



AMRAPALI UNIVERSITY

OFFICE OF THE CONTROLLER OF EXAMINATION

DUTIES AND FUNCTIONS OF INVIGILATORS

1. The COE office shall appoint the Invigilators from the regular teachers/employees of the Faculties on recommendation of FIC. It is obligatory on the part of teachers to act as Invigilators.
2. Invigilators are responsible for proper conduct of examination and maintain discipline in the examination hall.
3. Invigilators should receive the Answer-sheets from the CEC.
4. The invigilator shall ensure that answer script, Attendance Sheet and Verification form of the student has been signed after verifying the particulars from his/her Admit Card & answer sheet and also genuineness of the candidate.
5. The Invigilator shall distribute and collect answer books to/from the candidates and subsequently hand over the answer scripts to the CEC arranged in ascending sequence of roll number. He/She will deposit the answer script and take the signed receipt after counting.
6. An invigilator who engages himself/herself directly or indirectly in using or promoting or abetting use of unfair means shall be debarred from the examination duties and appropriate action will be taken as per rules of the University.
7. Invigilators are under the control of COE, AU. They should not leave the Examination Centre without the permission of the COE, AU. In case of complaint(s) against Invigilator, where in the opinion of the COE, immediate action has to be taken against him/her, the COE shall have the powers to relieve him/her of his responsibilities and entrust the work to another suitable teacher/employee. A report of such action, along with circumstances, that forced such an action, shall be made available to the University Authorities immediately in writing and also by telephonically.
8. The Invigilators should reach the examination centre at least 30 min before the scheduled time for commencement of the examination.
9. The Invigilator shall ensure that specific announcement of the University guidelines/rules have been made by him/her in the Examination Hall.
10. The Invigilator shall ensure there is no scope to tempt the candidates to use

unfair means during examination and student should be seated strictly as per the seating plan.

11. The Invigilators should remain alert on duty and check the candidates particulars viz. admit card, attendance sheet and all the entries on answer script. The Invigilators should not read or talk while the examination is in progress. Invigilators should not carry mobile phone in the Examination Hall.
12. Any case of using Unfair Means/ Misbehaviour, possession of mobile phone/ any kind of electrical gadgets/ pager/ calculator/ book/ paper/ match box/ cigarette lighter and/or recovery of incriminating material, tampering of Bar-code and marking any marks on answer script by candidate should immediately be reported to COE and proper statement should be recorded by COE and Invigilator and forwarded to the University Authorities for further necessary action.
13. Any case of Impersonation and/or unauthorized appearance of a candidate, the matter should be immediately reported to the COE and COE will lodge the F.I.R in the nearest Police Station and forward the copy of the same to the Registrar Office.
14. Candidate should not be allowed to enter in the Examination Hall after 30 mins of the commencement of examination and no candidate will be allowed to leave the Examination Hall before the prescribed time is over. No candidate should be permitted to leave the Examination Centre without handing over Answer Script.
15. No candidate should be allowed to go to the toilet during first and last 30 minutes of the Examination.