

College Examination Guidelines

These guidelines are issued to ensure a fair, transparent, and smooth conduct of examinations. All students are required to carefully read and strictly adhere to the instructions mentioned below.

1. Eligibility and Registration

Students must ensure that they are duly registered for the examination through the official college portal. Only those who have completed the required attendance and fulfilled academic requirements will be permitted to appear for the examination.

2. Examination Schedule

The detailed examination timetable will be published on the college website and notice boards. Students are advised to regularly check for updates and report any discrepancies immediately to the examination office.

3. Reporting Time

Candidates must report to the examination hall at least 30 minutes before the scheduled start time. Late entry beyond the first 15 minutes of the examination may not be permitted.

4. Items Allowed and Prohibited

Students are allowed to carry only essential items such as admit cards, valid college ID cards, and necessary stationery. Electronic gadgets including mobile phones, smart watches, calculators (unless specified), and any form of written material are strictly prohibited.

5. Conduct During Examination

Students must maintain absolute silence and discipline inside the examination hall. Any form of communication with other candidates, copying, or attempting to cheat will be treated as an act of malpractice and will invite strict disciplinary action.

6. Answer Scripts and Question Papers

Candidates must ensure that all required details are correctly filled in on the answer booklet. Rough work should be done only in the space provided. Question papers must not be removed from the examination hall unless explicitly permitted.

7. Malpractice and Disciplinary Action

Any student found indulging in unfair means will be booked under malpractice. Penalties may include cancellation of the paper, suspension, or further disciplinary action as per college regulations.

8. Absence and Re-examination

Absence from an examination without prior approval or valid reason will result in the student being marked absent. Re-examinations or supplementary exams will be conducted only as per the academic calendar and institutional policies.

9. General Instructions

Students are advised to follow instructions given by invigilators at all times. Any issues during the examination should be immediately reported. The decision of the examination authority shall be final and binding in all matters.

By appearing for the examination, students acknowledge that they have read, understood, and agreed to abide by all the above guidelines.