



ST ALOYSIUS
(DEEMED TO BE UNIVERSITY)
MANGALURU 575003 - INDIA
Category-1 University by UGC

The Office of Controller of Examinations
coe_university@stalloysius.edu.in

INSTRUCTIONS TO INVIGILATORS- DESCRIPTIVE EXAMINATION END SEMESTER EXAMINATION (UG/PG) – OCTOBER/NOVEMBER 2026

1. General Reporting Timings

- Forenoon Session: Report by 8.50 AM IST
- Afternoon Session: Report by 12.50 PM IST

2. Pre-Examination Duties

A. Collection of Answer Booklets

- Collect the answer booklets from the Control Room at:
 - 9.05 AM IST – Forenoon Session
 - 1.05 PM IST – Afternoon Session
- Count and verify the number of answer booklets in the Control Room before leaving.
- No additional answer booklets will be issued.

B. Examination Hall Preparation

- Reach the allotted examination hall by:
 - 9.10 AM IST – Forenoon Session
 - 1.10 PM IST – Afternoon Session
- Ensure the first bell is observed at:
 - 9.15 AM IST – Forenoon Session
 - 1.15 PM IST – Afternoon Session
- Instruct and Seat the students by:
 - 9.20 AM IST – Forenoon Session
 - 1.20 PM IST – Afternoon Session
- Distribute the answer booklets at:
 - 9.25 AM IST – Forenoon Session
 - 1.25 PM IST – Afternoon Session

C. Prayer, Announcements & Distribution of Question Papers

- Prayer and Director's announcement:
 - 9.20 AM IST – Forenoon Session
 - 1.20 PM IST – Afternoon Session

- Distribute the question papers only at:
 - 9.30 AM IST – Forenoon Session
 - 1.30 PM IST – Afternoon Session
- Ensure students are seated correctly before distributing the question papers.

3. Student Verification

A. Registration Details

- Ensure every student writes the Registration Number on both the question paper and the answer booklet.
- Verify that the registration number matches:
 - Admit Card
 - Desk seating list
 - Answer booklet
 - Invigilation Diary/Attendance records

B. Admission Policy

- No student shall be permitted to enter the examination hall after:
 - 9.45 AM IST – Forenoon Session
 - 1.45 PM IST – Afternoon Session
- Do not permit any student without a valid University ID Card.
- **Strictly instruct students to confirm whether they have received the appropriate question paper within 5 minutes of receiving the question paper.**

4. Instructions Regarding the Answer Booklet

- Instruct students to complete all details on the cover page, including:
 - Registration Number
 - Course Title
 - Course Code
 - Name of the Programme
 - Name of the School
 - Semester
 - Date of Examination
- Students must sign the declaration provided on the cover page.
- The invigilator must sign the cover page of every answer booklet.
- Preferably black ink pens are permitted for writing the examination.

5. Verification of Question Papers

- Verify that the question paper corresponds to:
 - Correct Course Code
 - Course Title
 - Programme
 - Semester
- Strictly instruct students to confirm whether they have received the appropriate question paper within 5 minutes of receiving the question paper.

- Ensure sufficient copies are available before commencement of the examination.

6. Documentation & Records

A. Invigilation Records

- Maintain and update the Invigilation Diary accurately.
- Use the appropriate QR Code wherever applicable.
- There is no QR Code/Bar Code to be affixed for repeater students.
- QR Code: Applicable for all UG & PG programmes of University Batch.

B. Absentee List

- The absentee list must be sent through the attender to the Examination Section without fail by:
 - 9.45 AM IST – Forenoon Session
 - 1.45 PM IST – Afternoon Session

7. Admission Card Verification:

- Sign and date admit cards.
- Match and sign against the subject printed. Report discrepancies, if any to the Examination Coordinators.

8. Submission of Answer Booklets

- Collect registration-wise, course-wise.
- Validate with Invigilation Diary before submission.
- Separate regular and repeater papers during submission.

9. Conduct & Discipline

A. Prohibited Items

- Ensure that bags, mobile phones, smart watches and other personal belongings are kept outside the reach of students, preferably on the platform or outside the examination hall.
- Programmable calculators not allowed; unless specified; only basic calculators permitted.

B. Invigilator Conduct

- Remain alert and vigilant throughout the examination.
- The use of mobile phones during invigilation is strictly prohibited.
- Reading books, newspapers or engaging in any activity unrelated to invigilation is strictly prohibited inside the examination hall.

10. Malpractice Cases

- Report malpractice cases to Coordinators/Vigilance team.
- Allow student to continue only after proper documentation.
- The candidate may be permitted to continue writing after following the specified procedure. Please do not overlook the dishonest practices in any form.

11. Relieving and Vigilance:

- Relieving time limited to 10 minutes.
- Stay alert and vigilant throughout.
- Do not use the mobile phones while invigilating in the examination hall.
- Use of Mobile phones, reading books, Newspapers, preparing Scheme of valuation in the examination hall during invigilation is strictly prohibited.
- Teachers on relieving duty must assist in packing answer booklets post-exam.

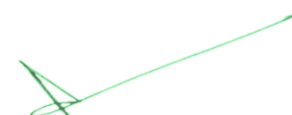
12. Important Instructions

- Before the commencement of the examination, instruct students to report any desk write-ups immediately.
- The University follows a Single Answer Booklet System. No additional answer booklets will be issued.
- Read the Invigilator's Diary carefully before distributing the question papers.
- In case of any emergency or unforeseen situation, immediately inform the Examination Coordinator.

Examination Coordinators and Examination Squads Contact Details

Examination Coordinators	Examination Vigilance Squad
○ Mr Ayush G Kottary ○ Dr Nagaraj K Kundapura ○ Mr Harshith Kottary ○ Ms Maria Shaila ○ Ms Sharol S Rodriguea ○ Ms Roicy R Braggs ○ Ms Mahammayi ○ Dr Roshan Monteiro ○ Dr Pallavi Baliga ○ MS Joshna B ○ Sr Rekha Daisy Lobo	○ Ms Jovita Soans ○ Mr Wilson Glen Pereira ○ Mr Avinash N ○ Ms Deveena Mascarenhas ○ Ms Tripthi ○ Mr Joel P Joseph

**"Every examination is a test of knowledge;
Every invigilator is a custodian of trust."**



Controller of Examinations