



# SAFI INSTITUTE OF ADVANCED STUDY

Rasiya Nagar, Vazhayur East (P.O), Malappuram – 673633, Kerala State, India

SIAS/IEC-UG/2022-2023/ RRI

1-6-2022

## Rules and Regulations of Internal Examination for the Students

- ❖ Student Identity Card issued by the Institution is compulsory for the candidates appearing for the examination. In case any student fails to bring in his/her Identity Card, consensus of the HoD in the prescribed format shall be produced for admittance.
- ❖ Mobile phones and other electronic devices are not permitted in the examination hall. However the candidates are allowed to use non-programmable calculators.
- ❖ Exchange of instruments such as scale, pencil, calculator etc. is not permitted during examination and the same shall be considered as malpractice
- ❖ Candidate should occupy their allotted seat at least 5 minutes before the commencement of examination.
- ❖ Candidates who reach the examination hall 5 minutes after the commencement of the examination will not be permitted to appear for the same.
- ❖ Candidates who are found to committing any sort of malpractice is required to bring their guardian with an apology letter duly signed by the class advisor and the HoD and should submit the same to the IEC Convener; lest they should be disqualified from appearing for the examination.
- ❖ Candidates will be permitted to leave the examination hall only 45 minutes after the commencement of the examination.

### Resit Rules

- ❖ IEC will allow the students to appear for re-test in genuine cases and is limited to 2 times in the whole academic period, only if the student has produced an intimation about his/her absence on or before the day of examination to the Convener of IEC duly signed by the parent, class advisor and HoD. The genuinity of the reason shall be subjected to the lest.
- ❖ The candidate has to submit the application for retest to the Convener of IEC duly signed by the parent through the head of the department within 3 days after the examination. The genuinity of the reason shall be subjected to the lest.
- ❖ The parent has to intimate the absence of their ward to the class advisor and HoD concerned.
- ❖ Retest will be conducted by the respective departments on convenient dates.
- ❖ IEC shall have the authority to take final decision on the request of a candidate.

**Pranav K**

**Convener, UG IEC**

**Prof. E.P. Imbichikoya**

**Chairman**