



# SAFI INSTITUTE OF ADVANCED STUDY

Rasiya Nagar, Vazhayur East (P.O), Malappuram – 673 633, Kerala State, India

SIAS/IEC-UG/2022-2023/ RRINV

01-6-2022

## Rules and Regulations of Internal Examination for the Invigilators

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1. The IEC shall prepare the Duty list of the invigilators. The Duty list shall be prepared corresponding to the hours allotted in the general timetable.
2. In case any invigilator is on leave, he/she is required to intimate the same to the HoD and HoD shall make alternative arrangement
3. Invigilators are required to report at the IEC Office 15 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. It is mandatory that all the Invigilators wear IDENTITY CARDS, and also ensure all students wear the same.
6. Before entering the class the Invigilator shall confirm if sufficient number of Question Papers, Main Answer Sheets, Additional Sheets and tags are provided.
7. The Invigilators shall give instructions necessary for the candidates to fill-in the covering page of the Main Answer Sheet.
8. Additional Sheets shall be issued only after the Invigilator putting his initials on the sheet along with the date of the examination.
9. The format allotted for listing details of absentees and malpractices shall be duly filled in case of any such event.
10. Candidates shall not be allowed to leave the examination hall until 45 minutes have past.
11. Candidates shall not be allowed to continue after the time stipulated for the exam.
12. At the end of the examination, the invigilator shall sort the Answer Sheets, class and subject wise and submit the same to the IEC.

**Pranav K**  
Convener  
UG IEC

**Prof.E.P. Imbichikoya**  
Principal  
Chairman, IEC