



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

INSTRUCTIONS TO OBSERVERS

1. Observer is appointed by the Chief Superintendent/Controller of Examinations.
2. Observer must be present at the examination center at least 3 Hours before the commencement of the examination to ensure smooth conduct of Examinations.
3. The Observer should sign a certificate stating that he/she is present at the time of selecting the question paper set, taking copies of the question papers and at the time of sealing the bundles of the Answer Scripts at the end of the Examination.
4. The Observer must ensure that the seating arrangements are made as per regulations.
5. A certificate giving the details of question paper printed and number of question papers issued to the candidates and balance available should be signed by the Observer and Chief Superintendent for each session of examination.
6. Observer should ensure that the candidates enter the examination halls before the commencement of the examination and no candidate is allowed after commencement of the examination upto the minimum laid down time.
7. The Observer should ensure that the answer scripts are sealed immediately after the completion of the examination and sent to the Spot valuation Center.
8. Malpractice cases, if any, should be taken up immediately after the examination in the presence of the observer as per the guidelines.
9. The observers are requested to follow the above guidelines scrupulously and cooperate in smooth and fair conduct of the end semester examinations.
10. Observer submits his observation report to the controller of the Examination. The Controller of Examinations initiates for necessary corrections.