



तमिलनाडु केन्द्रीय विश्वविद्यालय
(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)
CENTRAL UNIVERSITY OF TAMIL NADU
(Established by an Act of Parliament, 2009)

नीलक्कु / Neelakudi,
तिरुवारूर / Thiruvārūr - 610 005

EXAMINATIONS SECTION

CUTN/Exam/Course Registration/2022/188

27th November, 2023

CIRCULAR

Sub: Duties and Responsibilities of Invigilators and HOD – Reg.

The ODD Semester Examinations are scheduled to be held from 27th November, 2023 onwards. The following are the duties and responsibilities of Invigilators and HOD's for the smooth conduct of the Examinations.

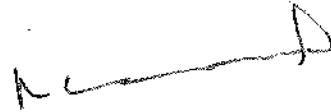
Duties and Responsibilities of Invigilator

1. The Invigilator shall be present in the examination control room half an hour before the commencement of the examination and collect the answer books and question paper.
2. The Invigilator shall see that every candidate takes his/her proper seat and writes his/her correct Registration Number and other particulars required on the first sheet of the answer book.
3. The Invigilator shall check the candidate's hall ticket and identity card in the examinations of different courses by putting an initial with date. In case of any doubt, the invigilator can recheck the identity of the candidate.
4. A candidate may be allowed to enter the examination hall till the first half an hour. Once a candidate has entered, he/she shall not be allowed to leave the examination hall during the first hour.
5. No candidate shall be allowed to temporarily go out of the examination hall unless any medical emergency arises.
6. Two candidates shall not be allowed to go to the toilet/ drink water simultaneously.
7. The Invigilator shall be vigilant in his/her duty. Most of the time, he/she shall keep moving inside the examination hall.

8. The invigilator shall see that no candidate makes notes, attempts to copy from other candidates in the examination hall. He/she shall ensure that no candidate disturbs his/her neighbour while writing.
9. Whenever malpractice cases are detected, the HoD/Superintendent should be called immediately for taking further action.
10. The invigilator shall record the attendance of the students in the format provided by the University and submit the same to HOD.

Duties and Responsibilities of Examination Head of the Department

1. The HOD is in overall charge for the conduct of the Examinations at the Department level.
2. The HOD shall be responsible for the safe custody of the question papers and the proper conduct of Examinations as per rules. He/she shall take all necessary actions before, during, and after the examination for the proper conduct of the examinations.
3. When the Examination is in progress, the HOD / His nominee shall go on rounds, as frequently as possible, to the examination halls to ensure that all the Invigilators are discharging their duties properly and that there is no scope for malpractice.
4. **The Supplementary Examinations may be conducted in the respective Syllabus, Course Code and Semester of the Students.**



CONTROLLER OF EXAMINATIONS (I/c)

To

1. All Head of the Departments
2. All Faculty members

प्रो. एस. नागराजन / Prof. S. Nagarajan
परीक्षा नियंत्रक / Controller of Examinations
तमिलनाडु केंद्रीय विश्वविद्यालय
Central University of Tamil Nadu
तिरुवारूर / Thiruvananthapuram - 610 005

Copy to:

1. All Dean of Schools
2. Dean (Academics)
3. PS to Vice Chancellor
4. PS to Controller of Examinations
5. PA to Registrar