**ARTS & COMMERCE COLLEGE, WARWAT BAKAL**

**COLLEGE EXAM COMMITTEE**

**CODE OF CONDUCT FOR INVIGILATOR**

**(Held by College Only)**

1. **Please verify and confirm the date of invigilation duty allocated to you.**
2. **You are requested to report to the office of examination before half an hour.**
3. **In case if you are unable to do invigilation duty, convey the same in advance and make sure that suitable alternate arrangement is made by you.**
4. **In case if you are not taking invigilation duty convey in writing the same in advance to principal and make sure that suitable alternate arrangement is made by you.**
5. **Do not take leave without permission before making proper arrangement, as your leave will be viewed seriously.**
6. **Please collect paper, answer booklets and hall 15 minutes before start of examination.**
7. **Attendance list will be provided 15 minutes after start of examination.**
8. **Instruct the students to keep bags, mobile, precious things, money at their own risk out of the exam hall. And also switched off your mobile during examination period.**
9. **Please check photo id proof of students and if not available get it confirm from exam -in-charge.**
10. **Check the seat.no., class and subject names etc; are written on answer booklet and attendance properly or not, before signing the answer booklet and attendance sheet.**
11. **Get the signature of students on attendance list and mark absent properly on Attendance Sheet and Seating plan provided you separately.**
12. **In case of any doubtfulness call exam in-charge to resolve the problem.**
13. **Be watchful and move in classrooms continuously to avoid malpractices.**
14. **Candidates should not be allowed to move frequently from classrooms.**
15. **Allow the students to leave classroom after signing the attendance sheet and handing over the answer booklet.**
16. **After checking, handover examination reports, diary and answer booklet bundles to the exam in-charge.**
17. **After submitting all exam documents and reports invigilator must sign in-front of their name in attendance register before leaving exam center.**