



**ST. ANTONY'S COLLEGE
PERUVANTHANAM**

Accredited by Govt. of Kerala & Affiliated to M.G. University, Kottayam
Peruvanthanam P.O., Kodikuthy, Idukki (Dt), Kerala - 685 532

**RULES AND REGULATIONS OF INTERNAL EXAMINATION FOR THE
INVIGILATORS:**

1. The exam duty of the invigilator will be in accordance with the general timetable.
2. Invigilator has to inform the HOD on leave and the necessary arrangement has to taken by the department concerned.
3. The invigilator has to collect the question paper , facing sheet ,answer sheets ,attendance slip and toin, 15 minutes prior to the examination from the Office.
4. Invigilator each the examination hall 5 minutes prior to the examination.
5. Invigilators has to register the absentee list in the attendance slip..
6. Malpractices will be reported to IEC coordinator on time.
7. Invigilator shall not admit the students 10 minutes after the commencement of the examination. Also do not allow the students to leave the examination hall before the last 30 minutes .
8. Invigilator shall not permit the students to continue the examination after the stipulated time.
9. Invigilator has to collect , sort the answer sheets after the examination and return to IEC.

IEC coordintor

Principal



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