

# SESHADRI RAO GUDLAVALLERU ENGINEERING COLLEGE

(An Autonomous Institute with Permanent Affiliation to JNTUK, Kakinada)  
Seshadri Rao Knowledge Village, Gudlavalleru – 521356, Krishna District (A.P.)

## Office of the Controller of Examinations

### Guidelines to Invigilators

- Report to the Controller of Examinations at least 20 minutes before the time of commencement of Examination.
- Collect the seating arrangement, answer books and be present at the examination hall to which you are allotted at least 15 minutes prior to the commencement of examination.
- The candidates should be present in the examination halls once the first bell rings at 09.50 am/1.50 pm and no candidate should be allowed after 15 minutes from the commencement of examination i.e 10.15am/02.15 pm.
- The invigilators should ensure that students should not carry any material except Hall ticket and Identity card into the examination halls.
- There will be only one set of question paper for each subject. Ensure that you receive the correct question papers of the subjects of examination for the candidates allotted to your hall.
- Distribute the question paper to the students once the second bell rings at 9.58am/1.58 pm.
- Ask the candidates to verify the data printed on the Part-I portion of the OMR sheet and also ask to write the hall ticket number on the question paper.
- Candidates and faculty have to put their signature in the box provided on OMR sheet.
- Take the signature of the candidate in the attendance sheet provided and if the candidate is absent put a cross mark across the hall ticket number in the seating plan and return it to the examination section staff.
- Candidates are not allowed to leave the examination hall until one and a half-an-hour from the commencement of examination.
- Please ensure to collect the answer books from the candidates before they leave the examination hall.
- At the end of examination, collect the answer scripts from the candidates and arrange them in the order of hall ticket numbers and hand over the same in the exam section.
- Programmable calculators and cell phones are not allowed for the examinations.

**During the Instances of Malpractice:**

- If any malpractice is identified by the invigilator in the examination hall, one of the invigilators shall handover the student along with the answer script and material/device used by the student to the examination section immediately for further action.
- If any malpractice is identified by the squad in the examination hall, inform the same to the invigilators and ask one of the invigilators to hand over the student along with the material to the examination section immediately.
- Don't take own decisions of sending the student out of the examination hall or permitting the student to continue in the examination hall after taking the malpractice material.



*Controller of Examinations*