MARY MATHA
COLLEGE OF ARTS & SCIENCE
MANAGED BY CMIS - THENI, PERIYAKULAM

GENERAL GUIDELINES FOR INVIGILATORS

MKU THEORY EXAMINATION April - 2025

1. All invigilators are expected to be present in the exam cell for the invigilation 30 minutes earlier without fail. Hall assignment for the invigilators will be announced by the exam cell prior to the examinations. Any change to be made in the assigned invigilation duty should be notified to the exam cell well in advance so that alternative arrangements can be made by the Exam Cell.

2. Invigilators should carry a blue ball point pen with them. Please avoid carrying eatables, mobile phones, books and other things while you are on duty.

3. Collect the Answer books (main answer booklet as well as the additional answer booklets) 30 minutes before the commencement of the exam from the Exam Cell.

4. The invigilators should make sure that the students are seated inside the Examination Hall 10 minutes before the commencement of the examination. **Verify whether the students have brought Hall Ticket and College ID card with them as they enter the examination hall**. In case a student has not brought the Hall Ticket or ID Card, that student should write a request letter addressed to the Controller of Examination and get it signed. This letter which is duly signed, will be submitted to the Exam Cell to receive a provisional Hall Ticket/ID, which is **valid only for that particular day. A fine of Rs. 50 will be charged for the same as a penalty.**

5. Please insist and encourage all the students to write the exam for 3 hours.

6. Make all precautions to prevent any kind of grievances and mal-practices during the examinations. Warn the students about the grave consequences of such activities and instruct them to check their wallet, pockets and so on before they enter into the exam hall. Reminders can be repeated numerous times by the invigilator to reduce such instances to the minimum.

7. There is clear procedure to be followed for the students involved in malpractices. Invigilators are expected to inform the issue to exam cell immediately before they take any actions. The next course of action will be decided by the Controller of Examinations.

8. Students are not allowed to carry mobile phones and smart watches to the Examination Hall. If we find these with the students, it will be kept by the MMC Management and will be returned with an appropriate penalty.

9. The main answer booklet is to be distributed to the students at 9.50 am/1.50 pm so as to allow the candidates to fill in all the information in the answer script once they are seated in the exam hall.

10. The Invigilator should ask the candidates to check the answer books supplied to them for any damage or scratches before they start writing anything on it and get a new one.
11. The Invigilator should check the Register Number written by the candidate, as exactly given in the Hall Ticket, in the appropriate place in the answer script and the digits are written legibly without over-writing.
12. Invigilators should verify the following details in the Hall ticket and in the answer book: Name of the examination, Date of examination, Student Register No. (Written legibly), Subject Code, Subject Name, and so on. In case the student has made some correction in the writing of University Register Number, the invigilator has to put the initial by the side of it. If needed, correction may be made using whitener.

13. **The Invigilator should sign the answer-script only after carefully verifying the Register Number, Title of the paper, Subject code and date written by the candidate.**

14. **The Invigilator should sign the answer books and initial the additional sheets.**

15. **If the candidate writes the wrong Register Number and the mistake is not noticed by the invigilator, a penalty of Rs.2000/- may be levied from the invigilator as per the decision of the Management.**
16. **The question paper should be distributed to the candidates after a silent prayer at 10.00 am/2.00 pm when the bell rings.**

17. Borrowing of materials (writing materials, calculator etc) by students is not permitted.

18. No student is allowed to enter the examination hall 30 minutes after the commencement of the examination without the explicit permission of the Chief examiner.

19. Students' attendance sheet will be brought to the exam hall 30 minutes after the commencement of the examination. The invigilator should get the name and signature of each student against the respective register number. Also the invigilator has to fill up the required details in the students' attendance sheet.

20. If a candidate leaves the examination hall before the stipulated 30 minutes, the invigilator has to collect back the question paper together with the answer script.

21. Students are not allowed to leave the examination hall for reasons like nature's call and drinking water. If there an emergency the invigilator should get the help of the exam cell to accompany the student. Students who want to drink water during the exam are encouraged to bring a bottle of water.
22. No candidate should be allowed to write anything on the question paper. Students should write only their university register number on top of their question paper. Scribbling on the Question Paper or exchanging the question paper is considered as an act of malpractice.
23. The invigilators are not expected to come out of the examination halls for any reason. If anything is required it has to be notified to the exam cell.
24. **Relieving time is of maximum 10 minutes duration. Invigilators are expected to be back in the examination hall within 10 minutes.** The relievers should carry the relievers slip as they go for relieving (Relieving slip can be collected from the Exam Cell). The relievers should fill up the relievers slip properly and hand over the slip back to the controller of examinations as the relieving duty gets over. The Invigilators are not expected to arrange for relievers by themselves. The assignment of relieving duty is done only by the Exam cell and Controller of Examinations.
25. **Quality ensuring Team (Squad) members will be nominated by the Controller of Examinations.**

26. No candidates should be allowed to take the answer script or any other materials out of the examination hall. **Bell will be rung 10 minutes before the end of the examination.**
27. Please seriously verify that the students have properly filled up the first page details. Make sure that the students have filled up the total number of additional sheets used and graph sheets used (if any), in the first page of the answer booklet (Remind students to fill up these details before they hand over the answer scripts).
28. The Invigilators must count the answer scripts and cross check them once again with the attendance of the candidates before leaving the examination hall/room. All these must be handed over to the Exam Cell after proper checking and verifications.

29. Unused Question Papers, Additional Sheets, Graph Sheets, Tags etc. should not be left behind in the examination hall. These should be collected and returned to the Exam Cell together with the Answer scripts (arranged in ascending order of Register Number) as soon as the exam gets over.

Principal **Controller of Examinations**