



(Approved by AICTE, New Delhi, Accredited by NBA (CIV, ECE, MECH & CSE), NAAC with 'A+' grade & Permanently Affiliated to JNTU-Gurajada, Vizianagaram)

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INSTRUCTIONS TO INVIGILATORS

- All the invigilators should report to the examination office at 9.30 AM for FN session. In no case, the duty can be exchanged without the prior approval of Controller of Examinations.
- HOD's are requested to inform all the staff members not to use mobile phone during their invigilation duty. If found using inside the exam hall, severe action will be taken against the staff members.
- 3. Please verify whether the student has written the Register No. and his/her signature in the Answer Book in the given format only.
- 4. Affix your signature and name in the answer sheet in the space provided.
- Duplicate Hall Ticket can be issued by the Exam cell to students after a request made in the request format.
- 6. The students should be checked for ID card and Hall Ticket before entering the hall. They should be physically checked for any HIDDEN material for malpractice. Bags, purses, cell phones etc., should not be allowed to be taken inside. Dress code of the college should be strictly followed.
- 7. Students should be allowed to enter the hall only 10 minutes before start of the exam.
- 8. Students should not be allowed to enter the hall 30 minutes after the exam starts.
- 9. Students are required to remain in exam hall until 12.45 PM.
- 10. All invigilators should sign in the answer sheet only after ensuring that the candidate has written the Register Number, Name of the Subject, Subject Code, Date of Exam and Semester correctly in the space provided for the same. Invigilators should check the Register Number entered by the students with their hall tickets.
- 11. Perfect supervision is expected during the exam. They should be vigilant and move about the hall for better supervision. There should not be any discussion with the students regarding question paper or any other matter in the exam hall.
- 12. The desk should be checked for hidden materials.
- 13. Calculators, Data Books and Engineering Tables should be thoroughly checked.
- 14. Programmable calculators / Mobile phones / Smart watches are strictly not allowed inside the examination hall.
- 15. All the question papers should bear the Register number of the candidates immediately after receiving the question paper. No other writing / marking should be made in the question paper. Rough work should be done in the last sheet of the answer booklet or in rough columns against the appropriate answers. Any writing or marking found on the question paper will be seriously viewed as malpractice.
- Exchange of pencils, erasers, scales, calculators, pens or question papers etc., should not be allowed.
- 17. In case of malpractices, information should be sent to the Controller of Examinations. The answer sheet of the student, ID Card, Hall Ticket and Malpractice material used and letter written by him / her accepting the malpractice done, should be handed over to the Additional Controller of Examinations. In turn, these will be handed over to the Control of Examinations on the same day.

18. After completing the examination, all the answer sheets should be neatly arranged by the invigilator as per Register number and submit at the Exam cell.

Copy to: The Chairman Sir, Principal HoDs and Program Heads for Circulation Staff

