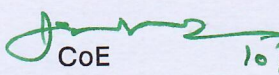


Mazharul Uloom College (Autonomous), Ambur
End Semester Examinations – November 2025
Instructions to Invigilators

- Invigilation work is a part of the duty of all teaching staff members. No change or alternate arrangement for doing the invigilation work, without the approval of the chief superintendent.
- The invigilators are requested to be present 45 minutes before the commencement of examination.
- The invigilators must verify the identity of students, check their register number in their hall tickets and in the answer book and then sign in the column provided for the invigilators.
- The invigilators must also get the signature of the candidates present in the examination hall in the Attendance sheet supplied.
- The attendance should be closed and Attendance sheets submitted after half-an-hour of starting of the examination. No student will be allowed inside the examination hall after half an hour.
- The invigilators must remain inside the hall during the examination and should not substitute others in their place during the examination session.
- The invigilators should not attend to any other work in the examination hall. They must be on the move in the examination hall and see that there is no malpractice by the student.
- Any malpractice or copying by the students must be immediately reported to the Chief Superintendent with the material and evidence.
- The invigilators must collect the answer books as and when the students complete the examination, arrange them and hand them over to the Observer. He must wait till answer papers are checked and received by the Observer.
- The members of the staff who are availing leave in case of emergency/medical grounds during examination days are requested to inform the Chief Superintendent.
- Any problem / grievances during examination may be represented to the CoE.
- Invigilators are totally responsible for conduct of examination in their particular allotted halls.


CoE 10/11/25


Principal 10/11/25