



**CMR College of Engineering & Technology, Hyderabad  
(UGC Autonomous)**

**INSTRUCTIONS TO INVIGILATORS**

1. Report at the Examination Cell at least 30 minutes before the time of commencement of Examination.
2. Collect the Seating Plan, Hall wise statement (attendance) and other examination stationery. Count and check the answer booklets to make sure the hall ticket numbers on the booklets match with the seating plan as well as hall wise statement and the Controller of Examinations facsimile on the main answer script.
3. Present at the respective hall to which you are allotted at least 20 minutes prior to the commencement of examination.
4. The candidates should be present in the examination halls before the commencement of examination. No candidate should be allowed after the commencement of the Examination.
5. The invigilators should ensure that students would not carry any material except Hall Ticket and ID card into the examination halls. Students without ID card and Hall Ticket should not be allowed to enter the Examination Hall.
6. Invigilator should distribute and collect the answer scripts personally. The invigilator should not ask the candidate to take (in the beginning) or keep (at the end) the answer scripts on the table. The invigilator will be held responsible for any loss of the answer scripts.
7. Candidates have to put their signature in the Hall wise statement (attendance) supplied. Invigilators should fill up the entries at the bottom of Hall wise statement (attendance) and sign.
8. The invigilators are required to instruct the candidates not to write their hall ticket number anywhere except in the space provided in the first page of the answer booklet.
9. The invigilators should not sign on graph / drawing sheets.
10. Invigilators have to sign on the main page of the answer booklet after checking the Hall Ticket Number and other details.
11. There will be a single common 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. Invigilator should distribute the question paper scripts personally.
12. If the candidate is absent, put a cross mark across the Hall Ticket Number in the seating plan.
13. Carrying Programmable Calculators, Cell Phones, Pagers, Bluetooth devices, electronic/smart watches and Wallets into the

examination hall is totally prohibited.

14. The code books / data books and other books necessary for the examination will be sent to the examination halls. The invigilators are required to count and return the same at the end of the examination to the examination cell.
15. Drawing sheets should be folded to the size of main answer book and the stamp showing the Hall Ticket Number should be visible on the top after folding.
16. If any candidate strikes off all/any of the answers in his/her main answer books, ask the candidate to write "Struck off by me" on each page.
17. Candidates should be asked to strike off all blank pages at the end of the answer scripts before leaving the examination hall.
18. Candidates should be asked to write page number of last page utilized in space provided on first page of the answer scripts if any before leaving the examination hall.
19. The invigilators should not allow the candidates to leave the examination hall in first one and half hour.
20. Invigilators are not permitted to take their cell phones to the Exam Hall. They need to either keep the cell phones in their office or hand over to Examination cell.
21. No invigilator shall leave the examination hall unless a reserve occupies his place on the instructions of the Examination Cell. A reserve will be sent only for attending some important work.
22. In case of any discrepancies, the matter may be brought to the notice of the Examinations Cell.
23. The invigilators are required to check thoroughly and watch carefully in the examination hall to prevent malpractice.
24. Invigilators are advised to maintain silence in the examination hall, so as to provide conducive environment for the smooth conduct of examination.
25. Invigilators should make sure that staff members who don't have examination duties should not enter into the examination halls.
26. At the end of examination, invigilator should collect, arrange the answer scripts of the candidates in the increasing order of Hall Ticket numbers for each subject/exam and submit the same to the examination cell without separating any part of the booklet including OMR (without tearing any). The invigilator will be held responsible for any loss of the answer scripts.