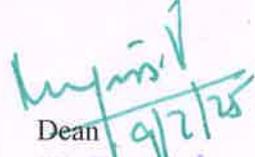


General Instructions for Invigilators

1. Invigilators must report to the Chief Superintendent/Exam Cell **at least 30 minutes before** the commencement of the examination. They must ensure to enter the allotted examination hall **at least 15 minutes prior** to the start of the exam — that is, **by 9:15 a.m. for the forenoon session and by 1:15 p.m. for the afternoon session.**
2. Collect the correct number of question booklets and answer books from the Exam cell. Verify that the question papers correspond to the scheduled examination.
3. Admit only candidates possessing a valid institution ID card.
4. Assist candidates in locating their seats as per the seating plan.
5. Ensure that candidates do **not carry mobile phones, calculators (except non-programmable ones as allowed), digital diaries, smart watches, or any other electronic devices** inside the examination hall. Such items must be kept outside.
6. Admit candidates only if their register number appears on the seating plan. Those not listed should be directed to the exam cell for verification.
7. Distribute answer books 10 minutes before the examination starts. Instruct candidates to fill in their roll numbers and other required details. Verify correctness by checking entries; sign the answer books accordingly. Obtain candidates' signatures on the attendance sheet against their register numbers.
8. Maintain strict silence throughout the examination. Forbid talking, borrowing materials, or any misconduct.
9. Announce the “last ten minutes” warning 10 minutes before the end of the examination. Do not allow candidates to leave during this time. At the end of the exam, instruct candidates to stop writing and put their pens down.
10. Collect all answer books, arrange them in order of register numbers, and submit them along with the attendance list and any unused answer sheets to the Chief Superintendent.
11. Remain vigilant to detect any use of unfair means. If malpractice is suspected, immediately take custody of the answer book and report in writing to the Chief Superintendent, who will forward the report to the Controller of Examinations.
12. Instruct candidates not to write on the question paper. They may use the last page of the answer book for rough work.
13. Students must remain in the examination hall for the entire duration of the exam and are not permitted to leave the hall midway under any circumstances.
14. If a faculty member is unavailable, they must inform the Examination Cell in advance and arrange a suitable alternate faculty member to take over their invigilation duty.


N. THANGARASU
Chief Superintendent
Exam Cell
FASCM


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