

Examinations

Internal Evaluation Tests – Guidelines

- i) Students should carry their identity cards to the examination hall and produce the same when required.
- ii) Students should occupy their seats in the examination hall five minutes before the commencement of the internal evaluation test.
- iii) Students should personally hand over the answer scripts to the invigilator before leaving the examination hall.
- iv) Students should not indulge in any malpractice in the examination. The punishments for malpractices in the internal evaluation test could be as they are for the year/semester end examinations as per the rules of the college.
- v) Students are advised to verify their valued internal evaluation answer scripts for any discrepancies after their valuation, on or before the date announced by the teacher.
- vi) Students should also check up the internal evaluation marks statements displayed on the notice board regarding the correctness of the entries.
They should note that the Internal Marks awarded by the college are not final. They are subject to modification by the University.
- vii) Internal evaluation marks to be sent to the university are entered in a single statement in the same order as given in the registration forms and a copy of the statement will be displayed on the notice board and students should verify it and point out any discrepancies immediately through the Head of the Department for incorporation in the internal evaluation marks statement to be sent to the University.

End Examinations

Registration procedure for examinations:

- a) Students are required to register for the Semester End Examinations by duly filling up the prescribed application form of the college and paying the necessary registration fee.
- b) While filling up the registration form, student should write his/her name and father's name correctly as per the SSC records.
- c) Student should indicate correctly against the subjects for which he/she is registering.

Instructions to candidates:

- i) All the candidates must be present in the examination hall 15 minutes before the commencement of the examination.
- ii) Candidates should not carry any other material except Hall Ticket, Identity Card and Non-programmable scientific calculators. Programmable calculators, Palm computers, Cell phones and Pagers are not permitted into examination hall.
- iii) They should show Hall Ticket (HT) and Identity Card to the invigilator/ observer/ chief superintendent whenever they are asked.
- v) Students, soon after they receive the answer script from the invigilator should check the details of their particulars in the Title Sheet (OMR Sheet) . They should ensure themselves that they have received the right question paper by checking i) the subject and title of the paper, ii) the regulations for which the question paper was set, iii) whether the questions on both sides of the question paper are related to the same subject and iv) whether all the questions are correctly printed.
- vi) Candidates have to sign in the box specified in the Title Sheet (OMR sheet) of the answer booklet.
- viii) Students should not write on or tamper with the Barcodes and OMR sheets as they may affect the marks allotted to them. They should not use sketch pen while answering, as it may tamper with the Barcodes.

- x) Candidate should not enter H.T.No. in any other part of the answer book.
 - xi) Candidates should not write their names or any irrelevant matter in any part of their answer book.
 - xii) Candidates should not address the examiner in any manner whatsoever in their answer book.
 - xiii) Candidates have to write the correct number and sub-number of the question they answer.
 - xiv) Candidates should write answers on both sides of the answer sheet.
 - xv) Candidates must attach graph sheets, drawing sheets etc., to the main answer book.
 - xvi) Candidates should stay in the examination hall at least for one and a half-an-hour from the commencement of the examination.
 - xvii) No additional booklet will be supplied.
 - xviii) Candidates must hand over the answer book to the invigilator before leaving the examination hall.
- d) Drinking water will be served to the candidates inside the examination hall itself. Students are not permitted to leave the hall during the examination even for the purpose of going to toilets, drinking water, etc

e) Examination Bell Timings :

Suppose, the examination starts at 10.00 am

09.45 am - long bell - candidates with hall tickets enter the hall. 09.50 am - short bell - distribution of answer sheets starts 09.55 am - short bell - distribution of question papers starts. 10.00 am - long bell - examination commences.

Short bells at every half-an-hour interval

12.55 pm - short bell - warning bell.

01.00 pm - long bell - examination ends.

- f) Students should not indulge in any malpractice in the examination. Malpractice cases are dealt as per the rules/ guidelines supplied by the University/Nodal centre by a malpractice prevention committee consisting of the Principal/Chief Superintendent, Controller of examinations, Invigilator concerned, Head of the Department of the branch concerned (to which malpractice student belongs) and Subject Expert / Teacher.