



NOBLE WOMEN'S COLLEGE, MANJERI

Affiliated to University of Calicut & Recognized by Govt. of Kerala
Vettekode, Pullancheri P.O, Manjeri- 676122 | 0483 2766364

INTERNAL EXAMINATION CELL

NWC/IEC/RRINV

Rules and Regulations of Internal Examination for the Invigilators

1. The IEC will make a list of duties for invigilators based on the scheduled hours in the general timetable.
2. If any invigilator is taking a leave, they need to inform the Head of Department (HoD), who will arrange for a replacement.
3. Invigilators must report at the IEC Office 15 minutes before the start of the exam.
4. Invigilators should reach the exam hall at least 5 minutes before the exam starts.
5. It is mandatory for all invigilators and students to wear identity cards.
6. Before entering the classroom, invigilators should check if there are enough question papers, main answer sheets, additional sheets, and tags.
7. Invigilators should provide instructions to candidates about filling in the cover 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. If there are any absentees or cases of malpractice, the designated format should be filled out.
10. Candidates are not allowed to leave the exam hall until 45 minutes have passed.
11. Candidates shall not be allowed to continue after the time stipulated for the exam.
12. After the exam, the invigilator should sort and submit the answer sheets according to class and subject to the IEC.

MUHAMMED ANEES K

Convener, IEC

CONVENER
INTERNAL EXAMINATION CELL
NOBLE WOMEN'S COLLEGE, MANJERI



Dr. U SAIDALVI

Chairman