



RULES FOR CONDUCTING INTERNAL EXAMINATION:

1. Date of examination shall be decided by the in consultation with the Principal.
2. Pattern of examination shall be in university format.
3. Teachers have to upload the question papers in the mail id ***sacexam2021@gmail.com*** within four days after the exam declaration .
4. IEC will appoint teachers for invigilating the examination.
5. Invigilator will provide the question paper and answer sheets to the students.
6. Students have to wear **college ID** while appearing for the examination.
7. No electronic devices(mobile phones, smart watch etc) are permitted inside the exam hall.
8. Students who reach the examination hall ten minutes after the commencement of the exam are not permitted to appear the exam.
9. Students who indulge in any kind of malpractices will be suspended with immediate effect.
10. After the completion of the examination, the invigilator will collect and sort the answer sheet and return to IEC.
11. IEC will distribute the answer sheet to the teacher concerned.
12. Retest of the absentee students will be conducted by the department on their convenience.

IEC coordintor

Principal