



Mangayarkarasi College of Arts & Science for Women, Paravai.

(Affiliated to Madurai Kamaraj University)

ISO 9001:2015 Certified Institution, Re- Accredited by NAAC with 'B' grade

Circular

Code of conduct

- ID card is compulsory to enter into examination hall.
- Invigilator must report to the controller at least 30 minutes before the commencement of Examination. Collect the seating arrangement, examination stationery and be present at the respective hall at least 15 minutes prior to the commencement of examination.
- The candidates should be present in the examination halls before the commencement of examination and no candidate should be allowed after the commencement of the Examination.
- Ensure that the candidate should not carry any material except Hall ticket, ID card and non-programmable calculator into the examination halls. Programmable Calculators, Cell Phones and other electronic items are strictly prohibited for the examinations.
- Ensure that the candidate for the particular hall occupies the seat as per seating arrangement.
- Candidates are not allowed to leave the examination hall until the stipulated time.
- Please ensure to collect the answer scripts from the candidates before they leave the examination hall.
- Malpractice cases, if any, should be reported to the Chief Superintendent / Principal immediately. Invigilators should not take the liberty of condoning the defaulters by giving oral warning.
- Invigilators are insisted to submit their respective answer script in the allotted space for the corresponding class.
- The collected answer scripts must be evaluated and the marks should be submitted to the corresponding class in charges within a week.
- After collecting the marks from individual subject handling faculty must submit to the controller without delay.