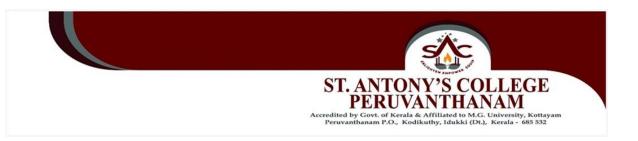


RULES AND REGULATIONS OF INTERNAL EXAMINATION FOR THE INVIGILATORS:

- 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



IEC coordintor Principal