



MARKAZ ARTS AND SCIENCE COLLEGE

(Affiliated to the University of Calicut)

Markazu Tharbiyyathil Islamiyyah, Athavanadu, Near Valanchery

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Rules and Regulations of Internal Examination for the Invigilators

1. The Academic Monitoring Cell will create the duty list for the invigilators, aligning it with the hours specified in the general timetable.
2. If any invigilator is on leave, they must inform the HoD, who will then arrange for a substitute.
3. Invigilators are required to report at the AMC Office 10 minutes prior to the commencement of the examination.
4. Invigilators are required to reach the exam hall at least 5 minutes prior to the commencement of the examination.
5. Before entering the class, the invigilator must ensure that there are enough question papers, main answer sheets, additional sheets, and tags available.
6. The Invigilators shall give instructions necessary for the candidates to fill-in the covering page of the Main Answer Sheet.
7. Additional sheets should be issued only after the invigilator has put their initials and the date of the examination on the sheet.
8. In the event of any absentees or malpractices, the designated format for listing these details must be duly filled out.
9. Candidates will not be permitted to leave the examination hall until 45 minutes have passed.
10. Candidates will not be allowed to continue after the stipulated time has ended.
11. At the end of the examination, the invigilator shall sort the answer sheets by class and subject, and then submit them to the coordinator.



Dr. C.P. MOHAMED KUTTY

Principal

Markaz Arts and Science College

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