

G.VENKATASWAMY NAIDU COLLEGE (AUTONOMOUS) KOVILPATTI-2.



(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

Re -Accredited by NAAC with 'A' Grade

O/o THE CONTROLLER OF EXAMINATIONS

Instructions to Invigilators

Date: 16.04.2026


Faculty members assigned invigilation duties for the April 2026 End Semester Examinations (Theory) are requested to take note of the following instructions and adhere to them strictly:

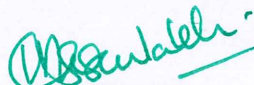
General Instructions

1. Invigilation duty is an integral part of the responsibilities of all teaching staff members. No change or alternate arrangement shall be made without the prior approval of the Principal or the Controller of Examinations (CoE).
2. **Invigilators must report to the Examination Control Room (Room No. 83) at least 30 minutes before the commencement of the examination, sign the attendance register, and then proceed to their assigned examination hall.**
3. Faculty members placed on the spare list may be assigned duties such as squad work or substitute invigilation. They must remain available in the Examination Control Room and should not leave without the prior permission of the CoE.
4. Any medical or unavoidable reason for seeking exemption from duty must be submitted in writing to the Principal / CoE well in advance, so that alternate arrangements can be made without affecting the conduct of examinations.

Before the Commencement of Examination

5. Invigilators should verify all the materials issued by the CoE Office (such as answer booklets, attendance sheet and additional sheet issue details record) before leaving for the examination hall for the correctness of the count of answer booklets and other materials.
6. Before allowing students to enter, invigilators must inspect the hall thoroughly to ensure that no books, papers, or unauthorized materials are present on desks or elsewhere. Any such materials must be removed, and students must be warned of the consequences of malpractice.
7. **Students must not be permitted to carry mobile phones, smart watches, or any electronic gadgets inside the examination hall.**
8. **Students shall not be permitted to enter the examination hall 30 minutes after the commencement of the examination.**


Controller of Examinations
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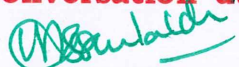
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9. Students shall be permitted to leave the examination hall only during the last 30 minutes of the examination.
10. Students must be instructed to keep their pencil boxes, pouches, and other belongings at the front side of the hall before the examination begins.

During the Examination

11. Invigilators must verify the identity, register number, and hall ticket of each candidate before issuing the answer booklet.
12. **Invigilators must ensure that students are seated according to the seating arrangement. Each candidate must display their ID card and Hall Ticket on the top right corner of their desk for easy verification. No student should be permitted inside the hall without these documents.**
13. Invigilators must personally verify the details entered by students on the answer booklet and sign in the space provided for invigilators. Ensure that the register number on the Hall Ticket and the Answer Booklet match exactly.
14. **Invigilators must ensure that the correct question papers are distributed to students. Special care must be taken since students from different regulations may appear for regular and arrear courses with similar course titles.**
15. **Attendance and related formalities must be completed within the first 30 minutes of the examination. All present candidates must sign the attendance sheet supplied for the session. Absentees should be clearly marked. The attendance sheet must not be circulated among students for signing. The absentees slip must be handed over to the examination attendant within 30 minutes after the commencement of the examination.**
16. All additional answer sheets must be signed and dated by the invigilator before being issued to students.
17. Invigilators must maintain discipline, decorum, and constant vigilance throughout the examination. Take frequent rounds inside the hall to prevent malpractice. **The use of mobile phones or personal conversation during duty hours is strictly prohibited.**


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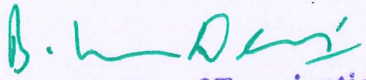
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18. Any instance of malpractice or copying must be immediately reported to the Chief Superintendent or CoE, along with supporting materials or evidence.
19. Candidates shall not be permitted to use the restroom during the first 30 minutes and the last 15 minutes of the examination.
20. **Invigilators must remain inside the hall throughout the examination period and shall not delegate or substitute their duty to any other person. No staff member, other than those officially assigned for examination duties, is permitted inside the examination hall. Explanations will be sought from anyone violating this instruction.**

After the Examination

21. Invigilators must collect answer scripts as students complete their examinations. Ensure that all the answer scripts are collected and arranged in register number order and are promptly handed over to the CoE Office after the examination. Invigilators remain until all scripts are verified and officially received by the CoE Section.
22. **All unused materials, including unused answer booklets, additional sheets, and other supplies, must be returned to the CoE Section along with the collected answer scripts.**
23. Non-compliance with these instructions will be viewed seriously.

The cooperation of all faculty members is solicited to ensure the smooth, fair, and disciplined conduct of the April 2026 End Semester Examination


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