

EXAMINATION GUIDELINES FOR INVIGILATORS

- Please implement the code of conduct for students during the examination.
- Examination duty is compulsory.
- In case of an emergency, alternative arrangements are to be made after contacting the exam cell.
- All invigilators must report within time to the Exam Cell and reach the respective examination hall 15 minutes before the starting time
- Question papers will be made available by the exam cell/faculty assigned in each examination hall 10 minutes before the examination time schedule.
- All invigilators must maintain silence in the examination hall.
- Your mobile phone will be in silent mode but you should not use the same in the examination hall.
- Please check the students have occupied their respective seats according to the seating plan.
- The seating plan will be made available to the invigilator before the start of the examination.
- Verify the Hall ticket and Identity card of the students in the examination hall.
- Ask the student politely to leave the exam hall and contact the college office to collect the hall ticket or identity card if otherwise.
- Distribute the answer books to the students and ask them to fill all in the details in the answer book.

Prithi
Dr. K. K. John
Principal
Saintgits College of Applied Sciences
Kottukulam Hills, Pathamuttom
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- Verify and make sure all the details entered by the student in the front sheet of the main answer booklet are correct.
- Distribute the question paper to the students after the exam bell.
- Advise students not to write anything other than their name and registration number in the allotted space of the question paper.
- Invigilators must watch the students continuously and should be vigilant.
- Please move into the examination hall to prevent any type of indiscipline/malpractice. Should not leave the examination hall during the examination period. In case of urgency, may be allowed for a maximum of 15 minutes with permission from the exam cell (Relieving duty).
- Other invigilators/faculty are not allowed to enter the examination halls without the consent of the concerned authorities.
- Distribute the additional answer books to the students when requested by the students.
- Make a tally mark of the count in the student's name about the number of additional sheets supplied.
- Give directions to the students to tie their answer booklet 5 minutes before the end of the examination time.
- Once the examination is completed, arrange the answer books in the order given in the attendance sheet and hand over the same to the exam cell/office.


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- Invigilators must be vigilant, prevent unfair means, and will report unfair means cases if any, without any discrimination.
- Immediately take back the answer booklet and malpractice chit (if any) from the concerned student.
 - Inform the matter to the Exam cell / Office
 - Never allow the concerned student to leave the examination hall until further information.
 - In addition to all the above, follow the Guidelines / Instructions / Notifications if any issued by University / College / Exam Cell from time to time.


Exam Convener




Dr. K. K. John
Principal

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EXAMINATION GUIDELINES FOR STUDENTS

Dress Code

Wear College Uniform and Lanyard (ID Card) on all examination days

Arrival Time

Students should arrive at college on or before 9:00 AM (for the Forenoon exam) and 1:00 PM (for the afternoon exam) on all examination days. Late entry is not entertained as the student has to undergo thermal scanning and related procedures as part of Covid protocol.

Hall Ticket

A hall ticket is mandatory to enter the examination hall. Collect the hall ticket from your class teacher on or before the first exam day for University examinations. Students who lose their hall ticket may write a request letter to the Principal through HOD / Class Teacher and collect a new one after completing the office procedures.

Room Allocation

Check the college notice board in front of the examination cell to know the examination room allotted for you. This has to be checked and made sure on all examination days.

Maintain Discipline

Strict discipline has to be observed inside and outside the campus. Any violation of the college rules may be dealt with accordingly. Students are not allowed to share any material (Pen / Pencil / Water bottle etc.) due to covid safety measures. Students are also not allowed to discuss or use gestures during the conduct of the examination.

Mobile Phones and smart watches are strictly prohibited inside the examination hall.




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Principal

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Malpractice, if any

Malpractice of any means is not entertained in the college. Students engaged in any form of malpractice may be dealt with as per University rules.

Covid Regulations

As per University rules, Covid positive students are not allowed to write the university's ongoing examinations. University may conduct a special examination for such students as per the norms and notifications already published. Students who are suspicious of Covid symptoms (Primary Contact) may contact your class teacher for further details regarding the modus operandi.

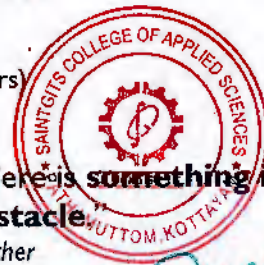
Modified Question Paper Pattern due to COVID (U.G)

// Applicable only to 2020 Admission students.

- Part A: - 6 Questions X 3 marks = 18 Marks
- Part B: - 4 Questions X 8 marks = 32 Marks
- Part C: - **Max of 3** Questions may be attempted; 30 Marks
- Total: - 80 Marks Scheme

- Part A: - 6 Questions X 2 marks = 12 Marks
- Part B: - 4 Questions X 7 marks = 28 Marks
- Part C: - **Max of 3** Questions may be attempted; 20 Marks
- Total: - 60 Marks Scheme (UG Examination with Practical Papers)

"Believe in yourself and all that you are. Know that there is something inside you that is greater than any obstacle."
— Christian D. Larson, author, and teacher



Dr. K. K. John

Dr. K. K. John
PRINCIPAL

Saintgits College of Applied Sciences
Kottukulam Hills, Pathamuttom Kottayam

EXAM CELL 2021 – 22

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