



1961 - 2021
Tirumala Tirupati Devasthanams
Sri Venkateswara College
(University of Delhi)

(दिल्ली विश्वविद्यालय)
Sri Venkateswara College
(University of Delhi)
NAAC Grade A+



Ref No: SVC/2023/PI/5880

20th December, 2023

Duties of an Invigilator

The Invigilator (s) is/are requested to observe the following guidelines during the conduct of the Delhi University Semester/Annual Examinations as per university norms:-

1. An Invigilator should report himself/herself for duty to the Superintendent half an hour before the commencement of the Examination (i.e. on or before 9:00 AM for Morning Session Examination and 2:00 PM for Evening Session Examination).
2. Invigilator shall remain in the Examination Hall during the time allotted for each paper and shall not leave the Hall without the permission of the Superintendent. In case of emergency, Examination Superintendent or Deputy Superintendent may be contacted.
3. Invigilator has to ensure that the candidate is occupying the correct allotted seat to him/her. In case shifting is permitted, reasons thereto may be indicated.
4. Invigilators are expected to help the Superintendents in distribution of question papers and answer books etc....to the candidates and in collection of answer books from the candidates at the close of the examination. They shall also help the Superintendent in arranging the answer books for dispatch.
5. The Invigilator will help the Superintendent in preparing a list of candidates present at the Examination and in verifying their identity by comparing their signatures with those available on the Admission Ticket.
6. ***During the course of examination, the Invigilators are expected to be present at the duty place and not engage themselves in study or conversation etc.***
7. If any candidate is found using unfair means at the examination or creating disturbance or act in any manner so as to cause inconvenience to other candidates, the Invigilator should at once report the matter to the Superintendent.
8. The Invigilator should also bring to the notice of the Superintendent/Deputy Superintendent any complaint or difficulty faced by a candidate in connection with question paper set for the examination within for further necessary action.
9. Invigilators are expected to help the Superintendent in any other matter connected with the conduct of an Examination.
10. **In case an invigilator is unable to attend due to unforeseen circumstances, they must notify the Superintendent/Deputy Superintendent of the Examinations at least 24 hours in advance and arrange for a suitable replacement.**

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Prof J. Lalita
Deputy Superintendent (Exams.)

Prof. K. Chandramani Singh
Acting Principal-Superintendent (Exams.)

प्राचार्य
Principal

श्री वेंकटेश्वर महाविद्यालय
Sri Venkateswara College
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धौला कुआँ, नई दिल्ली / Dhoola Kuan, New Delhi-21

11. Under University Guidelines prescribed for punishment for use of unfair means and or Disorderly Conduct at the University Examination in Clause 3 of Part C "Where the candidates takes assistance from the candidate or any other or from any book, paper, notes or other material (Mobile Phone etc.) in answering the question paper during the Examination" be announced in the Examination Hall.
12. Reading News Papers & Magazines is not allowed in the Examination Hall. Invigilators are requested not to leave the Examination Hall to discuss with other Invigilators in other Examination Hall during the conduct of the Examination. Invigilators are also requested to please switch off their cell phones or keep them in silent mode in the Examination Hall during the conduct of the examinations.



Prof J. Lalita
Deputy Superintendent (Exams.)



Prof. K. Chandramani Singh
Acting Principal-Superintendent (Exams.)

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Copy forwarded for information and necessary action to the Convener, Central Monitoring Committee on Internal Assessment, Teacher (s) -in-Charge/Coordinators of the respective departments, Section Officers (Administration), Dealing Assistants/Hands (Administration), All Concerned, College Website; and File