



Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE & Affiliated to APJ Abdul Kalam Technological University
Vidya Bharathi Nagar , Mattoor, Kalady, Ernakulam District, Kerala State Pin: 683574



CRITERION 1 - CURRICULAR ASPECTS

1.1 Curricular Planning and Implementation



Guidelines for students and Invigilators



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Internal Examination – 1, November 2021

Guidelines to Invigilators

1. All invigilators should report in the Examination Cell (Room No. F30) 20 minutes before the commencement of the examination.
2. In case any invigilator, who has been assigned duties, is unable to come, he/she should report the matter to the Examination in charge (Mr. Jithesh S R (M.E), Mrs. Neetha K (ECE), and Mrs. Neetha K Nataraj (CSE) sufficiently early with alternate arrangement.
3. **College ID card is mandatory for all Invigilators.**
4. Invigilators should collect answer books and other documents on time and should go to the respective hall before 15 minutes prior to the starting of exam. Before going to the exam hall, you should ensure that you have collected adequate number of facing sheets, additional sheets, stapler, question papers and attendance sheet.
5. Invigilators should check the hall, desks, boards, and ground and see whether any study material relates to exam is present. If found, the same must be removed and reported to the Internal Examination in charge.
6. Students should be instructed to enter the examination hall 10 minutes prior to the starting of exam. **Mobile phones and other electronic gadgets are not permitted inside the examination hall.**
7. Invigilators should make necessary announcements related to mobile phones, ID card and malpractice! before the starting of examination
8. Issue answer books only after the students get seated in their respective seats allotted to them.
9. Keep the question paper secretly before issue.
10. No student is permitted to talk or share views after they have entered the hall.
11. No student should be permitted in the corridor after the question paper is issued to other students.
12. In the exam hall the invigilators can exercise their power to control the examination. They shouldn't permit anybody other than the officials entering the exam hall.
13. Late comers should not to be permitted inside the exam hall and direct him/her to meet respective HOD.

Internal Examination in Charge

PRINCIPAL



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Internal Examination – 1, November 2021

Instructions to Students

ADMISSION TO EXAMINATION HALL:

1. Seating arrangement will be displayed in the respective class room allotted for examination.
2. Students shall be admitted to the examination hall only if they are in proper dress code.
3. Students shall NOT be permitted to use **mobile phones and other electronic gadgets**.
4. Students presenting themselves 10 minutes after the commencement of the examination should only be admitted if permitted by Head of the concerned Department.

DISCIPLINE IN THE EXAMINATION HALL:

1. Students are forbidden to ask questions of any kind during the examination. Invigilators are instructed to refuse to answer any queries what so ever, relating the question papers whether in explanation of the meaning or in correction of typographical errors.
2. Students are not allowed to write anything on the question papers except their roll number and name on the question papers supplied to them.
3. Students should not indulge in any malpractices in the internal examination. If any student is found to be indulged in any type of malpractice, it shall be reported to the Internal Examination Cell in charge/ Head of the department/ Principal immediately along with evidence.

LEAVING THE EXAMINATION HALL:

1. No students shall be allowed to leave the examination hall till the expiry of the allotted time for the examination.
2. Students shall be permitted to leave the examination hall only after all the answer sheets are collected by the invigilator

Internal Examination in Charge

PRINCIPAL