

Ref: KLNCE/EMC/AY 2022-23/EVEN | 94  
CIRCULAR

Date: 20.02.2023

INSTRUCTIONS TO THE STUDENTS FOR INTERNAL EXAMINATION

Students should occupy their seat in the respective halls 10 minutes before start of the examination.

**Test Timings**

Class Test Timings : 09.15 am to 10.15 am [60 Mins]

Centralized Internal Test : 09.20 am to 10.50 am [1 & 1/2hr]

- ❖ Late coming of students shall not be encouraged for tests, however it is allowed till the first 10 minutes for CT/CIT/Model Exam. Invigilator shall note the roll number and branch and year of study of the defaulting student and allow him/her to write the test. The details of those students will be sent to respective department HOD for further action.
- ❖ Students should come with proper dress code and ID card.
- ❖ Strict silence should be maintained in the examination hall and are required to bring their own pens, pencils, and eraser. Students should use only blue or black ink while answering their papers.
- ❖ Before proceeding to answer the paper, the students should write his/her roll number, semester, subject and date of the examination and other details at the appropriate space provided in the first page of the answer book.
- ❖ Students are not allowed to exceed the prescribed time assigned to each paper.
- ❖ Students shall not talk/ask questions of any kind during the examination.
- ❖ Students shall not take any written/printed matter, any paper material, Electronics gadgets, cell phone, smart watches, programmable calculator, any unauthorized data sheet/table into the examination hall and if found in possession of any such material in the examination hall during the examination hours, those candidates shall be liable for disciplinary action.
- ❖ The students are strictly instructed not to indulge in any kind of malpractices during the CIT's. Action will be taken against the defaulters and an admin amount will be levied depending upon the nature of malpractice.
- ❖ Students found guilty of using unfair means of any nature shall be liable for disciplinary action.
- ❖ Students will have to hand over the answer books to the invigilator before leaving the examination hall.
- ❖ Students remain in the hall for entire duration of Test and they are allowed to go out of the hall before 10 minutes for CT, CIT and Model Exam, before end of the exam.

*A. H. Subramanian*  
20/2/23  
CO-CONVENER

*D. P. S.*  
20/2/23  
CHIEF CONVENER

*[Signature]*  
PRINCIPAL 20/2/23

CC to All HOD's & Directors

(To be read in the classroom through HODs & Directors and to display in the students notice board)

CC to File