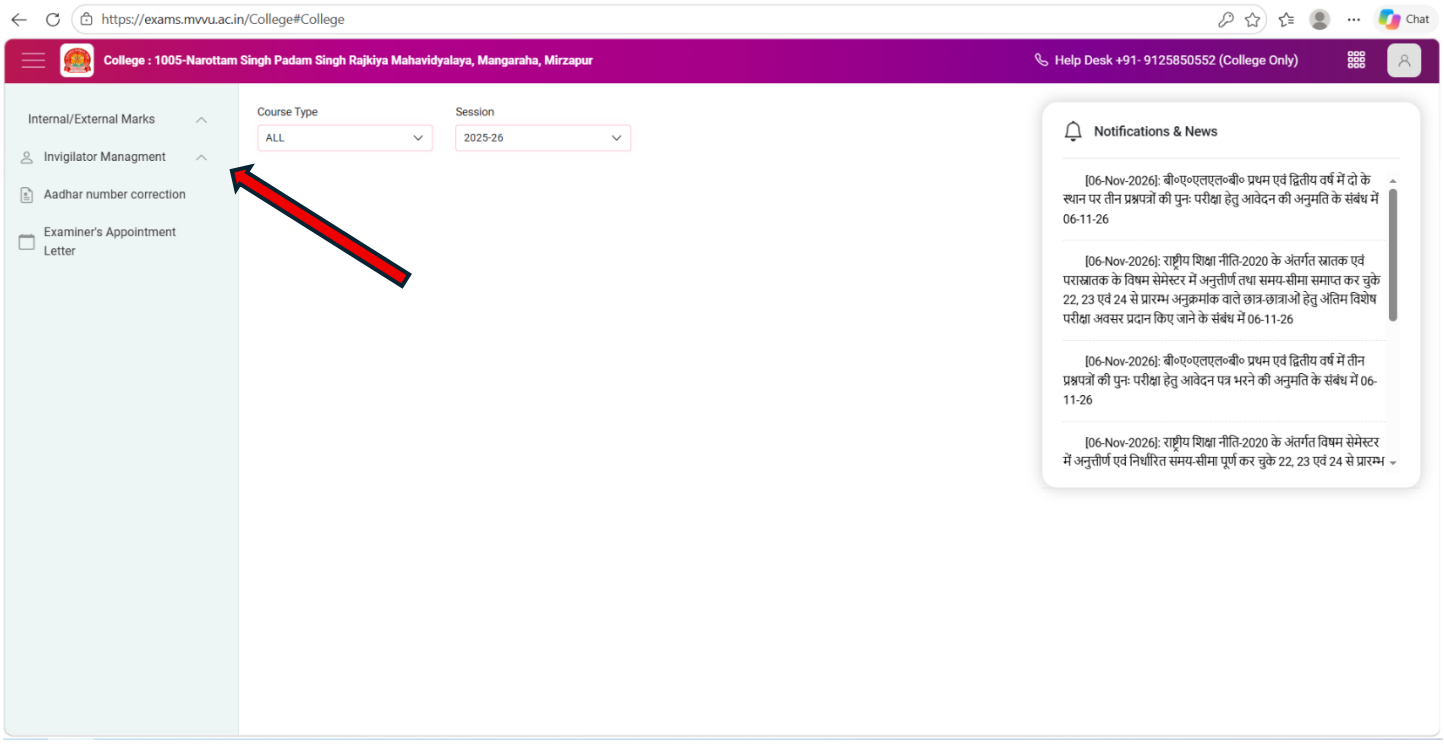
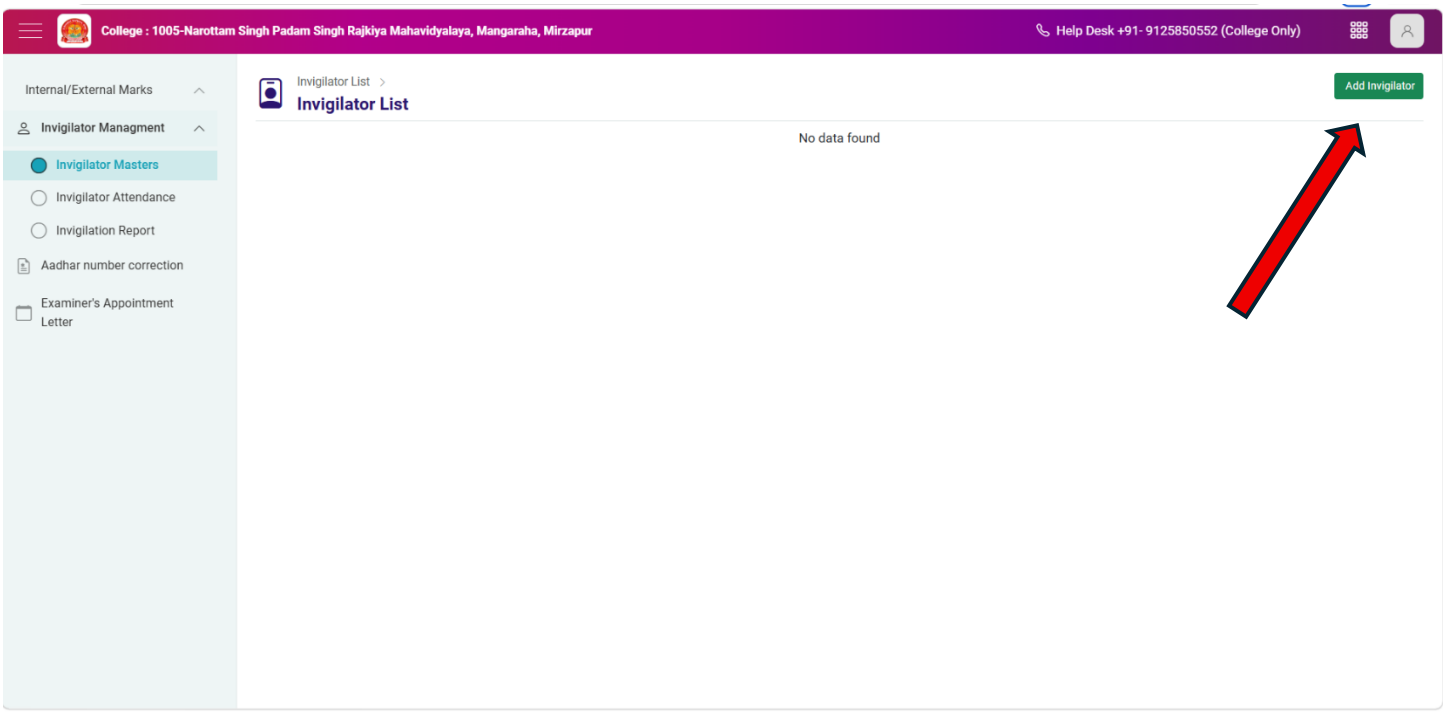
STEP : 1



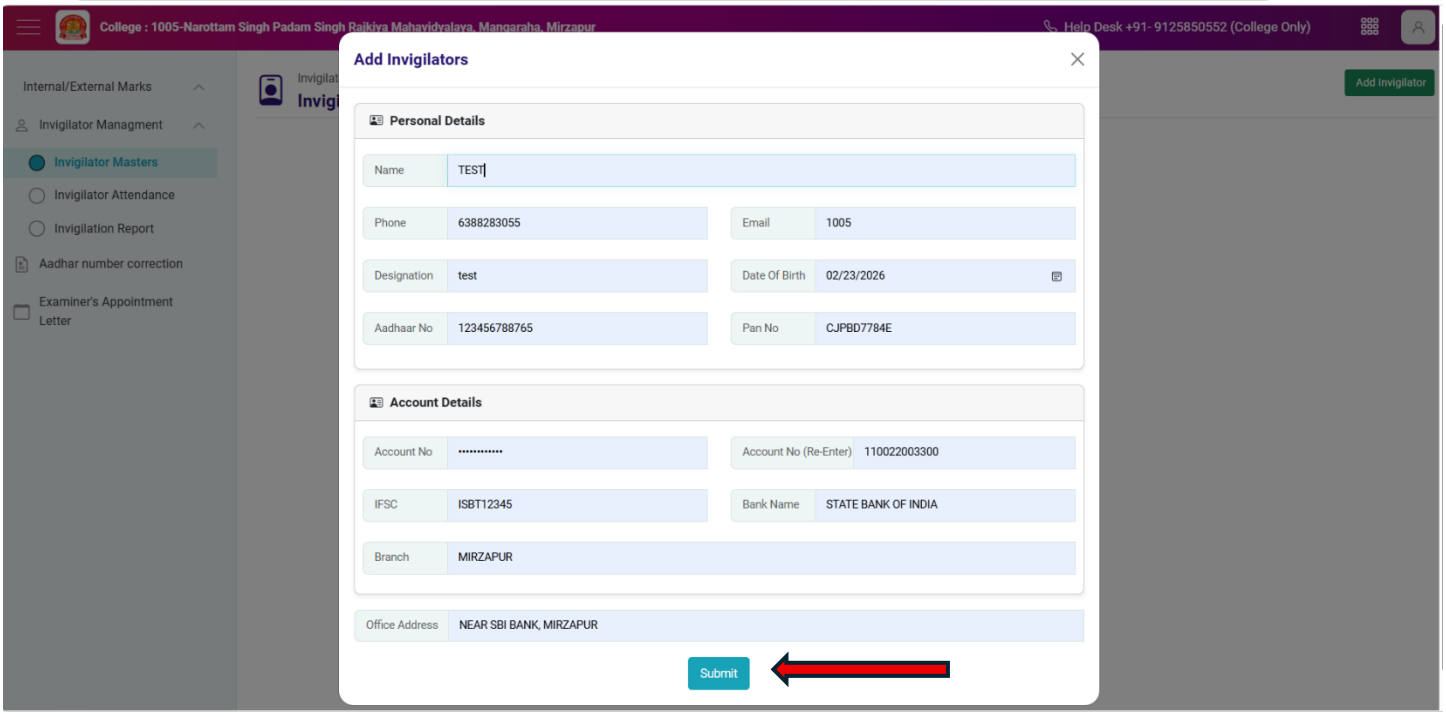
STEP : 2

Open the Invigilator Masters section under Invigilator Management to access the invigilator records and register a new invigilator through the Add Invigilator option.



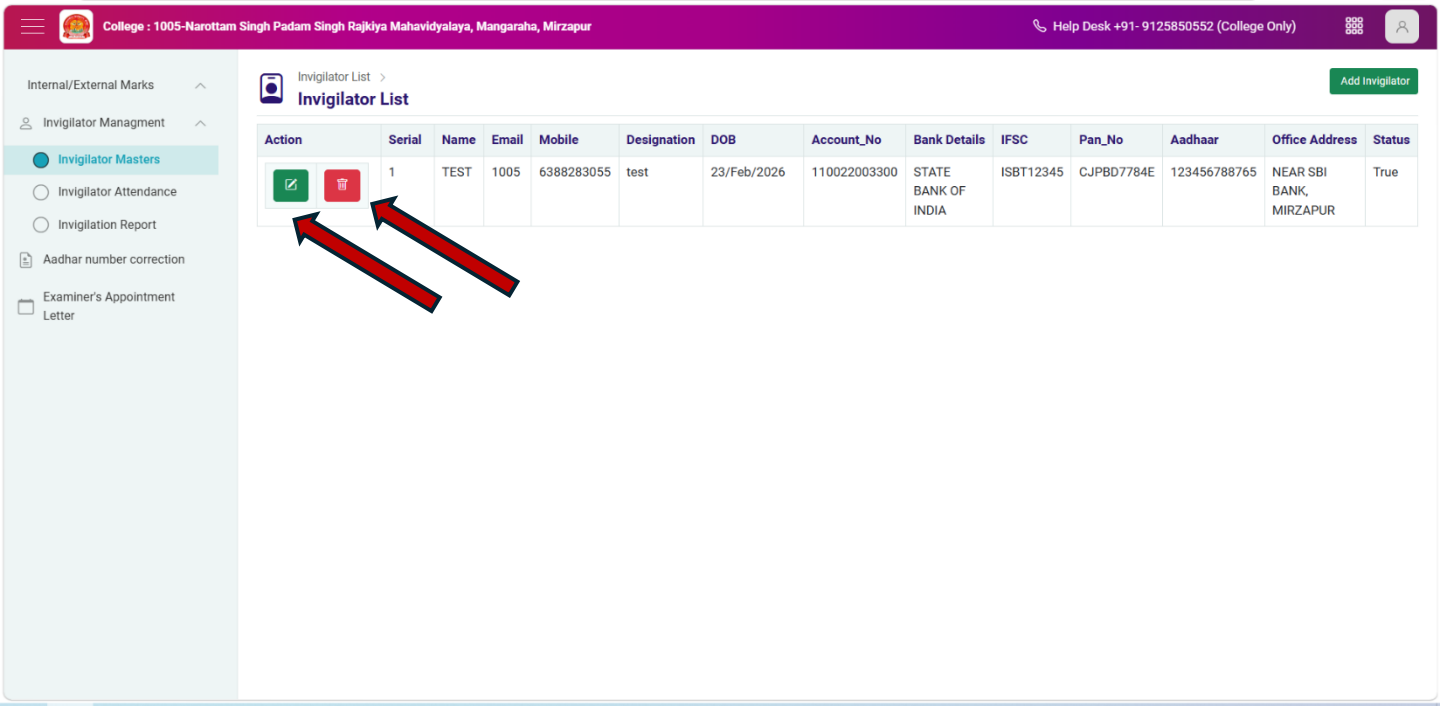
STEP : 3

Enter the invigilator's personal information, contact details, designation, bank account details, IFSC code, bank name, branch, and office address, then click Submit to save the invigilator details.



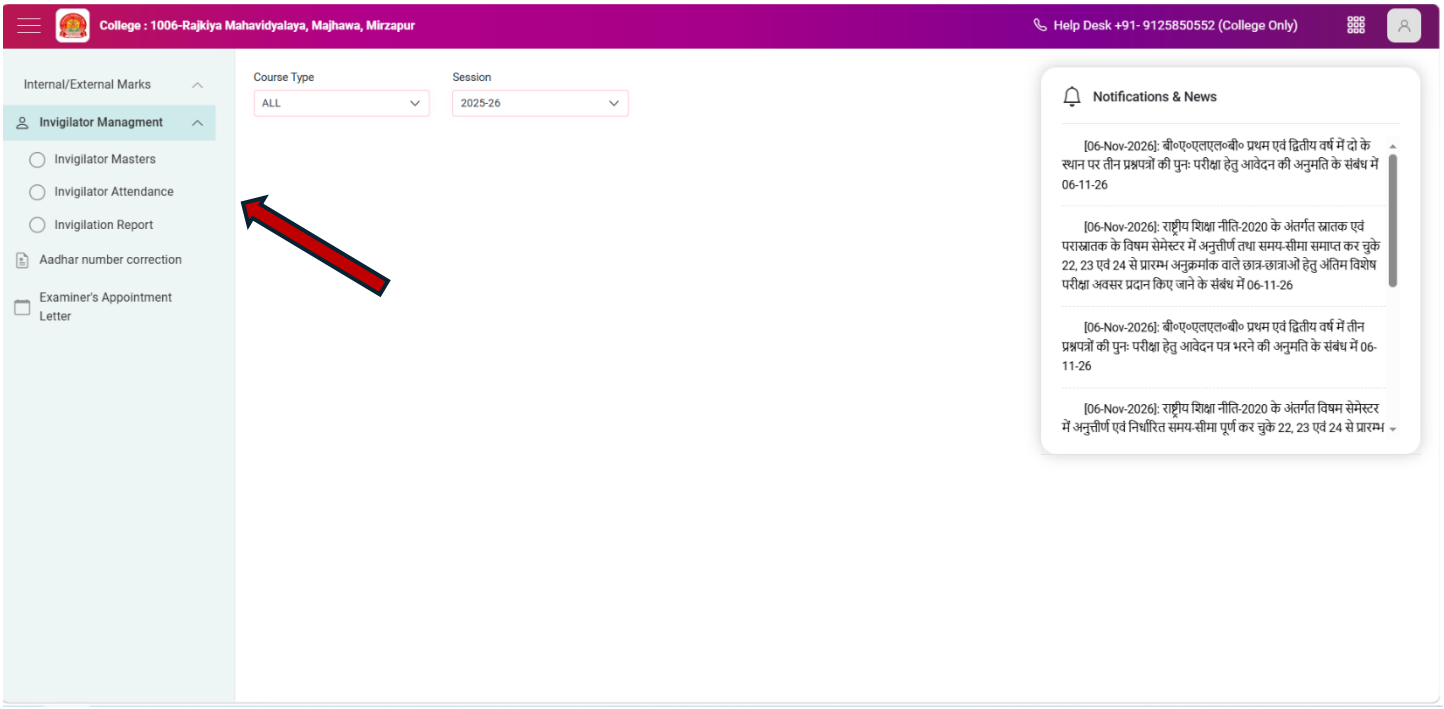
STEP : 4

After successful submission, the Invigilator List displays the newly added invigilator's details, including personal information, bank details, office address, and status, with options to edit or delete the record.



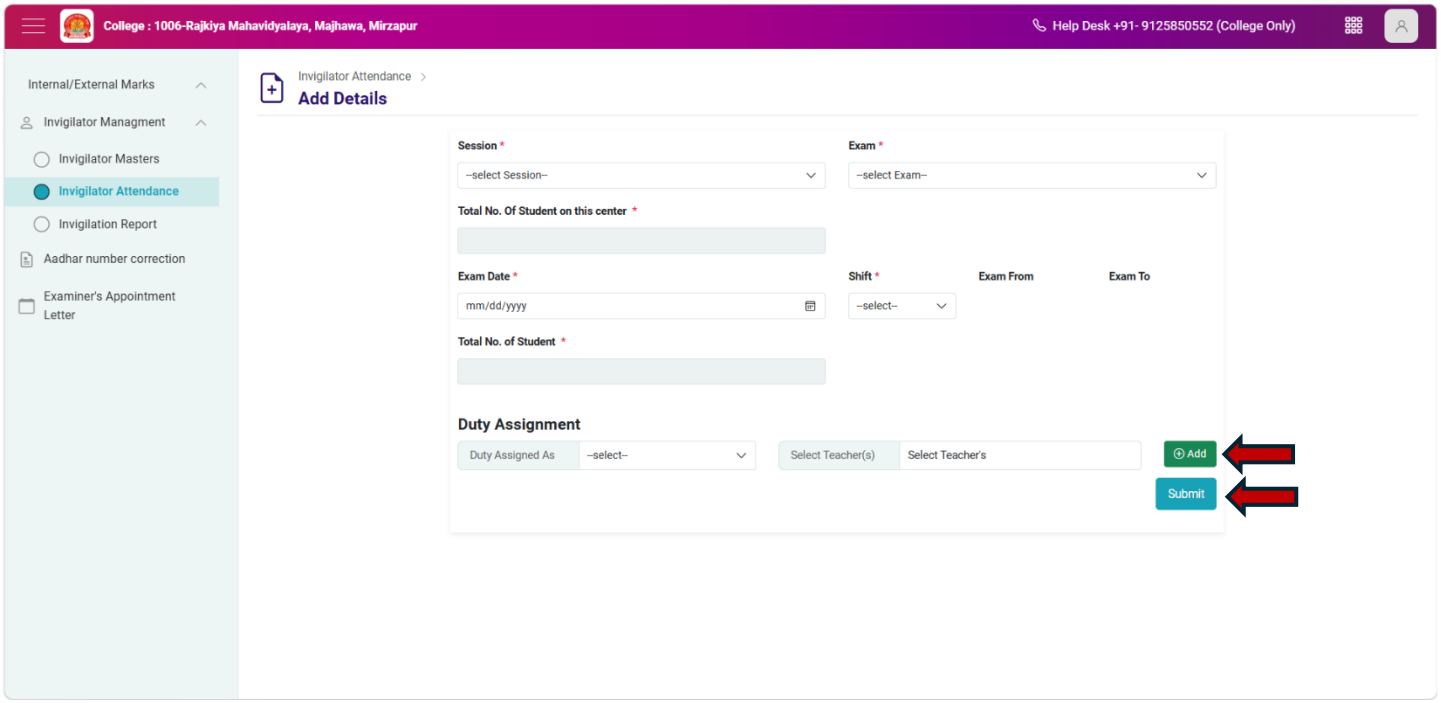
STEP : 5

Select Invigilator Attendance.



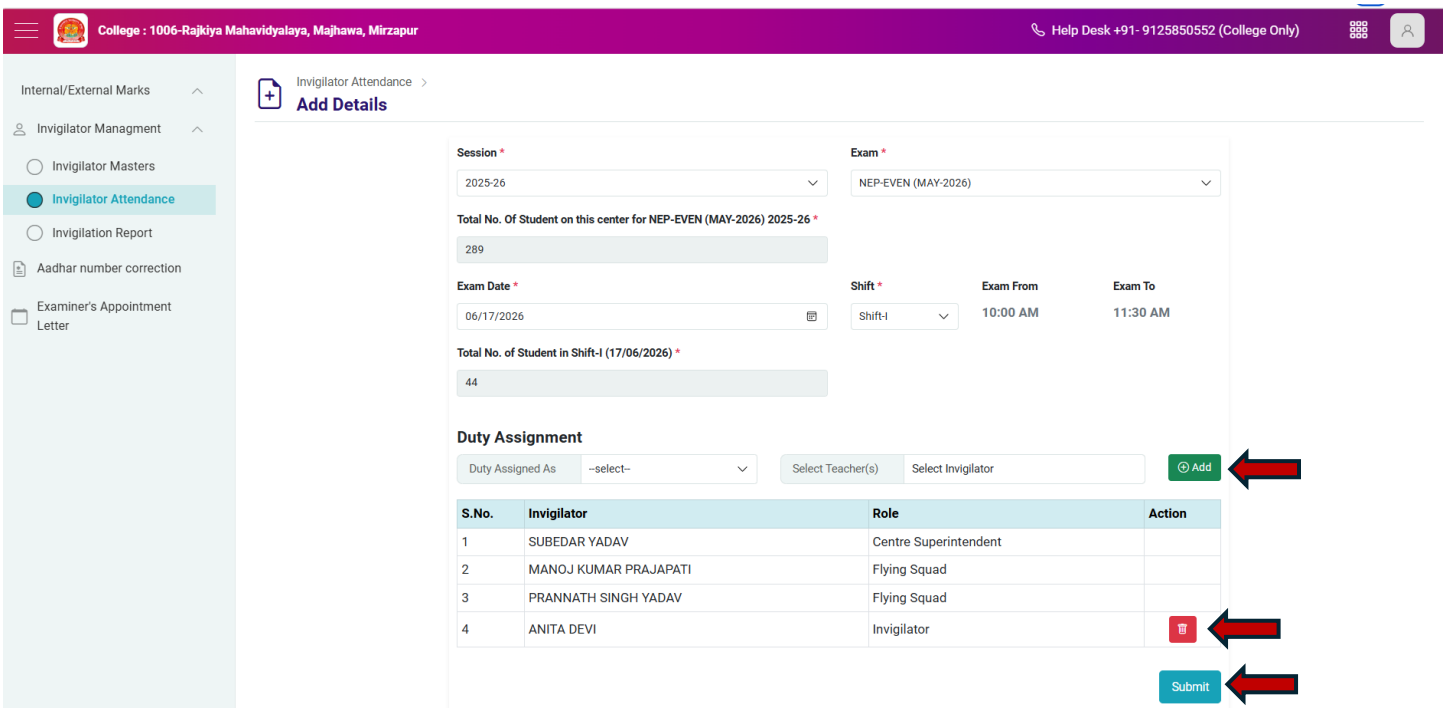
STEP : 6

Navigate to Invigilator Attendance and complete the Add Details form by selecting the Session, Exam, Exam Date, and Shift, entering the student count, assigning invigilator duties, selecting teachers, and clicking Submit to save the attendance details.



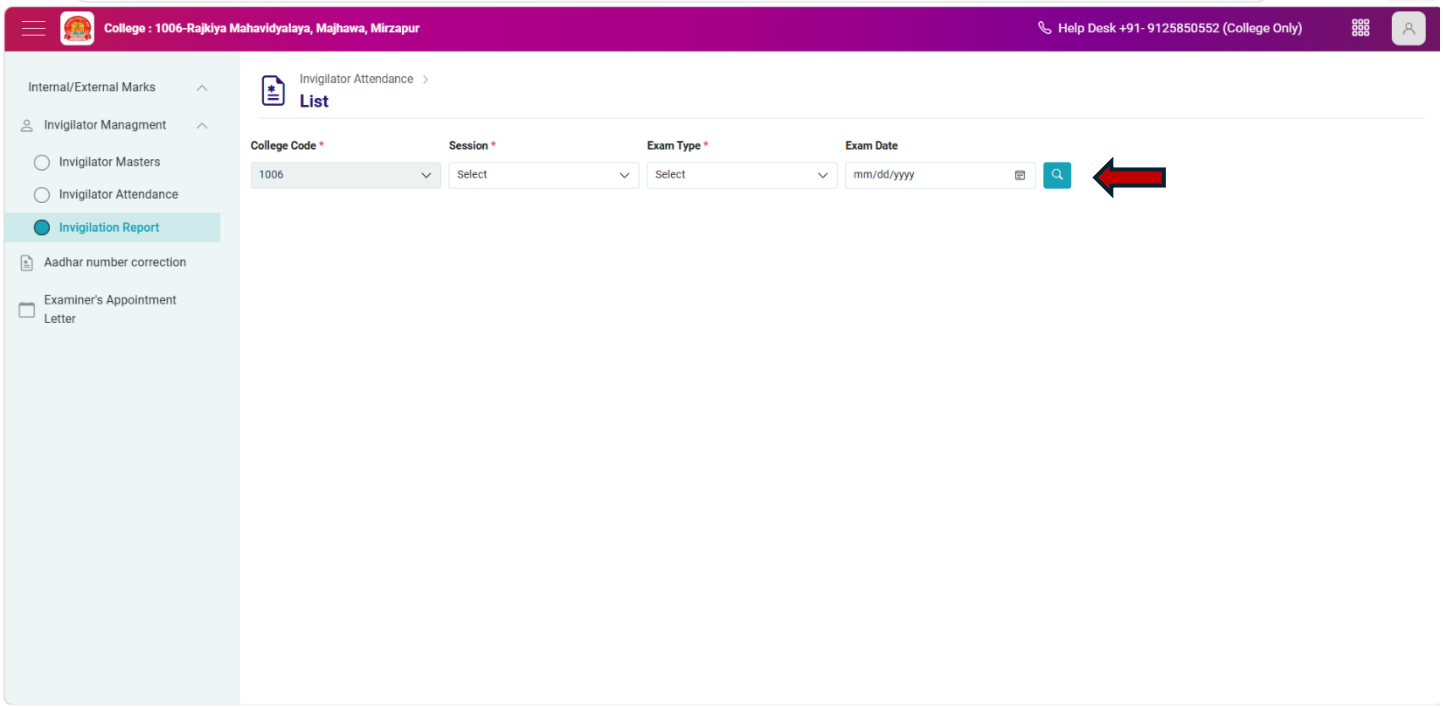
STEP : 7

Select the Duty Assignment role and invigilator, click Add to assign the invigilator with the appropriate responsibility, verify the assigned invigilators and their roles in the list, and click Submit to save the duty assignments.



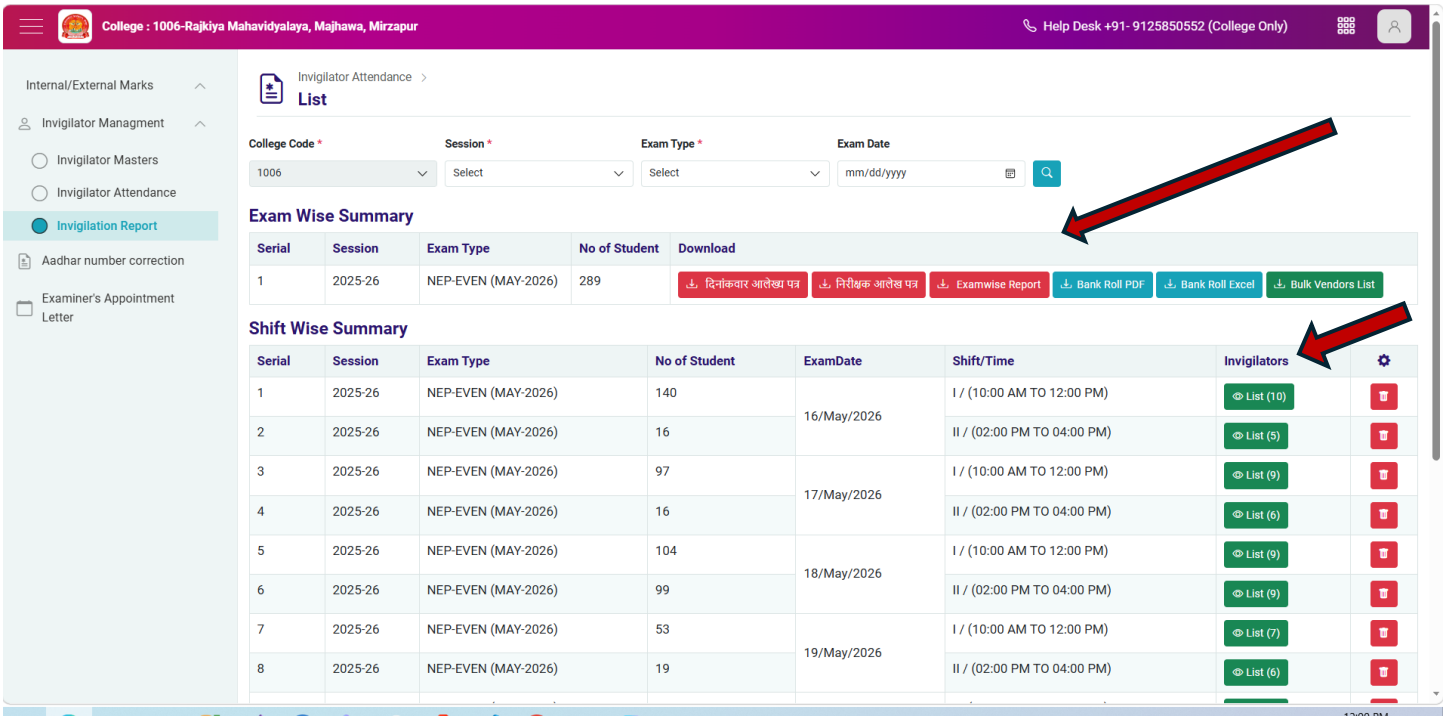
STEP : 8

Navigate to Invigilation Report, select the required College Code, Session, Exam Type, and Exam Date, then click the Search button to view the invigilation duty details.



STEP : 9

The Invigilation Report displays the Exam Wise Summary and Shift Wise Summary, including session, exam type, student count, exam dates, shift timings, and assigned invigilators, with options to download reports and view invigilator lists.



STEP : 10

Click the List button under the Invigilators column to view the Invigilator Mapping List, displaying the assigned invigilators' names, Aadhaar IDs, designated roles, and entry dates.

