



Examination Committee

The Examination Committee of the college is a the responsibility of smooth conduct of examinations for all the courses and maintenance of student's records etc., The Principal of the College is the Chief Superintendent of the examinations. The Vice Principal of the College is assisting Chief Superintendent of the examinations. All the Heads and the staff will assist in all examination related activities.

Instructions to Invigilators

- The invigilators are required to be present in the examination cell at least 30 minutes before actual start of the examination or as informed by the Chief Superintendent.
- The invigilators are required to count the main answer scripts and make sure that the serial number and chief superintendent's facsimile on the main answer script are present.
- The invigilator is required to check the hall tickets before a candidate enters the examination hall. No candidate shall be allowed to enter the examination hall without the hall ticket.
- The invigilators must instruct the students not to keep any printed or written material with them and not to write anything on the question paper which leads to malpractice. The students must be asked to hand over their belongings, not required for the examination.
- No invigilator shall leave the examination hall unless a reserve occupies his place on the instructions of the chief superintendent. A reserve will be sent only for attending some important work.
- The invigilators are required to sign on the main answer scripts in the space provided with date. The number on the main answer script is to be mentioned in the candidates' attendance sheet and the candidate's signature to be taken on the attendance sheet.

- The invigilators are required to instruct the candidates not to write their Register No. i.e. hall ticket number, anywhere except in the space provided in the first page of main answer script.
- The invigilators are required not to allow the candidates into the examination hall after 30 minutes from the commencement of the examination.
- The invigilators are required to handover the answer scripts after the completion of the examination in the Examination Control Room.
- The invigilator is required to distribute and collect the answer scripts personally. The invigilator should not ask the candidate to take (in the beginning) or keep (at the end) the answer scripts on the table. The invigilator will be held responsible for any loss of the answer scripts.
- In case of any discrepancies, the matter may be brought to the notice of the chief superintendent immediately.
- The invigilators are required not to carry cell phones etc. in the examination halls.
- The invigilators are required to watch carefully in the examination hall to prevent malpractice.
- Invigilators are advised to maintain silence in the examination hall, so as to provide conducive environment for the smooth conduct of examination.
- Staff members who are not having examination duties should strictly not enter into the examination halls.

Instructions to Students

- In case of damaged answer book, the defective answer book may be returned to the invigilator and ask for a blank Answer Sheet.
- Candidates are prohibited from:
 - i. Writing their Register Nos. in any part of the answer booklet.
 - ii. Writing their names in any part of the answer booklet.
 - iii. Addressing the examiner in any manner whatsoever in the answer booklet. If they do so, their answer scripts will not be valued.
 - iv. Writing religious symbols.
 - v. Bringing Cell Phones / Mobile phones and Electronic Gadgets.
- Before beginning to answer any question, the candidates should write the correct number of that Question. They should complete the answer for any question and commence writing answer for the next question.
- Answers should be written on both sides of the paper.
- No loose sheets of paper will be allowed in the examination room; no paper must be detached from or attached to the answer booklets.
- Answers must be legibly written and figures must be neatly drawn.
- Candidates should write not less than 25 lines in each page. It is not necessary to begin each answer in a fresh page.
- This answer booklet should be returned to the Invigilator before leaving the examination hall.
- Students are not allowed outside during the examinations.
- No Additional Answer Booklets will be supplied.