

Statutes/Ordinances pertaining to Academics/Examinations

Examinations

Continuous Internal Assessment (CIA) – I

Continuous Internal Assessment (CIA) – II

Model Examination (Theory & Practical)

End Semester Examination (Theory & Practical)

Examination Instructions for Candidates

1. Examinations are scheduled in Afternoon Session only starting at **1.00.p.m.** end at **3.30.p.m.** and lunch timing will be **12:00.p.m to 12.45.p.m.**
2. Students should bring their identity card on all days of examination. Those students who do not have their ID cards must get prior permission letter from HoD and Chief Superintendent.
3. Students will be permitted to enter the classrooms for the examinations only 10 minutes prior to the exams.
4. Students are not allowed to enter the hall, later than 15 minutes from the commencement of the Examination.
5. Students should leave all their bags, mobiles etc. outside the room before taking their seats.
6. Students must write their registration number on the question paper, they are not allowed to write or mark anything else on the question paper.
7. Students should bring their own stationeries calculators, etc. borrowing is not permitted without the permission of the invigilator.
8. Students are not permitted to write anything pertaining to the exams on the desks or benches.
9. Any question / doubt should be addressed only to the invigilator of the concerned exam hall.
10. For any malpractice reported by the invigilator, the student should follow the instructions of the examination committee.

11. Students are not allowed to use wash room during the examinations. Medical conditions, which require frequent use of wash room must be reported to the invigilator before starting the examination.
12. Hard copies of the seating arrangements are posted in notice board every day and Soft copies of the seating arrangements are posted in respected class whatsapp groups.
13. If the registration number is not found in the seating arrangement, kindly approach the exam cell.
14. Students must present for all the examinations without fail.

Note: There is No Re-Examination for absentee's students.

Examination Guidelines for Invigilators

Invigilators are requested to acquaint with the following procedures:

1. Examination Sessions are scheduled for Afternoon only at **1.00.p.m. - 3.30.p.m.**
2. Invigilators are informed to report to the Invigilation duty by 12:45.p.m. if failed the necessary action of Chief Superintendent will be final.
3. Carrying mobile phones by the invigilator is strictly prohibited.
4. Adjustments/ interchanging duties among the invigilators are not permitted, if necessary the Chief Superintendent of Examinations will decide of the adjustments.
5. In case of any problem, Invigilators should bring to the notice of the Chief Superintendent of Examinations.
6. Invigilator should arrive at the venue at least 10 minutes before the start of the examination.
7. After entering the exam Hall, invigilators are required to check for the seating arrangement.
8. Insist the candidate to enter the examination hall as soon as possible and do not allow the candidates to stand in the corridor outside for last minute revision. Let the candidate to deposit their bags, wallets, books, laptops etc. in the designated area before going to their allocated desk.

9. Invigilators shall make announcement in the Examination hall that the use of electronic devices by the students shall not be permitted in the Examination hall.
10. The invigilator is expected to be vigilant and take frequent rounds in the exam hall.
11. Invigilator should remain in the Examination Hall throughout the period of the examination and shall make necessary announcements before, during and at the end of the Examination.
12. During the Examination do not grant the permission to the candidate to go to the washroom. Unless it is emergency.
13. Complete the attendance and other formalities in the first 30 minutes of the examination. Please do not pass on the attendance sheets among the students. Invigilator has to go to each student and verify the details entered in the signature sheet, answer booklets and affix your signature on the answer booklet.
14. No other member is allowed into the examination hall during the examination except the staff involved in the examinations. Explanation will be called for from the members who violet.
15. When the invigilator suspect that a candidate is involved in an irregular act during the examination, the invigilator shall confiscate the material(s) being used for irregularity and inform the same to the Chief Superintendent of Examinations.
16. Insist the candidates to remain seated and silent until the number of Answer scripts collected by the Invigilator are tallied with number of candidates present.
17. At the end of the examination, collect the answer scripts from the candidates and arrange them and handover to the officer-in-charge of Examinations before **3.45.p.m.**
18. All invigilators appointed in a hall are required to report back in the exam cell after completion of the examination and the members are collectively responsible for the return of the answer books.

Note: Subject In charges must receive their respective subject answer scripts for correction purpose on the same day of the examination