in Register number-wise and submit the same to the COE Office. He must wait till answer scripts are checked and received by the COE Staff Members.
12. The invigilators are requested to collect the remaining additional sheets, answer books and other materials supplied to them, along with the answer scripts and hand them over to the staff-in-charge.
13. The members of the staff who are availing leave in case of emergency/medical grounds during examination days are requested to inform the Chief Superintendent/ Controller of Examinations so that the examination work will not suffer.
14. Any problem / grievances during examination may be represented to Chief Superintendent/ Controller of Examinations.


Controller of Examinations
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Sri Vidya Mandir Arts & Science College
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Katteri - 636 902, Uthangarai (Tk),
Krishnagiri (Dt), Tamil Nadu