



**SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES, CHITTOOR
(AUTONOMOUS)**

Awarded 'A' Grade by Technical Education, Govt. of A.P, Approved by AICTE, New Delhi,
Permanently Affiliated to JNTUA, Ananthapuramu. NBA Accredited for B.Tech - CSE, ECE & MECH Courses
AP EAPCET CODE: SSSC & AP PGCEC CODE: SSSC

ESTD: 1998

EXAMINATION BRANCH

GENERAL INSTRUCTIONS TO THE INVIGILATORS

The efficient and smooth conduct of examinations and timely declaration of the results can be ensured only with the cooperation of all the stake holders including teaching, non-teaching and administrative staff of the Institute. They are expected to be aware of the various procedures and time schedules which they should adhere to.

Invigilators are requested to acquaint with the following procedures:

- 1) Generally, scheduled forenoon session Examinations start at 10.00 AM and afternoon session examinations start at 2.00 PM. Invigilator should arrive the exam section at least 30 minutes before the start of the examination i.e 9:30 AM for forenoon session and 1:30 PM for afternoon session.
- 2) Adjustments / interchanging duties among the invigilators are not permitted. Alteration in the invigilation duty should be informed to the Controller of Examinations (COE) through concern Head of the Department one day prior to the date of duty assigned with alternative arrangement made in case of absence.
- 3) Carrying mobile phones or any reading material by the invigilator is strictly prohibited.
- 4) If the staff goes on any kind of leave without altering his/her exam duty or the altered person does not reported to the exam duty, the concerned staff leave will be considered as absent.
- 5) The Name(s) of the Invigilator(s) who fail to report to the Invigilation duty by 9:45 AM for the exam scheduled at F.N session and by 1:45 PM for A.N session shall be sent to the higher authorities for necessary action.
- 6) If other than the invigilator, any other officers (Chief Superintendent / Controller of Examinations / Squad Member / Additional Controller of Examinations) an exam duty found any malpractices case then the necessary action will be taken on the concerned invigilator.

Controller of Examinations

Principal