



SIENA COLLEGE OF PROFESSIONAL STUDIES

(Affiliated to Mahatma Gandhi University, Kottayam, Kerala)

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UNIVERSITY EXAMINATION POLICY

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Siena College of Professional Studies, Edacochi is affiliated to M.G. University, Kottayam and hence we strictly follow the guidelines provided by the University for the conduct of university examination.

Examination committee handles all matters related with the conduct of examinations. The Committee consists of Principal, Assistant chief Superintendent, External Exam Coordinator and Office Staff. More members will be added to the Committee as per the requirement.

For the University Examination, the following matters will be taken care by the examination committee.

- Collection of examination fees from the students.
- Exam registration.
- Timetable announcement
- Internal uploading and sending to university
- Assigning and Informing invigilators.
- Packing of Papers
- Preparation of Bills and the amount will be disbursed once we receive it.

Instructions to Invigilators

- No candidates will be admitted to the examination hall without valid hall tickets.
- No students shall be admitted to the examination hall 30 minutes after the commencement of the examination.
- Teachers should not enter the examination hall if they have no duty.
- Strict silence must be maintained in the examination hall.
- Don't give any clarification to the students regarding mistakes in the question paper, mode of answering etc.
- Candidates should not be allowed to leave the examination hall before the expiry of half an hour from the commencement of the examination.
- Invigilators shall collect the hall ticket at the beginning of the examination, and return it, after recovery of the answer book.
- Candidates who leave the examination hall earlier than half an hour of the scheduled time for the close of the examination have to surrender their question paper.
- Permit the candidates to leave the examination hall only after handing over the answer book to the invigilator.
- Don't allow the candidate to write on the question paper. Advise them to use the last page of answer book for rough work.
- Keep alert vigil. In case of any malpractices, take custody of the answer book and report to the principal.

Instructions to the Students

- Monday to Thursday afternoon Examination time is 1.30 pm to 4.30pm. Students should enter the examination hall at 1.15 pm.
- On Friday's afternoon Examination time is 2.00 pm to 5.00pm. Students should enter the examination Hall at 1.45 pm.
- Morning examination time is 9.30am to 12.30 pm. students should enter the examination hall before 9.15 am.
- Students will not be allowed to enter the examination hall after half an hour i.e., after 2.30 pm on Fridays and 2.00 pm on other days.
- All text books, note books, manuscripts etc brought by the candidate should be placed outside the examination hall.
- Students will not be allowed to write the examination without the hall ticket, ID tag and uniform.
- Students should write the question paper code on the facing sheet of the answer book.
- Students should write their register number and name on their question paper.
- Use of mobile phones and digital watches are strictly prohibited in the examination hall for students.
- Invigilators will check the hall tickets every day. Students shall not write /scribble on the question paper, hall ticket, towels, palm etc
- Any malpractice by students will be dealt strictly in accordance to the university rules.
- If a student is caught for the malpractice, he/she will be reported to the university. He/she cannot write the remaining Examinations. Only after the enquiry is completed, they can appear for the supplementary examination.